



JUNCTION CITY/MILFORD/GEARY COUNTY

INSTRUCTIONS for Special Use Permits

1. Applicants requesting a **Special Use Permit** should **consult** the **Zoning Administrator** prior to submitting a formal application. The purpose of the consultation is to advise the applicant of his rights and responsibilities in the filing of the application.
2. The applicant must complete the attached application form. Applications **must be received by the calendar deadline date** to be on the next agenda for the **Metropolitan Planning Commission**. An incomplete application cannot be accepted.
3. A list of the names and mailing addresses will be requested by the Planning Department from the Assessor's Office of all property owners within a distance of:
 - A. two hundred (200) feet of the boundaries of the property included within the application for land within the City of Junction City.
 - B. one thousand (1,000) feet of the boundaries of the property included in the application for land in the unincorporated portion of Geary County.

As required by Kansas Statute, these property **owners will be mailed a Property Owner Notification** letter advising them of the requested zone change and the planning commission meeting date.

4. ***Special Use Permit***: The applicant shall specify the use and reason for the special use permit. A sketch, drawn to scale, which shows the proposed use area with existing structures or proposed structures necessitating the special use permit. All appropriate dimensions should be included.

Any other information the applicant deems helpful to the Planning Commission in consideration of the application may also be submitted.

5. The applicant shall provide proof that all property taxes are paid for the property in question. This includes all real estate, personal property, and special assessments applicable to the property. A copy of a **receipt or statement** from the Geary County Treasurer **showing taxes paid in full shall be provided** at the time of the application.
6. The application shall be signed by the property owner or his duly authorized agent. If the application is signed by an **agent**, written authorization from the property owner must be submitted naming the agent and that the owner is aware and approves of the request for a Special Use Permit.
7. The above-listed documents together with the required **fee** of one hundred dollars (**\$100.00**) shall be submitted to the office of the Zoning Administrator.