



**Lawrence Douglas County  
Metropolitan 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/>

## MINOR SITE PLAN 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.**

- Provide a space (minimum 2 x 3 inches) generally in the lower right corner of the plans for an approval block for the final plans. Staff will insert the approval block when the plans have been approved and all conditions of approval have been met.

**A Minor Site Plan may be submitted for a development proposal which meets the following criteria in Section 20-1305 of the Development Code:**

1. The property must have an approved site plan on file which accurately reflects the existing site conditions.
2. The proposal is a change in use to a less intense use or, does not meet the criteria for a standard or major site plan listed in Section 20-1305(b)(2) and (3).

### 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**\_\_\_\_\_

At the pre-application meeting, staff will assist the applicant in determining if a red-line revision may be submitted for the proposed change and if any of the following items are required:

- | <b>R</b>                 | <b>N/A</b>               |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Downstream Sanitary Sewer Analysis (DSSA) or letter listing the proposed changes, if any, to the sanitary sewer facilities. (.PDF) |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. A Drainage Study, or a letter indicating the amount of change, if any, in the impervious surface on the property. (.PDF)           |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Any other items which may be required with the site plan submittal. (.PDF)   |

Planning Staff will review the site plan application and make a determination of completeness within 5 working days of the application submittal date.



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**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