



**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/>

FLOODPLAIN DEVELOPMENT PERMIT 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 ____ **\$20** _____

During the pre-application meeting, staff will assist the applicant to determine **if** the following items are Required or Not Applicable (see Section 20-1203(d)):

- | R | NA | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Hydrologic and Hydraulic Study (Drainage Study) (.PDF) |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify the Water Surface Elevation of the Base Flood as determined by the Flood Insurance Study (if H&H Study not required). |
| <input type="checkbox"/> | <input type="checkbox"/> | Provide study that states the Water Surface Elevation of the Base Flood completed by a registered, professional engineer if such information is not provided by an H&H Study or Flood Insurance Study (.PDF) |



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**General Floodplain Development Permit
Submittal Requirements**

❖ **Attachments Required**

- ☐ Legal description of property. (MS Word)
- ☐ County Appraiser's Assessed Value of structure and Market Value of proposed improvement.
- ☐ Grading Plan showing existing contours and proposed contours. (.PDF)
- ☐ FEMA Elevation Certificate must be provided prior to final inspection (.PDF).

❖ **Other**

- ☐ Payment of review fee. (Make check payable to the City of Lawrence.)
- ☐ Drawings and data necessary to demonstrate that the proposal is in general conformance with the Comprehensive Plan. (.PDF)
- ☐ Verification that all necessary State and Federal Permits have been obtained.