



MAJOR RESIDENTIAL AND NONRESIDENTIAL SUBDIVISIONS

Final Plats

The applicant shall schedule a Pre-Application meeting with Planning Staff at least seven (7) working days prior to submittal of the application.

Pre-Application Meeting (Completed by Planning Staff)

Pre-Application Meeting Date _____, 20 .

Target Application Submission Date _____, 20 .

Application Review Fee_\$ _____

During the meeting, Planning Staff will assist the applicant to determine **if** the following items are Required or Not Applicable to the application:

Major Residential or Nonresidential Subdivision Final Plat Requirements		
Required	Not Applicable	Documentation/Requirement
√		Major Residential or Nonresidential Subdivision Final Plat (___ copies)
		Master Street Tree Plan and graphic
		Other _____

Notes: _____



MAJOR RESIDENTIAL AND NONRESIDENTIAL SUBDIVISIONS

Final Plats

Submittal Requirements Checklist and Determination of Completeness

This checklist has been provided to assist you, the applicant, as you prepare your application. Submission of less information than necessary to adequately review and process your application may delay the review process. Please complete and return with your application.

Planning Staff will determine the completeness, accuracy, and sufficiency of the application within five (5) working days of application submission.

Major Residential or Nonresidential Subdivision Final Plat Requirements						
Determination of Completeness <small>Completed by staff</small>			Submittal Requirements Checklist <small>Completed by Applicant</small>			
Notes	Incomplete Inaccurate Insufficient	Complete Accurate Sufficient	Provided	Required	Requirement for Application <small>See Section 20-804(f) for more detail on each requirement</small>	
				✓	Completed Application Form	
				✓	Owner Authorization Form if applicant is not the legal owner of the property	
				✓	Proof of property taxes paid obtained from the Douglas County Treasurer. Any unpaid special assessments shall be noted with the application submittal and a proposed redistribution plan for these unpaid special assessments, which meets the City Clerk and City Engineer requirements for lots within the City of Lawrence or with the County Clerk and County Engineer requirements for lots within the unincorporated area of Douglas County, also shall be submitted with the application	
				✓	Major Subdivision Final Plat, ___ copies	
				✓	Payment of Review Fee	
					Supplemental Information that demonstrates how public utilities may be extended to the subdivision to accommodate future urban density development. (if determined required at Pre-App Meeting)	

Major Residential and Nonresidential Subdivisions

Final Plat



MAJOR RESIDENTIAL AND NONRESIDENTIAL SUBDIVISIONS

Preliminary Plats

Technical Specifications Checklist and Determination of Completeness

This checklist has been provided to assist you, the applicant, as you prepare your Certificate of Survey for your application. Submission of inaccurate or incomplete technical information than necessary to adequately review and process your survey may delay the review process. Please complete and return with your application.

Planning Staff will use this checklist to review your survey to make note that each specification required of the survey is provided.

Major Subdivision Final Plat						
Determination of Completeness <small>Reviewed by staff</small>			Technical Specifications Checklist <small>Completed by Applicant</small>			
Notes	Incomplete Inaccurate Insufficient	Complete Accurate Sufficient	Provided	Required	Required Specification <small>See Section 20-807(e) for more detail on each specification</small>	
				✓	<u>Name under which the Subdivision is to be recorded</u>	
				✓	<u>Descriptive Information</u> which shall state the following: <ol style="list-style-type: none"> a. Name of the Subdivision; and b. Date of preparation, north arrow, and graphic scale; and c. <u>Legal Description</u> of proposed subdivision complete with section, township, range, principal meridian, county and size in acres. Show location of nearest section and/or quarter-section with a description tying it to the point of beginning for the subdivision. A replat shall not be required to be referenced to a section and/or quarter-section corner, provided the original plat for the subject replat is tied to at least one of these corner monuments; and d. <u>Show names of adjoining Subdivisions</u> or in the case of unplatted land show the names of the owner or owners of adjoining property; and e. <u>Easements</u> with widths and general purpose; and f. Sites for proposed Dedication of drainage ways, parks, schools, or other public purposes. 	
				✓	<u>The following information which is required which is similarly required on the Preliminary Plat:</u> <ol style="list-style-type: none"> a. Location of any area zoned "Floodplain" or within a Floodplain Overlay District; and b. Boundaries of significant stands of mature trees, Jurisdictional Wetlands, historic sites and archaeological sites on the property proposed for Subdivision; and c. Proposed Streets (including location and proposed names), and their relation to Platted Streets or to proposed streets as shown on any adopted general Development plan of adjacent property; and d. Block and Lot numbers and dimensions of Blocks and Lots. 	

