



**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/>

**MAJOR RESIDENTIAL AND NONRESIDENTIAL SUBDIVISIONS
Preliminary Plats 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.

The applicant shall schedule a Pre-Application meeting with Planning Staff at least seven (7) working days prior to submittal of the application.

Pre-Application Meeting

Target Application Submission Date _____, 20__
Application Review Fee \$300 (4 lots or less) \$500 (over 4 lots)
+ \$50 Legal Ad Fee _____

During the pre-application meeting, staff will assist the applicant to determine **if** the following items are Required or Not Applicable to the application:

Major Subdivision: Preliminary Plat Requirements		
Required	Not Applicable	Documentation/Requirement
√		Major Residential or Nonresidential Subdivision Preliminary Plat (.PDF)
		Drainage Plan (for all major subdivisions if within City limits and nonresidential subdivisions within UGA) (.PDF)
√		Down Stream Sanitary Sewer Study (DSSSA) (.PDF)
		Traffic Study (TIS) (.PDF)
√		<u>Property Owner List</u> certified by the County Clerk of all property owners within the notification area of the subject property.

Notes:



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MAJOR SUBDIVISIONS

Preliminary Plat Submittal Requirements Checklist

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 may delay the review process.

Planning Staff will determine the completeness, accuracy, and sufficiency of the application within five (5) working days of application submission.

Preliminary Plat Requirements Submittal Requirements Checklist		
Notes	Required	Requirement for Application
		See Section 20-808(e) for more detail on each requirement
	✓	Completed Application
	✓	Owner Authorization Form if applicant is not the legal owner of the property
	✓	Proof of property taxes paid obtained from the Douglas County Treasurer. <i>Any unpaid special assessments shall be noted with the application submittal and a proposed redistribution plan for these unpaid special assessments, which meets the City Clerk and City Engineer requirements for lots within the City of Lawrence or with the County Clerk and County Engineer requirements for lots within the unincorporated area of Douglas County, also shall be submitted with the application.</i>
	✓	Major Subdivision Preliminary Plat (.PDF)
	✓	Payment of Review Fee
	✓	Certified copy of property ownership.
	✓	Supplemental Information that demonstrates how public utilities may be extended to the subdivision to accommodate future urban density development. (if determined required at Pre-App Meeting)
	✓	Drainage Study (.PDF)
	✓	DSSSA Study per City Administrative Policy, AP-76 (.PDF)
	✓	Traffic Study per City code 16-1101 all new non-residential development or redevelopments and all residential developments of 11 or more lots or dwelling units. (.PDF)
	✓	Phasing Plan for Submission of Final Plats (.PDF)
	✓	Justification for any variances associated with the proposed Subdivision.
	✓	<u>Property Owner List</u> certified by the County Clerk of all property owners within the notification area of the subject property.



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MAJOR RESIDENTIAL AND NONRESIDENTIAL SUBDIVISIONS
Preliminary Plats -- **Technical Specifications Checklist**

This checklist has been provided to assist you as you prepare your application. Submission of inaccurate or incomplete technical information necessary to adequately review and process your request may delay the review process. Planning Staff will use this checklist to review your application to make note that each specification required of the preliminary plat is provided.

Major Residential or Nonresidential Subdivision Preliminary Plat Requirements		
Provide	Preliminary Plat Contents	Notes
	See Section 20-809(f) for more detail on each specification	
√	20-809 (f)(1) Materials to be included	
	(i) Name of Proposed Subdivision	
	(ii) Names and Addresses of Subdivider, Land Planner or Subdivision Designer, and licensed Land Surveyor	
	(iii) Date of Preparation, north arrow, and graphic scale	
	(iv) Identify the plat as a Preliminary Plat	
	(v) Legal Description of proposed subdivision complete with section, township, range, principal meridian, county and size in acres. Show location of nearest section and/or quarter-section with a description tying it to the point of beginning for the subdivision.	
	(vi) A replat shall not be required to be referenced to a section and/or quarter-section corner, provided the original plat for the subject replat is tied to at least one of these corner monuments.	
	(vii) Location, description and elevation of all benchmarks established or source used for vertical control. There must be at least one established vertical control point as the basis for the topographic survey included.	
	(viii) Show names of adjoining Subdivisions or in the case of unplatted land show the names of the owner or owners of adjoining property.	
	(ix) Show Topography at contour intervals not greater than 2 feet of the site.	
	(x) <i>Topography shall be consistent with City of Lawrence and/or Douglas County aerial Topography. Where Land Disturbance, Grading or development has occurred on a site or within 100 feet</i>	

