



**Lawrence Douglas County
Metropolitan Planning Office**

1 Riverfront Plaza, Ste 320
P.O. Box 708, Lawrence, KS 66044
(785) 832-7700 Fax (785) 832-3110
<http://www.lawrenceks.org/pds/>

PRELIMINARY DEVELOPMENT PLAN CHECKLIST

Application materials must be submitted electronically via the [Citizen Self-Service Portal](#). If you are unable to provide the materials online, please contact the Planning Office at 785-832-7700.

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.

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.

Planner's Name _____

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

Fee ___ **\$400** _____

During the pre-application meeting, staff will assist the applicant to determine **if** the following items are Required or Not Applicable:

R	NA	
<input type="checkbox"/>	<input type="checkbox"/>	Traffic Impact Study (.PDF)
<input type="checkbox"/>	<input type="checkbox"/>	Drainage Study (.PDF)
<input type="checkbox"/>	<input type="checkbox"/>	Stormwater Pollution Prevention Plan (SWP3) (.PDF)
<input type="checkbox"/>	<input type="checkbox"/>	Market Study (.PDF)
<input type="checkbox"/>	<input type="checkbox"/>	Downstream Sanitary Sewer Analysis (DSSA) (.PDF)
<input type="checkbox"/>	<input type="checkbox"/>	Plan (Area, Corridor, Nodal, other) (.PDF)

General Preliminary Development Plan Submittal Requirements

❖ Attachments Required

- ☐ Owner Authorization Form **if** applicant is not the legal owner of the property.
- ☐ Legal description of property in print and electronic format. (MS Word)
- ☐ Preliminary Development Plan meeting the requirements of 20-1304(d)(3)(iii). (.PDF)
- ☐ Property Owner List certified by the County Clerk of all property owners within the notification area of the subject property. (.xlsx)
- ☐ Property Ownership List Certification
- ☐ Sign Posting Affidavit submitted at least 7 days but no more than 10 days before the public hearing, sign must be posted at least 20 days before public hearing.
- ☐ Statement describing the reasonable efforts made to meet with and receive input from individuals required to receive notice.

❖ Other

- ☐ Payment of review fee. (If paying by check, please make check payable to the City of Lawrence.)
- ☐ Preliminary 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.
- ☐ Preliminary Development Plan (site plan). (.PDF)
- ☐ Drawings and data necessary to demonstrate that the proposal is in general conformance with the Comprehensive Plan. (.PDF)



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OWNER AUTHORIZATION

I/WE _____, hereby referred to as the "Undersigned", being of lawful age, do hereby on this _____ day of _____, 20 __, 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 (printed name and position in corporation
if signing for a corporation)

Owner (printed name and position in corporation
if signing for a corporation)

STATE OF KANSAS
COUNTY OF DOUGLAS

The foregoing instrument was acknowledged before me on this _____ day of _____, 20 __,

by _____.

My Commission Expires:

Notary Public

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 400 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

**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 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.
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 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 **at least seven but no more than ten 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 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 AT LEAST SEVEN BUT NO MORE THAN TEN 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.

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

**PRELIMINARY DEVELOPMENT PLAN
APPLICANT CHECKLIST**

(Keep This Page for Your Reference.)

This checklist has been provided to assist you, the applicant, as you prepare your application. This checklist should not be submitted with your application.

Minimum PD district standards are included in Article 7. The submitted preliminary development plan shall conform to the application requirements of Article 13, Section 20-1304. Submission of less information than necessary to adequately review and process your application may delay the review process.

1. *Minimum District Size.* Minimum area for PD district shall be ½ acre. A reduction below ½ acre may be considered by the City Commission per section 20-701(e).
2. *Minimum Open Space.* The PD shall include at least 20% of the total site area as Common Open space per section 20-701(j).
3. *General Location Map.* The application shall include a General Location Map showing the location of the property in relation to at least one intersection of two Streets shown as Collector or Arterial Streets on the City's Transportation Element of the Comprehensive Plan.
4. *Statement of Intent.* The Application shall include a statement of intent (see application pages 5 and 6 of this packet).
5. *Neighborhood Meeting.* The applicant shall make reasonable effort to meet with individuals, required to be noticed for the project under Section 20-1301(q) to present their project in conceptual fashion and to solicit input on the proposed design.
6. *Phasing.* 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.
7. *Stormwater Information Required.* 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.
8. *Traffic Study Required.* A traffic study or 7-step traffic study is required for all developments in the City per section 20-916.

