

**INSTRUCTION FOR CHANGE OF ZONING CLASSIFICATION, VARIANCE, OR
CONDITIONAL USE PERMIT.**

1. The Marion County Planning Commission requires that the attached application be completed and received at least thirty (30) days in advance of the next Commission meeting. The Commission will meet as required on the fourth Thursday of the month. The Commission will meet on the third Thursday in November. The Commission does not meet in June and December.
2. The completed application must include the non-refundable processing fee check made payable to the Marion County Treasurer.
3. Each application is to include:
 - > An aerial photo of the subject property, which can be obtained from the ACSC office at 301 Eisenhower Drive, Marion, Kansas. Telephone: 620-382-3714.
 - > A copy of the deed of the property, which can be obtained from the Register of Deeds office located in the Marion County Courthouse. Telephone: 620-382-2151.
4. Public notice of the Planning Commission hearing will be published in the official county newspaper at least twenty (20) days prior to the hearing date. A notice will be mailed to the applicant to be posted on the subject property at least twenty (20) days prior to the hearing date and the county will mail notices of the hearing to owners of record as required by the Marion County Zoning Regulations. If notices are not properly completed applications will not be considered on the original hearing date.
5. At the public hearing, the Planning Commission will be interested in your presentation of evidence supporting your application. You and / or your representative must be present at the public hearing. The use of drawings or photographs is recommended. The Commission will provide an opportunity to hear from anyone who might oppose your application.
6. The Planning Commission will make a recommendation on your application to the board of County Commissioners who will take final action to approve or disapprove. Any action to approve an application is subject to all other applicable permits.
7. The Planning Commission may impose special requirements on conditional use applications, which by way of example only may address access, landscape screening, fencing, etc.