

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. Application materials and plans must be submitted in both paper and electronic format, on disc. If you are unable to provide the materials in electronic format please contact the Planning Office at 785-832-3150 for assistance.

Planning Staff will determine the completeness, accuracy, and sufficiency of the application within five (5) working days of submission. Incomplete applications will be returned to the applicant.

Pre-Application Meeting

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

Pre-submittal Date _____, **20**__.

Planner's name _____

Target Submission Date _____, **20**__.

Fee **\$100**

During the meeting Planning Staff will assist the applicant to determine if the following items are required with the application or are not applicable:

R **NA**

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Traffic Impact Study, in print (3 copies) and electronic format. |
| <input type="checkbox"/> | <input type="checkbox"/> | Drainage Study, in print (2 copies) and electronic format. |
| <input type="checkbox"/> | <input type="checkbox"/> | Market Study, in print (2 copies) and electronic format. |
| <input type="checkbox"/> | <input type="checkbox"/> | Downstream Sanitary Sewer Analysis (DSSA), in print (2 copies) and electronic format. |
| <input type="checkbox"/> | <input type="checkbox"/> | Plan (Area, Nodal, Corridor, etc.) in print (2 copy) and electronic format. |
| <input type="checkbox"/> | <input type="checkbox"/> | Stormwater Pollution Prevention Plan (SWP3) in print (1 copy) and electronic format. |

General Final Development Plan Submittal Requirements

All application materials, including the plan, must be submitted in both print and electronic format, on disc. If you are unable to provide the materials in electronic format please contact the Planning Office at 785-832-3150.

❖ 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).
- A list, certified by the Douglas County Clerk, of all adjoining property owners
- Property Ownership List Certification

❖ 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, in print (1 copy) and electronic format (TIF format preferred.)



**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 _____



STAFF USE ONLY

Application No. _____

Date Received _____

Planning Commission Date _____

Fee \$ _____

Date Fee Paid _____

Rezoning Application No. _____

PDP Application No. _____



City of Lawrence
Douglas County
PLANNING & DEVELOPMENT SERVICES

**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.lawrenceks.org/pds/>

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 30 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 30 days old**), and
3. includes all property owners within the required notification radius of the subject property.

Signature

Date

Printed Name



FINAL DEVELOPMENT PLAN APPLICANT CHECKLIST

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, 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

General Submittal Requirements

- 1. A complete application form in both print and electronic format.
- 2. Payment of review fee.
- 3. Owner Authorization form if applicant is not the legal owner of the property.
- 4. Site Plan, in both print and electronic format. (TIF preferred).
- 5. 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").
- 6. Legal description of the property in print and electronic (Microsoft Word) formats.

Other Requirements

- 7. Drawings and data necessary to demonstrate that the proposal is in general conformance with the Comprehensive Plan.
- 8. 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).
- 9. Verify the accuracy of the submitted legal description.
- 10. Verify the accuracy of the submitted property ownership.
- 11. 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.
- 12. 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.
- 13. 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.
- 14. The submitted site plan shall meet the following specifications:
 - 1. Shall be submitted in both print and electronic format (TIF preferred.)
 - 2. 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.
 - 3. Consult the chart below for additional site plan drawing requirements.



Final Development Plan Drawing Requirements		
✓	NA	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:
		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
		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



Final Development Plan Drawing Requirements		
✓	NA	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:
		such other drawings, specifications, covenants, Easements, conditions, and performance bonds as set forth in the granting of preliminary approval
		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:
		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



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.lawrenceks.org/pds/

SITE PLAN PERFORMANCE AGREEMENT

The undersigned owners of the property located at _____, and legally described as _____ and project known as _____ have requested approval of a site plan for certain improvements to be made thereon, do hereby agree and covenant that said improvements will be made in complete compliance and in accordance with the requirements of the laws of the City of Lawrence, Kansas, and the duly enacted regulations of said City covering and controlling construction and improvements of real property within the City jurisdiction of said City.

Therefore, in consideration of the granting of this site plan approval, the undersigned owner agrees to, both for himself/or itself and his/or its heirs, executors, administrators and assigns to complete said improvements in accordance with the approved site plan. The owner affirmatively acknowledges that he/or it is fully knowledgeable of the content and meaning of this agreement and being so informed agrees that no permanent utility hook-ups will be approved by the Building Inspector until full compliance with the site plan has been accomplished. The parties to this agreement covenant and agree that the seasons of the year and adverse weather conditions shall be given reasonable consideration in determining the period of time for landscaping, provided that the owners post an appropriate cash bond, surety bond, or letter of credit to cover such landscaping.

If the owner chooses to guarantee performance with this agreement, it will become a note on the face of the site plan and a recordable copy will be filed with the Register of Deeds Office.

Dated at Lawrence, Kansas, this _____ day of _____, _____.

Applicant/Owner

Please print name

STATE OF _____)
:SS
COUNTY OF _____)

Notary Public

My Commission Expires

Site plan approved on _____, 20____.

Performance agreement accepted/signed on _____, 20____.

City of Lawrence, Kansas - a Municipal Corporation

ATTEST:

City Clerk

Notary Public

My Commission Expires

By

Mayor

STATE OF _____)
:SS
COUNTY OF _____)

**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.