

# Board of Zoning Appeals Application



**Current Planning Division**  
Planning and Development Services Department  
8500 Santa Fe Drive - Overland Park, KS 66212  
913/895-6217 - Fax 913/895-5013  
E-mail: pod@opkansas.org

Planning and Development Services Department

www.opkansas.org

Filing Fee: \$120.00      Variance No. \_\_\_\_\_ BZA Hearing Date \_\_\_\_\_

Street Address/Location of Request: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Property Owner     Owner's Agent     Contract Purchaser     Option Holder

Represented by: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Legal Description:     (Check if attached)

\_\_\_\_\_  
\_\_\_\_\_

Zoning District: \_\_\_\_\_ Present Use: \_\_\_\_\_

Check item for which variance is requested:

Lot Coverage \_\_\_\_\_  Parking \_\_\_\_\_

Lot Size \_\_\_\_\_  Landscaping \_\_\_\_\_

Lot Width \_\_\_\_\_  Setbacks \_\_\_\_\_

Fence \_\_\_\_\_  Accessory or Special Use \_\_\_\_\_

Sign \_\_\_\_\_  Height & Area Requirements \_\_\_\_\_

Other \_\_\_\_\_  Nonconforming Residential/Commercial Use \_\_\_\_\_

Other Request (Check One):

APPEAL of Administrative Decision

VARIANCE from Zoning Ordinance Requirements

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1. If an appeal is being requested, state administrative decision being appealed.

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2. If a variance is being requested, state reasons for request and intended uses.

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**(Variance Request Only) The following provisions of the State Statutes and the City Ordinance (OPMC 18.140.350) must be met in total before a variance can be granted. Respond to each of the five criteria as it pertains to the request.**

- A. That the variance requested arises from such a condition which is unique to the property in question, and which is not ordinarily found in the same zoning or district; and is not created by an action or actions of the property owner or the applicant.

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- B. That the granting of the permit for the variance will not adversely affect the rights of adjacent property owners or residents.

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- C. That the strict application of the provisions of this ordinance of which the variance is requested will constitute unnecessary hardship upon the property owner represented in the application.

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- D. That the variance desired will not adversely affect the public health, safety, morals, order, convenience, prosperity, or general welfare.

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- E. That the granting of the variance desired will not be opposed to the general spirit and intent of the zoning ordinance.

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Type or print name here: \_\_\_\_\_

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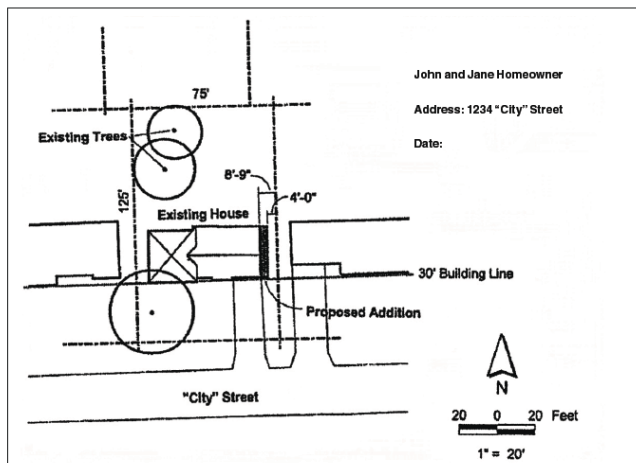
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## Minimum Required Information (to be shown on the Site Plan):

The site plan shall be legibly and accurately drawn to scale on paper suitable for reproduction. Architect's drawings will also be acceptable. The plan shall contain the following information:

1. The name and address of the person filing the application
2. The date, scale, and north arrow
3. Property lines, building lines, and easements
4. Streets, sidewalks, and alleys
5. Existing and/or proposed structures and improvements  
(i.e., trees, patios, driveways, etc.)
6. Existing structures within 20 feet of the property
7. Accurate dimensions of the property and all structures involved

## Example of an Acceptable Site Plan:



## Elevations:

Elevations shall be submitted for all sign applications, new additions, alterations to existing structures, new accessory structures, and fences. They shall contain the following information:

1. Dimensions including height, width, length, and area.
2. In the case of signs, the elevation should also indicate the exact appearance of the sign, whether or not it is illuminated, and the type of illumination.

## Other:

Additional information may be included, such as photos of the property or neighboring properties, letters of support from neighbors, or summary of action by the homes association.

Checked by: \_\_\_\_\_

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