



**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/>

FINAL 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.

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.

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 **\$200**

During the pre-application meeting, staff will assist the applicant to determine if the following items are required with the application or are 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, Nodal, Corridor, etc.) (.PDF) |
| <input type="checkbox"/> | <input type="checkbox"/> | Stormwater Pollution Prevention Plan (SWP3) (.PDF) |



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**General Final Development Plan
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 (MS Word)
- ☐ Property Ownership List, certified by the Douglas County Clerk, of property owners within 400 feet of subject property
- ☐ Property Ownership List Certification
- ☐ Final Development Plan (.PDF)

❖ **Other**

- ☐ Payment of application fee. (If paying with check, please make payable to the City of Lawrence.)
- ☐ Final 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.



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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



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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



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FINAL DEVELOPMENT PLAN

APPLICANT CHECKLIST

This checklist has been provided to assist you as you prepare your application. Please retain for your records, and do not submit with the application.

The submitted final development plan shall conform to the application requirements of Article 13, Section 20-1304(f). Submission of less information than necessary to adequately review and process your application may delay the review process.

- ☐ 1. A plan submitted for final approval shall be in substantial compliance with the plan previously given preliminary approval. Modification by the Landowner of the plan as preliminarily approved may not:
 - ☐ a. Increase the proposed gross residential Density or intensity of use by more than five percent (5%) or involve a reduction in the area set aside for Common Open Space, open air recreation area or non-encroachable area, nor the substantial relocation of such areas; nor,
 - ☐ b. Increase by more than 10 percent (10%) the total Floor Area proposed for non-residential or commercial uses; nor,
 - ☐ c. Increase by more than 5 percent (5%) the total ground area covered by Buildings nor involve a substantial change in the height of Buildings; nor,
 - ☐ d. Change in residential use or building type; nor,
 - ☐ e. Increase in the heights of buildings by more than 5 feet; nor,
 - ☐ f. Represent a new change to the Preliminary Development Plan that creates a substantial adverse impact on surrounding landowners; nor,
 - ☐ g. Change the residential building type or non-residential structure by more than 10% in size.
- ☐ 2. The Final Development Plan, in its entirety or in phases, shall be drawn at a scale of one inch to 40 feet.
- ☐ 3. Supportive documents shall show or contain at least the following:
 - ☐ a. all information required of the Preliminary Development Plan;
 - ☐ b. the placement of all principal and Accessory Structures;
 - ☐ c. the entrances to all structures;
 - ☐ d. the location and dimensions of all existing and proposed curb cuts, Driveways and aisles, public and private Streets, off-Street Parking and loading space areas, sidewalks and pedestrianways, sanitary sewers, storm sewers and drainageways, power lines, gas lines, and fire hydrants;
 - ☐ e. the location, height and material of screening walls and fences;



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- ☐ f. the type of surfacing and base course proposed for all private Streets, Driveways, off-Street Parking and loading space areas, and sidewalks and pedestrianways;
- ☐ g. the location of all utilities in and adjacent to the property. (No overhead lines, with the exception of high voltage power lines, shall be permitted in Planned Developments);
- ☐ h. a location map of one inch equals feet or less showing the site of the proposed development in relationship with major thoroughfares in the city;
- ☐ i. a landscape plan in accordance with Article 10, Section 20-1001(d);
- ☐ j. the proposed topography or grading of the area at a contour interval of not more than two feet;
- ☐ k. the location of each outdoor trash storage facility;
- ☐ l. proof of the establishment of an agency or entity to own, manage and maintain the Common Open Space, open air recreation areas, recreation facilities, non-encroachable areas, private Streets and any other area within the development that is to be retained for the exclusive use and benefit of the residents, lessees and Owners;
- ☐ m. copies of all restrictions or covenants that are to be applied to the development area;
- ☐ n. proof that no Lot, Parcel, tract or other portion of the development area has been conveyed or leased prior to the recording of any restrictive covenants, Final Development Plan, or final plat; and
- ☐ o. such other drawings, specifications, covenants, Easements, conditions, and performance bonds as set forth in the granting of preliminary approval.

Final Development Plan Drawing Requirements

| | | |
|---|----|--|
| ✓ | NA | Section 20-1304(e)(2)(i) The final development plan should be drawn to a scale of one inch equals 40 feet and supporting documents should contain the following: |
| | | all information required of the Preliminary Development Plan |
| | | the placement of all principal and Accessory Structures |
| | | the entrances to all structures |
| | | the location and dimensions of all existing and proposed curb cuts, Driveways and aisles, public and private Streets, off-Street Parking and loading space areas, sidewalks and pedestrianways, sanitary sewers, storm sewers and drainageways, power lines, gas lines, and fire hydrants |
| | | the location, height and material of screening walls and fences |
| | | the type of surfacing and base course proposed for all private Streets, Driveways, off-Street Parking and loading space areas, and sidewalks and pedestrianways |
| | | the location of all utilities in and adjacent to the property. (No overhead lines, with the exception of high voltage power lines, shall be permitted in Planned Developments) |
| | | a location map of one inch equals 200 feet or less showing the site of the proposed development in relationship with major thoroughfares in the city |
| | | a landscape plan in accordance with Article 10, Section 20-1001(d) |
| | | the proposed topography or grading of the area at a contour interval of not more than two feet |
| | | the location of each outdoor trash storage facility |
| | | proof of the establishment of an agency or entity to own, manage and maintain the Common Open Space, open air recreation areas, recreation facilities, non-encroachable areas, private Streets and any other area within the development that is to be retained for the exclusive use and benefit of the residents, lessees and Owners |
| | | copies of all restrictions or covenants that are to be applied to the development area |
| | | proof that no Lot, Parcel, tract or other portion of the development area has been conveyed or leased prior to the recording of any restrictive covenants, Final Development Plan, or final plat |
| | | such other drawings, specifications, covenants, Easements, conditions, and performance bonds as set forth in the granting of preliminary approval |

Final Development Plan Drawing Requirements

| | | |
|---|----|--|
| ✓ | NA | Section 20-1304(e)(2)(i) The final development plan should be drawn to a scale of one inch equals 40 feet and supporting documents should contain the following: |
| | | Section 20-1304(e)(2)(iv) A plan submitted for final approval shall be in substantial compliance with the plan previously given preliminary approval. Modification by the Landowner of the plan as preliminarily approved may not: |
| | | Increase the proposed gross residential Density or intensity of use by more than five percent (5%) or involve a reduction in the area set aside for Common Open Space, open air recreation area or non-encroachable area, nor the substantial relocation of such areas |
| | | Increase by more than 10 percent (10%) the total Floor Area proposed for non-residential or commercial uses |
| | | Increase by more than 5 percent (5%) the total ground area covered by Buildings nor involve a substantial change in the height of Buildings |
| | | Change in residential use or building type |
| | | Increase in the heights of buildings by more than 5 feet |
| | | Represent a new change to the Preliminary Development Plan that creates a substantial adverse impact on surrounding landowners |
| | | Change the residential building type or non-residential structure by more than 10% in size |