

CITY OF PARK CITY, KANSAS

**Instructions to the Applicant Filing for a
Zoning Permit and Occupancy Certificate**

1. Any 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 requires issuance of a building permit. The City of Park City must review all plans prior to issuance of a Building Permit. The City of Park City issues permits and does inspections.
2. An application for a Zoning Permit must be completed when required and approved by the Zoning Administrator. The Zoning Administrator provides application forms. Either the property owner or a contractor as an agent may obtain the permit. (See Section 9-101 of the City Zoning Regulations for information on zoning permits and occupancy certificates.)
3. Payment of the Zoning Permit fee is required at the time of application in the amount provided for in Section 9-104 of the Zoning Regulations. See Zoning Administrator for fee schedule information. The fee is not refundable unless the permit/certificate is not approved.
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 a change in the use of a structure or land, the applicant shall notify the Zoning Administrator so that a field inspection can be made and an Occupancy Certificate issued. A certificate shall be issued or written notice shall be given to the applicant stating the reasons why a certificate cannot be issued within 10 days after the receipt of an application therefore or after the Zoning Administrator is notified in writing that the structures or premises are ready -for occupancy or use. (See Section 9-101B2 of the Zoning Regulations for information on temporary occupancy permit.)
6. Any Zoning Permit issued which is based on an application containing false information shall be considered null and void. Similarly, any Zoning Permit or Occupancy Certificate issued in conflict with the provisions of the Zoning Regulations shall be null and void.
7. Any applicant aggrieved by a decision of the Zoning Administrator with respect to the interpretation or application of the Zoning Regulations in applying for a Zoning Permit and Occupancy Certificate may appeal to the Park City Board of Zoning Appeals for a determination **within 30 days after** such decision is made.
8. The applicant should be aware that any Zoning Permit or Occupancy Certificate issued does not nullify any private deed restriction or restrictive covenant validly filed of record which are still enforceable by other property owners. (See Section 2-100C of the Zoning Regulations for information on Private Agreements.)
9. You should check with the Zoning Administrator to determine if a screening plan approved by the Planning Commission is required prior to issuance of a Zoning Permit.

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: _____

Type of Business: _____

Existing Use _____ Proposed Use _____

Water Supply _____ Sewage Disposal _____

Number of Off-Street Parking Spaces provided _____ Number of employees _____

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

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 Occupancy Certificate"; (2) The information given herein is correct; (3) They agree to comply with all provisions of the Zoning Regulations including the right of the Zoning Administrator to inspect the zoning lot and any structures thereon before approving the Zoning Permit /Occupancy Certificate; (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 by dimensions 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.

(Owner or Contractor's Signature)

ZONING PERMIT

Amount of Zoning Permit/Occupancy Certificate fee received: \$ _____ 25.00 _____

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

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

cc: Applicant Building Inspector

OCCUPANCY CERTIFICATE

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

Approved _____ By _____
(Date) _____ Director of Code Enforcement

cc: Applicant