



MAJOR RESIDENTIAL AND NONRESIDENTIAL SUBDIVISIONS

Preliminary 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 Preliminary Plat Requirements		
Required	Not Applicable	Documentation/Requirement
√		Major Residential or Nonresidential Subdivision Preliminary Plat (___ copies)
		Drainage Plan (for all major subdivisions if within City limits and nonresidential subdivisions within UGA)
		Other _____

Notes: _____



MAJOR RESIDENTIAL AND NONRESIDENTIAL SUBDIVISIONS

Preliminary 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 Preliminary 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 Preliminary Plat, 1 paper and 1 electronic copy (on disc)	
				✓	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

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.

Minor Subdivision Replat for lot splits, consolidations or lot line adjustments						
Determination of Completeness Reviewed by staff			Technical Specifications Checklist Completed by Applicant			
Notes	Incomplete Inaccurate Insufficient	Complete Accurate Sufficient	Provided	Required	Required Specification See Section 20-807(e) for more detail on each specification	
				✓	<u>Name of Proposed Subdivision</u>	
				✓	<u>Names and Addresses</u> of Subdivider, Land Planner or Subdivision Designer, and licensed Land Surveyor	
				✓	<u>Date of Preparation</u> and north arrow and graphic scale	
				✓	<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.	
				✓	<u>Location, description and elevation of all benchmarks</u> or source used for vertical control. There must be atleast one established vertical control point as the basis for the topographic survey included.	
				✓	<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.	
				✓	<u>Show Topography</u> at contour intervals not greater than 5 feet based upon actual field survey performed within the last 12 months and tied to the vertical control benchmarks included with the description.	
				✓	<u>General Location Map</u> on the face of the plat, or on a separate sheet of the proposed Subdivision. The map shall be drawn to an appropriate scale and shall show the relationship of the proposed Subdivision to the following: <ol style="list-style-type: none"> a. The nearest intersection of public streets; and b. If not in the City, any state highway located within ½ mile of the property; and c. If in the City, any public school or park located within ¼ mile of the property. If not in the City, any public school within one mile of the property; and d. If in the UGA, the nearest City Limits, and the nearest boundary of the UGA; and 	



					e. The zoning of the property and all other zoning districts located within ¼ mile (when within the City or the UGA) or within ½ mile (if in the rural area)
				√	<p><u>Existing Conditions shall be shown that include the following:</u></p> <ul style="list-style-type: none"> a. Location of any area designated as Floodplain or Regulatory Floodplain, location and direction of flow of existing water courses; and the surface elevation of the Regulatory Flood; and b. Location of any area zoned "Floodplain", location and direction of flow or all water courses; and Base Flood Elevation at water course entrances and exits from the proposed subdivision; and c. Location of section lines, private or public streets, alleys, easements, and city boundaries within and immediately adjacent to the proposed Subdivision; and d. Location of natural features such as rock outcroppings, unique topographic features, lakes, and individually significant mature trees, and insofar as can reasonably be shown, natural features to be removed; and e. Boundaries of significant stands of mature trees, Jurisdictional Wetlands, historic sites and archaeological sites on the property proposed for Subdivision; and f. Existing use of the property, including the location of all existing buildings, indicating those that will be removed and those that will remain on the property after the Final Plat is recorded; and g. Horizontal location and vertical elevation (if available) of existing sanitary sewers, storm water sewers, and culverts within and adjacent to the proposed Subdivision, and the location of existing water mains, underground wiring, pipelines, and gas lines; and h. Zoning of land within and adjacent to the proposed Subdivision; and i. Location, description and elevation of all benchmarks established or source used for vertical control; and j. Types of soil, with the soil types generally indicated on the Preliminary Plat or supplemental sheet; and k. For a Subdivision that will rely on the use of On-Site Sewage Management Systems, a summary of available information of the subsurface Water Table, including the depth of the Water Table at the highest, lowest and typical locations within the Subdivision.
				√	<p><u>Streets and Sites shall be shown that include the following:</u></p> <ul style="list-style-type: none"> a. Proposed Streets (including location, width, names, approximate grades), and their relation to Platted Streets or to proposed streets as shown on any Watershed/Sub-basin plan, Sector or Neighborhood Plan of adjacent property; and b. Easements showing width and general purpose; and c. Blocks and Lots, showing approximate dimensions and proposed Block and Lot numbers; and d. Sites designated for other than single-dwelling or single-family use by the adopted comprehensive plan or adopted Watershed/Sub-basin plan, Sector or Neighborhood Plan. (Such plan shall be referenced on the face of the Plat); and e. Sites proposed for Dedication as drainage way, park, school or other public purpose; and f. Sites proposed by the Applicant for land uses not in conformance with adopted comprehensive or neighborhood plans accompanied by a note on the dace of the Plat stating that approval of the Preliminary Plat does not certify approval of these proposed land uses; and g. The Building Envelopes of proposed lots if requested by Planning Staff.
				√	A Table of Supplementary Data that includes the following information:

