



FINAL DEVELOPMENT PLAN Application Requirements

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 will delay the review process.

The applicant shall meet with Planning Staff at least seven (7) working days prior to submittal of the application.

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

Pre-Application Meeting

The applicant shall meet with Planning Staff at least seven (7) working days prior to submittal of the application.

Pre-submittal _____, 200 .

Target Submission Date _____, 200 .

Fee _____

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

- | R | NA | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | . Traffic Impact Study, three (3) copies. |
| <input type="checkbox"/> | <input type="checkbox"/> | . Drainage Study, two (2) copies. |
| <input type="checkbox"/> | <input type="checkbox"/> | . Market Study, two (2) copies. |
| <input type="checkbox"/> | <input type="checkbox"/> | . Downstream Sanitary Sewer Study, two (2) copies. |
| <input type="checkbox"/> | <input type="checkbox"/> | . Area Plan |



General Final Development Plan Submittal Requirements

❖ Application Form

- A complete Application Form. (Rezoning Application, 3 pages)
 - Page 1 – Owner, Applicant, and Property information
 - Page 2 – Description and details of proposal
 - Page 3 – Signature page

❖ Attachments Required

- Owner Authorization Form **if** applicant is not the legal owner of the property. (Page 9 of this packet)
- Legal description of property in print (see Page 10 of this packet) and electronic format (MS Word).
- Preliminary Development Plan meeting the requirements of 20-1304(d)(3)(iii)
- General Location Map showing the location of the property to at least one intersection of two streets shown as collector or arterial streets on the City's Major Thoroughfares Map of the Comprehensive Plan (at a scale no less than 1:50 or a size of less than 8.5" by 11").
- A list, certified by the Douglas County Clerk, of all adjoining property owners
- Property Ownership List Certification (Page 11 of this packet)

❖ Other

- Payment of review fee. (Make check payable to the City of Lawrence.)
- Final Development Plan applications shall only be processed concurrently with a PD, Planned Development Overlay District map amendment (rezoning) application **if** the subject property is not already zoned PD, Planned Development Overlay District. Therefore, either an application for a PD zoning map amendment or existing PD, Planned Development Overlay District zoning is required.
- Final Development Plan, 17 copies folded to 8.5" by 11" in size, image side out.
- Drawings and data necessary to demonstrate that the proposal is in general conformance with the Comprehensive.

FINAL DEVELOPMENT PLAN APPLICANT CHECKLIST

(Do not submit with application.)



**Lawrence Douglas County
Metropolitan Planning Office**

6 East 6th Street, P.O. Box 708, Lawrence, KS 66044
(785) 832-3150 Fax (785) 832-3160
<http://www.lawrenceplanning.org>

This checklist has been provided to assist you as you prepare your application. Please retain for your records, and do not submit with the application.

The submitted final development plan shall conform to the application requirements of Article 13, Section 20-1304(f). Submission of less information than necessary to adequately review and process your application may delay the review process.

- 1. A plan submitted for final approval shall be in substantial compliance with the plan previously given preliminary approval. Modification by the Landowner of the plan as preliminarily approved may not:
 - a. Increase the proposed gross residential Density or intensity of use by more than five percent (5%) or involve a reduction in the area set aside for Common Open Space, open air recreation area or non-encroachable area, nor the substantial relocation of such areas; nor,
 - b. Increase by more than 10 percent (10%) the total Floor Area proposed for non-residential or commercial uses; nor,
 - c. Increase by more than 5 percent (5%) the total ground area covered by Buildings nor involve a substantial change in the height of Buildings; nor,
 - d. Change in residential use or building type; nor,
 - e. Increase in the heights of buildings by more than 5 feet; nor,
 - f. Represent a new change to the Preliminary Development Plan that creates a substantial adverse impact on surrounding landowners; nor,
 - g. Change the residential building type or non-residential structure by more than 10% in size.
- 2. The Final Development Plan, in its entirety or in phases, shall be drawn at a scale of one inch to 40 feet.
- 3. Supportive documents shall show or contain at least the following:
 - a. all information required of the Preliminary Development Plan;
 - b. the placement of all principal and Accessory Structures;
 - c. the entrances to all structures;
 - d. the location and dimensions of all existing and proposed curb cuts, Driveways and aisles, public and private Streets, off-Street Parking and loading space areas, sidewalks and pedestrianways, sanitary sewers,



