

## 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)):

- | <b>R</b>                 | <b>NA</b>                |  |
|--------------------------|--------------------------|--|
| <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) |

## **General Floodplain Development Permit Submittal Requirements**

### **❖ Attachments Required**

- ☐ Legal description of property. (MS Word)
- ☐ Owner Authorization Form **if** applicant is not the legal owner of the property. (.PDF)
- ☐ 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.



**Lawrence-Douglas County  
Metropolitan Planning Office**  
1 Riverfront Plaza, Ste 320, P.O. Box 708  
Lawrence, KS 66044  
(785) 832-7700 Fax (785) 832-3160  
<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 (*sign name*)

\_\_\_\_\_  
Owner (*sign name*)

\_\_\_\_\_  
Owner (*print name*)

\_\_\_\_\_  
Owner (*print name*)

STATE OF KANSAS  
COUNTY OF DOUGLAS

The foregoing instrument was acknowledged before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

by \_\_\_\_\_.

My Commission Expires:

\_\_\_\_\_  
Notary Public

(*Print Name*)