9. *Downstream Sanitary Sewer Analysis Study.* A DSSA is required per AP-75

10. *Preliminary Plat Requirements.* The plan shall be submitted so as to conform with the requirements for the submission of a Preliminary Plat under Sec. 20-812(a), except where such requirements conflict with the requirements of this article.
11. *Scale of Drawing.* The Preliminary Development Plan submitted by the Landowner as part of his or her application for tentative approval shall be prepared at a scale no smaller than one inch to 50 feet and shall include all of the area proposed to comprise the Planned Development.
12. The plan and supporting documents shall include all information listed in section 20-1304 (d)(3)(iii)

Preliminary Development Plan Drawing Requirements		
✓	NA	Section 20-1304(d)(3)(iii)(a-v) The Plan and supporting documents shall include the following information:
		Legal Description of the site.
		The dimensions of all property boundaries shown.
		The Owner of record and any other parties having an interest in the development.
		A topographical survey of the site at an interval of not more than two feet, or a more detailed plan if requested by the Public Works Department.
		The location of all existing structures, easements, utilities, proposed utilities, and public dedication either through, adjacent to, or on the site.
		The existing public and private street system, platted or unplatted ownership, type and location of structures, curb cuts on adjacent properties and along the opposite side of the street, and topography extending 100 feet beyond the outside boundaries of the proposed development.
		The width, Grade, location and Ownership of all proposed public and private Streets and sidewalks in the area to be developed
		The use, height, Floor Area, and approximate location of all proposed Buildings and other structures
		The number of Dwelling Units to be contained in each Building proposed for residential use
		The location, dimension and capacity of all proposed off-Street parking areas in the area to be developed
		The location, dimension, acreage, and Ownership of all proposed public and private recreation areas, Open Space and non-encroachable areas
		Dimensions and notes as deemed necessary to show compliance with the development standards of this article
		A schedule showing the proposed time and sequence within which the applications for final approval of all portions of the Planned Development are intended to be filed. The Planning Commission may either approve or modify the submitted development time schedule. The development phases as shown on the time schedule shall also be indicated on the plan
		As part of the development time schedule each phase shall have a summary of the number of units of each type of use, the number of Dwelling Units, the acreage devoted to residential, non-residential, commercial, recreation, Open Space, non-encroachable area, Streets (both public and private), off-Street Parking, and other major land uses, Density, public lands (existing and proposed), and the total number of acres contained in each development phase

Preliminary Development Plan Drawing Requirements		
✓	NA	Section 20-1304(d)(3)(iii)(a-v) The Plan and supporting documents shall include the following information:
		A summary of the total number of units of each type of use, number of Dwelling Units, the acreage devoted to all major land uses, the acreage of public lands and areas proposed for public Ownership, the acreage of the total area proposed to be developed, and the overall net Density of the development
		A statement as to the feasibility of proposals for the disposition of sanitary waste and storm water, and how all utilities are to be provided including sewerage, water, storm drainage, gas and electricity, and how completion of all improvements is to be guaranteed
		A statement as to the form of Ownership proposed to own and maintain the Common Open Space, recreation facilities, non-encroachable area and any other area within the area proposed to be developed that is to be retained primarily for the exclusive use and benefit of the residents, lessee and owners of the Planned Development
		A statement as to the substance of the covenants, grants of Easements or other restrictions to be imposed upon the use of the land; Buildings and structures, including proposed Easements or grants for public utilities
		The Landowner shall also submit a tentative dedication clause including dedication of public utility and drainage Easements, Street rights-of-way and the following statement: "We hereby dedicate to the City of Lawrence the right to regulate any construction over the area designated as Common Open Space, open air recreation area, and non-encroachable area and to prohibit any construction within said areas and spaces inconsistent with the approved use or enjoyment of residents, lessees and owners of the Planned Development
		A statement specifying those variances, modifications, reductions and waivers being requested as part of the plan approval and setting forth reasons why, in the opinion of the Landowner, such should be allowed; and
		One north-south and one east-west elevation across the site to show typical site layout, Grade, etc
		Submission of a landscape plan in conformance with Article 10, Section 20-1001(d)