



**Lawrence Douglas County  
Metropolitan Planning Office**

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

**SITE PLAN CHECKLIST**

**Application Requirements**

**All application materials 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.

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. Incomplete applications will be returned to the applicant.

The submitted site plan shall conform to the following application requirements of Article 13, Section 20-1305(f).

**Pre-Application Meeting**

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** \_\_\_\_\_, **200** .

**Planner's Name** \_\_\_\_\_

**Target Submission Date** \_\_\_\_\_, **200** .

**Fee** \_\_\_\_\_

During the meeting Planning Staff will assist the applicant to determine if the following items are required with the site plan application:

- Traffic Impact Study, complete or first 7 steps; in print (3 copies) and electronic format.
- Drainage Study, in print (2 copies) and electronic format.
- Stormwater Pollution Prevention Plan (SWP3), in print and electronic format.
- Market Study, in print (2 copies) and electronic format.
- Downstream Sanitary Sewer Analysis (DSSA), in print (2 copies) and electronic format.
- A photometric plan, pursuant to Sec. 20-1103(c), shall be required for site plan approvals. Light sources shall be shielded to prevent point source glare from adjacent properties or Streets, in print and electronic format.

## General Site Plan Submittal Requirements

### ❖ Application Form, in print and electronic format (on disc)

- A complete Application Form. (Site Plan Application, 3 pages)
  - Page 1 – Contact information property summary
  - Page 2 – Description of project
  - Page 3 – Signature page

### ❖ Attachments Required, in print and electronic format

- Owner Authorization Form **if** applicant is not the legal owner of the property
- Legal description of property (*should also be included on face of site plan drawing*)
- A list, certified by the Douglas County Clerk, of all adjoining property owners
- Certificate of Mailing
- Property Ownership List Certification
- Copy of letter of notification
- Sign Posting Affidavit

### ❖ Other

- Payment of review fee. (Make check payable to the City of Lawrence.)
- Submit the plan in print and electronic format (TIF preferred).

# SITE PLAN APPLICATION

Pre-Application Meeting  
Planner \_\_\_\_\_  
Date \_\_\_\_\_  
Fee \_\_\_\_\_  
\$50 for new site plan  
\$25 for renewal

Provide application materials in both print and electronic format.

**A pre-application meeting is required prior to the submittal of the site plan application.**

### 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 (\_\_\_\_) \_\_\_\_\_

### PROPERTY INFORMATION

Legal Description (*may be attached*) \_\_\_\_\_  
\_\_\_\_\_  
Address of Property \_\_\_\_\_  
Description of Existing Improvements or Structures \_\_\_\_\_  
\_\_\_\_\_

Existing Zoning	Existing Land Use	Proposed Land Use	
Total site area	Current Appraised Value	Existing Building Footprint	Open Space Area
# of Buildings	Estimated Cost of Construction	Proposed Building Footprint	Pavement Coverage
<b>Are you also submitting any of the following applications?</b>			
<input type="checkbox"/> Building Permit	<input type="checkbox"/> Subdivision Plat	<input type="checkbox"/> Special Use Permit	<input type="checkbox"/> Zoning Change
<input type="checkbox"/> Variance	<input type="checkbox"/> Other (specify)		

**Description of Project:**

**Property**

**Address:** \_\_\_\_\_

**Detailed Description of Proposed Project:  
(Attach additional sheets if necessary)**

**Reason for Request:  
(Attach additional sheets if necessary)**

**Reason for Request: (continued)**

**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 site  
plan approval as indicated above.

Signature(s): \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

**Note: If signing by agent submit Owner Authorization Form**

**STAFF USE ONLY**

Application No. \_\_\_\_\_

Date Received \_\_\_\_\_

Fee \$ \_\_\_\_\_

Date Fee Paid \_\_\_\_\_





**PUBLIC NOTICE REQUIREMENTS  
Site Plan Instructions**

The applicant is responsible for public notice of a proposed site plan. Complete the following notification procedures then submit the completed forms and certificates listed below as part of the site plan application materials. Failure to provide proof of notice will result in a determination of an incomplete submission.

**Public notice includes:**

- The *posting of signs* in accordance with Section 20-1301(q)(4). Signs are provided by the City. The applicant shall be responsible for posting of such signs.
- Written notice to *all adjacent property owners* of record, as according to Section 20-1305(g)(1).
- To *all Registered Neighborhood Associations* whose boundaries include the subject property or are adjacent to the neighborhood the subject property is located in, as according to Section 20-1305(g)(1).

