



## PRELIMINARY DEVELOPMENT PLAN Application Requirements

All 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.

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.

### 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** \$200

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

- | <b>R</b>                 | <b>NA</b>                |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Traffic Impact Study, in print (3 copies) and electronic format.                     |
| <input type="checkbox"/> | <input type="checkbox"/> | Drainage Study, in print (2 copies) and electronic format.                           |
| <input type="checkbox"/> | <input type="checkbox"/> | Stormwater Pollution Prevention Plan (SWP3) in print and electronic format.          |
| <input type="checkbox"/> | <input type="checkbox"/> | Market Study, in print (2 copies) and electronic format.                             |
| <input type="checkbox"/> | <input type="checkbox"/> | Downstream Sanitary Sewer Analysis (DSSA) in print (2 copies) and electronic format. |
| <input type="checkbox"/> | <input type="checkbox"/> | Plan: Area, Corridor, Nodal, other, in print and electronic format.                  |



## General Preliminary Development Plan Submittal Requirements

### ❖ Application Form

- A complete Application Form in both print and electronic format, on disc.
  - Page 1 – Owner, Applicant, and Property information
  - Page 2-4 – Description and details of proposal
  - Page 5 – Description and details/signature page

### ❖ Attachments Required

- Owner Authorization Form **if** applicant is not the legal owner of the property.
- Legal description of property in print and electronic format (MS Word).
- Preliminary Development Plan meeting the requirements of 20-1304(d)(3)(iii) in both print and electronic format (TIF preferred).
- A list, certified by the Douglas County Clerk, of all adjoining property owners
- Property Ownership List Certification
- Sign Posting Affidavit submitted at least 7 days but no more than 10 days before the public hearing, sign must be posted at least 20 days before public hearing.
- Statement describing the reasonable efforts made to meet with and receive input from individuals required to receive notice

### ❖ Other

- Payment of review fee. (Make check payable to the City of Lawrence.)
- Preliminary Development Plan applications shall only be processed concurrently with a PD, Planned Development Overlay District map amendment (rezoning) application **if** the subject property is not already zoned PD, Planned Development Overlay District. Therefore, either an application for a PD zoning map amendment or existing PD, Planned Development Overlay District zoning is required.
- Preliminary Development Plan (site plan), in both print and electronic format (TIF preferred.)
- Drawings and data necessary to demonstrate that the proposal is in general conformance with the Comprehensive Plan.



**APPLICATION  
FOR  
PRELIMINARY DEVELOPMENT PLAN**

Pre-Application Meeting  
required minimum 7 days  
before submission  
Planner \_\_\_\_\_  
Date \_\_\_\_\_  
Fee \_\_\_\_\_  
Fee: \$200

**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 \_\_\_\_\_  
\_\_\_\_\_







**Developer’s Statement of Intent**

Please provide a statement setting forth the reasons why the planned development would be consistent with the Developer’s Statement of Intent (as found in Article 7, Section 20-701(c)) by addressing the following two issues. (Attach additional sheets if needed.)

1. Please provide a comparison of the proposed development with the standards of the base district and the otherwise applicable standards of the Development Code.

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2. Please provide a statement describing how the proposed development provides greater benefits to the City than would a development carried out in accordance with otherwise applicable Development Code standards.

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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 \_\_\_\_\_

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







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/>

**Note to Applicant:**

**Replace this page with "Exhibit A, Legal Description".**



**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 200 feet of the subject property. If the subject property is adjacent to the City limits the area of notification shall be extended to at least 1,000 feet 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



## 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 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.
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 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 **at least seven but no more than ten 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 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.



**Sign Posting Affidavit**

THE FOLLOWING AFFIDAVIT SHALL BE COMPLETED AT LEAST SEVEN BUT NO MORE THAN TEN 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.

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 \_\_\_\_\_, 200\_\_.

by \_\_\_\_\_.

