



SITE PLAN APPLICATION CHECKLIST AND SUPPLEMENTAL INFORMATION

This checklist is provided to assist 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).
- ❖ Site Plan
- ❖ Property Owner List certified by the County Clerk of all property owners within the notification area (1/2 mile) of the subject property.
- ❖ Sample Notification Letter
- ❖ Certification of Mailing
- ❖ Sign Posting Affidavit submitted to the Planning Office 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

The applicant is required to post one or more notification sign(s) on the property. The applicant is responsible 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 Board of County Commissioner's meeting.
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 Board of County Commissioners.**
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.



Sign Posting Affidavit

THE FOLLOWING AFFIDAVIT SHALL BE RETURNED TO THE PLANNING OFFICE AT LEAST 7 DAYS PRIOR TO THE PUBLIC HEARING MEETING DATE. 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

Written Notification to Property owners within one-half mile

1. Written notice of the proposed site plan shall be mailed to the Owners of record for property within one-half mile of the subject property, in accordance with Section 12-307-1.08.
2. The notice shall be sent by the applicant via regular mail, postage pre-paid.
3. The applicant shall submit a **Certificate of Mailing** (*attachment to the application form*) and a **Sample Notification Letter** 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 and a sample notification letter.
4. Per Section 12-307-3.07 the written notice shall:
 - a. describe the property involved in the application by address or general description;
 - b. provide a brief description of the proposed development activity;
 - c. list the projected date of construction of the proposed use;
 - d. list the person, with contact telephone number and address, designated by the applicant to respond to questions concerning the proposed site plan;
 - e. note the date the site plan application will be submitted to the Planning Director for review; and
 - f. include a statement with substantially the following information:

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

This letter is being sent to the owner of property within one-half mile (2,640 feet) of 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 landowners any legal rights to challenge the proposed development, instead it is being provided solely to advise property owners in the area of the pending proposed development.

For further information, contact the applicant's designated representative at (xxx) xxx-xxxx or the Lawrence-Douglas County Planning Office at (785) 832-7700.

Note: When required notices have been properly addressed and deposited in the mail, the failure of a party to *receive* notice of Site Plan Review 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 OFFICE

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 within one-half mile of 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 is being provided solely to advise nearby landowners of the pending proposed development. This letter does not grant the recipient and/or landowners any legal rights to challenge this proposed development.

For further information, contact <applicant name> at <applicant phone number> or the Lawrence-Douglas County Planning Office at (785) 832-7700.

Sincerely,

<name>

SITE PLAN REQUIREMENTS

Provide plans and accompanying data as needed to demonstrate conformance with the requirements of the Zoning Regulations. Per Section 12-307-3.10, the site plan shall:

1. Be prepared by an architect, engineer, landscape architect, or other qualified individual, per the standards of these regulations at a scale of 1 inch equals 50 feet or larger;
2. Be arranged so the top of the plan represents north or, if otherwise oriented, is clearly and distantly marked;
3. Include a written and graphic scale and a north arrow;
4. Show boundaries and dimensions graphically, and contain a written legal description of the property;
5. Show the present and proposed topography of the area by contours at an interval of not more than 5 feet;
6. Show, by use of directional arrow, the proposed flow of storm drainage from the site;
7. Show the location of existing and proposed structures and indicate the number of stories, height, gross floor area, and entrances to all structures;
8. Show the location and dimensions of existing and proposed access points, drive aisles, off-street parking, loading zones and walkways;
9. Indicate location, height, and materials for screening walls and fences;
10. List the type of surfacing and base course proposed for all parking, loading and walkway areas;
11. Show the location and size, and provide a landscape schedule of all perimeter and interior landscaping including grass, ground cover, trees and shrubs. The schedule must show that landscape materials will be no smaller or less dense than the following standards:
 - a. Ground cover: 2" Pots on 6 - 8" centers, or 6" pots on 10 - 12" centers
 - b. Shrubs: 18 - 24", 2 gallon size (spreading evergreens - 5 gallon container size or Balled & Burlapped)
 - c. Ornamental trees: 1 1/2 - 1 3/4" ca. (smaller ornamental trees are to be 5 - 6' in height)
 - d. Shade trees: 2 - 2 1/2" ca.
 - e. Coniferous trees: 6 - 8', (Balled & Burlapped)
12. Describe the proposed use of the site and list the number of required off-street parking spaces. If the exact use is not known at the time a site plan is submitted for review, off-street parking requirements shall be calculated by the general use group using the greatest off-street parking requirement of that use group;
13. Show the proposed location, indicate the direction, and list the amount of illumination of proposed lighting together with information on screening proposed for the lighting and steps taken to prevent glare; a point by point illumination array may be required for parking lot lighting.
14. Show location and dimensions of each outdoor storage area, including trash storage; and
15. Provide a note indicating that the site plan for a public or governmental building(s) and facility(ies) has been designed to comply with the provisions of the Americans with Disabilities Act Accessibility Guidelines (ADAAG) for buildings and facilities, appendix A to 28 CFR part 36.
16. The following additional information may be required with the application:
 - a. Traffic information: the amount of traffic that is expected with the proposed use and the type/size of vehicles. At the pre-application meeting, the county engineer will determine if a traffic study will be needed. An annual dust palliative/ road repair agreement may be required depending on the impact of the use on the road.
 - b. Depending on the proposed development, the amount of impervious surface, and the topography of the site the County Engineer may require a drainage study regarding stormwater flow.
 - c. A SWPP (Storm Water Pollution Prevention) permit with KDHE is required if more than 1 acre of soil is disturbed. Provide a copy with your application.