

Barton County Planning & Zoning  
Barton County Courthouse  
1213 Baker Avenue  
Great Bend, KS 67530  
620-796-4300 office

**Conditional Land Use Permit  
Application**

INTRODUCTION:

BARTON COUNTY ZONING  
Judy Goreham, Zoning Administrator  
1213 Baker Avenue  
Great Bend, KS 67530

TO: Applicant

RE: Procedures for Conditional Land Use Requests

The following items are steps or procedures one will be required to follow to come into compliance with the current zoning regulations for Barton County.

Applicant must be the property owner. In cases where purchasing the property is contingent on the zoning or conditional land use approval; a contract to purchase must be attached to the application. If there is no contract, a notarized legal document signed by both parties must be furnished stating that both parties understand the intent of the applicant and what the property would be used for.

\*Filing of a Conditional Land Use Permit:

1. All areas must be fully completed.
2. Site plans shall address the location of any and all buildings. What the building will look like/landscaping. Parking must show on plans. The locations of water wells and wastewater facilities must be shown. Entrance and exits to property. Any parks, play grounds, etc. must also be shown. (Even if certain construction would not occur within the first year, all future ideas must be addressed for a complete overall picture.) Site plans are required with the filing of the application.
3. Justification forms supplied with the application must be completed fully. Any questions on the justification form that do not pertain to your request must be marked N/A.
4. A listing of Landowners surrounding the subject site must be included with the application. This listing is to be of the real property owners that are within 1,000 feet of the site. This listing can be obtained through an abstract company or perhaps the County Cartographer's Office. In cases where adjoining landowners within 1000 feet fall outside Barton County, then the applicant must contact that County to determine ownership and all landowners affected must be provided.
5. If the application is for a development or residential homes, then the surveyor or applicant must meet with the Zoning Administrator prior to the filing of the application for a preliminary plat review. (Sub-Division requirements are available upon request from the Zoning office.)

6. The filing fee is \$150.00 and must accompany the application.
7. Application, site plans, justification sheet, Landowner listing and fees are to be filed in the Zoning Office **THIRTY DAYS (30) PRIOR TO THE PUBLIC HEARING.**
8. Public meetings or hearings are usually the 2<sup>nd</sup> Tuesday of each month.
9. Building permits, water well permits and wastewater permits will not be issued until after the governing body has approved the conditional land use permit.
10. Recommendations from the Planning Commission on said request are presented to the County Commissioners after fourteen (14) days following said public hearing. This is to accommodate the mandatory 14 day protest period.
11. Entire process is usually 45-60 days. This process may be longer depending on when the information is received in relation to the next Planning Commission Meeting.
12. Any and all materials or evidence you can supply along with the application will only assist with the Planning Commission having a chance to review your application more fully.

All questions can be addressed to the Zoning office at any time. Business hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. (620) 796-4300. Concerns with water wells and wastewater facilities for proposed development can also be addressed through the Zoning office.

Thank you for your assistance. I look forward to working with you. Again, please review the enclosed materials and complete as necessary.

Sincerely,  
Barton County Zoning Administrator

Judy Goreham  
[jgoreham@bartoncounty.org](mailto:jgoreham@bartoncounty.org)

**CONDITIONAL LAND USE APPLICATION**

Application Date: \_\_\_\_\_

APPLICATION FEE: \$150.00

Case Number: \_\_\_\_\_

1. Applicant Name: \_\_\_\_\_
2. Applicant's Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Telephone Number (Home): \_\_\_\_\_  
(Work): \_\_\_\_\_  
(Cell): \_\_\_\_\_
4. Representatives Names and Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Present use of subject Property: \_\_\_\_\_
6. Intended use of subject property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Complete Legal description of subject property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Number of Acres: \_\_\_\_\_
9. How are the adjoining properties used or zoned?  
NORTH: \_\_\_\_\_ EAST: \_\_\_\_\_  
SOUTH: \_\_\_\_\_ WEST: \_\_\_\_\_
10. General location of subject property: (directions to site) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
11. This Conditional Land Use Application is requested for the following purposes or reasons: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. Name of Contact Person(s) for:

Rural Water District: \_\_\_\_\_

Fire Department: \_\_\_\_\_

13. Applicant, Developer or Person **RESPONSIBLE** for request is to furnish a site plan, plot and / or development plan of the entire property being considered, drawn to a reasonable scale and showing the location of all abutting streets or roadways, the location of existing and proposed structures, types of buildings and the uses proposed, easements, water course, topography, etc. and indicate the proposed methods of furnishing water and sewage disposal for the project. If water wells or sewage treatment are to be located on the site, show the locations on the development plan.

SIGNATURE OF APPLICANT: \_\_\_\_\_

SIGNATURE OF REPRESENTATIVE: \_\_\_\_\_

DATE: \_\_\_\_\_

(FOR OFFICE USE ONLY)

Date received: \_\_\_\_\_ Receipt Number: \_\_\_\_\_

Planning Board: \_\_\_\_\_

Hearing Date: \_\_\_\_\_ Notice Published: \_\_\_\_\_

Notice mailed to adjacent Landowners: \_\_\_\_\_

Site plans or pre-plat submitted: \_\_\_\_\_

Plans / Pre-plats sent to board and respective offices on: \_\_\_\_\_

Planning Board Recommendation: \_\_\_\_\_ Approved, \_\_\_\_\_ Denied, \_\_\_\_\_ Aye,  
\_\_\_\_\_ Nays, \_\_\_\_\_ Abstain

Meeting held over until: \_\_\_\_\_

Forward to Governing Body: \_\_\_\_\_

\*\* Meeting tabled due to lack of quorum until: \_\_\_\_\_ \*\*

GOVERNING BODY:

Date of Meeting: \_\_\_\_\_ Application: \_\_\_ Approved \_\_\_ Denied

Returned to Regional Planning Board: \_\_\_\_\_

Resolution Passed: \_\_\_\_\_ Resolution Number: \_\_\_\_\_

\*Complete case on file in the County Clerk's Office as well as the Zoning Administration Office\*\*

Resolution Published in the Great Bend Tribune: \_\_\_\_\_

Referencing Map Number: \_\_\_\_\_

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

Notes/Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## JUSTIFICATION

1. What use is to be made of the area in Question?
2. Give some factual data showing the need for the proposed use in the area to be served.
3. Will it be necessary to build a new structure?
4. What qualities are there about the property in question, other than ownership that makes it more feasible to request a Conditional Land Use Permit rather than attempt to acquire property presently zoned for the type of use proposed?
5. Will the proposed use increase traffic in the area?
6. If so, will an increase in traffic be detrimental to the adjoining properties?
7. What is the economic structure (high, low, medium, etc.) and character of the area?

8. How will surrounding property values be maintained or increased? Show the basis for your assumption in detail. (you may use the reverse side to answer)
  
9. Does a similar type of zone and use presently serve the area in question?
  
10. What physical qualities are there about the property in question which prohibits a less intense use? State what these may be specifically.
  
11. How will the proposed use increase or maintain health, safety, morals, order, convenience, or general welfare of the neighborhood? (In answering this question, present factual information that would lead to this conclusion.)

**\*\*All answers may be submitted on reverse side or on another sheet of paper\*\***

**\*\*This justification form must accompany the Conditional Land Use Application\*\***

**\*\*Incomplete or missing information will not be accepted and will result in the application being returned to the Applicant\*\***