



**Lawrence Douglas County
Metropolitan Planning Office**

1 Riverfront Plaza, Suite 320, P.O. Box 708

Lawrence, KS 66044

(785) 832-7700 Fax (785) 832-3110

<http://www.lawrenceks.org/pds/>

CITY OF LAWRENCE REZONING (MAP AMENDMENT) 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.

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.

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 _____

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"/>	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, etc.) (.PDF)

General Rezoning (Map Amendment) Submittal Requirements

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.

❖ 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)
- ☐ Conceptual Plan and data necessary to determine if proposed rezoning is in conformance with the Comprehensive Plan. (.PDF)
- ☐ General Location Map that shows 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 Major Thoroughfares Map. (.PDF)
- ☐ Property Owner List certified by the County Clerk of all property owners within the notification area of the subject property.
- ☐ Property Ownership List Certification
- ☐ Sign Posting Affidavit submitted at least 7 days before the public hearing, sign must be posted at least 20 days before public hearing.

❖ Other

- ☐ Payment of review fee. (If paying by check, please make check payable to the City of Lawrence.)
- ☐ Drawings and data necessary to demonstrate that the proposed amendment is in general conformance with the Comprehensive Plan and that the public necessity and convenience; and general welfare require the adoption of the proposed amendment.
- ☐ PD, Planned Development Overlay Districts shall only be processed concurrently with a Preliminary Development Plan application. Therefore, in the case of a Planned District rezoning, a Preliminary Development Plan application is required.

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 obtained from and 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 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 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