



**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>

INTERPRETATION OF DEVELOPMENT PLAN

(Final Development Plan and Related Provisions of Preliminary Development Plan)

by the PLANNING COMMISSION

Application Requirements

This checklist has been provided to assist you as you prepare your application. Submission of less information than necessary to adequately review and process your application may delay the review process. Planning Staff will determine the completeness, accuracy, and sufficiency of the application within five (5) business days of submission.

Pre-Application Meeting

- 1. Pre-Application Meeting. The applicant shall meet with Planning Staff at least seven (7) business days prior to submittal of the application.

General Submittal Requirements

- 2. A complete application form.
- 3. Payment of review fee. (Make check payable to the City of Lawrence.)
- 4. Owner Authorization form if Applicant is not the legal owner of the property.

Requirements for Public Notification of the Public Hearing

If there are twenty (20) or fewer separately owned parcels of property within the area affected by the Development Plan (or comparable document), written notice will be given to property owners within 200 feet of the Development Plan. Under this circumstance, submit the following:

- 5. Legal description of the property in print and electronic (Microsoft Word) formats.
- 6. A list certified by the City Clerk of all property owners within 200 feet of the Preliminary Development Plan.
- 7. Ownership List Certification form.

If there are more than twenty (20) separately owned parcels of property within the area affected by the Preliminary Development Plan (or comparable document), notice will be published in the official newspaper of the City of



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Lawrence. Under this circumstance, submit the following:

- 8. Legal description of the property in print and electronic (Microsoft Word) formats.
- 9. If it is unclear whether the number of parcels within the notification area is less than or greater than twenty (20), Planning Staff may require a list certified by the City Clerk of all property owners within 200 feet of the Preliminary Development Plan. (This requirement will be determined at the Pre-Application Meeting.)

Other Requirements

During the Pre-Application Meeting, other application requirements will be discussed. Such requirements could include:

- 10. Copies of original plans, as approved. (Planning Staff will assist the applicant to determine if this item is required.)
 - a. Submit 17 copies.
 - b. Fold all plans, image side out.
- 11. Copies of documents recorded in the chain of title of the Planned Development. (Planning Staff will assist the applicant to determine if this item is required.)



INTERPRETATION OF A DEVELOPMENT PLAN

DETERMINATION OF COMPLETENESS, ACCURACY, AND SUFFICIENCY (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:

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. Legal description of the property in print and electronic (Microsoft Word) formats.
- 6. A list certified by the City Clerk of all property owners within the notification area of the subject property.
- 7. Ownership List Certification form.

Other Requirements

- 8. Verify the number of parcels within the Development Plan to determine proper notification procedure.
- 9. Verify the accuracy of the submitted legal description.
- 10. Verify the accuracy of the submitted property ownership.



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APPLICATION FOR INTERPRETATION OF A DEVELOPMENT PLAN

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 _____
Legal Description (*may be attached*) _____
Address of Property _____
Total Site Area _____
Date Preliminary Development Plan Approved _____
Date Final Development Plan Approved _____



Criteria for Decision

The criteria used by the Planning Commission for interpreting Development Plans is listed below in priority order. Please respond to the best of your knowledge to those criteria applicable to your Development Plan. (Attach additional sheets if needed.)

1. Consistency with the literal provisions of the original approval of the Preliminary Development Plan, Final Development Plan and/or comparable official approval.

2. Consistency with the stated purpose of the original approval of the Preliminary Development Plan, Final Development Plan and/or comparable official approval.

3. Where the original plans referred to or depended upon provisions of the Zoning Ordinance then in effect, consistency with those provisions.

4. Interpretation of the original plans as reflected in the development of the project and reliance on it by property owners within it.



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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 Interpretation of a Development Plan as indicated above.

Signature(s): _____ Date _____

_____ Date _____

_____ Date _____

STAFF USE ONLY

Application No. _____

Date Received _____

Planning Commission Date _____

Fee \$ _____

Date Fee Paid _____

PDP Application No. _____

FDP Application No. _____



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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".



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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 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