

**APPLICATION FOR A
SPECIAL USE REQUEST**

for property located in the City Limits of Derby, Kansas

This is an application for a special use request. The form must be completed in accordance with directions on the accompanying instructions and filed with the DIRECTOR OF PLANNING or PLANNING COMMISSION SECRETARY at 611 Mulberry, Derby, Kansas 67037-3533.

(AN INCOMPLETE APPLICATION CANNOT BE ACCEPTED)

1. Name of the OWNER(S) of the property requesting the Special Use.

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone No.: _____ FAX #: _____

2. Name of the AGENT representing the applicant.

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone No.: _____ FAX #: _____

3. Name of CONTRACT PURCHASER (if applicable)

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone No.: _____ FAX #: _____

4. The applicant hereby requests a special use to establish a

_____ District for the property legally described as Lot(s) _____ of Block _____ in the _____ Subdivision.

(If appropriate, metes and bounds description may be provided in the space below or on an attached sheet).

5. Dimensions of the property are _____ feet in depth by _____ feet in width and _____ acres (round to the nearest tenth) or _____ square feet in area.

6. The general location of the property is (use appropriate section):

a. The address is _____.

b. At the _____ corner of _____ Street and _____ Street.

c. On the _____ side of _____ Street between _____ Street and _____ Street.

7. Is this property part of a recorded plat? _____ yes _____ No.

8. The property is presently used for _____
and this special use is requested for the following reason(s):

9. I (we) the owner(s), acknowledge receipt of the instructions and further state that I (we) have read the material. I (We) realize that this application cannot be processed unless it is complete and is accompanied by a current ownership list certified by an abstractor for the notification area and the appropriate fee.

a. _____ Date
Owner(s)

b. _____ Date
Applicant or Contract Purchaser

OFFICE USE ONLY

This application was received by the Director of Planning or Planning Commission Secretary at _____ (a.m. / p.m.) on _____, 20____.

It has been checked and found to be complete and accompanied by the required landownership list, development plan for certain districts and the appropriate fee of **\$350.00**.

Director of Planning / Planning Commission Sec.