

Project description as presented by applicant:

Issue	Notes
Zoning	
<input type="checkbox"/> Use of property as defined in code	<hr/>
<input type="checkbox"/> Density of residential use	<hr/>
<input type="checkbox"/> Use standards	<hr/>
<input type="checkbox"/> Floodplain	<hr/>
<input type="checkbox"/> Compliance with Comp Plan	<hr/>
<input type="checkbox"/> Retail Market Study	<hr/>
<input type="checkbox"/> Other	<hr/>
Plat	
<input type="checkbox"/> Right-of-way dedication	<hr/>
<input type="checkbox"/> Perimeter	<hr/>
<input type="checkbox"/> Interior	<hr/>
<input type="checkbox"/> Cul-de-sac length	
<input type="checkbox"/> No. of units	
<input type="checkbox"/> Lot standards	<hr/>
<input type="checkbox"/> Width	
<input type="checkbox"/> Size	
<input type="checkbox"/> Access to r/w	
<input type="checkbox"/> Utility locations / extensions	<hr/>
<input type="checkbox"/> Access / restrictions	<hr/>
<input type="checkbox"/> Encumbrances (easement, CCRs)	<hr/>
<input type="checkbox"/> Sensitive lands (residential)	<hr/>
<input type="checkbox"/> Floodplain	<hr/>
<input type="checkbox"/> Any variances requested	<hr/>
<input type="checkbox"/> Historic Review	<hr/>
<input type="checkbox"/> Compliance with Comp/Neigh Plan	<hr/>
<input type="checkbox"/> Process – major or minor	<hr/>
<input type="checkbox"/> Studies required	<hr/>
<input type="checkbox"/> Traffic Impact	
<input type="checkbox"/> Drainage	
<input type="checkbox"/> SWP3	
<input type="checkbox"/> DSSA	
<input type="checkbox"/> Other	
Site Plan	
<input type="checkbox"/> Use of property a defined in code	<hr/>
<input type="checkbox"/> Is site platted?	<hr/>

- Conditional zoning _____
- Building orientation _____
- Access _____
- Onsite circulation _____
- Parking / mitigation _____
- ADA compliance _____
- Setbacks _____
- Height relative to adjacent use _____
- Utility locations _____
- Bufferyards _____
- Signs (pole, etc.) _____
- Lighting _____
- Design Standards _____
 - Commercial
 - Industrial
 - Downtown
 - Historic
 - Other
- Overlay Districts _____
 - Airspace (airport)
 - Floodplain
 - H&H study
 - Drainage plan
 - Impervious surface
 - Planned Development
 - Transportation Corridor – SLT/K10-TC
 - 150-foot KU Boundary
 - Urban Conservation
 - Downtown
 - 8th and Penn
- Impervious / storm water _____
- Fire Access _____
- Solid Waste _____
- Are variances requested _____
- Process type: _____
 - Minor
 - Standard
 - Major

Managing Expectations

The processing time necessary to complete applications varies based on type. The timeframes below are guidelines and should be considered minimums from the time of submittal to the city. They take into account a typical review process of addressing review comments. You should plan for at least the noted time to process your application through the process. Some projects can be completed quicker and some projects can take significantly longer due to unforeseen events associated with the process.

Review Type	Typical process times
Administrative <ul style="list-style-type: none"> • Special Event Permit • Special Event Permit (CC approval) • Floodplain Permit • Minor Site Plan • Standard and Major Site Plan • Home Occupation • Minor Subdivision • Unincorporated property divisions • Historic Design Review (administrative) 	5-10 days 10-15 days 14 days 3 weeks 4-6 weeks 10 days 3 weeks 3 weeks 2 weeks
Historic Resources Commission <ul style="list-style-type: none"> • Design Review 	4-6 weeks
Planning Commission <ul style="list-style-type: none"> • Preliminary plat • Plat variances 	10-12 weeks 10-12 weeks
Board of Zoning Appeals <ul style="list-style-type: none"> • Variance • Appeal of administrative determination 	4-6 weeks 4-6 weeks
County Commission <ul style="list-style-type: none"> • Site Plan 	4-6 weeks
Planning Commission and City Commission or County Commission <ul style="list-style-type: none"> • Rezoning (SUP and CUP) • Comprehensive Plan Amendment • Annexation 	14-16 weeks 20-24 weeks 14-16 weeks

Complete, accurate plans and applications provide the most aid in meeting these goals and ensuring a successful permit process for you, the customer. Items that will facilitate the most expedient permit review and issuance include:

- Submitting a complete permit application
- Maintaining the project design through the review
- Fully addressing all first-round review comments upon resubmitting the revised plans

Next Steps for Applicant – critical next steps in the permit process include the following:

- Consult or retain the services of a design professional (architect and/or engineer)
- Staff encourages all development applicants to speak with neighbors of a project
- Other

Next Steps for Staff
