



Riley City Hall
 222 S. Broadway
 P.O. Box 314
 Riley, KS 66531

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Special Use Permit Application

Date: _____

Fee Amount \$100.00

Applicant Name: _____

Name of Owner(s)	Address of Owner(s)	City, State, ZIP
_____	_____	_____
_____	_____	_____
_____	_____	_____

Legal Description of Property: _____

Statement of Proposed Use: _____

Drawing of Area: (Show on Second Page)

A list of property owners within 200 feet of the affected property is attached.

Procedure

- This permit is to allow an individual or entity to use a specific area for a specific use in addition to the present use.
- The permit will automatically expire if the use is terminated, and the zone will return to the original zone as stated in the current zoning regulations.
- This application shall be submitted to the City Clerk at least 30 days prior to the Planning & Zoning meeting.
- A notice of public hearing will be published in the official city newspaper, the publication date being at least 20 days prior to the public hearing date. The notice shall include:
 - Date, time, and place of hearing
 - A definite and clear statement of the purpose of the Special Use Permit requested.
 - A legal description of the property affected.
- Written notice of the hearing shall be mailed to all owners of the property within 200 feet of the property.
- The Planning & Zoning board will make a recommendation to the City Council. At least 14 days after the City Council will consider the application.

Drawing of Area:

Showing property, placement of buildings, and placement of any proposed buildings

NORTH

