



**Wichita-Sedgwick County
Metropolitan Area
Planning Department**

Administrative Permit: Short Term Rentals Instructions

Administrative Permits are intended to allow flexibility in property development without requiring the time and expense of approval through a public hearing process. The types of uses that can receive an Administrative Permit are generally limited to less controversial uses that are limited in scope and intensity.

What is a Short Term Rental in the City? *The use of a residential Dwelling Unit or Structure to provide room(s) for temporary lodging or lodging and meals for Transient Guests on a paying basis for a period of not more than 28 days at a time (consecutive days). The term Short Term Rental in the City also includes Bed and Breakfast Inn.*

When is an Administrative Permit Required?

The Unified Zoning Code allows property owners to apply for an Administrative Permit to allow a Short Term Rental (STR) in the City as a use on the property. The property must be located in one of the five residential zoning districts identified below. Please note that Short Term Rental in the City at an owner-occupied property is allowed by right and does not require a zoning action.

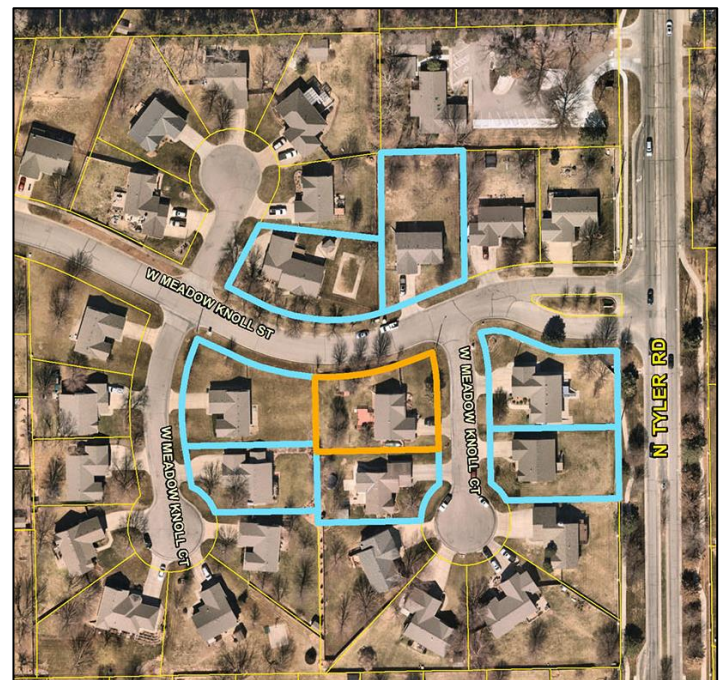
Owner Occupied?	<u>Zoning Districts:</u> SF-10, SF-5, TF-3, MF-18, MF-29	Permitted: (By Right or Administrative Permit)
Yes	Yes	By Right
No	Yes	Administrative Permit
Yes	No	By Right
No	No	By Right

How is an application filed and what is the process?

1. All applicants desiring to request an Administrative Permit should consult with the Metropolitan Area Planning Department (MAPD) prior to submitting a formal application. The purpose of the consultation is to advise the applicant of the rights and responsibilities in submitting such a request.
2. For duplex or multi-family developments on one County tax parcel with multiple dwelling units to be used as STRs, only one Administrative Permit application is required for the property. However, if the STR use is approved, each STR unit on that property will require separate City STR license applications.
3. The Planning Director, with the concurrence of the Zoning Administrator, has the authority to approve applications for Administrative Permits. The Planning Director may impose special conditions of approval,

including but not limited to time limitations, access limitations, screening and landscaping, and other controls to prevent damage to adjacent properties or to safeguard public interests. The applicant may appeal a decision to deny an Administrative Permit or to impose certain conditions. Upon receiving a denial or if the applicant disagrees with the conditions of approval, the applicant may appeal the decision to the Metropolitan Area Planning Commission by filing an application for a Conditional Use. The filing fee for the Administrative Permit shall be applied toward the filing fee for the Conditional Use.

4. The applicant shall submit a completed application form for an Administrative Permit, which must be signed by all property owners and by the authorized agent(s) of such owner(s).
5. The applicant shall submit an accurate site plan (8.5" x 11" or 11" x 17" copy). Site plans and drawings shall be drawn to scale and show the location of property lines and buildings, parking areas, driveways and other improvements or facilities which necessitate the permit, in conformance with the attached Site Plan Guidelines. Other plans, drawings or information which the MAPD deems necessary to enable proper consideration of the request may be required.
6. The applicant's submission for an Administrative Permit for a Short Term Rental in the City shall be accompanied by a current ownership list certified by a title company containing a legal description of the area in the application as well as the name and mailing address of the owner, and shall include the names and mailing addresses (with zip codes) of all property owners that are **touching** or **across the street or alley** from the subject site. Please see the graphics below as examples.



7. The decision on an Administrative Permit request typically is transmitted to the applicant three (3) weeks after application has been made. However, processing time for applications may vary depending on MAPD case volumes.
8. The applicant shall submit the required filing fee as follows:

Short Term Rental Administrative Permit Fee: \$250

All checks should be payable to the "City of Wichita", which acts as agent for the MAPD.

