



REZONING (MAP AMENDMENT)

Application Requirements

Application materials must be submitted in both print and electronic formats, 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.

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 _____

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

- | R | NA | |
|--------------------------|--------------------------|---|
| <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"/> | 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, etc. |



General Rezoning (Map Amendment) Submittal Requirements

❖ Application Form

- A complete Application Form, in both print and electronic formats, on disc.
 - Page 1 – Owner, Applicant, and Property information
 - Page 2 – Description and details of proposal
 - Page 3 – 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).
- Conceptual Plan and data necessary to determine if proposed rezoning is in conformance with the Comprehensive Plan.
- General Location Map that shows 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 Major Thoroughfares Map.
- Property Owner List certified by the County Clerk of all property owners within the notification area of the subject property.
- Property Ownership List Certification
- Sign Posting Affidavit submitted at least 7 days before the public hearing, sign must be posted at least 20 days before public hearing Page 13 of this packet)

❖ Other

- Payment of review fee. (Make check payable to the City of Lawrence.)
- Drawings and data necessary to demonstrate that the proposed amendment is in general conformance with the Comprehensive Plan and that the public necessity and convenience; and general welfare require the adoption of the proposed amendment.
- PD, Planned Development Overlay Districts shall only be processed concurrently with a Preliminary Development Plan application. Therefore, in the case of a Planned District rezoning, a Preliminary Development Plan application is required.



**ZONING MAP AMENDMENT
APPLICATION**

Pre-Application Meeting
required minimum 7 days
before submission
Planner _____
Date _____
Fee _____
*Fees vary, contact office

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

Present Zoning District _____ Proposed 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 _____



| Are you also submitting any of the following applications? | | | |
|--|--------------------|----------------------|-----------------|
| • Building Permit | • Subdivision Plat | • Special Use Permit | • Zoning Change |
| • Variance | • Other (specify) | | |

Please indicate the reason for requesting rezoning. (Attach additional sheets if needed.)

In reviewing and making decisions on proposed zoning map amendments, the Planning Commission and the City Commission are required consider the following criteria. The Development Code places the burden on the applicant to show that an application complies with such criteria. Please respond to the following criteria to the best of your knowledge. (Attach additional sheets if needed.)

1. How does the request conform with the Comprehensive Plan, Plan 2040?

2. To what extent will approving the rezoning detrimentally affect nearby properties?

3. Describe the character of the neighborhood.



4. What is the suitability of the subject property for the uses to which it has been restricted under the existing zoning regulations?

5. What is the length of time the subject property has remained vacant as zoned.

6. What is the gain, if any, to the public health, safety, and welfare if this application were approved as compared to the hardship imposed upon the landowner, if any, as a result of denial of the application?

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 rezoning as indicated above.

Signature(s): _____ Date _____

Date _____

Date _____



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



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 400 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 obtained from and 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 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 RETURNED TO THE PLANNING OFFICE. 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



REZONING (MAP AMENDMENT)

**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

- 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:
- Traffic Impact Study, in print (3 copies) and electronic format.
- Drainage Study, in print (2 copies) and electronic format
- Market Study, in print (2 copies) and electronic format.
- Downstream Sanitary Sewer Analysis, in print (2 copies) and electronic format.
- Plan: Area, Nodal, Corridor, other.

General Submittal Requirements

- A complete application form, in print and electronic format.
- Payment of review fee.
- Owner Authorization Form if applicant is not the legal owner of the property, in print and electronic format.
- Conceptual Plan, in print and electronic format.
- 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 Major Thoroughfares Map of the Comprehensive Plan (at a scale no less than 1:50 or a size no less than 8.5" X 11"), in print and electronic format.
- Legal description of the property in print and electronic (Microsoft Word) formats.
- A list certified by the County Clerk of all property owners within the notification area of the subject property.
- Ownership List Certification form, in print and electronic format.



Requirements for Public Notification of the Public Hearing

- Post a sign (supplied by the Planning Office) at least twenty days before the public hearing.
- Submit Sign Posting Procedures and Affidavit form.

Other Requirements

- Drawings and data necessary to demonstrate that the proposed amendment is in general conformance with the Comprehensive Plan and that the public necessity and convenience; and general welfare require the adoption of the proposed amendment.
- PD, Planned Development Overlay Districts shall only be processed concurrently with a Preliminary Development Plan application. Therefore, in the case of Planned District rezoning, a Preliminary Development Plan application is required.
- Request Verification of existing and proposed zoning district.
- 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)