

Attention New or Relocating Business Owners !

Since January 1, 2016, all new or relocating businesses are required to obtain a Certificate of Zoning Compliance. The certificate is to help prospective business owners understand the current zoning regulations in order to avoid any costly violations. The implementation of this program is to ensure compliance to city regulations and contribute to a smooth operation of businesses within the city limits.



City of Garden City
Neighborhood & Development Services

City Administration Center
301 N. 8th Street, PO Box 998
Garden City, KS 67846
Phone (620) 276-1170
Fax (620) 276-1173

www.garden-city.org



Certificate of Zoning Compliance



When is a Certificate of Zoning needed?

- ◆ All new businesses
- ◆ All relocating businesses
- ◆ A change of use in a business
- ◆ A change in the ownership of a business
- ◆ A change of the name of a business

How To Apply ?

Each future, potential, new or relocating business can obtain an application from the Neighborhood & Development Services Department. At the time of application you will need:

- ◆ Business name
- ◆ Business owner information
- ◆ Property owner information
- ◆ Location of the business
- ◆ Date of commencement
- ◆ The nature of the business
- ◆ Proof of the sales tax status

What's Next ?

Completed applications will be submitted to the Neighborhood & Development Services Department.

- ◆ Applications will be reviewed within three (3) business days.
- ◆ Inspections from the Building Official and Fire Marshal will be completed within 72 hours with the exception of new construction.
- ◆ Once the application is approved and the inspection completed, the applicant will be issued the Certificate of Zoning Compliance.



Please Note:

- ◆ There will be a \$25 fee for all new certificates
- ◆ Certificates are required to be posted at the establishment.
- ◆ Certificates will remain valid as long as the business remains in operation at the same location.
- ◆ If your business is found to be in noncompliance with the certificate requirements, you will be granted ten (10) days to correct any issues.
- ◆ The certificate is not Transferrable.



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Certificate # _____

Receipt # _____

Application for Certificate of Zoning

BUSINESS INFORMATION

Application Fee: \$25.00

GL Code: 001-00-000-3350.05

Application Date: _____

Common Business Name (DBA) _____

Legal Business Name (if different from DBA) _____

Business Description _____

Physical Address _____

Business Phone # _____

Business Email _____

Business Fax # _____

Days of Operation _____

Hours of Operation _____

Number of Full/Part Time Employees _____

BUSINESS CONTACT INFORMATION

This information will be used by the Police Department to contact a responsible party in the event of an emergency.

Business Owner/Operator Name _____

Business Owner/Operator Phone # _____

Address _____

Email address _____

Property Owner / Landlord Name _____

Owner/Landlord Phone # _____

Address _____

Email address _____

Manager or Local Contact Name _____

Manager/Contact Phone # _____

Upon completion of this application, an initial inspection will be conducted by both the Building Code official and Fire Marshal within 72 hours. All commercial structures are subject to an annual inspection by the Fire Department. Please notify the Neighborhood & Development Department if you discontinue your business.

Applicant Signature: _____

To be completed by Neighborhood & Development Services staff Planning & Zoning Approval

Signature	Date
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Zoning District	Type of Business (Retail, Restaurant, Medical, etc.)

Fire Department Inspection		City Building Inspection	
Signature		Signature	
Date		Date	



**Utilities Department
Water, Wastewater and Electric**

Date: _____
 Address of service requested: _____
 Developer/ Builder: _____
 Primary Contact: _____ Phone number: _____

ELECTRICAL SERVICE INFORMATION

Please complete the following completely and legibly:

No Change in Electric Service

Voltage Requested: ____/____ **1 Phase** OR **3 Phase**

Largest Motor: _____ H.P. 1 Phase _____ H.P. 3 Phase

Main Disconnect (not fuse) Size: _____ Amps

Will any generating system (including photo-voltaics) be installed?

Number of Conduits: _____ Size of Conduits: _____

Yes (contact utility for requirements) **No**

Number of Cables: _____ Size of Cables: _____

If Yes, this will be for: **Emergency Service**
 Parallel Generation

Electric Heat: **Yes** _____ kW **No**

(Electric Fees are referenced in Sec. 90-269 of Code of Ordinances.)

Service voltages available are: *(not all voltages are available at all locations):*

	Voltage	Fee for each 100 amps of service or part thereof
Single Phase / 3 wire	120/240 Volts	\$ 175.00
	120/208 Volts	\$ 180.00
Three Phase / 4 wire <small>(special utility permission required)</small>	120/240 Volts	\$ 280.00
	120/208 Volts	\$ 315.00
	277/480 Volts	\$ 727.00

Costs for service voltages other than those shown above will be calculated on a \$12.00 per required kVA basis by the city utility department.

(Please fill out both sides)

Disclaimer-Fees are subject to change
 as per the Code of Ordinances Updates

11/27/2018



Utilities Department
Water, Wastewater and Electric

Date:
Address of service requested:
Developer/ Builder:
Primary Contact: Phone number:

WATER SERVICE INFORMATION

No Change in Water Service

Check one of the following to indicate amount and size of water service taps and fire legs requested.
(Water Fees are referenced in Sec. 90-112 of Code of Ordinances.)

Table with 3 columns: Meter Size, Service Tap Fee, Service Installation Fee. Rows include 1" through 10" meters.

Table with 4 columns: Fire Leg Size, Fire Leg Fee, Fire Leg Size, Fire Leg Fee. Rows include 2", 4", 6", 8", 10", and 12" fire legs.

WASTEWATER SERVICE INFORMATION

Sewer connection fee is \$500.00, unless the property is in a sanitary sewer benefit district.
(Wastewater Fees are referenced in Sec. 90-241(c) of Code of Ordinances.)

- New Sewer Connection
No Change in Wastewater Service

Signature Print Name Date

(Please fill out both sides)