My Commission Expires: \_\_\_\_\_  
Notary Public



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

I have reviewed the rezoning 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

Resubmit by \_\_\_\_\_ to be placed on the agenda for the Planning Commission meeting on \_\_\_\_\_. (All resubmitted materials must be deemed to be complete, accurate, and sufficient.)



## PRELIMINARY DEVELOPMENT PLAN APPLICANT CHECKLIST

**(Do not submit with application.)**

This checklist has been provided to assist you as you prepare your application. Please retain for your records, and do not submit with the application.

The submitted preliminary development plan shall conform to the application requirements of Article 13, Section 20-1304(d). Submission of less information than necessary to adequately review and process your application may delay the review process.

- 1. The application shall include a General Location Map showing the location of the property in relation to at least one intersection of two Streets shown as Collector or Arterial Streets on the City's Transportation Element of the Comprehensive Plan.
- 2. If the applicant proposes to develop a Planned Development in phases, the application shall contain a proposed phasing schedule. In a phased development, Open Space and site amenities shall be apportioned among the phases in proportion to the amount of development occurring in each phase, so that, for example, when the development is 40% complete, 40% of the Open Space and amenities will be complete, transferred to the association or other permanent Owner, and properly restricted as required by this Code.
- 3. The applicant shall provide the supplemental stormwater information required by city regulations, and provide on the development 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. When a development is proposed to be phased, the entire detention basin shall be provided during phase one of the project unless otherwise approved.
- 4. The plan shall be submitted so as to conform with the requirements for the submission of a Preliminary Plat under Sec. 20-812(a), except where such requirements conflict with the requirements of this article.
- 5. The Preliminary Development Plan submitted by the Landowner as part of his or her application for tentative approval shall be prepared at a scale no smaller than one inch to 50 feet and shall include all of the area proposed to comprise the Planned Development.
- 6. The plan and supporting documents shall include the following information:
  - a. A legal description of the site;
  - b. The dimensions of all property boundaries;
  - c. The owners of record and any other parties having an interest in the proposed development;
  - d. A topographical survey of the site at an interval of not more than two feet or a more detailed plan if requested by the Public Works Department;



- e. The location of all existing structures, Easements, utilities, proposed utilities, and public dedication either through, adjacent to or on the site;
- f. The 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 and topography extending 300 feet beyond the outside boundaries of the proposed development;
- g. The width, Grade, location and Ownership of all proposed public and private Streets and sidewalks in the area to be developed;
- h. The use, height, Floor Area, and approximate location of all proposed Buildings and other structures;
- i. The number of Dwelling Units to be contained in each Building proposed for residential use;
- j. The location, dimension and capacity of all proposed off-Street parking areas in the area to be developed;
- k. The location, dimension, acreage, and Ownership of all proposed public and private recreation areas, Open Space and non-encroachable areas;
- l. Dimensions and notes as deemed necessary to show compliance with the development standards of this article;
- m. A schedule showing the proposed time and sequence within which the applications for final approval of all portions of the Planned Development are intended to be filed. The Planning Commission may either approve or modify the submitted development time schedule. The development phases as shown on the time schedule shall also be indicated on the plan.
- n. As part of the development time schedule each phase shall have a summary of the number of units of each type of use, the number of Dwelling Units, the acreage devoted to residential, non-residential, commercial, recreation, Open Space, non-encroachable area, Streets (both public and private), off-Street Parking, and other major land uses, Density, public lands (existing and proposed), and the total number of acres contained in each development phase;
- o. A summary of the total number of units of each type of use, number of Dwelling Units, the acreage devoted to all major land uses, the acreage of public lands and areas proposed for public Ownership, the acreage of the total area proposed to be developed, and the overall net Density of the development;
- p. A statement as to the feasibility of proposals for the disposition of sanitary waste and storm water, and how all utilities are to be provided including sewerage, water, storm drainage, gas and electricity, and how completion of all improvements is to be guaranteed;
- q. A statement as to the form of Ownership proposed to own and maintain the Common Open Space, recreation facilities, non-encroachable area and any other area within the area proposed to be developed that is to be retained primarily for the exclusive use and benefit of the residents, lessee and owners of the Planned Development;



