



**Marion County  
Planning, Zoning  
Environmental Health**

203 S. Third St  
Marion, KS 66861  
620-382-2945

**MARION COUNTY PLANNING COMMISSION**

**INSTRUCTIONS**

**Application for Change of Zoning Classification (Rezoning)  
Or a 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. Contact the Planning and Zoning office for a meeting schedule (generally the 4<sup>th</sup> Thursday of the month at 7:00 p.m.)
2. The completed application must include a non-refundable processing fee. Checks may be payable to Marion County Planning and Zoning.
3. Each Application is to include:
  - An aerial photo of the property, which can be obtained by the Planning and Zoning office at 203 S. Third St., Marion, Kansas. Telephone: 620-382-2945
  - A copy of the deed of the property, which can be obtained from the Register of Deeds office located at the Marion County Court House.
4. Public notice of the Planning Commission/Board of Zoning Appeals hearing will be published in the official county newspaper at least twenty (20) days prior to the hearing date. A sign 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 within the required notification area of the property as required by 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 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 to conditional use and variance applications.