FINAL DEVELOPMENT PLAN
Application Requirements

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. Application materials and plans must be submitted in both paper and electronic format, on disc. If you are unable to provide the materials in electronic format please contact the Planning Office at 785-832-7700 for assistance.

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.

Pre-submittal Date ______________________, 20__.  
Planner’s name ________________________
Target Submission Date ________________, 20__.  
Fee $200

During the meeting Planning Staff will assist the applicant to determine if the following items are required with the application or are not applicable:

R  NA
☐  ☐  Traffic Impact Study, in print (3 copies) and electronic format.
☐  ☐  Drainage Study, in print (2 copies) and electronic format.
☐  ☐  Market Study, in print (2 copies) and electronic format.
☐  ☐  Downstream Sanitary Sewer Analysis (DSSA), in print (2 copies) and electronic format.
☐  ☐  Plan (Area, Nodal, Corridor, etc.) in print (2 copy) and electronic format.
☐  ☐  Stormwater Pollution Prevention Plan (SWP3) in print (1 copy) and electronic format.
General Final Development Plan
Submittal Requirements

All application materials, including the plan, must be submitted in both print and electronic format, on disc. If you are unable to provide the materials in electronic format please contact the Planning Office at 785-832-7700.

❖ Application Form
☐ A complete Application Form. (Rezoning Application, 3 pages)
  ▪ Page 1 – Owner, Applicant, and Property information
  ▪ Page 2 – Description and details of proposal
  ▪ Page 3 – Signature page

❖ Attachments Required
☐ Owner Authorization Form if applicant is not the legal owner of the property. (Page 9 of this packet)
☐ Legal description of property in print (see Page 10 of this packet) and electronic format (MS Word).
☐ A list, certified by the Douglas County Clerk, of property owners within 400’ of subject property
☐ Property Ownership List Certification

❖ Other
☐ Payment of review fee. (Make check 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.
☐ Final Development Plan, in print (1 copy) and electronic format (TIF format preferred.)
## APPLICATION FOR FINAL DEVELOPMENT PLAN

### OWNER INFORMATION

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<tr>
<th>Name(s)</th>
<th>Contact</th>
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### APPLICANT/AGENT INFORMATION

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Pre-application Meeting Date ________________ Planner ___________

### PROPERTY INFORMATION

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Present Zoning District</th>
<th>Present Land Use</th>
<th>Proposed Land Use</th>
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<tr>
<th>Legal Description (may be attached)</th>
<th>Address of Property</th>
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Total Site Area _______________________

Number and Description of Existing Improvements or Structures ________________________

Date Preliminary Plan Approved ________________________
Description of Project:

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SIGNATURE

I/We, the undersigned am/are the (owner(s)), (duly authorized agent), (Circle One) of the aforementioned property. By execution of my/our signature, I/we do hereby officially apply for Final Development Plan approval as indicated above.

Signature(s): ___________________________ Date ______________

________________________________________________________________________

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12/23/2021  Page 4 of 16  FDP Application
STAFF USE ONLY

Application No. ________________________________

Date Received __________________________________

Planning Commission Date ________________________

Fee $__________________________________________

Date Fee Paid __________________________________

Rezoning Application No. _________________________

PDP Application No. ______________________________
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
Note to Applicant:

Replace this page with “Exhibit A, Legal Description”.
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
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;

d. the location, height and material of screening walls and fences;

e. the type of surfacing and base course proposed for all private Streets, Driveways, off-Street Parking and loading space areas, and sidewalks and pedestrianways;

f. 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);

g. 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;

h. a landscape plan in accordance with Article 10, Section 20-1001(d);

i. the proposed topography or grading of the area at a contour interval of not more than two feet;

j. the location of each outdoor trash storage facility;

k. 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

### General Submittal Requirements

<table>
<thead>
<tr>
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<th>1.</th>
<th>A complete application form in both print and electronic format.</th>
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<td>2.</td>
<td>Payment of review fee.</td>
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<td>3.</td>
<td>Owner Authorization form if applicant is not the legal owner of the property.</td>
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<td>4.</td>
<td>Site Plan, in both print and electronic format. (TIF preferred).</td>
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<td>5.</td>
<td>General Location Map showing the location of the property to at least one intersection of two streets shown as collector or arterial streets on the City’s Major Thoroughfares Map of the Comprehensive Plan (at a scale no less that 1:50 or a size of less than 8.5” by 11”).</td>
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### Other Requirements

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<th>7.</th>
<th>Drawings and data necessary to demonstrate that the proposal is in general conformance with the Comprehensive Plan.</th>
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<td>8.</td>
<td>Verify the existence of and notify all registered Neighborhood Associations whose boundaries include or are contiguous to the subject property. (To be completed by Staff).</td>
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<td>9.</td>
<td>Verify the accuracy of the submitted legal description.</td>
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<td>10.</td>
<td>Verify the accuracy of the submitted property ownership.</td>
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<td>11.</td>
<td>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.</td>
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<td>12.</td>
<td>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.</td>
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<td>13.</td>
<td>The plan shall be submitted so as to conform with the requirements for the submission of a Preliminary Plat under Sec. 20-707(a), except where such requirements conflict with the requirements of this article.</td>
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<td>14.</td>
<td>The submitted site plan shall meet the following specifications:</td>
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<td>1. Shall be submitted in both print and electronic format (TIF preferred.)</td>
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<td>2. Shall be prepared at a scale no smaller than one inch to 100 feet and shall include all of the area proposed to comprise the Planned Development.</td>
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3. Consult the chart below for additional site plan drawing requirements.

