

INSTRUCTIONS FOR COMPLETING APPLICATION FOR VARIANCE

1. A variance request normally takes 60 to 90 days for completion.
2. You **MUST** complete all the questions on the application and supply additional data required or the application will not be processed.
3. In addition to the Variance Application form and required filing fee, an Ownership Certificate is also required. **The City Clerk will obtain this information.**

An Ownership Certificate is a listing of all property owners of record, within 200 ft * of the property proposed for rezoning as required by Kansas Statutes (also known as the legal protect area). The law requires written notification to adjacent property owners. The Ownership Certificate will provide the necessary information to enable the required written notice prior to the Public Hearing.

* If the property is within 200 ft of the city boundary, then any landowner within 1000 ft outside of the city boundary shall be notified.

4. Upon presentation of a completed Variance Application, the Board of Appeals will schedule it for Public Hearing.
5. Zoning Applications must be accompanied by the appropriate filing fee of \$50.00. Any checks or money orders should be made payable to the City of Solomon.