SPECIAL USE PERMIT APPLICATION CHECKLIST

Application Requirements

Application materials must be submitted in both print and electronic format (on disc).

If you are not able to provide the application materials in electronic format, 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. Incomplete applications will be returned to the applicant.

Pre-Application Meeting

The applicant shall meet with Planning Staff at least seven (7) working days prior to submittal of the application.

Pre-submittal Date____________________, 20_.
Planner’s Name _______________________
Target Submission Date____________________, 20_.
Fee_ $500  +$50 Legal Ad Fee  +$175 Ordinance Publication Fee

During the meeting Planning Staff will assist the applicant to determine if the following items are Required (R) or Not Applicable (NA):

- [ ] [ ] Traffic Impact Study, in both print (3 copies) and electronic format.
- [ ] [ ] Drainage Study, in both print (2 copies) and electronic format.
- [ ] [ ] Stormwater Pollution Prevention Plan (SWP3), in both print and electronic format.
- [ ] [ ] Market Study, in both print (2 copies) and electronic format.
- [ ] [ ] Downstream Sanitary Sewer Analysis (DSSA), in both print (2 copies) and electronic format.
- [ ] [ ] Plan: Area, Corridor, Nodal, other.
General Special Use Permit Submittal Requirements

- **Application Form, in both print and electronic format (on disc).**
  - A complete Application Form, in both print and electronic format.
    - Page 1 – Owner, Applicant, and Property information
    - Page 2 – Description and details of proposal
    - Page 3 – Description and details/signature page

- **Attachments Required, in both print and electronic format.**
  - Owner Authorization Form if applicant is not the legal owner of the property.
  - Legal description of property in print (see Page 10 of this packet) and electronic format (MS Word).
  - Site Plan meeting the requirements of 20-1305(f) 2 paper copy, and 1 electronic (TIF format preferred).
  - Property Owner List certified by the County Clerk of all property owners within the notification area of the subject property.
  - Property Ownership List Certification
  - Sign Posting Affidavit submitted at least 7 days before the public hearing, sign must be posted at least 20 days before public hearing

- **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.
SPECIAL USE PERMIT APPLICATION

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
Present Zoning District _______________ Proposed Zoning District _______________
Present Land Use _______________ Proposed Land Use _______________
Legal Description (may be attached) __________________________
Address of Property __________________________
Total Site Area __________________________
Number and Description of Existing Improvements or Structures __________________________

Pre-Application Meeting required minimum 7 days before submission
Planner __________ Date __________
Fee __________
Fee: $500 (+$50 Legal Ad & $175 Ordinance)
**Are you also submitting any of the following applications?**

<table>
<thead>
<tr>
<th>Building Permit</th>
<th>Subdivision Plat</th>
<th>Special Use Permit</th>
<th>Zoning Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Variance</td>
<td>Other (specify)</td>
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</tbody>
</table>

Please indicate the reason for your request. (Attach additional sheets if needed.)

________________________________________________________
________________________________________________________
________________________________________________________

In reviewing and making decisions on proposed Special Use Permits, the Planning Commission and the City Commission are required consider the following criteria. The Development Code places the burden on the applicant to show that an application complies with such criteria. Please respond to the following criteria to the best of your knowledge. (Attach additional sheets if needed.)

1. **Does the proposed use comply with the applicable provisions of the Development Code?**

   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

2. **Is the proposed use compatible with adjacent uses in terms of scale, site design, operating characteristics, including hours of operation, traffic generation, lighting, noise, odor, dust, and other external impacts?**

   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
3. **Will the proposed use cause a substantial diminution in value of other property in the neighborhood in which it is located?**


4. **Will the proposed use cause significant adverse impacts on the natural environment?**


---

**SIGNATURE**

I/We, the undersigned am/are the (owner(s)), (duly authorized agent), (Circle One) of the aforementioned property. By execution of my/our signature, I/we do hereby officially apply for rezoning as indicated above.