**City of Lawrence  
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- r. A statement as to the substance of the covenants, grants of Easements or other restrictions to be imposed upon the use of the land; Buildings and structures, including proposed Easements or grants for public utilities;
- s. The Landowner shall also submit a tentative dedication clause including dedication of public utility and drainage Easements, Street rights-of-way and the following statement: "We hereby dedicate to the City of Lawrence the right to regulate any construction over the area designated as Common Open Space, open air recreation area, and non-encroachable area and to prohibit any construction within said areas and spaces inconsistent with the approved use or enjoyment of residents, lessees and owners of the Planned Development;"
- t. A statement specifying those variances, modifications, reductions and waivers being requested as part of the plan approval and setting forth reasons why, in the opinion of the Landowner, such should be allowed; and,
- u. One north-south and one east-west elevation across the site to show typical site layout, Grade, etc.;
- v. Submission of a landscape plan in conformance with Article 10, Section 20-1001(d).





## PRELIMINARY DEVELOPMENT PLAN

### 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. Traffic Impact Study, three (3) copies. (If required.)
  - b. Drainage Study, two (2) copies. (If required.)
  - c. Market Study, two (2) copies. (If required.)
  - d. Downstream Sanitary Sewer Analysis, two (2) copies. (If required.)
  - e. Area Plan. (If required.)

#### General Submittal Requirements

- 2. A complete application form.
- 3. Payment of review fee.
- 4. Owner Authorization form if applicant is not the legal owner of the property.
- 5. Site Plan, 2 copies, folded to a size of 8.5" by 11" in size, image side out.
- 6. General Location Map showing the location of the property to at least one intersection of two streets shown as collector or arterial streets on the City's Major Thoroughfares Map of the Comprehensive Plan (at a scale no less than 1:50 or a size of less than 8.5" by 11").
- 7. Legal description of the property in print and electronic (Microsoft Word) formats.
- 8. A list certified by the City Clerk of all property owners within the notification area of the subject property.
- 9. Ownership List Certification form.

#### Requirements for Public Notification of the Public Hearing

- 10. Post a sign (supplied by the Planning Office) at least twenty days before the public hearing.



- 11. Submit Sign Posting Procedures and Affidavit form at least seven but no more than ten days before the public hearing.

#### Other Requirements

- 12. Drawings and data necessary to demonstrate that the proposal is in general conformance with the Comprehensive Plan.
- 13. Verify the existence of and notify all registered Neighborhood Associations whose boundaries include or are contiguous to the subject property. (To be completed by Staff).
- 14. Verify the accuracy of the submitted legal description.
- 15. Verify the accuracy of the submitted property ownership.
- 16. If the applicant proposes to develop a Planned Development in phases, the application shall contain a proposed phasing schedule. In a phased development, Open Space and site amenities shall be apportioned among the phases in proportion to the amount of development occurring in each phase, so that, for example, when the development is 40% complete, 40% of the Open Space and amenities will be complete, transferred to the association or other permanent Owner, and properly restricted as required by this Code.
- 17. The applicant shall provide the supplemental stormwater information required by city regulations, and provide on the development 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. When a development is proposed to be phased, the entire detention basin shall be provided during phase one of the project unless otherwise approved.
- 18. The plan shall be submitted so as to conform with the requirements for the submission of a Preliminary Plat under Sec. 20-707(a), except where such requirements conflict with the requirements of this article.
- 19. The submitted site plan shall meet the following specifications:
  - 1. Provide 2 copies and one copy in electronic format (PDF or TIF preferred).
  - 2. Folded to fit in an 8.5" by 11" envelope, image side out.
  - 3. Additional Plans and an 11" by 17" reduction may be requested prior to completion.
  - 4. Shall be prepared at a scale no smaller than one inch to 100 feet and shall include all of the area proposed to comprise the Planned Development.
  - 5. Consult the chart below for additional site plan drawing requirements.

