



**Lawrence Douglas County
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/>

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.

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.

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.

The submitted site plan shall conform to the following application requirements of Article 13, Section 20-1305(f).

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 **\$200 Standard Site Plan \$400 Major Site Plan**

During the pre-application meeting, staff will assist the applicant to determine if the following items are required with the site plan application:

- | R | N/A | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Traffic Impact Study, complete or first 7 steps (.PDF) |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Downstream Sanitary Sewer Analysis (DSSA) (.PDF) |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Drainage Study (.PDF) |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Stormwater Pollution Prevention Plan (SWP) (.PDF) |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Market Study (.PDF) |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Downstream Sanitary Sewer Analysis (DSSA) (.PDF) |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. A photometric plan, pursuant to Sec. 20-1103(c), shall be required for site plan approvals. Light sources shall be shielded to prevent point source glare from adjacent properties or Streets. (.PDF) |

General Site Plan Submittal Requirements

❖ Attachments Required

- ☐ Owner Authorization Form **if** applicant is not the legal owner of the property
- ☐ Legal description of property (*should also be included on face of site plan drawing*)
- ☐ A list, certified by the Douglas County Clerk, of all property owners within 400 feet
- ☐ Certificate of Mailing
- ☐ Property Ownership List Certification
- ☐ Copy of letter of notification
- ☐ Sign Posting Affidavit

❖ Other

- ☐ Payment of review fee. If paying by check, make check payable to the City of Lawrence.
- ☐ Submit the plan in PDF file format.
 - 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.



**Lawrence Douglas County
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/>

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

**PUBLIC NOTICE REQUIREMENTS
Site Plan Instructions**

The applicant is responsible for public notice of a proposed site plan. Complete the following notification procedures then submit the completed forms and certificates listed below as part of the site plan application materials. Failure to provide proof of notice will result in a determination of an incomplete submission.

Public Notice includes:

- The posting of signs in accordance with Section 20-1301(q)(4). Signs are provided by the City. The applicant shall be responsible for posting of such signs.
- Written notice to all property owners within 400 feet, as according to Section 20-1305(g)(1).
- To all Registered Neighborhood Associations whose boundaries include the subject property or are adjacent to the neighborhood the subject property is located in, as according to Section 20-1305(g)(1). Find Neighborhood Contacts [here:](http://lawrenceks.org/pds/neighborhoodcontacts)
<http://lawrenceks.org/pds/neighborhoodcontacts>

The following forms shall be attached to any Site Plan Application requiring public notice:

- 1. Certified list from the Douglas County Clerks Office of property ownership of all adjacent owners no more than 30 days old, as according to Section 20-1301(3)(iii);**
- 2. Property Ownership List Certification Form**
- 3. Certificate of Mailing Form**
- 4. One copy of sample letter mailed to adjacent property owners.**

Procedures for Public Notice of a Proposed Site Plan – Sign Posting

Signs are provided by the city. The applicant shall be responsible for posting of such signs. Signs shall be posted following a determination of completeness of an application within 5 working days after submission (section 20-1301(g)(2)). Signs shall remain posted through the duration of the review period (typically 30 days, section 20-1305(h)). The applicant shall remove the signs within 10 working days of the date the decision-making body takes action or the date that the application is withdrawn. Failure to properly post or maintain such signs is grounds for deferral or denial of the application (section 20-1301(q) (4) (vii)).

Procedures for Public Notice of a Proposed Site Plan –

Written Notification to: Property owners within 400 feet and Registered Neighborhood Associations.

1. Written notice of the proposed site plan shall be mailed to the Owners of record for property within 400 feet of the subject property, in accordance with Section 20-1305(g)(1), **and**
2. Written notice of the proposed site plan shall be mailed to all Registered Neighborhood Associations whose boundaries include the subject property or are adjacent to the neighborhood the subject property is located in, in accordance with Section 20-1305(g)(1).
 - Registered Neighborhood Associations are defined as a neighborhood or local interest group that represents a defined are of the city and that has registered with the Planning Director in accordance with the applicable registration procedures of the Planning Director. A list of Registered Neighborhood Associations can be found on the City's Web site www.lawrenceks.org/pds/neighborhoodcontacts or by calling Development Services at 832-7700.
3. The notice shall be sent by the applicant via regular mail, postage pre-paid.
4. The applicant shall submit a **Certificate of Mailing** (*attachment to the application form*) at the time of submission of the Site Plan application.
 - An application for Site Plan Review will not be considered complete without an executed Certificate of Mailing.
5. Per Section 20-1305(g) the written notice shall provide:
 - a. a brief description of the proposed development activity;
 - b. the projected date for construction of the proposed use;
 - c. the person, with contact telephone number and address, designated by the applicant to respond to questions concerning the proposed site plan;
 - d. the date the site plan application will be submitted to the Planning Director for review; and
 - e. a statement with substantially the following information:

Notice of Site Plan Review Pending Before the Lawrence-Douglas County Planning Director

This letter is being sent to the Owner of property within 400 feet of, or a Registered Neighborhood Association encompassing, the proposed development described further in this letter. It is being sent for the purpose of informing the notified person and other interested parties about the proposed development. This letter is being provided solely to advise nearby landowners of the pending proposed development. This letter does not grant the recipient and/or landowners any additional rights to challenge this proposed development beyond those granted as part of the normal appeal process. For further information, contact the applicant's designated representative at (xxx) xxx-xxxx or the Lawrence-Douglas County Planning Office at (785) 832-3150.