**The following forms shall be attached to any Site Plan Application requiring public notice:**

- 1. Certified list from the Douglas County Clerks Office of property ownership of all adjacent owners no more than 30 days old, as according to Section 20-1301(3)(iii);**
- 2. Property Ownership List Certification Form**
- 3. Certificate of Mailing Form**
- 4. One copy of sample letter mailed to adjacent property owners.**

**Procedures for Public Notice of a Proposed Site Plan – Sign Posting**

Signs are provided by the city. The applicant shall be responsible for posting of such signs. Signs shall be posted following a determination of completeness of an application within 5 working days after submission (section 20-1301(g)(2)). Signs shall remain posted through the duration of the review period (typically 30 days, section 20-1305(h)). The applicant shall remove the signs within 10 working days of the date the decision-making body takes action or the date that the application is withdrawn. Failure to properly post or maintain such signs is grounds for deferral or denial of the application (section 20-1301(q) (4) (vii)).



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**Procedures for Public Notice of a Proposed Site Plan –  
Written Notification to: Adjacent Property Owners and Registered Neighborhood  
Associations.**

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1. Written notice of the proposed site plan shall be mailed to the Owners of record of *all property adjoining the subject property*, in accordance with Section 20-1305(g)(1), **and**
2. Written notice of the proposed site plan shall be mailed to *all Registered Neighborhood Associations* whose boundaries include the subject property or are adjacent to the neighborhood the subject property is located in, in accordance with Section 20-1305(g)(1).
  - For purposes of this provision, "adjoining property" includes all property that touches the subject property, including the right-of-way of the subject property.
  - Registered Neighborhood Associations are defined as a neighborhood or local interest group that represents a defined are of the city and that has registered with the Planning Director in accordance with the applicable registration procedures of the Planning Director. A list of Registered Neighborhood Associations can be found on the City's Web site [www.lawrenceneighres.org](http://www.lawrenceneighres.org) or by calling the Neighborhood Resources Department at 832-7700.
3. The notice shall be sent by the applicant via regular mail, postage pre-paid.
4. The applicant shall submit a **Certificate of Mailing** (*attachment to the application form*) at the time of submission of the Site Plan application.
  - An application for Site Plan Review will not be considered complete without an executed Certificate of Mailing.
5. Per Section 20-1305(g) the written notice shall provide:
  - a. a brief description of the proposed development activity;
  - b. the projected date for construction of the proposed use;
  - c. the person, with contact telephone number and address, designated by the applicant to respond to questions concerning the proposed site plan;
  - d. the date the site plan application will be submitted to the Planning Director for review; and
  - e. a statement with substantially the following information:

***Notice of Site Plan Review Pending Before the Lawrence-Douglas County Planning Director***

*This letter is being sent to the Owners of property adjoining, or a Registered Neighborhood Association encompassing, the proposed development described further in this letter. It is being sent for the purpose of informing the notified person and other interested parties about the proposed development. This letter does not grant the recipient and/or Landowner any legal rights to challenge the proposed development; instead, it is being provided solely to advise adjoining Landowners of the pending proposed development. For further information, contact the applicant's designated representative at (xxx) xxx-xxxx or the Lawrence-Douglas County Planning Director at (785) 832-3150.*

**Note:** The failure to *receive* notice of Site Plan Review by an adjoining Landowner or Registered Neighborhood Association will not affect the validity of site plan approval or review.



## Sample Letter “Notice to Property Owners”

<date>

<property owner name>

<address>

### **NOTICE OF SITE PLAN REVIEW PENDING BEFORE THE LAWRENCE-DOUGLAS COUNTY PLANNING DIRECTOR**

Re: <site plan name> - Site Plan

To Whom It May Concern:

A site plan is being submitted to the Lawrence-Douglas County Planning Office on <date> for <site plan name>, located at <address>. The proposed plan is for <brief description of project>. Construction is currently scheduled to commence <season, year>.

This letter is being sent to all owners of property adjoining the proposed development described in this letter. Additionally, it is being sent to registered neighborhood associations encompassing the proposed development. The purpose of this letter is to inform the notified person and other interested parties about the proposed development. This letter does not grant the recipient and/or landowner any legal rights to challenge the proposed development; instead, it is being provided solely to advise adjoining landowners of the pending proposed development. For further information, contact <applicant name> at <applicant phone number> or the Lawrence-Douglas County Planning Office at (785) 832-3150.

Sincerely,

<name>



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## **CERTIFICATE OF MAILING**

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

Name of Project: \_\_\_\_\_

Address of Project \_\_\_\_\_

Application Number: \_\_\_\_\_

I hereby certify that I have read and understood the attached requirements for public notification of a proposed site plan and that I have executed all requirements.