### **Preliminary Development Plan Drawing Requirements**



✓	NA	<b>Section 20-1304(d)(3)(iii)</b> <b>The Plan and supporting documents shall include the following information:</b>
		Legal Description of the site.
		The dimensions of all property boundaries shown.
		The Owner of record and any other parties having an interest in the development.
		A topographical survey of the site at an interval of not more than two feet, or a more detailed plan if requested by the Public Works Department.
		The location of all existing structures, easements, utilities, proposed utilities, and public dedication either through, adjacent to, or on the site.
		The 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, and topography extending 100 feet beyond the outside boundaries of the proposed development.
		The width, Grade, location and Ownership of all proposed public and private Streets and sidewalks in the area to be developed
		The use, height, Floor Area, and approximate location of all proposed Buildings and other structures
		The number of Dwelling Units to be contained in each Building proposed for residential use
		The location, dimension and capacity of all proposed off-Street parking areas in the area to be developed
		The location, dimension, acreage, and Ownership of all proposed public and private recreation areas, Open Space and non-encroachable areas
		Dimensions and notes as deemed necessary to show compliance with the development standards of this article
		A schedule showing the proposed time and sequence within which the applications for final approval of all portions of the Planned Development are intended to be filed. The Planning Commission may either approve or modify the submitted development time schedule. The development phases as shown on the time schedule shall also be indicated on the plan
		As part of the development time schedule each phase shall have a summary of the number of units of each type of use, the number of Dwelling Units, the acreage devoted to residential, non-residential, commercial, recreation, Open Space, non-encroachable area, Streets (both public and private), off-Street Parking, and other major land uses, Density, public lands (existing and proposed), and the total number of acres contained in each development phase



<b>Preliminary Development Plan Drawing Requirements</b>		
✓	NA	<b>Section 20-1304(d)(3)(iii)</b> <b>The Plan and supporting documents shall include the following information:</b>
		A summary of the total number of units of each type of use, number of Dwelling Units, the acreage devoted to all major land uses, the acreage of public lands and areas proposed for public Ownership, the acreage of the total area proposed to be developed, and the overall net Density of the development
		A statement as to the feasibility of proposals for the disposition of sanitary waste and storm water, and how all utilities are to be provided including sewerage, water, storm drainage, gas and electricity, and how completion of all improvements is to be guaranteed
		A statement as to the form of Ownership proposed to own and maintain the Common Open Space, recreation facilities, non-encroachable area and any other area within the area proposed to be developed that is to be retained primarily for the exclusive use and benefit of the residents, lessee and owners of the Planned Development
		A statement as to the substance of the covenants, grants of Easements or other restrictions to be imposed upon the use of the land; Buildings and structures, including proposed Easements or grants for public utilities
		The Landowner shall also submit a tentative dedication clause including dedication of public utility and drainage Easements, Street rights-of-way and the following statement: "We hereby dedicate to the City of Lawrence the right to regulate any construction over the area designated as Common Open Space, open air recreation area, and non-encroachable area and to prohibit any construction within said areas and spaces inconsistent with the approved use or enjoyment of residents, lessees and owners of the Planned Development
		A statement specifying those variances, modifications, reductions and waivers being requested as part of the plan approval and setting forth reasons why, in the opinion of the Landowner, such should be allowed; and
		One north-south and one east-west elevation across the site to show typical site layout, Grade, etc
		Submission of a landscape plan in conformance with Article 10, Section 20-1001(d)



**APPROVAL AND EXTENSION TIME PERIOD  
LAND DEVELOPMENT CODE  
ARTICLE 13**

*No action by the City shall be necessary to cause the approval to expire. Its expiration shall be considered a condition of the original approval.*

**SITE PLANS:**

[Section 20-1305(o)(1)]

Approval time period -- Building permit must be obtained within **24 months** of final approval of the site plan or the approval shall expire.

