



JUNCTION CITY/MILFORD/GEARY COUNTY Instructions for a *Special Exception*

1. All applicants requesting a **special exception** should **consult with 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 a special exception 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 **Board of Zoning Appeals**. 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 request and the Board's meeting date.

4. The applicant must submit a **statement**, in writing, **justifying the special exception** requested; and indicating specifically the provisions of the Zoning Regulations from which the special exception is requested. (*County -- See Article 17-104 of county zoning regs; and KSA 12-759(e)(2)*). (*City -- See Section 440.440*).
5. The applicant shall prepare:
County: a **site plan** showing the lot or lots included in the application; the structures existing thereon; and the structures proposed, necessitating the special exception requested. All appropriate dimensions should be included and any other information that would be helpful in consideration of the application.
City: a site **plan** showing the location of the fence.
6. The applicant shall provide a copy of a paid receipt or statement from the Geary County Treasurer showing **property taxes paid in full for the property in question**.
7. The above-listed documents together with the required **fee of \$100.00** for a **special exception** application shall be submitted to the office of the Zoning Administrator.
8. The **Board of Zoning Appeals decision is final**. Applicant has the right to appeal the decision to the District Court within 30 days of the Board's final decision as set out by KSA 12-759(f).