	<i>of the subject site since the date the City of Lawrence and/or Douglas County, whichever is applicable, obtained aerial Topography, an actual field survey shall be required for the topographic data in the vicinity of the disturbed area;</i>	
	(xi) General Location Map on the face of the plat, or on a separate sheet of the proposed Subdivision. The map shall be drawn to an appropriate scale and shall show the relationship of the proposed Subdivision to the following: <ul style="list-style-type: none"> a. The nearest intersection of public streets; and b. If not in the City, any state highway located within ½ mile of the property; and c. If in the City, any public school or park located within ¼ mile of the property. If not in the City, any public school within one mile of the property; and d. If in the UGA, the nearest City Limits, and the nearest boundary of the UGA; and e. The zoning of the property and any other zoning districts located within ¼ mile (when within the City or the UGA) or within ½ mile (if in the rural area 	
√	20-809 (f)(2) Existing Conditions:	Notes
	(i) Location of designated as Floodplain or Regulatory Floodplain, location and direction of flow of existing water courses; and the surface elevation of the Regulatory Flood; and	
	(ii) Location of any area in the Floodplain Overlay District, location, location and direction of flow or all water courses; and base flood elevation at water course entrances and exits from the proposed subdivision; and	
	(iii) Location of section lines, private or public streets, alleys, easements, and city boundaries within and immediately adjacent to the proposed Subdivision; and	
	(iv) Location of natural features such as unique topographic features, lakes, stream corridors and insofar as can reasonable be shown natural features to be removed	
	(v) Boundaries of stands of mature trees, jurisdictional wetlands, historic sites and archaeological sites on the property proposed for subdivision as identified on the GIS Base Line Environmentally Sensitive Lands Map.	
	(vi) Existing use of the property, including the location of all existing buildings, indicating those that will be removed and those that will remain on the property after the Final Plat is recorded.	
	(vii) Horizontal location and vertical elevation (if available) of existing sanitary sewers, storm water sewers, and culverts within and	



	adjacent to the proposed Subdivision, and the location of existing water mains, underground wiring, pipelines, and gas lines; and	
	(viii) Zoning of land within and adjacent to the proposed Subdivision; and	
	(ix) Location, description and elevation of all benchmarks established or source used for vertical control; and	
	(x) Types of soil, with the soil types generally indicated on the Preliminary Plat or supplemental sheet; and	
	(xi) For a Subdivision that will rely on the use of On-Site Sewage Management Systems, a summary of available information of the subsurface Water Table, including the depth of the Water Table at the highest, lowest and typical locations within the Subdivision.	
√	20-809 (f)(3) Proposed Improvements	Notes
	(i) Proposed Streets (including location, width, names, approximate grades), and their relation to Platted Streets or to proposed streets as shown on any Watershed/Sub-basin plan, Sector or Neighborhood Plan of adjacent property;	
	(ii) Easements showing width and general purpose	
	(iii) Layout of all new municipal utilities proposed to serve the subdivision	
	(iv) Blocks and Lots, showing approximate dimensions and proposed Block and Lot numbers	
	(v) Sites designated for other than single-dwelling or single-family use by the adopted comprehensive plan or adopted Watershed/Sub-basin plan, Sector or Neighborhood Plan. <i>Such plan shall be referenced on the face of the Plat.</i>	
	(vi) Sites proposed for dedication as drainage way, park, school or other public purpose; and	
	(vii) Sites proposed by the applicant for land uses not in conformance with adopted comprehensive or neighborhood plans. Such uses shall include a note on the plan that states: <i>"Approval of the Preliminary Plat does not certify approval of these proposed land uses."</i>	
	(viii) The Building Envelopes of proposed lots if requested by Planning Staff	
	Lots that are not rectangular or that have a single dimension of less than 55 feet shall include the Building Envelope permitted under the current Zoning District regulations. A typical Building Envelope diagram may be provided where the majority of Lots are the same size	
	A note referring to such Building Envelope shall be included on	