Furthermore, I hereby certify that a true and correct copy of the foregoing "Notice to Property Owners" was mailed to the attached list by depositing said copy in the United States Mail, proper postage prepaid, on the following date: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name



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**SIGN POSTING  
PROCEDURES AND AFFIDAVIT**

\*Sign posting is not required for site plans on property that is outside the city limit

**Sign Posting Procedures:**

The applicant is required to post one or more notification sign(s) on the property. The applicant is responsible for obtaining the sign(s) from the Planning Office of Lawrence/Douglas County, Kansas and for posting and maintaining the sign(s) as prescribed below:

1. When the provisions of the Development Code require that "Posted Notice" be provided, the applicant shall ensure that notice is posted on the subject property.
2. Posted notice shall be in the form of official signs provided by the Planning Office.
3. Posted notice shall be clearly visible to neighboring residents and passers-by from each public street bordering the subject property. At least one sign shall be posted on each street frontage. The Planning Director is authorized to require the posting of additional signs when deemed necessary for effective public notice, but not more than one sign per 300 feet of Street Frontage may be required, as according to Section 20-1301(q)(4)(iii).
4. Posted notice shall remain in place for at least **20 days before** the public hearing, meeting, or date of action that is the subject of the notice, as according to Section 20-1301(q)(4)(iv).
5. During the required notice period, the applicant shall periodically check the condition of the sign and shall replace it if it is no longer legible for any reason, whether through act of God, vandalism, defect in installation or vegetative growth.
6. For any application requiring posted notice, the applicant shall supplement the application with an affidavit of posting and notice. **Failure to make timely delivery of such affidavit to the Planning Director shall render the application incomplete.**
7. The applicant shall **remove notice signs** required by this section **within 10 days** of the date that the decision-making body takes action or the date that the application is withdrawn, as according to Section 20-1301(q)(4)(vii).
8. Failure to properly post or maintain such signs is grounds for deferral or denial of the application
9. For applications that do not abut public streets, the Planning Director is authorized to approve an alternative form of posted notice that will be visible to passers-by.



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**Sign Posting Affidavit**

THE FOLLOWING AFFIDAVIT SHALL BE COMPLETED IMMEDIATELY UPON RECEIVING NOTICE OF DETERMINATION OF COMPLETENESS OF A SITE PLAN APPLICATION. Failure to make timely delivery of such affidavit to the Planning Director shall render the application incomplete and subject it to removal from the review cycle.

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

I, \_\_\_\_\_ (printed name), hereby state that I have received a copy of the Sign Posting Procedures and that the required sign(s) has/have been or will be posted and maintained as prescribed in the Sign Posting Procedures.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Application No. \_\_\_\_\_

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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## 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



## **SITE PLAN APPLICATION**

### **DETERMINATION OF COMPLETENESS, ACCURACY, AND SUFFICIENCY (Completed by Staff)**

The following items apply to site plan 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.

#### **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.
- 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 adjoining the subject property.
- 9. Ownership List Certification form.

#### **Requirements for Public Notification**



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- 10. Sign must be posted at least 20 business days prior to notice of decision (i.e. site plan may not be approved until at least 20 days following sign posting).
- 11. Submit Sign Posting Procedures and Affidavit form at least seven but no more than ten days before the public hearing.

**Other Requirements**

- 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. 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.



**Determination Of Completeness, Accuracy, and Sufficiency**

I have reviewed the site plan 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

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\_\_\_\_\_  
Planner

\_\_\_\_\_  
Date



Consult the chart below for additional site plan drawing requirements.

<b>Site Plan Drawing Requirements</b>		
✓	NA	<b>Section 20-1305(f)(1)</b>
		Be prepared by an architect, engineer, landscape architect, or other qualified professional and show the name, business address and licensing information for that professional in the information block on each sheet
		Be prepared at a scale of one inch equals 30 feet or larger for sites of five or fewer acres and be prepared at a scale of one inch equals 40 feet for sites over five acres
		Be arranged so that the top of the plan represents north or, if otherwise oriented, is clearly and distinctly marked
		Show boundaries and dimensions graphically, and contain a written legal description of the property; identification of a known vertical & horizontal reference mark approved by the city engineer; and, show a written and graphic scale
		Show existing public and private <b>Street</b> system, platted or unplatted <b>Ownership</b> , type and location of <b>Structures</b> , curb cuts on adjacent properties and along the opposite side of the <b>Street</b>
		Show topography extending 100 feet beyond the outside boundaries of the proposed site plan for sites that are not adjacent to existing development and show topography extending 50 feet beyond the outside boundaries of the proposed site plan for infill development sites
		Show the present and proposed topography of the site. For a site on which a <b>Building</b> has previously existed, the site plan shall show field-surveyed spot elevations for at least five points per 10,000 square feet. For a site on which no <b>Building</b> has previously existed, the site plan shall show field-surveyed and verified contour lines at intervals of not more than two feet
		Show the location of existing utilities and <b>Easements</b> on and adjacent to the site including power lines, telephone lines, & gas lines. Show the vertical elevation (if available) and horizontal location of existing sanitary sewers, water mains, storm sewers and culverts within and adjacent to the site. The location of ground mounted transformers and air conditioning units shall be shown on the site plan and such units shall be <b>Screened</b> if visible from the <b>Street</b> or when adjacent to a <b>Structure</b> on an adjoining <b>Lot(s)</b> . In any instance, the location of such units shall occur behind the <b>Front</b> and <b>Side Setback</b> lines as set forth in Sec. <b>20-601</b> , in the Density and Dimensional Standards Tables;