<table>
<thead>
<tr>
<th>NA</th>
<th>Section 20-1304(e)(2)(i)</th>
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<td>✔</td>
<td>The final development plan should be drawn to a scale of one inch equals 40 feet and supporting documents should contain the following:</td>
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<td>all information required of the Preliminary Development Plan</td>
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<td>the placement of all principal and Accessory Structures</td>
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<td>the type of surfacing and base course proposed for all private Streets, Driveways, off-Street Parking and loading space areas, and sidewalks and pedestrianways</td>
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<td>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)</td>
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<td>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</td>
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<td>a landscape plan in accordance with Article 10, Section 20-1001(d)</td>
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<td>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</td>
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<td>copies of all restrictions or covenants that are to be applied to the development area</td>
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APPROVAL AND EXTENSION TIME PERIOD
LAND DEVELOPMENT CODE
ARTICLE 13

No action by the City shall be necessary to cause the approval to expire. Its expiration shall be considered a condition of the original approval.

SITE PLANS:
[Section 20-1305(o)(1)]
Approval time period -- Building permit must be obtained within 24 months of final approval of the site plan or the approval shall expire.

Extension -- Extension of up to 24 months may be approved by City Commission for good cause shown if written request is made by letter to the Planning Director before the expiration date. Additional extensions may be requested, if necessary.

SPECIAL USE PERMITS:
[Section 20-1306(k)]
Approval time period -- Building permit must be obtained within 24 months of the effective date of the decision on the Special Use or the approval shall expire.

Extension -- Extension of up to 24 months may be approved by City Commission for good cause shown if written request is made by letter to the Planning Director before the expiration date. Additional extensions may be requested, if necessary.

PRELIMINARY DEVELOPMENT PLAN:
[Section 20-1304(d)(12)]
Approval time period -- Application for a Final Development Plan must be submitted within 24 months after final approval of the preliminary development plan or within 6 months after the date shown on an approved development schedule or the approval shall expire.

Extension -- Extension of up to 24 months, or the proposed phasing schedule may be modified to extend all dates by a period up to one-half the original period allowed for development of that phase, may be approved by City Commission for good cause shown if written request is made by letter to the Planning Director before the expiration date. Additional extensions may be requested, if necessary.

FINAL DEVELOPMENT PLAN
[Section 20-1304(e)(2)(vii)]
Approval time period -- A building permit must be obtained within 24 months after the final approval of the Final Development Plan or the approval shall expire.

Extension -- Extension of up to 24 months, or the proposed phasing schedule may be modified to extend all dates by a period up to one-half the original period allowed for development of that phase may be approved by City Commission for good cause shown if written request is made
by letter to the Planning Director before the expiration date. Additional extensions may be requested, if necessary.

INSTITUTIONAL DEVELOPMENT PLAN
[Section 20-1307(g)]
Approval time period -- A building permit must be obtained within **24 months** after the final approval of the Institutional Development Plan or the approval shall expire.

Extension -- Extension of **up to 24 months** may be approved by the City Commission for good cause shown if written request is made by letter to the Planning Director before the expiration date. Additional extensions may be requested, if necessary.

ZONING VARIANCES
[Section 20-1309(k)]
Approval time period -- A building permit must be obtained within **24 months** after the variance has been granted or the variance will expire. The variance will also expire upon expiration of a building permit.

Extension -- Extension of up to **24 months** may be approved by the Board of Zoning Appeals for good cause shown if written request is made by letter to the Planning Director before the expiration date. Additional extensions may be requested, if necessary.

APPROVAL AND EXTENSION TIME PERIOD
SUBDIVISION REGULATIONS

PRELIMINARY PLAT*
[Section 20-809(j)]
Approval time period -- A final plat must be submitted within **24 months** of the date approval of the preliminary plat was granted by the Planning Commission or the approval of the preliminary plat shall expire.

* Per Section 20-1304(d)(10) of the Development Code, approval of a Preliminary Development Plan constitutes approval of a preliminary plat. In the case of properties that were platted with a Preliminary Development Plan, the approval and extension dates of the Preliminary Development Plan shall apply. (See previous page)

Extension -- An extension of **up to 24 months** may be granted by the Planning Commission for a Preliminary Plat if the cause of failure to submit a final plat is beyond the subdivider’s control. A written request must be provided to the Planning Director prior to the expiration date. Additional extensions may be requested, if necessary.

FINAL PLAT
[Section 20-809(n)(5)]
Approval time period -- Approval of a Final Plat shall be effective for no more than **24 months** from the date of approval unless all conditions of approval have been completed.
Extension – An extension may be granted by the Planning Director for good cause. A written request for extension must be provided to the Planning Director prior to the expiration of the original 24 month approval period.

MINOR SUBDIVISION/REPLAT  
(Section 11-108(k))
Approval of a Minor Subdivision/Replat by the Planning director and acceptance of dedications by the Governing Body shall be effective for no more than 24 months from the date of acceptance unless all conditions of approval have been completed or an extension has been granted by the Planning Director for good cause.

Extension – The extension request must be submitted to the Planning Director prior to the expiration of the original 24 month approval period.