Major Residential and Nonresidential Subdivisions

Final Plat



				✓	<u>Accurate dimensions</u> for all lines, angles, and curves, used to describe boundaries, Streets, Easements and areas to be reserved for public use. Data for all curves shall include radius, arc length, chord length, and central angle.
				✓	<u>For land located in a Floodplain</u> , as defined and regulated under Chapter 20, Article 12 of the City Code and the comparable provisions adopted by resolution in Douglas County, the following information shall be provided: a. The total area of each Lot located in the designated Floodplain; and b. The Minimum Building Elevation and Minimum Elevation of Building Opening, as determined from Chapter 20, Article 12 or the applicable County Floodplain regulations.
				✓	<u>Any Lot including or adjacent to a Lot including Sensitive Lands</u> (see Section 20-1101(c)(iii)), designation of a Building Envelope within which a building may be built after compliance with applicable setback, floodplain and sensitive land standards shall be provided.
				✓	<u>Dated Signature and Seal</u> of licensed Land Surveyor responsible for the final plat with a note stating: "This survey conforms to the Kansas Minimum Standards for Boundary Surveys."
				✓	<u>Acknowledged Certifications on the face of the plat for the following:</u> a. A certificate signed by all parties having any record, title, or interest of record in the land subdivided, showing their consent to the preparation and recording of the final plat; and b. A certificate signed by the Owner or Owners, dedicating all parcels of land which are intended for public use.
				✓	<u>Endorsement of the Planning Commission</u> as evidenced by the signature of its Chairperson.
				✓	<u>Acceptance of Dedication by the appropriate Governing Body</u> , as indicated by the signature of the Chairperson of the Board of County Commissioners, the Mayor or another person authorized to sign on behalf of either.
				✓	<u>A Certificate of all taxes and special assessments paid</u> , as a separate document. In the case of unpaid special assessments, a proposed redistribution of such unpaid special assessments which meets the City's requirements and is acceptable to the City Clerk and Public Works Director shall be provided.
				✓	<u>A note indicating that additional information is provided on associated Preliminary Plat</u> , such as drainage and structural elevation information, if such information is indeed required of the preliminary plat.
				✓	<u>A review date and signature line</u> for the date of review and signature of the County Surveyor beneath a note stating: "Reviewed in compliance with K.S.A. 50-2005."

Major Residential and Nonresidential Subdivisions

Final Plat



Determination Of Completeness, Accuracy, and Sufficiency

(Completed by Staff and kept in file if determined to be complete, accurate and sufficient. If it is determined not to be then copy shall be provided to the applicant.)

I have reviewed the _____ application submitted by:

Name: _____ Date: _____

Application No. _____

Based upon the submitted information, I find the application to be:

- Complete (based upon the items reviewed)
- Incomplete, inaccurate, or insufficient (circle) for the following reasons:
 - The application or plan contains one or more significant inaccuracies or omissions that hinder timely or competent evaluation of the plan's/application's compliance with the Subdivision Regulations.
 - The application contains multiple minor inaccuracies or omissions that hinder timely or competent evaluation of the plan's/application's compliance with the Subdivision Regulations.
 - The application or plan cannot be approved without a variance or some other change or modification that the decision-making body for that application or plan does not have the authority to make.
 - Other

Planner _____

Date _____

Resubmit by _____ to be placed on the agenda for the Planning Commission meeting on _____. (All resubmitted materials must be deemed to be complete, accurate, and sufficient.)



MAJOR SUBDIVISION

Application Form

(Completed by Applicant or Applicant's Agent)

Pre-Application Meeting Date:		Planner:	
Applicant or Agent Information			
Contact Name(s):		Primary Phone:	
Company:		Mobile Phone:	
Street Address:		Fax:	
City/State/Zip Code:		E-Mail Address:	
Property Owner Information			
Owner Name(s):		Primary Phone:	
Street Address:		Fax:	
City/State/Zip Code:		E-Mail Address:	
Property and Proposed Division Information			
Address:			
City/Zip:			
Are you proposing a Preliminary Plat or Final Plat?			
Number of Existing lots:		Number of Proposed lots:	
Additional Information			
Present Zoning:			
Present land use:		Number of existing structures:	
Description of present use of land:		Description of existing structures:	
Are you or will you be submitting other applications?			
If so, what other applications are you submitting?			

