



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

## CONDITIONAL USE PERMIT 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 is 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 must meet with a planner at least seven (7) working days prior to submittal of the application for a pre-application meeting. The application requirements and review process will be discussed at this meeting.

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 or placed on hold until the applicant provides the missing information/materials.

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

**For the application to be considered complete, a pre-application meeting must have been held and the application must contain the following:**

- ❖ Completed Application
- ❖ Owner Authorization Form **if** applicant is not the legal owner of the property.
- ❖ Legal description of property in print and electronic format. (MS Word)
- ❖ Conditional Use Permit Plan (.PDF)
- ❖ Property Owner List certified by the County Clerk of all property owners within the notification area (1/2 mile) of the subject property.
- ❖ Sign Posting Affidavit submitted to the Planning Office at least 7 days before the public hearing, sign must be posted at least 20 days before public hearing.
- ❖ Review fee (If paying by check, make check payable to the City of Lawrence.)



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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: *(Enter or attach legal description)*
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 the subject property or portion thereof addressed as: \_\_\_\_\_. 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 \_\_\_\_\_, 20 \_\_,

by \_\_\_\_\_

—

My Commission Expires: \_\_\_\_\_

Notary Public



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## **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 Zoning Regulations 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 road bordering the subject property. At least one sign shall be posted on each road frontage. The Planning Director is authorized to require the posting of additional signs when deemed necessary for effective public notice.
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 weather, 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 regarding property without public road frontage, the Planning Director is authorized to approve an alternative form of posted notice that will be visible to passers-by.



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### Sign Posting Affidavit

THE FOLLOWING AFFIDAVIT SHALL BE RETURNED TO THE PLANNING OFFICE AT LEAST 7 DAYS PRIOR TO THE PUBLIC HEARING MEETING DATE. 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



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### **CONDITIONAL USE PERMIT PLAN REQUIREMENTS**

Provide plans and accompanying data as needed to demonstrate conformance with the requirements of the Zoning Regulations.

1. Traffic information: the amount of traffic that is expected with the proposed use and the type/size of vehicles. At the pre-application meeting, the county engineer will determine if a traffic study will be needed. An annual dust palliative/ road repair agreement may be required depending on the impact of the use on the road.
2. A SWPP (Storm Water Pollution Prevention) permit with KDHE is required if more than 1 acre of soil is disturbed.
3. Include a use narrative with the application. Explain how you anticipate the use operating...operating hours, size of groups, indoor/outdoor activity areas. For uses which may have noise issues (reception facilities, shooting ranges, outdoor sports, etc) explain how noise will be managed.
4. Include a conditional use permit plan with the following items:
  - a. A written and graphic scale and a north arrow
  - b. Legal description of the property
  - c. Note indicating the proposed use and the zoning of the property
  - d. The property boundaries shown and dimensioned
  - e. Topography (present and proposed) shown at 5 foot intervals
  - f. Stormwater flow from the site shown with arrows. Depending on the topography of the site and the amount of impervious surface being added, the county engineer may require a drainage study for stormwater flow.
  - g. Location of existing and proposed structures, with the number of stories, height, and gross area and entrance to all structures
  - h. The location and dimensions of existing and proposed access points, drive aisles, off-street parking, loading zones and walkways. If any entrance will be gated, show this on the plan and note how emergency access will be provided.
  - i. Type of surfacing and base course proposed for all parking, loading, and walkway areas.
  - j. Parking Information. Note the number of parking spaces that are required for the use and the number that are being provided.
  - k. Location of the proposed parking, with dimensions. A parking space must be a minimum of 9 ft wide by 18 ft long. Please note, ADA compliant parking is required.
  - l. Boundaries of floodplain on the property shown and labeled. A floodplain development permit may be required for the proposed use.



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- m. Location, height, and materials for screening walls and fences
- n. Existing and proposed landscaping
- o. Location of any proposed signage with size noted. The sign itself isn't being approved with the conditional use permit, an additional sign permit will be required. Zoning and Codes processes sign permits (785-331-1343)
- p. Lighting information. Show the location of all exterior lighting—note the height, include specification sheets for the lighting fixture which shows the type of lighting fixture and the proposed shielding. A point-by-point illumination array may be required.
- q. Location of trash receptacles, dimensioned.