



**Harper County Planning
201 N Jennings, 4TH Floor
Anthony, KS 67003
Phone (620) 842-3718**

INSTRUCTIONS TO THE APPLICANT FILING FOR A ZONING PERMIT AND OCCUPANCY CERTIFICATE

1. Prior to the construction, reconstruction, moving or structural alteration of any structure or the improvement of land prior to its use or the use of any land or structure being changed to any other use, an application for a Zoning Permit must be completed when required and approved by the Zoning Administrator.
2. The Applicant must provide, at the time of application, a copy of a plot plan (see page 3 for details). No Zoning Permit will be issued unless a plot plan is submitted.
3. Payment of the zoning permit fee is required at the time of application.
 - County \$75.00
 - Sign Only \$50.00For other fee schedule information, see Zoning Office.
4. A Zoning Permit shall be either approved or disapproved by the Zoning Administrator within 10 days after the receipt of an application thereof or within such further period as may be agreed to by the Applicant. When the Zoning Administrator decides that he/she cannot issue a Zoning Permit, he/she shall advise the Applicant in writing of the reasons for its disapproval.
5. Upon completion, contact the Zoning Office for final inspection, and if the project is complete, an Occupancy Certificate will be issued.
6. If any new public utility connections are proposed, proof of agreement to provide utilities must be submitted prior to approval of a Zoning Permit. (public water supply and sewerage)
7. The Applicant should check with the Zoning Administrator to determine if a screening plan approved by the Joint Planning Commission or a site plan approved by the Site Plan Review Committee, is required prior to issuance of a Zoning Permit.
8. The Applicant should also be aware that their project may involve applying for a Sanitation Permit for on-site sewage disposal and/or water well under the County Sanitary Code. Contact 620-842-3718 for more information.
9. If permit is for a Manufactured Home or Residentially Designed Manufactured Home, proof of age is required prior to issuance of Zoning Permit.

HARPER COUNTY, KANSAS
Parcel ID: _____

Permit No. _____
Zoning District: _____

APPLICATION FOR ZONING PERMIT AND OCCUPANCY CERTIFICATE

Name of Owner _____
Address _____ Phone _____
Name of Contractor as Agent of Owner _____
Address _____ Phone _____
Street Address or General Location of Property _____
Legal Description: Lot(s) _____ block _____ subdivision: _____
Section-Township-Range: _____

Type of Work: Construct _____ Structurally Alter _____ Move _____ Other _____
Existing Use _____ Proposed Use * _____ Ag Exempt Use

Zoning Lot Data: Frontage _____ Feet Width** _____ Feet
Depth _____ Feet Area _____ Sq. Ft.
Estimated Value of Project _____

Building Information

Principal Structure/Use

Accessory Structure/Use

| | | |
|--|-------|-------|
| Width (Feet) | _____ | _____ |
| Depth (Feet) | _____ | _____ |
| Floors (Number)/Height (Ft.) | _____ | _____ |
| Total Floor Area (Sq. Ft.) | _____ | _____ |
| Total Lot Coverage (%) | _____ | _____ |
| Dwelling Units (Number) | _____ | _____ |
| Surface Area of Signs (Sq. Ft.) | _____ | _____ |
| Sign with Largest Area (Sq. Ft.) | _____ | _____ |
| Maximum Height of Signs (Ft.) | _____ | _____ |
| Height/Percent of Open Space of Front Yard Fence | _____ | _____ |

Setback Information

| | | |
|---------------------------|-------|-------|
| Front Yard (Feet) | _____ | _____ |
| Front/Side Yard (Feet)*** | _____ | _____ |
| Side Yard (Feet) | _____ | _____ |
| Rear Yard (Feet) | _____ | _____ |

- * If a proposed use is for residential purposes, identify what type of housing unit. (e.g., site-built, modular, earth-sheltered, manufactured home or mobile home.)
- ** Should be calculated at the required front yard setback line.
- *** Corner lots have two or more front yards.

Water Supply _____ **Sewer Disposal** _____

Number of permanent Off-Street Parking Spaces _____

Plot Plan of lot, structure (s) and parking space (s) attached: Yes _____ No _____

Is any portion of the zoning lot included in a floodable area as shown on flood plain map prepared National Flood Insurance Program (NFIP)? Yes _____ No _____ Don't Know _____

The undersigned hereby certifies that: **(1)** They have read and understand the accompanying form entitled. "Instructions to the Applicant Filing for a Zoning Permit and/or Occupancy Certificate": **(2)** The information given herein is correct: **(3)** They agree to comply with all provisions of the Zoning Regulations: **(4)** All rights-of-way, easements, setback lines, access controls and other building or use restrictions as shown on a recorded plat or separate instrument are accurately indicated to scale on the attached plot plan: **(5)** Except for permitted grading, no construction has been initiated on the zoning lot: and **(6)** They understand that any permit or Certificate issued upon false statement of any fact which is material to the issuance hereof shall be null and void.

_____ Date: _____
(Owner or Contractor's Signature)

PLOT PLAN

This Plot Plan is to accompany the application for a Zoning Permit and/or Occupancy Certificate. The following must be identified on the Plot Plan:

- Distance to front, sides and rear lot lines from proposed structures or uses. (Corner lots have more than one front yard), Width and Depth of Lot.
- Adjacent street or road names.
- Points of ingress and egress and width.
- Driveways, circulation aisles, parking lots, individual parking spaces and loading and servicing areas.
- Location of all utility connections, whether existing or proposed.
- Easements.

You may use the sketch area below or submit drawings on additional documents.



HARPER COUNTY, KANSAS
Parcel ID: _____

Permit No. _____
Zoning District: _____

FLOOD PLAIN VERIFICATION

Firm Panel _____ **Zone** _____
(Conditions of Approval): _____

Date _____ **By** _____
Flood Plain Administrator

ZONING PERMIT

Zoning Permit/Occupancy Certificate fee received: Date _____

Zoning Permit (approved) (not approved) _____ **By** _____
Date Zoning Administrator

(Conditions of Approval) (Reasons for not approving): _____

CC: Applicant
Sanitation Officer
Floodplain Administrator

OCCUPANCY CERTIFICATE

All the foregoing applicable items in the application were field inspected on _____
and the premises are hereby approved for the above stated structure (s) and/or uses (s).

Approved _____ **By** _____
Date Zoning Administrator

CC: Applicant
County Appraiser's Office