	the face of the Preliminary Plat regarding the applicable Zoning District and the date of the Zoning provisions on which the preparer has relied in designating the Building Envelope.	
✓	20-809 (f)(4) Supplemental Data	Notes
	<p>(i) A table shown on face of the Plat that includes:</p> <ul style="list-style-type: none"> a) Gross acreage of the subdivision; and Easements showing width and general purpose; b) Acreage within each Zoning District; c) Acreage to be Dedicated for Streets or roads, if any; d) Acreage to be Dedicated for public uses other than Streets or roads, if any; e) Total number of building lots; f) Maximum, minimum, and average Lot size; g) Phasing schedule if proposing phasing of final platting 	
	<p>(ii) Statement of the face of the plat, stating method to be used for financing Public Improvements in the Subdivision and providing references to statutes, covenants, or other sources for further information on the details of such financing. Such statement shall contain a heading saying: <i>"Provision and Financing of Roads, Sewer and Other Public Services."</i></p>	
	<p>Financing continued: <i>At a minimum, a financing statement shall indicate the following:</i></p> <ul style="list-style-type: none"> a) Whether the Subdivision will have public Streets and roads, Private Streets and roads, or a combination thereof. b) Whether the Subdivision will provide connections to a Public Water Source (naming the source). c) Whether the Subdivision will provide connections to a public system for wastewater treatment (naming the system) or will rely on On-Site Sewage Management Systems or other on-site wastewater treatment systems. d) Whether purchasers of the Lots in the Subdivision will be subject to special assessments or other costs or fees specific to the Subdivision to pay for the capital costs of Streets, roads, water lines and treatment, and/or wastewater lines and treatment; and e) Whether the provision of improved roads, water service and/or wastewater service will depend in any way on a vote, petition or other collective action of property Owners in the Subdivision. 	
	<p>(iii) Narrative explaining the general nature and type of Public Improvements proposed for the Subdivision and the manner by which the Subdivider intends to provide for their installation, <i>for</i></p>	



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	<p><i>example, by Public Improvement Petition, actual construction, escrow deposit, or performance bond.</i></p> <p>If other than by Public Improvement Petition, the approximate time for completion of such Improvements should be indicated.</p>	
(iv)	<p>Notation on the face of the plat that states: <i>"All new telephone, cable television and electrical lines (except high voltage lines) must be located underground when in the City of Lawrence or in Lawrence UGA".</i></p>	
(v)	<p>Notation on the face of the plat that states: <i>"Developer is responsible for the cost of any relocation of existing utilities, if necessary to serve the proposed subdivision."</i></p>	
√	20-809 (f)(5) Stormwater Drainage	Notes
	<p>Stormwater Drainage information, as follows:</p> <ul style="list-style-type: none"> (i) The Preliminary Plat shall contain data, information and supplemental maps of surrounding property in sufficient detail regarding stormwater drainage issues, as determined by the Planning Director or the Planning Commission may request additional data, information and supplemental maps from the applicant regarding storm water drainage as appropriate. (ii) Minimum Floor Elevations on lots adjacent to Drainage Easements and on drainage ways that are designated by the Director of Public Works or his or her designee the Preliminary Plat shall indicate: <ul style="list-style-type: none"> a. The required minimum habitable floor elevations for Structures on Lots; b. The minimum elevation for foundation opening(s) which shall be certified by a licensed Land Surveyor or Engineer. c. A note that states: <i>"If a basement is built on a Lot where a minimum elevation has been established, the building design is encouraged to incorporate a sump pump."</i> 	
	<p>Other applicable sections of Subdivision Regulations</p> <p>Applicants should refer to all applicable section of the subdivision regulations including design standards, public improvement standards, administration and enforcement, and all other applicable standards.</p>	



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 _____ Owner _____

STATE OF KANSAS
COUNTY OF DOUGLAS

The foregoing instrument was acknowledged before me on this _____ day of _____, 20__, by _____.

My Commission Expires: _____
Notary Public