



CITY OF BASEHOR REZONING PROCESS



01

Pre-Application Meeting

Applicants are encouraged to participate in a pre-application meeting with the Planning Department. This process provides the applicant with an understanding of the rezoning process, schedule, fees and submittal requirements.



02

Application Submittal

Applicants submit a completed application form, fees and other supporting documents a minimum of 30 days before the Planning Commission date.

Staff will review the application for completeness, and will return incomplete applications. Applicants must pay all related fees before staff begins review.



03

Staff Review

The Planning Department will begin their initial review of the application, including the application form, surveys, compatibility and supporting documents. At this point staff will begin to form a recommendation for the application using the Golden Factors and relevant City Code.



04

Review Feedback

City Staff will share the initial review with the applicant to address any concerns Staff may have before a Public Hearing Notice is published. The applicant may choose to alter plans or withdraw their application based off the initial review.

Staff will typically request a meeting with the applicant to discuss pertinent comment.



05

Public Hearing Notification

The applicant is required to send a Notice of Public hearing via certified mail at least 20 days prior to the hearing to all property owners within 200 feet if in City Limits and 1,000 feet if in unincorporated Leavenworth County. Staff will place signs on the property with details of the application.



06

Planning Commission

Rezoning items will be presented to the Planning Commission. Staff will give a report, followed by the applicant having an opportunity to speak and the public hearing.

The vote of the Planning Commission is forwarded to the City Council as a recommendation, not as a final decision.

Adjacent property owners may submit a protest petition within 14 days of the Planning Commission's recommendation.



07

Public Hearing

A public hearing will be held at the Planning Commission meeting after City Staff and the applicant speak on the item. Depending on the number of people who want to speak, the chairman may limit the length of comments.

Members of the public can also submit written comments prior to the meeting to be distributed to the commissioners.



08

City Council Action

Basehor City Council receives the application, staff report and recommendation from Planning Commission to decide on rezoning application items.

If approved, the property is rezoned and the applicant may submit additional applications for development.

If denied, the applicant must wait 120 days before resubmitting an application for rezoning of the same property.





City of Basehor Rezoning FAQ's

What is Zoning?

Zoning is a tool that provides compatibility and predictability in land use and development and aims to protect public health, safety, and general welfare. Zoning categorizes the City into districts and establishes permitted land uses within each district. Zoning districts also specify how dense or intense each use may be.

Can the City control purchases of property within City limits?

The city does not restrict who may buy land. Ownership is determined by private sales, contracts, and deeds. The city has zoning, land use, and building regulations, but it's not involved in the private transactions of land sales and ownership.

Can the City refuse an application for development by a property owner?

The City of Basehor allows any landowner to submit applications for zoning changes, development plans, subdivisions, etc. The process involves review by staff, Planning Commission, and then final decision by the City Council. The city can deny an application, but only after due process (application, notice, public hearing, etc.). While the city can deny a proposed development, it cannot arbitrarily refuse to let someone apply.

Can the City restrict a development to only using 'local' builders or contractors?

The City of Basehor does not restrict building or development to 'local' builders. Any qualified builder may apply to build in the city as long as they meet the same requirements – including holding the proper licenses, obtaining building permits, and following zoning, subdivision, and building code requirements. This ensures that projects meet safety and quality standards.

Are public hearings required for rezonings?

State law and Basehor's zoning regulations require a public hearing for each rezoning request. Also notice to nearby property owners, publication of notice, etc. is required. You will receive a certified letter in the mail from the applicant if your property is within Basehor City limits and within 200 feet of the applicant property, or 1,000 feet if your property is in unincorporated Leavenworth County.

I can't attend the public hearing. Is there a way to share comments on agenda items?

Yes! Any written comments received by City Staff via email or physical mail will be entered into the agenda packet for Planning Commissioners to read before the meeting.