

1 Riverfront Plaza, Ste 320 | P.O. Box 708 Lawrence, KS 66044 (785) 832-7700 Fax (785) 832-3110 http://www.lawrenceks.org/pds/

Appeal of Administrative Decision to the Board of Zoning Appeals (BZA)

Application Requirements

This checklist has been provided to assist you as you prepare your application. Submission of less information than necessary to adequately review and process your application may delay the review process. Planning Staff will determine the completeness, accuracy, and sufficiency of the application within five (5) business days of submission.

1. Filing Deadline. Appeals of administrative decisions shall be filed with the Planning Director within ten (10) working days after the administrative official's decision.

General Submittal Requirements

- 2. A complete application form.
- 3. Owner Authorization form if applicant is not the legal owner of the property.

Requirements for Public Notification of the Public Hearing

- Legal description of the property in print and electronic (Microsoft Word) formats (if relevant).
- 5. A list certified by the County Clerk of all property owners within the notification area of the subject property (if relevant).
- 6. Ownership List Certification form (if relevant).

Other Requirements

- 7. Plot plan illustrating the issue appealed (if relevant).
 - a. Submit paper and electronic formats.



1 Riverfront Plaza, Ste 320 | P.O. Box 708 Lawrence, KS 66044 (785) 832-7700 Fax (785) 832-3110 http://www.lawrenceks.org/pds/

RESOURCES AVAILABLE TO THE APPLICANT

- 1. Planning Staff
- 2. Calendars:
 - Board of Zoning Appeals Submittal Deadlines and Meeting Dates
 - Planning Commission Submittal Deadlines and Meeting Dates
 - Historic Resources Commission Submittal Deadlines and Meeting Dates
- 3. Fee Schedule
- 4. City of Lawrence Development Code:
 - Article 13, Section 20-1311: Appeals of Administrative Decisions.

PLANNING DEPARTMENT PROCEDURES

Public Hearing: Planning Staff will schedule a hearing before the Board of Zoning Appeals, which is responsible for hearing the request.

Newspaper Publication: Planning Staff will publish the notice of the public hearing twenty (20) days prior to the date of the public hearing.

Mailed Notice: Planning Staff will mail notices of the public hearing to all property owners within the required notification area at least twenty (20) days prior to the public hearing. Planning Staff will also mail notice to any Registered Neighborhood Associations whose boundaries include or are contiguous to the subject property. Additionally, a copy of the notice will be mailed to each party of the appeal at least twenty (20) days before the hearing.



Lawrence Douglas County Metropolitan Planning Office 1 Riverfront Plaza, Ste 320 | P.O. Box 708

1 Riverfront Plaza, Ste 320 | P.O. Box 708 Lawrence, KS 66044 (785) 832-7700 Fax (785) 832-3110 http://www.lawrenceks.org/pds/

OWNER AUTHORIZATION

I/V	WE,	hereby referred
	WE as the "Undersigned", being of lawful age, do hereby on this day of e following statements to wit:	, 20, make
1.	I/We the Undersigned, on the date first above written, am/are the lawful owne absolute of the following described real property: See "Exhibit A, Legal Description" attached hereto and incorporated herein by refere	.,
2.	I/We the undersigned, have previously authorized and he to as "Applicant"), to act on my/our behalf for the purpose of making application	reby authorize (Herein referred
	Office of Lawrence/Douglas County, Kansas, (common address property, or portion thereof. Such authorization includes, but is not limited to, whatsoever necessarily required of Applicant in the application process.	s), the subject
3.	It is understood that in the event the Undersigned is a corporation or partnership to whose signature appears below for and on behalf of the corporation of partnership authority to so bind the corporation or partnership to the terms and statements continuous.	ip has in fact the
IN	WITNESS THEREOF, I, the Undersigned, have set my hand and seal below.	
Ov	wner Owner	-
	TATE OF KANSAS DUNTY OF DOUGLAS	
Th	ne foregoing instrument was acknowledged before me on this day of	, 20,
by	·	
Му	y Commission Expires:	
	Notary Public	



1 Riverfront Plaza, Ste 320 | P.O. Box 708 Lawrence, KS 66044 (785) 832-7700 Fax (785) 832-3110 http://www.lawrenceks.org/pds/

Note to Applicant:

Replace this page with "Exhibit A, Legal Description".



1 Riverfront Plaza, Ste 320 | P.O. Box 708 Lawrence, KS 66044 (785) 832-7700 Fax (785) 832-3110 http://www.lawrenceks.org/pds/

PROPERTY OWNERSHIP LIST CERTIFICATION

As required by Article 13, Section 20-1301(q) of the Development Code, the applicant is responsible for providing certified Ownership information (including names and mailing addresses) of all real property owners within a defined radius from the subject property. The Planning Department is required by the Land Development Code to use the submitted Ownership list to mail notice of the public hearing to surrounding property owners regarding this Application.

Ownership Information

The applicant is responsible for providing certified Ownership information. Current Ownership information shall be obtained from the Douglas County Clerk. Ownership information will be considered current if it is **no more than 30 days old** at the time an application is submitted to the Planning Department.

Radius of Notification

The Ownership list shall include the record Owner of the subject property and all Owners of property located within 400 feet of the subject property. If the subject property is adjacent to the City limits the area of notification shall be extended to at least 1,000 feet into the unincorporated area.

THE FOLLOWING IS TO BE COMPLETED AND SUBMITTED BY THE APPLICANT.

I certify that I have read and understood the above information and that the submitted Ownership list:

 (a) was obtained from and certified by the Douglas County Clerk, (b) is current (no more than 30 days old), and (c) includes all property owners within the required notification radius of the subject property. 				
Signature				
Printed Name				



1 Riverfront Plaza, Ste 320 | P.O. Box 708 Lawrence, KS 66044 (785) 832-7700 Fax (785) 832-3110 http://www.lawrenceks.org/pds/

APPLICATION FOR APPEAL OF ADMINISTRTIVE DECISION TO THE BOARD OF ZONING APPEALS (BZA)

WNER INFORMATION (if relevant)	
Name(s)	
Contact	
Address	
City	State ZIP
Phone ()	Fax ()
E-mail	Mobile/Pager ()
PPLICANT/AGENT INFORMATION	
. ,	
Address	
	State ZIP ZIP
	Fax ()
	Mobile/Pager ()
Pre-Application Meeting Date	Planner
ROPERTY INFORMATION (if relevant)	
Present Zoning District	Present Land Use
Proposed Land Use	
Local Description (may be attached	
Legai Description (<i>may be attached</i>)	
Address of Property	



1 Riverfront Plaza, Ste 320 | P.O. Box 708 Lawrence, KS 66044 (785) 832-7700 Fax (785) 832-3110 http://www.lawrenceks.org/pds/

Please indicate the reason for appeal:					
(Alternatively, attach a letter to the Planning Director.)					
	_				
SIGNATURE					
I/We, the undersigned am/are the (own er) of the aforementioned property.	er(s)), (duly authorized agent), (circle one if relevant)				
By execution of my/our signature, I/we d Appeals as indicated above.	o hereby officially apply for an appeal to the Board of Zoning				
Signature(s):	Date				
	Date				
	Date				
STAFF USE ONLY					
Application No.					
Date Received					
BZA Date					
Fee \$					