

## INSTRUCTIONS FOR FILING PROTEST PETITIONS

The attached protest petition form may be used to protest an application for a zone change or special use. A protest petition may be submitted regardless of whether the Haysville Planning Commission recommended approval or disapproval. To be valid, Kansas law requires that a sufficient protest petition be filed with the Haysville City Clerk within 14 days after the date of the public hearing conducted by the Planning Commission.

A protest petition must be signed by the owners of record of 20% or more of the land (not including streets and public ways), within the statutory notification area. Kansas law requires written notification be mailed to all property within 200 feet of the perimeter of the application area. When any portion of the application area is less than 200 feet from the City boundary, all property located in the unincorporated area (the area outside of the City boundary) and within 1,000 feet of the application area is included in the notification area. If a valid, sufficient petition is filed, approval of the rezoning or special use application requires an affirmative vote by at least a 3/4 vote of the City Council.

Protesters not shown as the record owner of property within the notification area on the certified ownership list submitted in support of the application will be required to provide proof of ownership.

### Instructions for completing protest petition:

**Section I: Enter the information about the case for which the protest is submitted.** This information can be found in the "NOTICE OF PUBLIC HEARING," which you received in the mail; or can be obtained by contacting the City's Planning and Zoning Department.

### Section II:

A. **Include the full legal description of the protester's property** (by lot, block, and subdivision name or, if applicable, by a metes and bounds description).

B. **If your property has more than one owner**, all owners of your property, as shown on the case's certified ownership list, must sign the protest petition to ensure that it will be found valid. Signature(s) must substantially match the owner's name as it appears on the certified ownership list. Petitions with a signature that does not substantially match the name shown on the ownership may be determined to be invalid.

C. **The petition must be acknowledged before a notary public.** When a petition is signed by the owner(s) of record of two or more properties:

1. All signatures must be acknowledged before a notary public; or
2. An affidavit, signed by one of the persons whose signature is acknowledged before a notary public, must be attached. This affidavit shall state that he or she knew personally all of the persons who had signed the petition, witnessed their signatures, and that all signed voluntarily.

Petitions that do not include a notary acknowledgment for at least one of the signatures will be presumed invalid.

### Completed protest petitions must be submitted to:

Angela Millspaugh, Haysville City Clerk  
200 West Grand, Haysville, KS 67060

If you have questions or need additional information about completing this form, please contact the Haysville Planning and Zoning Department at **316-529-5900**



**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)

**PROTEST PETITION**

**APPLICANT INFORMATION**

Name of Applicant:	Phone:
Mailing Address:	Email:
Full legal description:	
City, State, ZIP:	

**ZONING INFORMATION**

I, the applicant, am an owner of record of real property in the City of Haysville, Kansas and my residence address is correctly written after my name. I hereby protest \_\_\_\_\_

From:	To:
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**SIGNATURE**

Applicant:	Date:
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**SUPPORTERS**

	Signature of Signer & Date	Name of Signer (Print)	Property Address/Legal Description
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
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14.			
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18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			

*(Add additional pages if necessary)*

**OFFICE USE ONLY**

This application was received at the office of the City Clerk at \_\_\_\_\_ (am/pm) on \_\_\_\_\_, 20\_\_\_\_\_.  
 It has been checked and found to be correct and accompanied by required documents.

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

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



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**PROTEST PETITION**

**AFFIDAVIT OF PETITION CIRCULATOR**

I, _____, <i>Being duly sworn, personally witnessed the signing of this petition by each person whose name appears herein.</i>	
Print Name	
Signature of Circulator:	Date:
Address of Circulator:	

NOTARY USE ONLY	
Subscribed and sworn before me this _____ day of _____, 20_____.	
Authorized Signature: _____	
Title: _____	
My appointment expires: _____, 20_____.	