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storm sewers and drainageways, power lines, gas lines, and fire hydrants;

- e. the location, height and material of screening walls and fences;
- f. the type of surfacing and base course proposed for all private Streets, Driveways, off-Street Parking and loading space areas, and sidewalks and pedestrianways;
- g. the location of all utilities in and adjacent to the property. (No overhead lines, with the exception of high voltage power lines, shall be permitted in Planned Developments);
- h. a location map of one inch equals 200 feet or less showing the site of the proposed development in relationship with major thoroughfares in the city;
- i. a landscape plan in accordance with Article 10, Section 20-1001(d);
- j. the proposed topography or grading of the area at a contour interval of not more than two feet;
- k. the location of each outdoor trash storage facility;
- l. proof of the establishment of an agency or entity to own, manage and maintain the Common Open Space, open air recreation areas, recreation facilities, non-encroachable areas, private Streets and any other area within the development that is to be retained for the exclusive use and benefit of the residents, lessees and Owners;
- m. copies of all restrictions or covenants that are to be applied to the development area;
- n. proof that no Lot, Parcel, tract or other portion of the development area has been conveyed or leased prior to the recording of any restrictive covenants, Final Development Plan, or final plat; and
- o. such other drawings, specifications, covenants, Easements, conditions, and performance bonds as set forth in the granting of preliminary approval.

FINAL DEVELOPMENT PLAN

DETERMINATION OF COMPLETENESS, ACCURACY, AND SUFFICIENCY



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(Completed by Staff)

The following items apply to rezoning applications. Submission of less information than necessary to adequately review and process your application may delay the review process. The following submittal requirements will be deemed either fully completed and Provided (P) or Not Provided (NP) by the applicant. (Circled items have not been reviewed due to time constraints.)

Pre-Application Meeting

P NP

- 1. Pre-Application Meeting. The applicant shall meet with Planning Staff at least seven (7) business days prior to submittal of the application. During the meeting Planning Staff will assist the applicant to determine if the following items are required:
 - a. Traffic Impact Study, three (3) copies. (If required.)
 - b. Drainage Study, two (2) copies. (If required.)
 - c. Market Study, two (2) copies. (If required.)
 - d. Downstream Sanitary Sewer Analysis, two (2) copies. (If required.)
 - e. Area Plan. (If required.)

General Submittal Requirements

- 2. A complete application form. (Attachment A-Rezoning)
- 3. Payment of review fee.
- 4. Owner Authorization form if applicant is not the legal owner of the property.
- 5. Site Plan, 17 copies, folded to a size of 8.5" by 11" in size, image side out.
- 6. General Location Map showing the location of the property to at least one intersection of two streets shown as collector or arterial streets on the City's Major Thoroughfares Map of the Comprehensive Plan (at a scale no less than 1:50 or a size of less than 8.5" by 11").
- 7. Legal description of the property in print and electronic (Microsoft Word) formats.
- 8. A list certified by the City Clerk of all property owners within the notification area of the subject property.
- 9. Ownership List Certification form.

Requirements for Public Notification of the Public Hearing

- 10. Post a sign (supplied by the Planning Office) at least twenty days before the public hearing.
- 11. Submit Sign Posting Procedures and Affidavit form at least seven but no more than ten days before the public hearing.

