



**CITY OF HAYSVILLE**  
 PO Box 404  
 200 W. Grand  
 Haysville, KS 67060  
 Phone: 316/529-5900 | Fax: 316/529-5925  
[www.haysville-ks.com](http://www.haysville-ks.com)

## Administrative Adjustment Application

**THE RECEIPT OF MONIES DOES NOT CONSTITUTE APPROVAL OF THE APPLICATION**

This form must be completed in accordance with directions on the accompanying instructions and filed with the City Planning Department at Haysville City Hall, 200 West Grand, Haysville, Kansas 67060

**CONTACT INFORMATION**

**Owner(s) of the property requesting the Administrative Adjustment:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Primary Contact? Yes \_\_\_ No \_\_\_ (Please Check)

**Agent representing the applicant (if applicable):**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Primary Contact? Yes \_\_\_ No \_\_\_ (Please Check)

**Contract Purchaser (if applicable):**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Primary Contact? Yes \_\_\_ No \_\_\_ (Please Check)

**REQUEST INFORMATION:**

**1. Requested Adjustment(s):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**2. Zoning District of Property:** \_\_\_\_\_

**3. Location:**

- a. Address (if assigned): \_\_\_\_\_
- b. Legal Description: Lot(s) \_\_\_\_\_, Block \_\_\_\_\_, \_\_\_\_\_ Addition
- c. If Property is not platted, a metes and bounds description and location map shall be provided with this application.

**4. Site Layout Plan:** A site layout plan indicating the location of the requested adjustment.

**CERTIFICATION**

The undersigned acknowledges and certifies the following:

- 1. They have been advised of the fee requirements established and that the appropriate fee is herewith tendered.
- 2. That the information given herein is correct.
- 3. That all documents are attached hereto as noted in the instruction.
- 4. That this application cannot be processed unless it is complete and accompanied by all required documents.

***AN INCOMPLETE APPLICATION CANNOT BE ACCEPTED***

\_\_\_\_\_  
Property Owner(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agent (if applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contract Purchaser (if applicable)

\_\_\_\_\_  
Date

**OFFICE USE ONLY**

This application was received at the office of the Planning Commission at \_\_\_\_\_ (am/pm) on \_\_\_\_\_, 20\_\_\_\_\_.

It has been checked and found to be correct and accompanied by required documents and the appropriate fee of \$175.00.

Authorized  
Signature: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_ Fee

\_\_\_\_ Site Plan

## ADMINISTRATIVE ADJUSTMENT APPLICATION INSTRUCTIONS

1. **Purpose:** An Administrative Adjustment allows the Zoning Administrator, with concurrence of the Deputy Administrative Officer, to make minor modifications or adjustments to certain provisions of the Zoning Regulations. Administrative adjustments are limited to the following:
  1. Reducing the minimum lot area, width, or depth by up to 10%
  2. Increase the maximum structure height by up to 20%
  3. Reducing the minimum front, rear, or side yard by up to 20%
  4. Increasing the maximum lot coverage by up to 10%
  5. Reducing off-street parking and loading requirements, the required depth of parking stalls and the required width of circulation aisles by up to 25%
  
- A. **Standards.** The Zoning Administrator may grant an administrative adjustment based upon specific written findings of fact made after consideration of the request and any comments and/or evidence presented in light of relevant factors, including but not limited to:
  1. The proposed adjustment will not cause substantial injury to the value of other property in the neighborhood.
  2. The location and size of the use, the nature and intensity of the operation involved in or conducted in connection with it, and the location of the site with respect to streets giving access to it are such that the adjustment will not dominate the immediate neighborhood so as to prevent development in accordance with the applicable zoning district regulations.
  3. Adequate utility, drainage, sidewalks and other such necessary facilities have been installed or will be provided by platting, dedications, and/or guarantees.
  4. Adequate access roads, entrance and exit drives and/or access control is available or will be provided by platting, dedications and/or guarantees and shall be designed to prevent traffic hazards and to minimize traffic congestion in public streets and alleys.
  5. The adjustment will not adversely affect the public health, safety, morals, order, convenience, prosperity, or general welfare.
  6. An alternative approach accomplishes the general spirit and intent of the provision in a manner that is equal to or better than strict compliance with the provision.
  7. Strict compliance with the provision is not feasible due to topography, existing development, or natural area or feature or constitutes an unnecessary hardship upon the property owner.
  8. The proposed adjustment arises from such a condition that is unique to the property and that is not ordinarily found in the same zone or district.
  9. The proposed adjustment would be compatible with existing or permitted uses in the surrounding areas.
  
