



APPLICATION REQUESTING APPEAL OF ZONING ADMINISTRATOR DECISION

611 Mulberry Road, Suite 300
Derby, KS 67037

Phone (316) 788-1519 / Fax (316) 788-6067

www.derbyweb.com

1. Appeals must be made within 30 days after a decision is rendered by the Zoning Administrator by filing an application form. The appellant must complete the application form and all blanks must be filled in or noted as N/A.
2. Appellant 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 appellant 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 at least 25 days before the next regular Board meeting, together with a fee to the City as established in Section 6 of Ordinance 1272 in the Appendix of the Zoning Regulations. Incomplete applications will not be returned to the appellant.
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 appellant 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 10-107 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.

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 611 N. Mulberry, Ste. 300 Derby, KS 67037 (Incomplete applications will not be accepted.)

Name of Appellant _____

Address _____ Phone _____

Name of agent (if applicable) _____

Address _____ Phone _____

Relationship of applicant to property is that of (owner, tenant, lessee, etc.)

The appellant herein appeals under Section 10-107 of the Zoning Regulations from a decision, order or determination of the Zoning Administrator, as Follows:

For property located at _____

And legally described as _____

In the City which is Zoned as the _____ District.

The decision was rendered on _____, 20__ and refers to Section(s) _____

_____ of the Zoning Regulations.

