

# Special Use Permit Application



Intake Staff: \_\_\_\_\_ Date: \_\_\_\_\_

Fee: \_\_\_\_\_

---

Applications are due on the first Tuesday of the month by 5:00 p.m. in order to be processed for the following month. Once complete, please bring the application and supporting documentation to: **Engineering Department**, located at 201 East 6<sup>th</sup> Street. For more information, call (316) 284-6020 or visit [www.newtonkansas.com](http://www.newtonkansas.com)

## **Internal Use Only:**

This is a Special Use Permit from Section \_\_\_\_\_ of the City of Newton Zoning Ordinance, to allow \_\_\_\_\_.

## **Applicant(s) Information:**

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

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

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

## **Property Owner(s) If Different:**

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

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

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

Street address of property: \_\_\_\_\_

Present zoning of property: \_\_\_\_\_

Legal description of property: \_\_\_\_\_

---

Description of proposed improvements and use: \_\_\_\_\_

---

\_\_\_\_\_  
Signature(s) of Applicant(s)                      Date

\_\_\_\_\_  
Signature(s) of Owner(s)                      Date

\_\_\_\_\_  
Signature(s) of Applicant(s)                      Date

\_\_\_\_\_  
Signature(s) of Owner(s)                      Date

***Signature of owner, if other than applicant, is required for consent to the application.***

---

---

**Certification Statement:** A certification statement **must be submitted** with any application in which the owner(s) of the subject property is (are) a limited liability company, corporation, partnership, association, trustee, etc., or if someone other than the owner(s) of record sign(s) the application.

I, \_\_\_\_\_, in my capacity as \_\_\_\_\_, hereby  
*representative/authorized agent/other*

certify that \_\_\_\_\_ is (are) the owner(s) of the property which  
*name of LLC / corporation / partnership / association / etc.*

is the subject of this application and that I am authorized to sign this application on behalf of the owner(s).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I certify under penalty of perjury under the laws of the State of Kansas that the foregoing is true and correct.

**Special Use Justification:**

In order to justify approval of any special use application, the Joint Board of Zoning Appeals considers the following criteria. Please answer all of the following items. Use additional sheets if needed. A response of yes or no is not acceptable.

Before any permit shall be granted the Planning Commission shall make written findings to the City Commission to certifying that adequate provision has been made for the following:

- A. What is the location and size of the proposed use in relation to the site and to adjacent sites and uses of property; and the nature and intensity of operations proposed thereon?**

**Commentary:**

- B. Describe the accessibility of the property to police, fire, refuse collection and other municipal services; adequacy of ingress and egress to and within the site; traffic flow and control; and the adequacy of off-street parking and loading areas.**

**Commentary:**

- C. What utilities and services, including water, sewer, drainage, gas, and electricity are on the property? Please note with particular reference to location, availability, capacity and compatibility.**

**Commentary:**

- D. Describe the location, nature, and height of buildings, walls, fences, and other improvements; their relation to adjacent property and uses; and the need for buffering or screening.**

**Commentary:**

E. Describe the adequacy of required yard and open space requirements and sign provisions as outlined in the Zoning Ordinance.

Commentary:

F. What is the general compatibility with adjacent properties, other properties in the district, and the general safety, health, comfort, and general welfare of the community?

Commentary:

G. If applicable, describe the particular standards and requirements as prescribed in Section 4.5 of the Zoning Ordinance.

Commentary:

**Please submit the completed application along with the following items:**

**Project application and description**

Legal description on a separate 8.5 x 11" sheet of paper

**Site plan, drawings, and photographs**

- Site plan, including the following elements.
  - Plan drawn to a reasonable scale [engineer's scale (1" = 20') or architect's scale (1/8" = 1')]
  - North arrow
  - Street name(s) abutting the site
  - Access from streets
  - Off-street parking accommodations
  - Interior drives and service areas
  - All proposed signs
  - Property address, parcel ID, and dimensions
  - Building limit lines
  - Landscape areas
  - Existing and proposed structures with dimensions and distance from property lines
  - Photographs of the subject area from all angles

**Mailing Adjoining Property Owners**

- One copy of Property ownership list lying within 200' feet of the outer limits of the land in question and 1000' into the County if any portion of the subject property touches the County. (Must be prepared by a Title Company)

**Fee (cash, charge or check made payable to City of Newton)**

- Application Fee: **\$100**