



**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
www.lawrenceks.org/pds/

REQUEST FOR INITIATION of a TEXT AMENDMENT CHECKLIST

To the Land Development Code, Douglas County Zoning Regulations, or Subdivision Regulations of Lawrence and Douglas County

*Only the Lawrence-Douglas County Planning Commission, Historic Resources Commission, Lawrence City Commission or Douglas County Commission may initiate review and consideration of a proposed text amendment. (Section 20-1302(a))

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

Pre-Application Meeting

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.

Pre-submittal _____, 20__

Target Submission Date _____, 20__

Fee_ CITY: \$200 +\$50 Legal Ad Fee +\$175 Ordinance Publication Fee_

COUNTY:

Submittal Requirements

❖ Application

- ☐ A complete Application
 - Owner, Applicant, and Property information
 - Description and details of proposal
 - Description and details/signature page

❖ Other

- ☐ Additional documentation provided by the applicant demonstrating need for amendment proposed.
- ☐ Payment of review fee. (If paying with check, please make payable to the City of Lawrence.)