Signature(s): _____________________________ Date ________________

____________________________________ Date ________________

____________________________________ Date ________________

---

**STAFF USE ONLY**

Application No. __________________________

Date Received __________________________

Planning Commission Date __________________

Fee $__________________________

Date Fee Paid __________________________
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
Note to Applicant:

Replace this page with “Exhibit A, Legal Description”.
PROPERTY OWNERSHIP LIST CERTIFICATION

As required by Article 13, Section 20-1301(q) of the Development Code, the applicant is responsible for providing certified Ownership information (including names and mailing addresses) of all real property owners within a defined radius from the subject property. The Planning Department is required by the Development Code to use the submitted Ownership list to mail notice of the public hearing to surrounding property owners regarding this Application.

Ownership Information
The applicant is responsible for providing certified Ownership information. Current Ownership information shall be obtained from the Douglas County Clerk. Ownership information will be considered current if it is no more than 30 days old at the time an application is submitted to the Planning Department.

Radius of Notification
The Ownership list shall include the record Owner of the subject property and all Owners of property located within 400 feet of the subject property. If the subject property is adjacent to the City limits the area of notification shall be extended to at least 1,000 feet into the unincorporated area.

A map of the “Radius of Notification” can be obtained at the Applicant’s request at the Planning Office. The map indicates ownership of each property and can be used to check the accuracy and completeness of the Ownership List. The map will be supplied at the Applicant’s expense. Allow 10 business days to receive the map.

THE FOLLOWING IS TO BE COMPLETED AND SUBMITTED BY THE APPLICANT.

I certify that I have read and understood the above information and that the submitted Ownership list:

1. was a) obtained from and b) certified by the Douglas County Clerk,
2. is current (no more than 30 days old), and
3. includes all property owners within the required notification radius of the subject property.

_________________________________________  _________________________
Signature                                      Date

_________________________________________
Printed Name
SIGN POSTING
PROCEDURES AND AFFIDAVIT

Sign Posting Procedures

The applicant is required to post one or more notification sign(s) on the property. The applicant is responsible for obtaining the sign(s) from the Planning Office of Lawrence/Douglas County, Kansas and for posting and maintaining the sign(s) as prescribed below:

1. When the provisions of the Development Code require that "Posted Notice" be provided, the applicant shall ensure that notice is posted on the subject property.

2. Posted notice shall be in the form of official signs provided by the Planning Office.

3. Posted notice shall be clearly visible to neighboring residents and passers-by from each public street bordering the subject property. At least one sign shall be posted on each street frontage. The Planning Director is authorized to require the posting of additional signs when deemed necessary for effective public notice, but not more than one sign per 300 feet of Street Frontage may be required.

4. Posted notice shall remain in place for at least 20 days before the public hearing, meeting, or date of action that is the subject of the notice.

5. During the required notice period, the applicant shall periodically check the condition of the sign and shall replace it if it is no longer legible for any reason, whether through act of God, vandalism, defect in installation or vegetative growth.

6. For any application requiring posted notice, the applicant shall supplement the application with an affidavit of posting and notice at least seven days before the scheduled hearing. Failure to make timely delivery of such affidavit to the Planning Director shall render the application incomplete and subject it to removal from the agenda on the hearing date, at the discretion of the Planning Commission.

7. The applicant shall remove notice signs required by this section within 10 days of the date that the decision-making body takes action or the date that the application is withdrawn.

8. Failure to properly post or maintain such signs is grounds for deferral or denial of the application

9. For applications that do not abut public streets, the Planning Director is authorized to approve an alternative form of posted notice that will be visible to passers-by.
Sign Posting Affidavit

THE FOLLOWING AFFIDAVIT SHALL BE COMPLETED AT LEAST SEVEN DAYS BEFORE THE SCHEDULED HEARING. Failure to make timely delivery of such affidavit to the Planning Director shall render the application incomplete and subject it to removal from the agenda on the hearing date, at the discretion of the Planning Commission.