Extension -- Extension of **up to 24 months** may be approved by City Commission for good cause shown if written request is made by letter to the Planning Director before the expiration date. Additional extensions may be requested, if necessary.

**SPECIAL USE PERMITS:**

[Section 20-1306(k)]

Approval time period -- Building permit must be obtained within **24 months** of the effective date of the decision on the Special Use or the approval shall expire.

Extension -- Extension of **up to 24 months** may be approved by City Commission for good cause shown if written request is made by letter to the Planning Director before the expiration date. Additional extensions may be requested, if necessary.

**PRELIMINARY DEVELOPMENT PLAN:**

[Section 20-1304(d)(12)]

Approval time period -- Application for a final development plan must be submitted within **24 months** after final approval of the preliminary development plan or within 6 months after the date shown on an approved development schedule or the approval shall expire.

Extension -- Extension of **up to 24 months** or the proposed phasing schedule may be modified to extend all dates by a period up to **one-half the original period allowed for development of that phase** may be approved by City Commission for good cause shown if written request is made by letter to the Planning Director before the expiration date. Additional extensions may be requested, if necessary.

**FINAL DEVELOPMENT PLAN**

[Section 20-1304(e)(2)(vii)]

Approval time period -- A building permit must be obtained within **24 months** after the final approval of the Final Development Plan or the approval shall expire.

Extension -- Extension of **up to 24 months** or the proposed phasing schedule may be modified to extend all dates by a period up to **one-half the original period allowed for development of that phase** may be approved by City Commission for good cause shown if written request is made by letter to the Planning Director before the expiration date. Additional extensions may be requested, if necessary.



**INSTITUTIONAL DEVELOPMENT PLAN**

[Section 20-1308(g)]

Approval time period -- A building permit must be obtained within **24 months** after the final approval of the Institutional Development Plan or the approval shall expire.

Extension -- Extension of **up to 24 months** may be approved by the City Commission for good cause shown if written request is made by letter to the Planning Director before the expiration date. Additional extensions may be requested, if necessary.

**ZONING VARIANCES**

[Section 20-1309(k)]

Approval time period -- A building permit must be obtained within **24 months** after the variance has been granted or the variance will expire. The variance will also expire upon expiration of a building permit.

Extension -- Extension of up to **24 months** may be approved by the Board of Zoning Appeals for good cause shown if written request is made by letter to the Planning Director before the expiration date. Additional extensions may be requested, if necessary.

**APPROVAL AND EXTENSION TIME PERIOD  
SUBDIVISION REGULATIONS**

**PRELIMINARY PLAT\***

[Section 20-809(j)]

Approval time period -- A final plat must be submitted within **18 months** of the date approval of the preliminary plat was granted or by any application due date as shown on an approved phasing schedule or the approval of the preliminary plat shall expire.

Extension -- An extension of **up to one additional year** may be granted by the Planning Commission if the cause of failure to submit a final plat is beyond the subdivider's control.

- \* Per Section 20-1304(10) of the Development Code, approval of a Preliminary Development Plan constitutes approval of a preliminary plat. In the case of properties that were platted with a Preliminary Development Plan, the approval and extension dates of the Preliminary Development Plan shall apply. In other words, a final plat must be submitted within **24 months** after the approval of a Preliminary Development Plan, for properties that were platted with a Preliminary Development Plan. The City Commission may approve an extension for **up to 24 months**, for good cause shown if a written request is provided to the Planning Director prior to the expiration date. Additional extensions may be requested, if necessary.

**FINAL PLAT**

[Section 20-809(n)(5)]

Approval of a Final Plat shall be effective for no more than 18 months from the date of approval unless all conditions of approval have been completed.