

CITY OF VALLEY CENTER, KANSAS
**INSTRUCTIONS TO THE APPELLANT FOR APPEALING A DECISION
OF THE ZONING ADMINISTRATOR UNDER THE ZONING REGULATIONS**

1. Appeals to the City Board of Zoning Appeals must be made within 30 days after a decision is rendered by the Zoning Administrator by filing an application form. See Section 17-10 of the Zoning Regulations for procedures pertaining to an appeal.
2. Appellant must submit a current ownership list of names, mailing addresses and zip codes of all owners of record of real property within 200 feet of the exterior boundary of the area in the City described in the application. Notice shall include properties outside the City Limits, extending to 1,000 feet into the unincorporated area, if the 200 foot notice area extends outside the City Limits, and for 200 feet into adjacent city limits.
3. The appellant must submit a copy of the decision, order or determination of the Zoning Administrator with a statement, in writing, justifying the appeal of the decision. Also, a sketch drawn to scale shall be submitted if deemed relevant to the case by the Chairperson of the Board of Zoning Appeals. A professionally drawn sketch is not necessary.
4. The above application and accompanying documents shall be filed in a timely manner with the Chairperson of the Board of Zoning Appeals before the next regular Board meeting, together with a fee as identified on the application. Incomplete applications will be returned to the appellant.
5. Notice of the public hearing by the Board of Zoning Appeals will be published in the official city newspaper by the Secretary so that at least 20 days elapse between the date of publication and hearing date. Notices of the hearing will also be mailed by the Secretary to all property owners on the ownership list, the appellant and the Secretary of the City Planning Commission so that at least 20 days shall elapse between the mailing date and the hearing date.
6. A notice will also be mailed to the applicable City whenever an appeal is made which is located in their Planning Area. By such notification, they are provided an opportunity to make a recommendation on this appeal. It is suggested that you contact the City Clerk to determine the date, time and place when the City will meet to consider this matter.
7. As provided for in Section 17-10 of the Zoning Regulations, an appeal shall stay all legal proceedings unless, in the opinion of the Zoning Administrator, such a stay would cause imminent peril to life and property. In such event, the proceedings shall not be stayed unless a restraining order is issued by the Board of Zoning Appeals or by the District Court of Sedgwick County.
8. When your appeal is decided, a resolution will be signed and filed with the Zoning Administrator. If the appeal is granted, you may apply for a zoning permit if applicable.
9. A decision of the Board of Zoning Appeals is considered final unless appealed to the District Court under Section 17-10 of the Zoning Regulations within 30 days after the date of filing the resolution with the Zoning Administrator.
10. Please note that the City is processing your application under the minimum time period prescribed by state law.