INTERPRETATION OF DEVELOPMENT PLAN  
(Final Development Plan and Related Provisions of Preliminary Development Plan)  

by the  
PLANNING COMMISSION  

Application Requirements  

This checklist has been provided to assist you as you prepare your application. Submission of less information than necessary to adequately review and process your application may delay the review process. Planning Staff will determine the completeness, accuracy, and sufficiency of the application within five (5) business days of submission.  

Pre-Application Meeting  

1. Pre-Application Meeting. The applicant shall meet with Planning Staff at least seven (7) business days prior to submittal of the application.  

General Submittal Requirements  

2. A complete application form.  
3. Payment of review fee. (Make check payable to the City of Lawrence.)  
4. Owner Authorization form if Applicant is not the legal owner of the property.  

Requirements for Public Notification of the Public Hearing  

If there are twenty (20) or fewer separately owned parcels of property within the area affected by the Development Plan (or comparable document), written notice will be given to property owners within 200 feet of the Development Plan. Under this circumstance, submit the following:  

5. Legal description of the property in print and electronic (Microsoft Word) formats.  
6. A list certified by the City Clerk of all property owners within 200 feet of the Preliminary Development Plan.  
7. Ownership List Certification form.  

If there are more than twenty (20) separately owned parcels of property within the area affected by the Preliminary Development Plan (or comparable document), notice will be published in the official newspaper of the City of Lawrence. Under this circumstance, submit the following:  

...
8. Legal description of the property in print and electronic (Microsoft Word) formats.

9. If it is unclear whether the number of parcels within the notification area is less than or greater than twenty (20), Planning Staff may require a list certified by the City Clerk of all property owners within 200 feet of the Preliminary Development Plan. (This requirement will be determined at the Pre-Application Meeting.)

Other Requirements
During the Pre-Application Meeting, other application requirements will be discussed. Such requirements could include:

10. Copies of original plans, as approved. (Planning Staff will assist the applicant to determine if this item is required.)
   a. Submit 2 copies.
   b. Fold all plans, image side out.

11. Copies of documents recorded in the chain of title of the Planned Development. (Planning Staff will assist the applicant to determine if this item is required.)
INTERPRETATION OF A 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

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<td>1.</td>
<td>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:</td>
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General Submittal Requirements

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<td>Legal description of the property in print and electronic (Microsoft Word) formats.</td>
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<td>6.</td>
<td>A list certified by the City Clerk of all property owners within the notification area of the subject property.</td>
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<td>7.</td>
<td>Ownership List Certification form.</td>
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Other Requirements

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<td>8.</td>
<td>Verify the number of parcels within the Development Plan to determine proper notification procedure.</td>
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<td>9.</td>
<td>Verify the accuracy of the submitted legal description.</td>
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<td>10.</td>
<td>Verify the accuracy of the submitted property ownership.</td>
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APPLICATION FOR
INTERPRETATION OF A DEVELOPMENT PLAN

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 ___________________
Legal Description (may be attached) _______________________________________
Address of Property __________________________________________________
Total Site Area _______________________________________________________
Date Preliminary Development Plan Approved ______________________________
Date Final Development Plan Approved ____________________________________
Please describe, in detail, the provisions of the Final Development Plan and/or Preliminary Development Plan to be interpreted by the Planning Commission. (Alternatively, attach a letter to the Planning Director.)
Criteria for Decision

The criteria used by the Planning Commission for interpreting Development Plans is listed below in priority order. Please respond to the best of your knowledge to those criteria applicable to your Development Plan. (Attach additional sheets if needed.)

1. Consistency with the literal provisions of the original approval of the Preliminary Development Plan, Final Development Plan and/or comparable official approval.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

2. Consistency with the stated purpose of the original approval of the Preliminary Development Plan, Final Development Plan and/or comparable official approval.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

3. Where the original plans referred to or depended upon provisions of the Zoning Ordinance then in effect, consistency with those provisions.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

4. Interpretation of the original plans as reflected in the development of the project and reliance on it by property owners within it.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
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 Interpretation of a Development Plan as indicated above.

Signature(s): _______________________________ Date ________________

______________________________ Date ________________

______________________________ Date ________________

STAFF USE ONLY

Application No. _______________________________
Date Received _______________________________
Planning Commission Date ____________________
Fee $______________________________
Date Fee Paid ______________________________
PDP Application No. ________________________
FDP Application No. ________________________
OWNER AUTHORIZATION

I/WE__________________________________________________________ , hereby referred to as the “Undersigned”, being of lawful age, do hereby on this _______ day of ________, 200__, 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 ________, 200__,

by ________________________________________________________________.

My Commission Expires: ________________________________________

Notary Public
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

Ownership List Certification          Page 10 of 10  Interpretation of DP
5/5/2009