Major Residential and Nonresidential Subdivisions



					<ul style="list-style-type: none"> a. Gross acreage of the subdivision; and Easements showing width and general purpose; and b. Acreage within each Zoning District; and c. Acreage to be Dedicated for Streets or roads, if any; and d. Acreage to be Dedicated for public uses other than Streets or roads, if any; and e. Total number of building lots; and f. Maximum, minimum, and average Lot size; and g. Phasing schedule if proposing phasing of final platting.
				√	<p><u>Statement of Method for Financing Public Improvements</u> in the Subdivision on the face of the Plat and providing references to statutes, covenants, or other sources for further information on the details of such financing. Such statement shall contain a heading in at least 24-point type saying "Provision and Financing of Roads, Sewer and Other Public Services." The rest of the statement shall be set out in at least 12-point type. At a minimum, such statement shall indicate the following:</p> <ul style="list-style-type: none"> a. Whether the Subdivision will have public Streets and roads, Private Streets and roads, or a combination thereof; and b. Whether the Subdivision will provide connections to a Public Water Source (naming the source); and c. Whether the Subdivision will provide connections to a public system for wastewater treatment (naming the system) or will rely on On-Site Sewage Management Systems or other on-site wastewater treatment systems; and d. Whether purchasers of the Lots in the Subdivision will be subject to special assessments or other costs or fees specific to the Subdivision to pay for the capital costs of Streets, roads, water lines and treatment, and/or wastewater lines and treatment; and e. Whether the provision of improved roads, water service and/or wastewater service will depend in any way on a vote, petition or other collective action of property Owners in the Subdivision.
				√	<p><u>A separate narrative explaining the Public Improvements proposed for the Subdivision</u> in detail that describes the general nature and type of Public Improvements proposed and the manner by which the Subdivider intends to provide for their installation, as for example, by Public Improvement Petition, actual construction, escrow deposit, or performance bond. If other than by Public Improvement Petition, the approximate time for completion of such Improvements should be indicated.</p>
				√	<p><u>Stormwater Drainage</u> information, as follows:</p> <ul style="list-style-type: none"> a. The Preliminary Plat shall contain data, information and supplemental maps of surrounding property in sufficient detail regarding stormwater drainage issues, as determined by the Staff of the Planning Department or the Planning Commission. The Staff of the Planning Department or the Planning Commission may request additional data, information and supplemental maps for the Applicant regarding stormwater drainage, as appropriate; and b. <u>Minimum Floor Elevations</u> on lots adjacent to Drainage Easements and on drainage ways that are designated by the Director of Public Works or his or her designee the Preliminary Plat and Final Plat shall indicate the required minimum habitable floor elevations for Structures on Lots; or, the minimum elevation for foundation opening(s) which shall be certified by a licensed Land Surveyor or Engineer. [If a basement is built on a Lot where a minimum elevation has been established, the building design is encouraged to incorporate a sump pump.]

Major Residential and Nonresidential Subdivisions



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 Preliminary 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.