

STATE OR MUNICIPAL FACILITY

IN ORDER TO FILE AN APPLICATION FOR A STATE OR MUNICIPALLY OWNED AND OPERATED PUBLIC UTILITY OR PUBLIC FACILITY, THE APPLICANT SHALL COMPLETE THE FOLLOWING:

Note: A Pre-application conference is required at least 30 days prior to submittal of an application. Call the Community Development Department to schedule the Pre-application conference (785-587-2412).

Prior to submission of an application to the City of Manhattan for a State or Municipal Facility, the applicant, consultant, or representative must hold a Neighborhood Meeting in accordance with the Neighborhood Meeting Instructions (see attached).

1. Submit a complete and signed General Application.
2. Provide a completed Neighborhood Meeting Report Form along with a written summary of the meeting. Please note that the City will advertise the Neighborhood Meeting through its *InTouch* system, so please provide the City with the date, time and location at least five (5) days prior to the Neighborhood meeting. The date, time and location should be convenient to promote neighborhood attendance and participation.
3. **Provide a complete and correct ownership list (form(s) attached) of all the owners of record for all property that is included as a part of the municipal facility site, and for all owners of record for all property located within 200 feet of the property on which the municipal facility is proposed. If the property is adjacent to the City limits or outside the City limits, the notification boundary shall be extended to 1,000 feet in the unincorporated area. Ownership information must be typewritten.**

An owner of record shall mean any person or entity who is reflected as the most recent owner or owners of property as documented in the: (1) Riley County Register of Deeds, or the Riley County District Court; or (2) the Pottawatomie Register of Deeds, or the Pottawatomie County District Court; or any combination thereof. The applicant should contact these offices, as appropriate by County, in order to complete the attached boundary ownership list.

The ownership list shall be typed either on the attached form(s) or shall follow the format as shown on the attached form. Lists from a professional service, or any other source must be submitted on the attached form(s) or put in the equivalent format.

Submit the ownership map which is prepared by the City and provided to the applicant. The City of Manhattan will rely on the list provided by the applicant and will not check to verify its correctness. It may be prudent for the applicant to obtain the owner of record information from professional services which are available locally. The fee for those services are to be paid by the applicant.

4. Provide a complete and correct legal description of the property for the request. The legal description must be **typewritten**, readable and reproducible.

5. Pay the required fee.
6. Site plans and architectural drawings shall be provided showing the following information:
 - (a) North arrow and scale;
 - (b) Property lines and adjacent street names and alleys, and any proposed public streets;
 - (c) Existing and proposed easements on the property;
 - (d) Existing and proposed lighting;
 - (e) Dimensions of existing and proposed improvements;
 - (f) Existing and proposed screening;
 - (g) Existing and proposed landscaping;
 - (h) Location of Flood Plain, if any;
 - (i) Location and layout of existing and proposed access drives and parking lots;
 - (j) Setback lines;
 - (k) Elevation drawings of existing and proposed buildings, signs, or other improvements;
 - (l) Floor plans of existing and/or proposed improvements when deemed necessary by the Zoning Administrator;
 - (m) Name and address of the property owner;
 - (n) Name and address of consultant(s)(engineer, architect, land surveyor, etc.);
 - (o) Date the site plan was prepared; and,
 - (p) Any other information deemed necessary to support a complete application.
7. Provide one set of 11 by 17 inch reproducible reductions of all drawings after corrections or changes, if necessary, are made to the site plan and/or drawings
8. Provide 5 copies of all drawings and plans and 1 copy of all written documents
9. The applicant shall provide the following written information:
 - (a) The nature and scope of the municipality or state agency making the request; and,
 - (b) The function of the utility or facility; and,
 - (c) The extent of the public interest to be served by the utility or facility; and,
 - (d) The effect that regulation of the construction, or expansion, either by the imposition of requirements necessary to mitigate impacts or by a complete denial, will have upon the municipality's, or state agency's, ability to efficiently, economically and prudently meet the public interests they are serving; and,
 - (e) The impact that construction or expansion of the utility or facility will have upon legitimate interests of that portion of the community in which it is proposed to be located; and,
 - (f) If the owner of the utility or facility is the City of Manhattan, and if the facility or utility is of a type embraced within the Comprehensive Plan, whether or not it is in conformity with the Plan; and,
 - (g) Other factors the applicant, Zoning Administrator or Planning Board deems appropriate and relevant.
10. Obtain a Notice of Public Hearing Yard Sign and Instructions from the Community Development Department and post the sign on the property at least 20 days prior to the public hearing. (**Note: in some instances, the applicant may be required to supply a sign, which will be determined at the pre-application meeting.**)

11. On the day of the public hearing, come to the Community Development Department, prior to 5 PM, and sign the Yard Sign Affidavit.

Requests will not be scheduled for a public hearing if applications and attachments are incomplete or unsigned. If you have any questions about the application or the information required please contact the Community Development Department before submitting the application.

Prior to making any improvements, it is the applicant's responsibility to contact Code Services Department (587-4506) to determine applicable building and fire codes apply, if a building permit is needed.