

# NECESSARY INFORMATION TO ACCOMPANY APPLICATIONS TO THE CITY OF ARKANSAS CITY, KANSAS BOARD OF ZONING APPEALS

In submitting an application to the Board of Zoning Appeals, the following information must be provided:

- I. A letter addressed to the Board of Zoning Appeals, with the following information:
  - A. Street address of subject property.
  - B. Legal description of subject property.
  - C. Whether application is being made for a (1) variance, (2) exemption or is (3) an appeal from a determination made by the Neighborhood Services Division.
  - D. Reason for application to the Board.
  - E. A clear and accurate description of any proposed construction or proposed use.
  - F. If the application is an appeal from a determination of the Neighborhood Services Division, submit a copy of any Notice or other order issued by the Neighborhood Services Division.
  - G. If the application is for a variance or exemption, submit a statement of the unnecessary hardship, or practical difficulty, encountered with reference to the zoning regulation(s) in question. [The Board may modify or vary from a particular requirement of the zoning regulations only when an unnecessary hardship, or practical difficulty, is encountered which is unique to the property in question and would not be applicable generally to other property that is subject to the same regulation.]
  - H. The letter shall be signed by the owner of the property in question or by an authorized agent. When signed by an agent, information shall be furnished to show that the agent has authority to act for the owner.
  
- II. Descriptions of proposed development should be accurately drawn to scale and show the following information:
  - A. Property boundary lines and dimensions.
  - B. Existing and proposed buildings or structures on the property, indicating their uses, dimensions, and distance from property lines.
  - C. Existing and proposed driveways, off-street parking areas, loading and unloading areas, properly dimensioned and showing individual parking spaces, type of surfacing, distance from property lines and type of screening.
  - D. The Board may require information on locations of buildings and structures on surrounding property if it considers such information necessary for its proper evaluation of the application.

**FLOODPLAIN VARIANCE APPLICATION  
ARKANSAS CITY, KANSAS**

<b>For Office Use Only</b>	
FILE NO:	_____
DATE SUBMITTED:	_____
FEE PAID:	_____
DATE OF HEARING:	_____
DISPOSITON:	_____

**Applicant Name(s):** \_\_\_\_\_  
\_\_\_\_\_

**Applicant's Mailing Address:**

\_\_\_\_\_  
Street Address  
\_\_\_\_\_  
City State Zip Code

**Applicant's Phone Numbers and E-Mail Addresses:**

*Telephone:* \_\_\_\_\_  
Home Work  
*E-Mail:* \_\_\_\_\_  
Home Work

**Address of Property for Which Variance is sought:**

\_\_\_\_\_

**Legal Description of Property:** \_\_\_\_\_

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**Does Applicant Own or Rent/Lease Property:** \_\_\_\_\_

**Property involved is currently zoned as:** \_\_\_\_\_

**Justification for Request:** \_\_\_\_\_

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*In order to consider your request for a variance, the Board of Zoning Appeals must make written findings of facts that the following conditions apply to the property in question. Please respond to all the questions and explain in detail how your request conforms to the following requirements:*

Will granting this variance cause danger to life or property?

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Would there be a danger of materials being swept onto adjacent property?

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What is the susceptibility of the proposed development to flood damage if a variance is granted?

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Are the services provided by the facility important to the community?

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Are alternate sites, not subject to flood damage, available?

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Is the proposed use compatible with the neighborhood?

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Is the proposed use compatible with the comprehensive plan and any floodplain management program for the area?

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How will the property be accessed during a flood event?

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Anticipated costs of government services, including roads and utilities, during and after flood conditions?

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Is the property or structure listed on any Historic Registry?

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What is the size of the lot?

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Is the proposed variance site located in a floodway?

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Is the proposed variance minimum necessary?

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Will the proposed variance cause an increase in flood heights?

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Will the variance conflict with other state or local laws?

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Explain any exceptional hardship created should the variance not be granted?

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By applying for this variance the applicant acknowledges that:

- The grantee of the variance will be subject to higher flood insurance costs as a result of not complying National Flood Insurance Program regulations; and
- The grantee of the variance will be subject to increased risks to life and property.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

### **FAILURE TO UTILIZE A VARIANCE**

*Failure to utilize a zone variance within six (6) months after the effective date thereof shall make the variance null and void. The Board of Zoning Appeals may, upon request and at its direction, extend the six-month period if it finds that such an extension is not contrary to the public interest. Unless otherwise specified, upon project completion, the variance is valid for an indefinite period of time.*

**FLOODPLAIN VARIANCE NOTICE OF RISK FOR ARKANSAS CITY**

A Variance BZA-\_\_\_\_-\_\_\_\_ was issued by the Arkansas City Board of Zoning Appeals for (legal description)\_\_\_\_\_

On (date)\_\_\_\_\_.

(Property owner)\_\_\_\_\_

Is hereby notified that:

- (1) The issuance of a variance to construct a structure below base flood level will result in increased premium rates for flood insurance up to amounts as high as \$25.00 for \$100.00 of insurance coverage and
- (2) Such construction below the base flood level increases risks to life and property.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Arkansas City Floodplain Administrator

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Property Owner