USE INFORMATION

1. What is the current use of the property?

2. What will the property be used for if the special use permit is approved?

3. List all existing and proposed structures, including the square footage and height of each:

Revised 3/7/2017
SUBMITTAL REQUIREMENTS

- Completed Special Use Permit Application.
- Special Use Permit Application Fee ($165.00).
- A written and signed certification from the Reno County Treasurer’s office that all property taxes for the property have been paid.
- Copy of the deed (available from the Reno County Register of Deeds).
- Legal description of the parcel.
- The names and mailing addresses of the owners of all property located within 200 feet of the boundaries of the parcel. If the parcel is adjacent to the city limits, the list must also include all the properties located outside the city but within 1,000 feet of the city limits. Please provide this information in print-out form from the Reno County Appraiser.
- 4 full-size copies of the Site Plan. (Site plans must be on paper not less than 18 x 24 inches and drawn at a scale of not less than 1 inch: 50 feet.)
- 2 full-size copies of the Landscaping Plan. (Landscaping plans must be on paper not less than 18 x 24 inches and drawn at a scale of not less than 1 inch: 50 feet.)
- 2 full-size copies of Elevation Drawings. (Elevation drawings shall be scaled and shall include all elevations of the structure. Proposed materials and colors shall be included on the elevation drawings.)
- 1 reduced version (11”x17”) of the Site Plan, Landscaping Plan and Elevation Drawings.
- 1 electronic version (PDF) of all drawings (Site Plan, Landscaping Plan and Elevations) submitted via email to: Charlene@Hutchgov.com.
- Drainage Study and/or Traffic Impact Study. Please contact the Director of Engineering, 620-694-2645, to determine if these studies are required.
- Other documentation, as required.

SITE PLAN CHECKLIST

THE SITE PLAN DRAWING SHALL CONTAIN THE FOLLOWING:

- The name and mailing address of the applicant and owner of record, if not the same as the applicant.
- The legal description of the property.
- Date, scale, north arrow, title and preparer’s name.
- Location and dimensions of:
  - Property lines
  - Easements
- Location and dimensions of existing and proposed:
  - Structures
  - Parking spaces, accessible spaces, access aisles, and drive aisles
  - Driveways
  - Loading areas
  - Trash receptacles and screening
  - Fences
  - Signs
  - Lighting
  - Stormwater storage and conveyance facilities
• Utilities (e.g. water, sanitary sewer, gas, electric)
  ☐ Drainage plan showing direction of storm water runoff.
  ☐ Use of existing and proposed structures.
  ☐ The approximate location of structures on adjacent properties.
  ☐ Location and extent of outdoor display and storage areas, existing and proposed.

**LANDSCAPING PLAN CHECKLIST**

The landscaping plan shall contain:

☐ The name and mailing address of the applicant and owner of record.
☐ Date, scale, title and preparer’s name.
☐ Location, description and type of existing and proposed plantings.
☐ Description of the irrigation system, both existing and proposed.
☐ City of Hutchinson “Landscaping Point Calculation Sheet” available at: www.hutchgov.com (either on the face of the plan or as an accompanying document).

**ELEVATION DRAWINGS CHECKLIST**

The elevation drawings shall contain the following:

☐ The name and mailing address of the applicant and owner of record.
☐ Date, scale, title and preparer’s name.
☐ Height of the structure, both existing and proposed.
☐ Description of exterior materials, both existing and proposed.
☐ Drawings of all sides of the building.
☐ Screening plans for all exterior ground-mounted, roof-mounted and wall-mounted mechanical equipment.

**SPECIAL USE PERMIT FACTORS TO BE CONSIDERED**

Applicants for Special Use Permits must submit a statement justifying how the proposed project meets the factors listed in Sec. 27-502.D. of the Hutchinson City Code. The Board of Zoning Appeals is required to consider these factors when reviewing a Special Use Permit application. The questions below help to determine if the factors are met. Please feel free to attach additional pages and any other supporting documentation, such as photographs, drawings, maps, statistics, legal documents and letters of support.

1. How will the proposed development be in keeping with the character of the neighborhood?

2. How will the proposed use be consistent with the zoning and uses on nearby parcels?

3. Why is the parcel suitable for the proposed use?
4. Will the proposed use have any detrimental effects on nearby properties, and if so, how will those effects be mitigated?

5. Is the property currently vacant? If so, how long has the property been vacant?

6. What hardship would the property owner face if the application were denied?

7. Does the proposed development conform to the Comprehensive Plan?

8. Are existing public facilities and utilities adequate to serve the proposed use? List any new public facilities and utilities that will be required.

9. Additional comments:

Special Use Permit Application Process

1. Submit the Special Use Permit Application and all required supporting materials to the Planning and Development Department in accordance with the application deadlines on page 6.

2. Following receipt of a complete Special Use Permit Application, planning staff will:
   a. Set date a date for a public hearing before the Board of Zoning Appeals. The public hearing must be held within 60 days of acceptance of the special use permit application.
   b. Notify property owners located within the notification radius of the date, time and place of the hearing. The general public and property owners located within the notification area will be invited to comment upon the application.
   c. Publish a public hearing notice in the Hutchinson News. The notice must be published a minimum of 20 days prior to the public hearing.
   d. Transmit application materials to the Development Review Committee (DRC) for their review.
      a. The DRC will meet to discuss the project. The DRC will provide written comments which will be sent to the applicant. Based upon the comments received, revised plans may be required. Revised plans, once received, will be routed to the DRC for final comment.
3. The Board of Zoning Appeals will hold a public hearing on the project, typically in accordance with the attached schedule. The Board may adjourn the hearing from time to time. Following the conclusion of the hearing the Board makes a final determination. The Board may grant the permit, deny the permit or grant the permit with conditions. The applicant MUST be present at the public hearing in order for the application to be considered. The application will be tabled if the applicant is not present.

4. Following Special Use Permit approval, the applicant may proceed to the Inspection Department to obtain the appropriate building permits for the project.

UNDER NORMAL CIRCUMSTANCES, A MINIMUM OF 33 DAYS IS REQUIRED FROM SUBMITTAL OF A COMPLETED APPLICATION TO THE FINAL DECISION.

We, the undersigned, hereby authorize the submittal of this application and associated documents and certify that all the information contained therein is true and correct.

(Signature of property owners)

____________________________________  ______________________________
Signature        Signature

____________________________________  ______________________________
Printed Name       Printed Name
### Special Use Permit Application

#### Submittal Deadlines and Meeting Schedule

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<th>Application Deadline 12:00 p.m.</th>
<th>Development Review Committee Meeting 8:30 a.m. (For Committee Members Only)</th>
<th>Board of Zoning Appeals Public Hearing 5:00 p.m.</th>
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**PLEASE NOTE:**

The applicant or agent must be present at the scheduled public hearing. If the applicant is not present, the public hearing will not take place.