



CITY OF HAYSVILLE

PO Box 404
200 W. Grand
Haysville, KS 67060
Phone: 316/529-5900 | Fax: 316/529-5925
www.haysville-ks.com

Appeal of Administrative Interpretation Application

THE RECEIPT OF MONIES DOES NOT CONSTITUTE APPROVAL OF THE APPLICATION

APPLICANT INFORMATION

Name of Applicant:	
Mailing Address:	Phone:
	Email:
Authorized Agent Name or Additional Applicant:	
Mailing Address:	Phone:
	Email:
Relationship of Applicant to property is that of: <input type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Lessee <input type="checkbox"/> Other If other, please describe _____.	

The Applicant herein appeals from the Administrative Interpretation, as follows:

[Large empty box for appeal details]

For property generally located at:

Legally described as: Lot _____, Block _____, _____ Addition

If property is not platted, a **metes and bounds description** and **location map** shall be provided with this application.

And is presently zoned:

The decision was rendered on: _____ and refers to
Section _____ of the _____ Code.

The Applicant herein, or authorized agent, acknowledges:

1. Receipt for an instruction sheet concerning the filing and hearing of this matter.
2. Filing fee of \$150.00 paid to the City Clerk.
3. Advisement of the right to bring action in the District Court of Sedgwick County to appeal the decision of the Board.
4. That all documents are attached hereto as noted in the instructions.

SIGNATURE

Applicant:	Date:
Agent or Additional Applicant:	Date:
OFFICE USE ONLY	
<p>This application was received at the office of the Planning Commission at _____ (am/pm) on _____, 20_____. It has been checked and found to be correct and accompanied by required documents and the appropriate fee of \$150.00.</p> <p>Authorized Signature: _____ Title: _____</p>	

Instructions for Appeals of Administrative Interpretation Application

This is an application for an appeal for a decision rendered by the Zoning Administrator. The form must be completed in accordance with directions on the accompanying instructions and filed with the Secretary of the Board of Zoning Appeals at 200 W Grand, Haysville, KS 67060. (Incomplete applications will not be accepted.)

1. Appeals to the board of zoning appeals may be taken by any person aggrieved, or by any officer of the city, county or any governmental agency or body affected by any decision of the officer administering the provisions of the zoning ordinance or resolution. *Such appeal shall be taken within a reasonable time as provided by the rules of the board, by filing a notice of appeal specifying the grounds thereof and the payment of the fee required therefor.* Kan. Stat. Ann. § 12-759.
2. The applicant must complete the application form and all blanks must be filled in or noted as N/A.
3. Applicant must submit a current, certified ownership list of names, mailing addresses, and zip codes for all property owners within 200 feet of subject property if all property is within city limits, or 1,000 feet of subject property if all property is outside city limits. A combination of distances will be used if subject property lies adjacent to city limits.
4. The Applicant must submit a copy of the decision, order of determination of the Zoning Administrator with a statement, in writing, justifying the appeal of the decision.
5. The above noted application and accompanying documents shall be submitted to the Secretary of the City’s Board of Zoning Appeals, together with a fee to the City as established in the most recently adopted fee resolution. Incomplete applications will not be accepted, and will be returned to the Applicant.
6. Notice of public hearing by the Board of Zoning Appeals will be published in the official city newspaper by the Secretary so that at least 20 days elapse between the date of publication and hearing date. Notices of the hearing will also be mailed by the Secretary to all property owners on the ownership list, the Applicant and the Secretary of the City Planning Commission so that at least 10 days shall elapse between the mailing date and the hearing date.
7. As provided for in Section 1001 of the Zoning Regulations, an appeal shall stay all legal proceedings unless, in the opinion of the Zoning Administrator, such a stay would cause imminent peril to life and property. In such event, the proceedings shall not be stayed unless a restraining order is issued by the Board of Zoning Appeals or by the District Court of the County.
8. Please note that the City is processing your application under the minimum time period prescribed by State law.
9. The decision of the Board may be appealed to District Court.