



**Lawrence Douglas County  
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/>

## **DESIGN REVIEW APPLICATION 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. The applicant will be notified if an application is determined to be incomplete.

### **REQUIRED ATTACHMENTS:**

- ☐ **Photographs of existing structure and site**
- ☐ **Scaled or dimensioned site plan with a graphic/bar scale (PDF)**
- ☐ **Scaled elevation drawings with a graphic/bar scale (PDF)**
- ☐ **Scaled or dimensioned floor plans with a graphic/bar scale (PDF)**
- ☐ **Materials list**

**ADDITIONAL INFORMATION MAY BE REQUIRED BASED ON THE SCOPE OF THE PROJECT**



**Lawrence Douglas County  
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/>

**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<br>if signing for a corporation) | Owner (printed name and position in corporation<br>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