Other Requirements



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- 12. Drawings and data necessary to demonstrate that the proposal is in general conformance with the Comprehensive Plan.
- 13. Verify the existence of and notify all registered Neighborhood Associations whose boundaries include or are contiguous to the subject property. (To be completed by Staff).
- 14. Verify the accuracy of the submitted legal description.
- 15. Verify the accuracy of the submitted property ownership.
- 16. If the applicant proposes to develop a Planned Development in phases, the application shall contain a proposed phasing schedule. In a phased development, Open Space and site amenities shall be apportioned among the phases in proportion to the amount of development occurring in each phase, so that, for example, when the development is 40% complete, 40% of the Open Space and amenities will be complete, transferred to the association or other permanent Owner, and properly restricted as required by this Code.
- 17. The applicant shall provide the supplemental stormwater information required by city regulations, and provide on the development plan a site summary table which indicates: the area (in sq. ft.) and percentage of the site proposed for development as a Building(s); development as a paved surface; undeveloped and planted with grass, ground cover, or similar vegetative surface. When a development is proposed to be phased, the entire detention basin shall be provided during phase one of the project unless otherwise approved.
- 18. The plan shall be submitted so as to conform with the requirements for the submission of a Preliminary Plat under Sec. 20-707(a), except where such requirements conflict with the requirements of this article.
- 19. The submitted site plan shall meet the following specifications:
 - 1. Provide 17 copies (2 additional copies required if property abuts Kansas State Highway)
 - 2. Folded to fit in an 8.5" by 11" envelope, image side out.
 - 3. Additional Plans and an 11" by 17" reduction may be requested prior to completion.
 - 4. Shall be prepared at a scale no smaller than one inch to 100 feet and shall include all of the area proposed to comprise the Planned Development.
 - 5. Consult the chart below for additional site plan drawing requirements.



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Final Development Plan Drawing Requirements		
✓	NA	<p>Section 20-1304(e)(2)(i) The final development plan should be drawn to a scale of one inch equals 40 feet and supporting documents should contain the following:</p>
		all information required of the Preliminary Development Plan
		the placement of all principal and Accessory Structures
		the entrances to all structures
		the location and dimensions of all existing and proposed curb cuts, Driveways and aisles, public and private Streets, off-Street Parking and loading space areas, sidewalks and pedestrianways, sanitary sewers, storm sewers and drainageways, power lines, gas lines, and fire hydrants
		the location, height and material of screening walls and fences
		the type of surfacing and base course proposed for all private Streets, Driveways, off-Street Parking and loading space areas, and sidewalks and pedestrianways
		the location of all utilities in and adjacent to the property. (No overhead lines, with the exception of high voltage power lines, shall be permitted in Planned Developments)
		a location map of one inch equals 200 feet or less showing the site of the proposed development in relationship with major thoroughfares in the city
		a landscape plan in accordance with Article 10, Section 20-1001(d)
		the proposed topography or grading of the area at a contour interval of not more than two feet
		the location of each outdoor trash storage facility
		proof of the establishment of an agency or entity to own, manage and maintain the Common Open Space, open air recreation areas, recreation facilities, non-encroachable areas, private Streets and any other area within the development that is to be retained for the exclusive use and benefit of the residents, lessees and Owners
		copies of all restrictions or covenants that are to be applied to the development area



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Final Development Plan Drawing Requirements		
✓	NA	<p>Section 20-1304(e)(2)(i) The final development plan should be drawn to a scale of one inch equals 40 feet and supporting documents should contain the following:</p>
		proof that no Lot, Parcel, tract or other portion of the development area has been conveyed or leased prior to the recording of any restrictive covenants, Final Development Plan, or final plat
		such other drawings, specifications, covenants, Easements, conditions, and performance bonds as set forth in the granting of preliminary approval
		<p>Section 20-1304(e)(2)(iv) A plan submitted for final approval shall be in substantial compliance with the plan previously given preliminary approval. Modification by the Landowner of the plan as preliminarily approved may not:</p>
		Increase the proposed gross residential Density or intensity of use by more than five percent (5%) or involve a reduction in the area set aside for Common Open Space, open air recreation area or non-encroachable area, nor the substantial relocation of such areas
		Increase by more than 10 percent (10%) the total Floor Area proposed for non-residential or commercial uses
		Increase by more than 5 percent (5%) the total ground area covered by Buildings nor involve a substantial change in the height of Buildings
		Change in residential use or building type
		Increase in the heights of buildings by more than 5 feet
		Represent a new change to the Preliminary Development Plan that creates a substantial adverse impact on surrounding landowners
		Change the residential building type or non-residential structure by more than 10% in size



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Determination Of Completeness, Accuracy, and Sufficiency

I have reviewed the rezoning 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 Development Code standards.
 - The application contains multiple minor inaccuracies or omissions that hinder timely or competent evaluation of the plan's/application's compliance with Development Code standards.
 - 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.)



