

Instructions for Appeals of Administrative Interpretation Application

This is an application for an appeal for a decision rendered by the Zoning Administrator. The form must be completed in accordance with directions on the accompanying instructions and filed with the Secretary of the Board of Zoning Appeals at 200 W Grand, Haysville, KS 67060. (Incomplete applications will not be accepted.)

1. Appeals must be made within 30 days after a decision is rendered by the Zoning Administrator by filing an application form. The Applicant must complete the application form and all blanks must be filled in or noted as N/A.
2. Applicant must submit a current certified ownership list of names, mailing addresses and zip codes for all property owners both inside and outside the City within 200 feet (1000 feet for property lines adjacent to the city limits) of the boundary of the property involved in the application.
3. The Applicant must submit a copy of the decision, order of determination of the Zoning Administrator with a statement, in writing, justifying the appeal of the decision.
4. The above noted application and accompanying documents shall be submitted to the Secretary of the City's Board of Zoning Appeals, together with a fee to the City as established in the most recently adopted fee resolution. Incomplete applications will not be accepted and will be returned to the Applicant.
5. Notice of public hearing by the Board of Zoning Appeals will be published in the official city newspaper by the Secretary so that at least 20 days elapse between the date of publication and hearing date. Notices of the hearing will also be mailed by the Secretary to all property owners on the ownership list, the Applicant, and the Secretary of the City Planning Commission so that at least 10 days shall elapse between the mailing date and the hearing date.
6. As provided for in Section 1001 of the Zoning Regulations, an appeal shall stay all legal proceedings unless, in the opinion of the Zoning Administrator, such a stay would cause imminent peril to life and property. In such event, the proceedings shall not be stayed unless a restraining order is issued by the Board of Zoning Appeals or by the District Court of the County.
7. Please note that the City is processing your application under the minimum time period prescribed by State law.
8. The decision of the Board may be appealed to District Court.

Appeal of Administrative Interpretation

I. Name of Applicant _____

Mailing Address _____

Phone Number *(home/cell)* _____

Name of Authorized Agent. _____

Mailing Address _____ Phone _____

Relationship of applicant to property is that of: Owner Tenant
 Lessee Other

II. The Applicant herein appeals from the Administrative Interpretation, as follows:

For property located at _____

And legally described as _____

And is presently zoned _____

The decision was rendered on _____ and refers to
Section _____ of the _____ Code.

III. The Applicant herein, or authorized agent, acknowledges:

- a. Receipt for an instruction sheet concerning the filing and hearing of this matter.
- b. Advisement of the fee requirements established by Section 17-309, Code of the City of Haysville, and that the appropriate fee is herewith tendered.
- c. Advisement of the right to bring action in the District Court of Sedgwick County to appeal the decision of the Board.
- d. That all documents are attached hereto as noted in the instructions.

Applicant _____
(Signature)

Authorized Agent _____
(Signature)

Date _____

Date _____

Office Use Only:

Received by: _____ (am/pm) _____, 20____, together with the appropriate Fee of \$150.00.

Authorized Signature

Title