



1 Riverfront Plaza
STE 320 / P.O. Box 708
Lawrence, KS 66044
(785) 832-7700 Fax: (785) 832-3110
www.lawrenceks.org/pds
planning@lawrenceks.org

PROPERTY DIVISIONS IN THE RURAL AREA CHECKLIST

Outside of the Urban Growth Areas of Unincorporated Douglas County

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

Pre-Application Meeting Date_____, **20**__.

Target Application Submission Date_____, **20**__.

Application Review Fee \$ 50

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

Large Parcel Property Divisions In the Urban Growth Areas of Unincorporated Douglas County		
Required	Not Applicable	Documentation/Requirement
✓		Certificate of Survey
		Build-Out Plan
		Restrictive Covenants for the Immediate Development Area and Future Development Areas
		Right(s)-of-way dedication(s)
		Executed Annexation Agreement
		Cross-Access Easement(s)
		Drainage Easement(s)
		Conservation Easement(s)
		Supplemental information that demonstrates how public utilities may be extended to the subdivision to accommodate future urban density development.
		Other_____



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OWNER AUTHORIZATION

I/WE _____, hereby referred to as the "Undersigned", being of lawful age, do hereby on this _____ day of _____, 200____, 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 _____, 200____,

by _____.

My Commission Expires:

Notary Public