



**FLOODPLAIN DEVELOPMENT PERMIT  
Application Requirements**

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. Application materials must be submitted in both print and electronic format, on a disc. If you are unable to provide the materials in electronic format, please contact the Planning Office at 785-832-3150.

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** **\$20** \_\_\_\_\_

During the meeting Planning Staff will assist the applicant to determine **if** the following items are Required or Not Applicable (see 1203(d)):

- | <b>R</b>                 | <b>NA</b>                |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Hydrologic and Hydraulic Study, (drainage study) in print (2 copies) and electronic format.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify the Water Surface Elevation of the Base Flood as determined by the Flood Insurance Study (if H&H Study not required).   |
| <input type="checkbox"/> | <input type="checkbox"/> | Provide study that states the Water Surface Elevation of the Base Flood completed by a registered, professional engineer if such information is not provided by an H&H Study or Flood Insurance Study; in print and electronic format. |



Fee \$20
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**FLOODPLAIN DEVELOPMENT PERMIT  
APPLICATION**

Application materials must be submitted in both print and electronic format, on disc. If you are unable to provide the materials in electronic format please contact the Planning Office at 785-832-3150.

**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**

Project Name \_\_\_\_\_  
 Present 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 \_\_\_\_\_  
 \_\_\_\_\_



**ADDITIONAL INFORMATION**

Development Permit# \_\_\_\_\_ Building Permit# \_\_\_\_\_

Address of Property in Floodplain \_\_\_\_\_

Legal Description of Property in Regulatory Floodplain (attach additional page if necessary)

Type of Development Proposed: Residential Non-Residential  
Panel # of FIRM: \_\_\_\_\_

Location: In Floodway In Floodway Fringe Unmapped Floodplain Area  
Zone: A AE AH AO

Is the property located within the City of Lawrence or Douglas County? City County  
If the property is within the City of Lawrence, what date was it annexed to the City?

Area of property within the Regulatory Floodplain. \_\_\_\_\_ (sq ft)  
Area of impervious surface within the Regulatory Floodplain \_\_\_\_\_ (sq ft) and  
\_\_\_\_\_ % of floodplain.

**Verify all necessary Federal and State permits (Sec. 20-1203(d)(1)(v))**

Is your project exempt from Division of Water Resources requirements per K.A.R. 5-45-17?  
YES NO

Is your project in a drainage district? YES NO  
If yes, which one? \_\_\_\_\_

Is your project within 1,000 feet of a levee? YES NO

**If your project is within the floodway, certification must be provided before a building permit is issued that the proposed development will not increase the height of the regulatory flood elevation.**

Elevation of regulatory flood for this property? \_\_\_\_\_ \*M.S.L.

Elevation of this property? \_\_\_\_\_ \*M.S.L.

Elevation of Proposed Structure? \_\_\_\_\_ \*M.S.L.

Proposed cubic yards of fill? \_\_\_\_\_



Total Lot Area \_\_\_\_\_ Building Coverage \_\_\_\_\_

Pervious Surface Area \_\_\_\_\_ Impervious Surface Area \_\_\_\_\_

(Must be 2 feet above regulatory flood elevation for residential and 1 foot above for commercial and industrial)

\*M.S.L. = Mean Sea Level

**Description of Project:**

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**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  
Preliminary Development Plan approval as indicated above.

Signature(s): \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_



**STAFF USE ONLY**

Application No. \_\_\_\_\_

Date Received \_\_\_\_\_

Planning Commission Date \_\_\_\_\_

Fee \$ \_\_\_\_\_

Date Fee Paid \_\_\_\_\_

PLAN AND SPECIFICATIONS APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

Director of Planning \_\_\_\_\_

Building Safety Manager \_\_\_\_\_



## General Floodplain Development Permit Submittal Requirements

### ❖ Application Form

- A complete Application Form, in both print and electronic formats.
  - Page 1 – Owner, Applicant, and Property information
  - Page 2 – Additional Information
  - Page 3 – Description of Project
  - Page 4 - Signature Page

### ❖ Attachments Required

- Legal description of property in print and electronic format (MS Word).
- County Appraiser's Assessed Value of structure and Market Value of proposed improvement.
- Grading Plan showing existing contours and proposed contours, in both print and electronic format.
- FEMA Elevation Certificate must be provided prior to final inspection, in both print and electronic format.

### ❖ 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.
- Verification that all necessary State and Federal Permits have been obtained.



**FLOODPLAIN DEVELOPMENT PERMIT  
DETERMINATION OF COMPLETENESS, ACCURACY, AND SUFFICIENCY  
(Completed by Staff)**

The following items apply to rezoning 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) by the applicant. (Circled items have not been reviewed due to time constraints.)

**Pre-Application Meeting**

**P      NP**

- 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:
  - a. H & H Study, two (2) copies.
  - b. Identify the Water Surface Elevation of the Base Flood as determined by the Flood Insurance Study (if H&H Study not required).
  - c. Provide study that states the Water Surface Elevation of the Base Flood completed by a registered, professional engineer if such information is not provided by an H&H Study or Flood Insurance Study.

**General Submittal Requirements**

- 2.    A complete application form.
- 3.    Payment of review fee.
- 4.    Legal description of the property in print and electronic (Microsoft Word) formats.
- 5.    County Appraiser’s assessed value of existing structure and market value of proposed improvement.
- 6.    Verification that all necessary State and Federal Permits have been obtained.
- 7.    Grading Plan showing existing and proposed contours.



**Determination of Completeness, Accuracy, and Sufficiency**

I have reviewed Floodplain Development Permit 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

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\_\_\_\_\_  
Planner

\_\_\_\_\_  
Date

This item is reviewed administratively, so a complete application may be resubmitted at any time. (All resubmitted materials must be deemed to be complete, accurate, and sufficient.)