



## **MINOR SITE PLAN SUBMITTAL REQUIREMENTS**

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

- Provide a space (minimum 2" x 3") 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.

**A Minor Site Plan may be submitted for a development proposal which meets the following criteria in Section 20-1305 of the Development Code:**

1. The property must have an approved site plan on file which accurately reflects the existing site conditions.
2. The proposal is a change in use to a less intense use or, does not meet the criteria for a standard or major site plan listed in Section 20-1305(b)(2) and (3).

A pre-submittal meeting is required at least 7 days prior to the submittal of the site plan application. At the meeting Planning Staff will assist the applicant in determining if a red-line revision may be submitted for the proposed change and if any of the following items are required:

**R**

**N/A**

☐☐

1. Downstream Sanitary Sewer Analysis (DSSA) or letter listing the proposed changes, if any, to the sanitary sewer facilities.

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2. A Drainage Study, or a letter indicating the amount of change, if any, in the impervious surface on the property.

3. Any other items which may be required with the site plan submittal.

Planning Staff will review the site plan application and make a determination of completeness within 5 working days of the application submittal date.



**SITE PLAN APPLICATION**  
**For Minor Development Projects**  
Submit in both print and electronic formats, on disc

**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 (\_\_\_\_) \_\_\_\_\_

**PROPERTY INFORMATION**

Legal Description (*may be attached*) \_\_\_\_\_  
\_\_\_\_\_  
Address of Property \_\_\_\_\_  
Description of Existing Improvements or Structures \_\_\_\_\_  
\_\_\_\_\_

Existing Zoning	Existing Land Use	Proposed Land Use	
Total site area	Current Appraised Value	Existing Building Footprint	Open Space Area
# of Buildings	Estimated Cost of Construction	Proposed Building Footprint	Pavement Coverage
<b>Are you also submitting any of the following applications?</b>			
• Building Permit	• Subdivision Plat	• Special Use Permit	• Zoning Change
• Variance	• Other (specify) _____		



City of Lawrence  
Douglas County  
PLANNING & DEVELOPMENT SERVICES

**Lawrence Douglas County  
Metropolitan Planning Office**  
6 East 6<sup>th</sup> Street, P.O. Box 708, Lawrence, KS 66044  
(785) 832-3150 Fax (785) 832-3160  
<http://www.lawrenceks.org/pds/>

**Description of Project:**

**Property**

**Address:** \_\_\_\_\_

**Detailed Description of Proposed Project:  
(Attach additional sheets if necessary)**

**Reason for Request:  
(Attach additional sheets if necessary)**



**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 site  
plan approval as indicated above.

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

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

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

**Note: If signing by agent submit Owner Authorization Form**

**STAFF USE ONLY**

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

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

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

\_\_\_\_\_  
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



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

I have reviewed the site plan 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