2. **Application:** An application form for an administrative adjustment must be completed and signed by all the property owners their authorized agent(s) (if applicable), and/or contract purchasers/lessees (if applicable) and filed with the Zoning Administrator. If spaces on the application ask for information that is not applicable to the request, then such spaces shall be marked N/A. Applicants are advised that the Zoning Administrative is authorized only to grant adjustments specifically provided for by Article 1009 of the Zoning Regulations.

All administrative adjustment applicants are encouraged to meet with applicable City staff. The purpose of the pre-application conference is to provide staff and the applicant an opportunity to discuss steps and any other applications or steps that may be necessary prior to commencement of a specific building project.

3. **Legal Description:** The legal description provided on the application must be accurate. Should it be discovered that the legal description is inaccurate during the review process, it may delay the decision and will require the applicant to provide a complete, accurate legal description prior to the Zoning Administrator rendering their decision.
4. **Fee:** The application must be accompanied by a filing fee of \$175.00.
5. **Written Statements, Diagrams, Exhibits Required:** The applicant shall submit written statements, diagrams, and/or exhibits explaining:
  - a. A statement or diagram showing how strict compliance with limitations and/or special conditions or requirements imposed by the regulations prevent the proposed use or construction.
  - b. A statement as to why the proposed adjustment will not cause substantial injury to the value of other property in the neighborhood.
  - c. A statement as to how the proposed adjustment is to be designed, arranged, and operated in order to permit the development and use of neighboring property in accordance with the applicable regulations.
  - d. Additional Materials: Information such as photographs, renderings, landscaping/screening plans or other reports may be required by the Zoning Administrator along with the site plan. Such materials will be made a part of the case file and become public record.
6. **Site Plan Required:** In order to demonstrate how the subject property will be developed if the requested administrative adjustment is approved, a site plan depicting the particulars of the adjustment shall be submitted with the application. The site plan shall be drawn to scale and shall indicate how the proposed adjustment will meet the requirements of the zoning regulations and the standards listed above.
7. **Conditions.** In granting an administrative adjustment, the Zoning Administrator may attach such conditions upon the property and/or the applicant benefited by the administrative adjustment deemed necessary to address issues raised during the application process. The administrative adjustment is subject to ongoing compliance with these conditions and shall lapse and become ineffective if such conditions are not continually complied with. Such conditions may include, but not be limited to, length and time of operation and ownership limitations; screening, landscaping and fencing; provision of utilities, drainage, sidewalks and other public improvements; additional access or access control; off- street parking and loading requirements; and platting, dedications and/or guarantees. In addition to the guarantees referred to above for parking and/or screening, covenants which run with the land or the property to guarantee that conditions will be carried out at a future date may be required to be filed with the Sedgwick County Register of Deeds.
8. **Decisions and Records.** The Zoning Administrator shall render and issue a written decision to the applicant in the form of an administrative adjustment to be filed with the Sedgwick County Register of Deeds Office or a written denial of the requested administrative adjustment containing specific findings of fact to be filed with the application.
9. **Period of Validity & Extension:** An administrative adjustment issued pursuant to Article 1009 of shall lapse and become ineffective if the administrative adjustment is not commenced upon the property within 180 days and/or continuously maintained on the property thereafter; provided that the Zoning Administrator may grant additional extensions not exceeding 180 days each, upon written application.