IN WITNESS THEREOF, I, the Undersigned, have set my hand and seal below.

I, ________________________________ (printed name), hereby state that I have received a copy of the Sign Posting Procedures and that the required sign(s) have been posted and maintained as prescribed in the Sign Posting Procedures.

_________________________________ ________________  ________________
Signature Date

Application No. _________________________

STATE OF KANSAS
COUNTY OF DOUGLAS

The foregoing instrument was acknowledged before me on this ______ day of ________, 20__,

by _____________________________________________________________.

My Commission Expires: ________________________________

Notary Public
SPECIAL USE PERMIT

DETERMINATION OF COMPLETENESS, ACCURACY, AND SUFFICIENCY
(Completed by Staff)

The following items apply to Special Use Permit applications. Submission of less information than necessary to adequately review and process your application may delay the review process. The following submittal requirements will be deemed either fully completed and Provided (P) or Not Provided (NP) or by the applicant or Not Applicable (NA) based on the pre-application meeting.

Pre-Application Meeting

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<tr>
<th>P</th>
<th>NP</th>
<th>NA</th>
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</table>

1. Pre-Application Meeting. The applicant shall meet with Planning Staff at least seven (7) business days prior to submittal of the application. During the meeting Planning Staff will assist the applicant to determine if the following items are required:

- ☐ ☐ ☐ Traffic Impact Study, in print (3 copies) and electronic format.
- ☐ ☐ ☐ Drainage Study, in print (2 copies) and electronic format.
- ☐ ☐ ☐ Stormwater Pollution Prevention Plan (SWP3), in print and electronic format.
- ☐ ☐ ☐ Market Study, in print (3 copies) and electronic format
- ☐ ☐ ☐ Downstream Sanitary Sewer Analysis (DSSA), in print (3 copies) and electronic format.
- ☐ ☐ ☐ Plan: Area, Corridor, Nodal, other in print and electronic format.

General Submittal Requirements

<table>
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<tr>
<th>P</th>
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1. A complete application form.
2. ☐ ☐ ☐ Payment of review fee.
3. ☐ ☐ ☐ Owner Authorization form if applicant is not the legal owner of the property.
4. ☐ ☐ ☐ Site Plan, 2 copies, folded to a size of 8.5” by 11” in size, image side out, and one copy in electronic format (PDF or TIF preferred).
5. ☐ ☐ ☐ Legal description of the property in print and electronic (Microsoft Word) formats.
6. ☐ ☐ ☐ A list certified by the County Clerk of all property owners within the notification area of the subject property.
7. ☐ ☐ ☐ Ownership List Certification form.
Requirements for Public Notification of the Public Hearing

1. Post a sign (supplied by the Planning Office) at least twenty days before the public hearing.

2. Submit Sign Posting Procedures and Affidavit form at least seven days before the public hearing.

Other Requirements

1. Drawings and data necessary to demonstrate that the proposal is in general conformance with the Comprehensive Plan.

2. Verify the existence of and notify all registered Neighborhood Associations whose boundaries include or are contiguous to the subject property. (To be completed by Staff).

3. The site plan must be submitted in both print and electronic format (TIF Preferred).
I have reviewed the rezoning application submitted by:

Name: _______________________________ Date: _______________

Application No. __________________________

Based upon the submitted information, I find the application to be:

- □ Complete (based upon the items reviewed)
- □ Incomplete, inaccurate, or insufficient (circle) for the following reasons:
  - □ The application or plan contains one or more significant inaccuracies or omissions that hinder timely or competent evaluation of the plan’s/application’s compliance with Development Code standards.
  - □ The application contains multiple minor inaccuracies or omissions that hinder timely or competent evaluation of the plan’s/application’s compliance with Development Code standards.
  - □ The application or plan cannot be approved without a variance or some other change or modification that the decision-making body for that application or plan does not have the authority to make.
  - □ Other

____________________________________

____________________________________

____________________________________

____________________________________

Planner ___________________________ Date ______________

Resubmit by _______________________ to be placed on the agenda for the Planning Commission meeting on _____________________. (All resubmitted materials must be deemed to be complete, accurate, and sufficient.)
Consult the chart below for additional site plan drawing requirements.