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<b>Site Plan Drawing Requirements</b>		
✓	NA	<b>Section 20-1305(f)(1)</b>
		Show, by use of directional arrow, the proposed flow of storm drainage from the site. Provide the supplemental stormwater information required by <a href="#">City Regulations</a> , and provide on the site plan a site summary table which indicates: the area (in sq. ft.) and percentage of the site proposed for development as a <a href="#">Building(s)</a> ; development as a paved surface; undeveloped and planted with grass, <a href="#">Ground Cover</a> , or similar vegetative surface
		Show the location of existing and proposed <a href="#">Structures</a> and indicate the number of stories, <a href="#">Floor Area</a> , and entrances to all <a href="#">Structures</a>
		Show the location and dimensions of existing and proposed curb cuts, <a href="#">Access</a> aisles, off- <a href="#">Street Parking</a> , loading zones and walkways
		Indicate location, <a href="#">Height</a> , and material for <a href="#">Screening</a> walls and fences
		List the type of surfacing and base course proposed for all <a href="#">Parking</a> , loading and walkway areas
		Show the location and size, and provide a landscape schedule for all perimeter and interior <a href="#">Landscaping</a> including grass, <a href="#">Ground Cover</a> , trees and <a href="#">Shrubs</a>
		Show both Gross and Net public areas for proposed offices and commercial establishments. The proposed use, the required number of off- <a href="#">Street Parking Spaces</a> , and the number of off- <a href="#">Street Parking Spaces</a> shown shall be listed on the site plan. If the exact use is not known at the time a site plan is submitted for review, the off- <a href="#">Street Parking</a> requirements shall be calculated by the general use group using the greatest off- <a href="#">Street Parking</a> requirement of that use group
		Show the proposed location, direction and amount of illumination of proposed lighting. Provide information on <a href="#">Screening</a> proposed for the lighting and steps taken to prevent glare
		Designate a trash storage site on each site plan or a note explaining how refuse removal will be handled. The size of the trash storage receptacle, its location and an elevation of the enclosure shall be approved by the Director of Public Works prior to approval of the site plan. If a modification to the location of the trash storage area is required during the construction phase, both the Planning and Public Works Directors must approve the modification before it occurs
		For CN2, CC and CR <a href="#">Districts</a> , be prepared for all of the contiguous area in that <a href="#">Zoning District</a> under the same <a href="#">Ownership</a> . If the entire site is not proposed for development in the immediate future, then the initial Site Plan application shall contain a proposed phasing schedule, showing which sections of the property shall be developed in which order and showing in which phases the <a href="#">Easements</a> , <a href="#">Driveways</a> , <a href="#">Parking Areas</a> and <a href="#">Landscaping</a> will be included. The review body may require adjustments in the provision of <a href="#">Easements</a> , <a href="#">Driveways</a> , <a href="#">Parking Areas</a> and <a href="#">Landscaping</a> among the various phases as a condition of approval
		Provide at least one north-south and one east-west elevation of the property from the <a href="#">Street</a> right-of-way (property line) at a reasonable scale to illustrate <a href="#">Building</a> shape, <a href="#">Height</a> , and <a href="#">Screening</a> proposed



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<b>Site Plan Drawing Requirements</b>		
✓	NA	<b>Section 20-1305(f)(1)</b>
		A note shall be provided on the site plan for a public or governmental <b>Building(s)</b> and facility(ies) indicating that it has been designed to comply with the provisions of the Americans with Disabilities Act Accessibility Guidelines (ADAAG) for <b>Buildings</b> and facilities, appendix A to 28 CFR Part 36
		If the site plan is for a multiple- <b>Family</b> residential <b>Structure</b> containing at least four <b>Dwelling Units</b> , a note shall appear on the site plan indicating it has been designed to comply with the minimum provisions of the Final Fair Housing Accessibility Guidelines, 24 CFR, Chapter 1, Subchapter A, Appendix II, of the Fair Housing Act of 1968, as amended.