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**APPLICATION
FOR
FINAL DEVELOPMENT PLAN**

Pre-Application Meeting
required minimum 7 days
before submission
Planner _____
Date _____
Fee _____
Fee: \$100

OWNER INFORMATION

Name(s) _____
Contact _____
Address _____
City _____ State _____ ZIP _____
Phone (____) _____ Fax (____) _____
E-mail _____ Mobile/Pager (____) _____

APPLICANT/AGENT INFORMATION

Contact _____
Company _____
Address _____
City _____ State _____ ZIP _____
Phone (____) _____ Fax (____) _____
E-mail _____ Mobile/Pager (____) _____
Pre-application Meeting Date _____ Planner _____

PROPERTY INFORMATION

Project Name _____
Present Zoning District _____ Present Land Use _____
Proposed Land Use _____
Legal Description (*may be attached*) _____
Address of Property _____
Total Site Area _____
Number and Description of Existing Improvements or Structures _____

Date Preliminary Plan Approved _____



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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 Final Development Plan approval as indicated above.

Signature(s): _____ Date _____

_____ Date _____

_____ Date _____

STAFF USE ONLY

Application No. _____

Date Received _____

Planning Commission Date _____

Fee \$ _____

Date Fee Paid _____

Rezoning Application No. _____

PDP Application No. _____



OWNER AUTHORIZATION

I/WE _____,
hereby referred to as the "Undersigned", being of lawful age, do hereby on this
_____ day of _____, 200__, make the following statements to wit:

- 1. I/We the Undersigned, on the date first above written, am/are the lawful owner(s) in
fee simple absolute of the following described real property:

See "Exhibit A, Legal Description" attached hereto and incorporated herein by
reference.

- 2. I/We the undersigned, have previously authorized and hereby authorize

(Herein referred to as "Applicant"), to act on my/our behalf for the purpose of
making application with the Planning Office of Lawrence/Douglas County, Kansas,
regarding _____ (common
address), the subject property, or portion thereof. Such authorization includes, but
is not limited to, all acts or things whatsoever necessarily required of Applicant in the
application process.

- 3. It is understood that in the event the Undersigned is a corporation or partnership
then the individual whose signature appears below for and on behalf of the
corporation or partnership has in fact the authority to so bind the corporation or
partnership to the terms and statements contained within this instrument.

IN WITNESS THEREOF, I, the Undersigned, have set my hand and seal below.

Owner _____ Owner _____

STATE OF KANSAS
COUNTY OF DOUGLAS

The foregoing instrument was acknowledged before me on this _____ day of
_____, 200__,

by _____.

My Commission Expires: _____

Notary Public



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Note to Applicant:

Replace this page with "Exhibit A, Legal Description".



PROPERTY OWNERSHIP LIST CERTIFICATION

As required by Article 13, Section 20-1301(q) of the Development Code, the applicant is responsible for providing certified Ownership information (including names and mailing addresses) of all real property owners within a defined radius from the subject property. The Planning Department is required by the Development Code to use the submitted Ownership list to mail notice of the public hearing to surrounding property owners regarding this Application.

Ownership Information

The applicant is responsible for providing certified Ownership information. Current Ownership information shall be obtained from the Douglas County Clerk. Ownership information will be considered current if it is **no more than 10 days old** at the time an application is submitted to the Planning Department.

Radius of Notification

The Ownership list shall include the record Owner of the subject property and all Owners of property located within 200 feet of the subject property. If the subject property is adjacent to the City limits the area of notification shall be extended to at least 1,000 feet into the unincorporated area.

A map of the "Radius of Notification" can be obtained **at the Applicant's request** at the Planning Office. The map indicates ownership of each property and can be used to check the accuracy and completeness of the Ownership List. The map will be supplied **at the Applicant's expense. Allow 10 business days** to receive the map.

THE FOLLOWING IS TO BE COMPLETED AND SUBMITTED BY THE APPLICANT.

I certify that I have read and understood the above information and that the submitted Ownership list:

1. was a) obtained from and b) certified by the Douglas County Clerk,
2. is current (**no more than 10 days old**), and
3. includes all property owners within the required notification radius of the subject property.

Signature

Date

Printed Name