<table>
<thead>
<tr>
<th>Site Plan Drawing Requirements</th>
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<tr>
<td><strong>✓ NA</strong></td>
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## Site Plan Drawing Requirements

<table>
<thead>
<tr>
<th></th>
<th>NA</th>
<th>Section 20-1305(f)(1)</th>
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<tr>
<td>✓</td>
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<td>Show the location and dimensions of existing and proposed curb cuts, Access aisles, off-Street Parking, loading zones and walkways</td>
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<td>Indicate location, Height, and material for Screening walls and fences</td>
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<tr>
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<td></td>
<td>List the type of surfacing and base course proposed for all Parking, loading and walkway areas</td>
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<tr>
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<td>Show the location and size, and provide a landscape schedule for all perimeter and interior Landscaping including grass, Ground Cover, trees and Shrubs</td>
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<td>Show both Gross and Net public areas for proposed offices and commercial establishments. The proposed use, the required number of off-Street Parking Spaces, and the number of off-Street Parking Spaces shown shall be listed on the site plan. If the exact use is not known at the time a site plan is submitted for review, the off-Street Parking requirements shall be calculated by the general use group using the greatest off-Street Parking requirement of that use group</td>
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<td>Show the proposed location, direction and amount of illumination of proposed lighting. Provide information on Screening proposed for the lighting and steps taken to prevent glare</td>
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<td>Designate a trash storage site on each site plan or a note explaining how refuse removal will be handled. The size of the trash storage receptacle, its location and an elevation of the enclosure shall be approved by the Director of Public Works prior to approval of the site plan. If a modification to the location of the trash storage area is required during the construction phase, both the Planning and Public Works Directors must approve the modification before it occurs</td>
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<td>For CN2, CC and CR Districts, be prepared for all of the contiguous area in that Zoning District under the same Ownership. If the entire site is not proposed for development in the immediate future, then the initial Site Plan application shall contain a proposed phasing schedule, showing which sections of the property shall be developed in which order and showing in which phases the Easements, Driveways, Parking Areas and Landscaping will be included. The review body may require adjustments in the provision of Easements, Driveways, Parking Areas and Landscaping among the various phases as a condition of approval</td>
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<td>Provide at least one north-south and one east-west elevation of the property from the Street right-of-way (property line) at a reasonable scale to illustrate Building shape, Height, and Screening proposed</td>
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<td>A note shall be provided on the site plan for a public or governmental Building(s) and facility(ies) indicating that it has been designed to comply with the provisions of the Americans with Disabilities Act Accessibility Guidelines (ADAAG) for Buildings and facilities, appendix A to 28 CFR Part 36</td>
</tr>
<tr>
<td>✓</td>
<td>NA</td>
<td>Section 20-1305(f)(1)</td>
</tr>
<tr>
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<td>If the site plan is for a multiple-Family residential Structure containing at least four Dwelling Units, a note shall appear on the site plan indicating it has been designed to comply with the minimum provisions of the Final Fair Housing Accessibility Guidelines, 24 CFR, Chapter 1, Subchapter A, Appendix II, of the Fair Housing Act of 1968, as amended.</td>
</tr>
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<td></td>
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<td>Provide a photometric plan pursuant to Section 20-1103(c). Show the proposed location, direction and amount of illumination of proposed lighting. Provide information on Screening proposed for the lighting and steps taken to prevent glare.</td>
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</table>
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.

SPECIAL USE PERMITS:
[Section 20-1306(k)]
Approval time period -- Building permit must be obtained within 24 months 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. The approval and extension timeframe for Preliminary Development Plans that served as Preliminary Plats are provided in the Development Code section on the 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.