Signature	
I/We, the undersigned am/are the (owner(s)) , (duly authorized agent) , (Circle One) of the aforementioned property. By execution of my/our signature, I/we do hereby officially apply for a Final Plat as indicated above.	
Signature(s): _____	Date _____
_____	Date _____
_____	Date _____



STAFF USE ONLY

Application No. _____

Date Received _____

Action or Decision Date _____

Fee \$ _____

Date Fee Paid _____



**APPROVAL AND EXTENSION TIME PERIOD
LAND DEVELOPMENT CODE, ARTICLE 13**

No action by the City shall be necessary to cause the approval to expire. Its expiration shall be considered a condition of the original approval.

SITE PLANS:

[Section 20-1305(o)(1)]

Approval time period -- Building permit must be obtained within **24 months** of final approval of the site plan or the approval shall expire.

Extension -- Extension of **up to 24 months** may be approved by City Commission for good cause shown if written request is made by letter to the Planning Director before the expiration date. Additional extensions may be requested, if necessary.

SPECIAL USE PERMITS:

[Section 20-1306(k)]

Approval time period -- Building permit must be obtained within **24 months** of the effective date of the decision on the Special Use or the approval shall expire.

Extension -- Extension of **up to 24 months** may be approved by City Commission for good cause shown if written request is made by letter to the Planning Director before the expiration date. Additional extensions may be requested, if necessary.

PRELIMINARY DEVELOPMENT PLAN:

[Section 20-1304(d)(12)]

Approval time period -- Application for a final development plan must be submitted within **24 months** after final approval of the preliminary development plan or within 6 months after the date shown on an approved development schedule or the approval shall expire.

Extension -- Extension of **up to 24 months** or the proposed phasing schedule may be modified to extend all dates by a period up to **one-half the original period allowed for development of that phase** may be approved by City Commission for good cause shown if written request is made by letter to the Planning Director before the expiration date. Additional extensions may be requested, if necessary.

FINAL DEVELOPMENT PLAN

[Section 20-1304(e)(2)(vii)]

Approval time period -- A building permit must be obtained within **24 months** after the final approval of the Final Development Plan or the approval shall expire.

Extension -- Extension of **up to 24 months** or the proposed phasing schedule may be modified to extend all dates by a period up to **one-half the original period allowed for development of that phase** may be approved by City Commission for good cause shown if written request is made by letter to the Planning Director before the expiration date. Additional extensions may be requested, if necessary.



INSTITUTIONAL DEVELOPMENT PLAN

[Section 20-1308(g)]

Approval time period -- A building permit must be obtained within **24 months** after the final approval of the Institutional Development Plan or the approval shall expire.

Extension -- Extension of **up to 24 months** may be approved by the City Commission for good cause shown if written request is made by letter to the Planning Director before the expiration date. Additional extensions may be requested, if necessary.

ZONING VARIANCES

[Section 20-1309(k)]

Approval time period -- A building permit must be obtained within **24 months** after the variance has been granted or the variance will expire. The variance will also expire upon expiration of a building permit.

Extension -- Extension of up to **24 months** may be approved by the Board of Zoning Appeals for good cause shown if written request is made by letter to the Planning Director before the expiration date. Additional extensions may be requested, if necessary.

APPROVAL AND EXTENSION TIME PERIOD SUBDIVISION REGULATIONS

PRELIMINARY PLAT*

[Section 20-809(j)]

Approval time period -- A final plat must be submitted within **18 months** of the date approval of the preliminary plat was granted or by any application due date as shown on an approved phasing schedule or the approval of the preliminary plat shall expire.

Extension -- An extension of **up to one additional year** may be granted by the Planning Commission if the cause of failure to submit a final plat is beyond the subdivider's control.

- * Per Section 20-1304(10) of the Development Code, approval of a Preliminary Development Plan constitutes approval of a preliminary plat. In the case of properties that were platted with a Preliminary Development Plan, the approval and extension dates of the Preliminary Development Plan shall apply. In other words, a final plat must be submitted within **24 months** after the approval of a Preliminary Development Plan, for properties that were platted with a Preliminary Development Plan. The City Commission may approve an extension for **up to 24 months**, for good cause shown if a written request is provided to the Planning Director prior to the expiration date. Additional extensions may be requested, if necessary.

FINAL PLAT

[Section 20-809(n)(5)]

Approval of a Final Plat shall be effective for no more than 18 months from the date of approval unless all conditions of approval have been completed.