



**City of Merriam, Kansas
Community Development Department**

**Application Guidelines for
Rezoning, Conditional Use, and
Special Use Permits**

The City of Merriam has adopted a Zoning ordinance regulating the use of land within the City limits. All property in the City has been classified within a Zoning District for which requirements have been established in the Zoning ordinance. The Zoning ordinance specifies what uses of land are allowed within each Zoning District and establishes standards for the placement of structures, accessory uses, lot sizes, yards, fences, signs, off-street parking and other requirements. The Zoning ordinance also specifies certain uses that may be permitted as Conditional Uses or as Special Uses in each Zoning District.

APPLICATION

An application for Rezoning, Conditional Use or Special Use Permit is included with these instructions. The Owner Information and Property Information sections must be filled-in completely. The complete correct legal description of the property must be provided including a digital version in Word format. If the legal description requires more space than provided on the form, it may be provided on a separate sheet attached to the application. The application must be signed by the owner(s) of the property, or a properly executed document that authorizes action on behalf of the owner(s) must be filed with the application.

FEES

An application fee will be charged per the approved City of Merriam Schedule of Fees. Fees are \$150 if plans are not required and \$175 if plans are required. The Application will be accepted for processing by the Community Development Department only after the fee has been paid.

PUBLICATION OF NOTICE

City ordinance requires that a Notice of Public Hearing be published one time in the official City newspaper at least 20 days prior to the date the Planning Commission will hold a public hearing on the application. The City will prepare and place the Notice of Public hearing in the newspaper.

NOTIFICATION OF SURROUNDING PROPERTY OWNERS

- City ordinance requires that owners of all property located within 200 feet of the subject property be notified no less than 20 days prior to the date of the hearing.
- The Community Development Department will provide the applicant a copy of the Notice of Public Hearing. Copies of this notice must be mailed to the surrounding property owners. The applicant may also add a cover letter to be mailed with the notice.

- The applicant must obtain a list of the owners of all property located within 200 feet of the subject property. This list must be obtained from the **Johnson County Records & Tax Administration, County Square, Administration Building, 111 S. Cherry Street, Olathe, Kansas** or a Title Company.
- The applicant must mail, by **Certified Mail-Return Receipt Requested (green card Form #3811)**, a copy of the Notice of Public Hearing to each owner of property located within 200 feet of the property. These notices must be mailed no later than 20 days prior to the date of the public hearing.
- The list of property owners obtained from the Records and Tax Administration and the proof of mailing provided by the Post Office must be provided to the Community Development Department no later than ten days prior to the hearing.

NOTICE PLACED ON THE PROPERTY

The Community Development Department will provide a poster to the applicant announcing that an application has been filed. The poster must be posted on the property facing the street so as to be visible to the public no later than 10 days prior to the date of the public hearing.

SCHEDULE

The process of considering an application for a re-zoning, conditional use or special use permit requires a minimum of two months. The Planning Commission meets the first Wednesday of each month and the City Council meets the fourth Monday of each month. Notice must be published and be mailed at least 20 days prior to the Planning Commission meeting. Applications must be filed by the first Wednesday of any month to be considered by the Planning Commission and City Council at their meetings the following month. The Community Development Department can provide a complete schedule for the processing of applications.

ADDITIONAL INFORMATION

Additional information is contained in the Zoning ordinance. A copy of the Zoning ordinance may be purchased from the City Clerk's office. If you have question or wish to file an application for a re-zoning or conditional use permit, contact:

The City of Merriam
 Community Development Department
 9001 W. 62nd St.
 Merriam, Kansas 66202
 Phone (913)322-5520 Fax (913)322-5505

All property owners are encouraged to review the Zoning Ordinance and discuss their specific situation with Community Development staff prior to filing an application.



City of Merriam, Kansas
Community Development Department

Re-Zoning Application

OWNER INFORMATION			
Name			
Street Address			
City/State/Zip			
Business Phone		Home Phone	
Email Address			
PROPERTY INFORMATION			
Street Address of Property:			
Legal Description:			
<i>*Include digital version of legal description</i>			
ZONING INFORMATION			
Present Zoning Classification:			
Requested Zoning Classification:			
Reason for the request:			
OWNER'S REPRESENTATIVE OR AGENT			
Name			
Street Address			
City/State/Zip			
Business Phone			
Email Address			

Signature of Property Owner: _____ Date: _____

FOR OFFICE USE ONLY	
Application Number #:	Fees Paid: \$
Fees: plans not required \$150	Fees: plans required \$175
Publication Notice Date:	Public Hearing Date:



City of Merriam, Kansas
Community Development Department

**Re-Zoning
Application**

LIST CALL CONTACT PERSONS TO RECEIVE STAFF EMAIL COMMUNICATIONS
REGARDING PLAN COMMENTS

APPLICANT/REPRESENTATIVE	
Name:	Contact:
Street Address/Suite #:	
City/State/Zip:	
Phone:	Fax:
Email:	
OWNER	
Name:	Contact:
Street Address/Suite #:	
City/State/Zip:	
Phone:	Fax:
Email:	

While Community Development staff will attempt to send plan comments to all persons listed on this sheet, the City does not guarantee that all parties will receive the emails. It is the responsibility of the applicant/representative to verify that all persons listed on this sheet did receive staff comments.