Note: The failure to receive notice of Site Plan Review by an adjoining Landowner or Registered Neighborhood Association will not affect the validity of site plan approval or review.

Sample Letter “Notice to Property Owners”

<date>

<property owner name>

<address>

NOTICE OF SITE PLAN REVIEW PENDING BEFORE THE LAWRENCE-DOUGLAS COUNTY PLANNING DIRECTOR

Re: <site plan name> - Site Plan

To Whom It May Concern:

A site plan is being submitted to the Lawrence-Douglas County Planning Office on <date> for <site plan name>, located at <address>. The proposed plan is for <brief description of project>. Construction is currently scheduled to commence <season, year>.

This letter is being sent to all owners of property within 400 feet of, or a Registered Neighborhood Association encompassing, the proposed development described further in this letter. It is being sent for the purpose of informing the notified person and other interested parties about the proposed development. This letter is being provided solely to advise nearby landowners of the pending proposed development. This letter does not grant the recipient and/or landowners any additional rights to challenge this proposed development beyond those granted as part of the normal appeals process. For further information, contact <applicant name> at <applicant phone number> or the Lawrence-Douglas County Planning Office at (785) 832-7700.

Sincerely,

<name>



**Lawrence Douglas County
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/>

CERTIFICATE OF MAILING

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

Name of Project: _____

Address of Project _____

I hereby certify that I have read and understood the attached requirements for public notification of a proposed site plan and that I have executed all requirements.

Furthermore, I hereby certify that a true and correct copy of the foregoing "Notice to Property Owners" was mailed to the attached list by depositing said copy in the United States Mail, proper postage prepaid, on the following date: _____

In addition to the certified list of property owners, a representative of _____
Neighborhood Association(s) was/were notified of the project submittal by US Mail or e-mail.

Signature

Date

Printed Name

THE FOLLOWING IS TO BE COMPLETED BY PLANNING STAFF:

Application Number _____

**SIGN POSTING
PROCEDURES AND AFFIDAVIT**

*Sign posting is not required for site plans on property that is outside the city limit

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, as according to Section 20-1301(q)(4)(iii).
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, as according to Section 20-1301(q)(4)(iv).
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. **Failure to make timely delivery of such affidavit to the Planning Director shall render the application incomplete.**
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, as according to Section 20-1301(q)(4)(vii).
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.



**Lawrence Douglas County
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/>

Sign Posting Affidavit

THE FOLLOWING AFFIDAVIT SHALL BE COMPLETED IMMEDIATELY UPON RECEIVING NOTICE OF DETERMINATION OF COMPLETENESS OF A SITE PLAN APPLICATION. Failure to make timely delivery of such affidavit to the Planning Director shall render the application incomplete and subject it to removal from the review cycle.

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) has/have been or will be 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



**Lawrence Douglas County
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/>

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 1/2 mile 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

Site Plan Drawing Requirements

✓	NA	Section 20-1305(f)(1)
		Be prepared by an architect, engineer, landscape architect, or other qualified professional and show the name, business address and licensing information for that professional in the information block on each sheet
		Be prepared at a scale of one inch equals 30 feet or larger for sites of five or fewer acres and be prepared at a scale of one inch equals 40 feet for sites over five acres
		Be arranged so that the top of the plan represents north or, if otherwise oriented, is clearly and distinctly marked
		Show boundaries and dimensions graphically, and contain a written legal description of the property; identification of a known vertical & horizontal reference mark approved by the city engineer; and, show a written and graphic scale
		Show existing public and private Street system, platted or unplatted Ownership , type and location of Structures , curb cuts on adjacent properties and along the opposite side of the Street
		Show topography extending 50 feet beyond the outside boundaries of the proposed site plan
		Show present and proposed topo. Present and proposed topography (contour interval not greater than 2 feet) shall be consistent with City of Lawrence aerial topography. Where land disturbance, grading or development has occurred on a site or within 100 feet of the subject site since the date the City of Lawrence obtained aerial topography, an actual field survey shall be required;
		Show the location of existing utilities and Easements on and adjacent to the site including power lines, telephone lines, & gas lines. Show the vertical elevation (if available) and horizontal location of existing sanitary sewers, water mains, storm sewers and culverts within and adjacent to the site. The location of ground mounted transformers and air conditioning units shall be shown on the site plan and such units shall be Screened if visible from the Street or when adjacent to a Structure on an adjoining Lot(s) . In any instance, the location of such units shall occur behind the Front and Side Setback lines as set forth in Sec. 20-601, in the Density and Dimensional Standards Tables;
		Show, by use of directional arrow, the proposed flow of storm drainage from the site. Provide the supplemental stormwater information required by City Regulations , and provide on the site plan a site summary table which indicates: the area (in sq. ft.) and percentage of the site proposed for development as a Building(s) ; development as a paved surface; undeveloped and planted with grass, Ground Cover , or similar vegetative surface
		Show the location of existing and proposed Structures and indicate the number of stories, Floor Area , and entrances to all Structures
		Show the location and dimensions of existing and proposed curb cuts, Access aisles, off- Street Parking , loading zones and walkways
		Indicate location, Height , and material for Screening walls and fences

Site Plan Drawing Requirements		
✓	NA	Section 20-1305(f)(1)
		List the type of surfacing and base course proposed for all Parking , loading and walkway areas
		Show the location and size, and provide a landscape schedule for all perimeter and interior Landscaping including grass, Ground Cover , trees and Shrubs
		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
		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
		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
		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
		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
		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
		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.
		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.