



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

**Application Guidelines for
a Special Use Permit**

Certain uses of land or buildings may not be appropriate under all circumstances in any zoning district, but may be appropriate in certain districts where adequate precautions can be taken to assure compatibility of the use with surrounding uses.

APPLICATION

An application for consideration of a 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 proper acknowledgment by the owner which authorizes action on behalf of the owner(s) must be filed with the application.

FEES

Per approved Fee and Charges for City Services Schedule. The application will be accepted for processing by the Community Development Department only after the fee has been paid.

PUBLICATION OF NOTICE

The Ordinance requires that a legal notice 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

- The Ordinance requires that the owners of all property located within two hundred (200) feet of the property for which a special use permit is sought, 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 Legal Notice to be published in the newspaper. 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 of the property located within 200 feet. This list must be obtained from the **Records and Tax Administration, County Square, Administration Building, 111 S. Cherry Street, Olathe, Kansas**, or may be provided by 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. You may include a cover letter explaining your request with the notice if you wish. The list of property owners obtained from the Records and Tax Administration Office and the proof of mailing provided by the Post Office should 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 which provides notice that an application has been filed. This poster must be posted on the property no later than 10 days prior to the date of the public hearing, facing the street so as to be visible to the public.

SCHEDULE

The process of considering an application requires a minimum of approximately 7 weeks. 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 notices must be mailed at least 20 days prior to the Planning Commission meeting. Applications filed by the first Wednesday of any month may be considered by the Planning Commission and City Council during their meetings the following month. The Community Development Department can provide a complete schedule for the processing of applications each month.

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 questions or wish to file an application for a Special 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 THE COMMUNITY DEVELOPMENT STAFF PRIOR TO FILING AN APPLICATION FOR A SPECIAL USE APPLICATION.



City of Merriam, Kansas
Community Development Department

**Special Use
Permit Application**

OWNER INFORMATION			
Name			
Street Address			
City/State/Zip			
Business Phone		Home Phone	
Email Address			
PROPERTY INFORMATION			
Street Address of Property:			
Legal Description:			
ZONING INFORMATION			
Present Zoning Classification:			
Special Use Permit requested for:			
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#:	Fee Paid \$
Fees Plans not required \$150	Fees with Plans Required \$175
Publication Notice Date:	Public Hearing Date: