



## REZONING APPLICATION CHECKLIST AND SUPPLEMENTAL INFORMATION

This checklist is 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 must meet with a planner at least seven (7) working days prior to submittal of the application for a pre-application meeting. The application requirements and review process will be discussed at this meeting.

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 or placed on hold until the applicant provides the missing information/materials.

### **For the application to be considered complete, a pre-application meeting must have been held and the application must contain the following:**

- ❖ Completed Application Form
- ❖ Owner Authorization Form **if** applicant is not the legal owner of the property.
- ❖ Legal description of property in print and electronic format (MS Word).
- ❖ Conceptual Plan and data necessary to determine if proposed rezoning is in conformance with the Comprehensive Plan.
- ❖ Property Owner List certified by the County Clerk of all property owners within the notification area (1/2 mile) of the subject property.
- ❖ Sign Posting Affidavit submitted at least 7 days before the public hearing, sign must be posted at least 20 days before public hearing.
- ❖ Review fee. (If paying by check, make check payable to the City of Lawrence.)



## **SIGN POSTING PROCEDURES AND AFFIDAVIT**

### **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 Zoning Regulations 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 road bordering the subject property. At least one sign shall be posted on each road frontage. The Planning Director is authorized to require the posting of additional signs when deemed necessary for effective public notice.
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.
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 weather, 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 **at least seven days** before the scheduled hearing. **Failure to make timely delivery of such affidavit to the Planning Director shall render the application incomplete and subject it to removal from the agenda on the hearing date, at the discretion of the Planning Commission.**
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.
8. Failure to properly post or maintain such signs is grounds for deferral or denial of the application
9. For applications regarding property without public road frontage, the Planning Director is authorized to approve an alternative form of posted notice that will be visible to passers-by.



**City of Lawrence**  
**Douglas County**  
 PLANNING & DEVELOPMENT SERVICES



1 Riverfront Plaza, Suite 320 / P.O. Box 708  
 Lawrence, KS 66044  
 785-832-7700 Fax: 785-832-3110  
[www.lawrenceks.org/pds](http://www.lawrenceks.org/pds)  
[Planning@lawrenceks.org](mailto:Planning@lawrenceks.org)

**Sign Posting Affidavit**

THE FOLLOWING AFFIDAVIT SHALL BE RETURNED TO THE PLANNING OFFICE. Failure to make timely delivery of such affidavit to the Planning Director shall render the application incomplete and subject it to removal from the agenda on the hearing date, at the discretion of the Planning Commission.

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) have been 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 \_\_\_\_\_, 20\_\_\_\_,

by

\_\_\_\_\_.

My Commission Expires:

\_\_\_\_\_

Notary Public