9. All application materials and the filing fee are submitted at the MAPD, which is located on the 2nd floor of The Ronald Reagan Building, 271 W. 3rd Street and is open from 8 a.m. to 5 p.m. Monday thru Friday, excluding holidays. Applications should be submitted no later than 4 p.m. to allow time for application review and processing prior to the close of business. Incomplete applications will not be accepted. Questions regarding the application process may be directed to the MAPD at (316) 268-4421.
10. If a request for a Short Term Rental in the City is protested as described below, an application for a Conditional Use may be submitted to be reviewed by the Metropolitan Area Planning Commission. Separate instructions for requesting a Conditional Use are available. The filing fee for the Administrative Permit shall be applied toward the filing fee for the Conditional Use.

How does the protest work?

- The protest period is 14-days after the date of decision by the Planning Director and the Zoning Administrator.
- Eligible property owners are those that were notified by letter. Their properties either touch or are across the street or alley from the subject site.
- If greater than 50% of these properties protest the application, the applicant may submit a Conditional Use application to be considered by the Metropolitan Area Planning Commission.

Checklist of Required Application Materials

****All Material Listed Below are Required at the Time of Submittal to the Planning Department****

- ☐ Application form
- ☐ Site plan
- ☐ Other plans, drawings, or information required at pre-application consultation (☐ if not applicable)
- ☐ Certified Ownership List
- ☐ Filing fee

Note: When applying, please have yourself or your representative present during the processing of the application in case planners have questions or to correct possible errors on the application.

APPLICATION

This form must be completed and filed at the Planning Department located on the 2nd floor of The Ronald Reagan Building, 271 W. 3rd Street, Wichita, KS, 67202 in accordance with directions on the accompanying instruction sheet. Check the appropriate box below for type of application being submitted. A separate application form and filing fee is required for each application. A pre-application conference with the planning staff is recommended before filing this application.

INCOMPLETE APPLICATION CANNOT BE ACCEPTED.

SECTION I

This property is located within: ☐ Wichita ☐ Sedgwick County (unincorporated)

Metropolitan Area Planning Commission:

- ☐ Zone Change: From zoning district: _____ to _____
- ☐ Planned Unit Development: ☐ Approval ☐ Amendment to PUD _____ ☐ Adjustment to PUD _____
- ☐ Community Unit Plan: ☐ Approval ☐ Amendment to CUP _____ ☐ Adjustment to CUP _____
- ☐ Protective Overlay: ☐ Approval ☐ Amendment to PO _____ ☐ Adjustment to PO _____
- ☐ Conditional Use: To allow: _____ zone district: _____
☐ Adjustment to CU/CON#: _____
- ☐ Vacation of: _____ zone district: _____
(Use a separate sheet for legal description, if necessary)
- ☐ Administrative Permit: To allow: _____-foot high wireless communication facility. zone district: _____
- ☐ Administrative Permit: To allow Short Term Rental (STR)
☐ Renewal of STR#: _____ zone district: _____
- ☐ Off-Site Billboard Sign within _____ feet of a residential lot/structure. zone district: _____

Board of Zoning Appeals:

- ☐ Variance: To allow: _____ zone district: _____
- ☐ Appeal of: _____ zone district: _____
- ☐ Zoning Adjustment: To allow: _____ zone district: _____
- ☐ Sign Code Adjustment: To allow: _____ zone district: _____

SECTION II

- The application area is legally described as Lot(s) _____; Block(s) _____, _____ Addition, (Wichita) Sedgwick County, KS. If appropriate, a metes and bounds description may be attached.
- The application area contains _____ acres.
- This property is located at (address) _____ which is generally located at (relation to nearest streets) _____
- We are filing this request for the following reasons: _____
- County Control Number: _____ (continued)

6. The names of the owners of all property included in this application MUST be listed as applicants. Contract purchasers, lessees or others directly associated with the property may also be listed if they desire to be advised of the proceedings. (Use a separate sheet for additional applicants if needed.)

A. Applicant

Address

Email Address

Phone

Zip Code

Agent

Address

Email Address

Phone

Zip Code

B. Applicant

Address

Email Address

Phone

Zip Code

Agent

Address

Email Address

Phone

Zip Code

C. Applicant

Address

Email Address

Phone

Zip Code

Agent

Address

Email Address

Phone

Zip Code

7. We acknowledge receipt of the instruction sheet explaining the method of submitting this application. We realize that this application cannot be processed unless it is completely filled in; is accompanied by a current abstractor’s certificate as required in the instruction sheet; and is accompanied by the appropriate fee. We further certify that the foregoing information is true and correct to the best of our knowledge. We authorize unannounced inspections of the subject property by City and/or County staff for the purpose of collecting information to review and analyze this request. We acknowledge that the MAPC, Governing Body, or Board of Zoning Appeals shall have authority to impose such conditions as it deems necessary in order to serve the public interest and welfare.

Applicant’s signature

By

Authorized Agent (if any)

Applicant’s signature

By

Authorized Agent (if any)

Applicant’s signature

By

Authorized Agent (if any)

The Petition must bear the signature(s) of the property owner(s). If an authorized agent signs on the owner’s behalf, the agent shall sign his own name and attach the owner’s written authorization to this application.

FOR OFFICE USE ONLY

Map

Zoning (N)

(S)

(E)

(W)

MAPC/BZA

Township

Council/Commission District

DAB

Sm. City PC

NA/HOA

Date

Fee

Received By

Required Documents:

☐ Ownership List

☐ BZA Justification

☐ Legal Description

☐ Vacation Petition

☐ Site Plan

☐ Signs

aj 12/17