INSTITUTIONAL DEVELOPMENT PLAN
APPLICATION FORM

*NOTE: If the site of proposed IDP is less than 10 acres a full Site Plan application must be submitted, if the site is larger than 10 acres, a full Special Use Permit application must be submitted.

A pre-application meeting must be held at least 7 days prior to the submittal of the application. At this meeting, the materials required for a complete application will be determined.

Please note, the Institutional Development Plan Application, whether a Site Plan or a Special Use Permit application are required, must be submitted in both print and electronic format, on disc. If you are unable to provide the application materials in electronic format, please contact the Planning Office at 785-832-3150.

OWNER INFORMATION

Name(s) ____________________________________________
Contact ____________________________________________
Address ____________________________________________
City __________________ State ______ ZIP ____________
Phone (__) __________________ Fax (__) _____________
E-mail ___________________________ Mobile/Pager (__) __________________

APPLICANT/AGENT INFORMATION

Contact ____________________________________________
Company ____________________________________________
Address ____________________________________________
City __________________ State ______ ZIP ____________
Phone (__) __________________ Fax (__) _____________
E-mail ___________________________ Mobile/Pager (__) __________________
Pre-Application Meeting Date __________________ Planner ___________________

PROPERTY INFORMATION

Rev. 5/5/2009

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Institutional Development Plan Application
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<td>Present Land Use</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.

SPECI AL 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.