SITE PLAN CHECKLIST

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 785-832-7700.

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.

The submitted site plan shall conform to the following application requirements of Article 13, Section 20-1305(f).

Pre-Application Meeting

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 Standard Site Plan $400 Major Site Plan

During the meeting Planning Staff will assist the applicant to determine if the following items are required with the site plan application:

- Traffic Impact Study, complete or first 7 steps; in print (3 copies) and electronic format.
- Drainage Study, in print (2 copies) and electronic format.
- Stormwater Pollution Prevention Plan (SWP3), in print and electronic format.
- Market Study, in print (2 copies) and electronic format.
- Downstream Sanitary Sewer Analysis (DSSA), in print (2 copies) and electronic format.
- A photometric plan, pursuant to Sec. 20-1103(c), shall be required for site plan approvals. Light sources shall be shielded to prevent point source glare from adjacent properties or Streets, in print and electronic format.
SITE PLAN APPLICATION

Provide application materials in both print and electronic format.

A pre-application meeting is required prior to the submittal of the site plan application.

OWNER INFORMATION

Name(s) _Reyes Tiburcio J Jr/ Mclean Raquel s______________________________
Contact __________________________________________________________
Address 1107 N 1200 RD/ 5707 SILVERSTONE DR
City Lawrence State KS ZIP 66044/ 66049
Phone (____) __________________________ Fax (____) ______________________
E-mail rmclean69.rm@gmail.com Mobile (____) ______________________

APPLICANT/AGENT INFORMATION

Contact Leticia Cole
Company Paul Werner Architects
Address 123 W. 8th Street, Suite B2
City Lawrence State KS ZIP 66044
Phone (785) 832-0804 Fax (____) ______________________
E-mail leticiac@paulwernerarchitects.com Mobile/Pager (____) ______________________

PROPERTY INFORMATION

Legal Description (may be attached) 444 Locust - North Lawrence Locust Street LTS 207,209 & 211
446 Locust - North Lawrence Locust Street LT 213
Address of Property 444/446 Locust St, Lawrence, KS, 66047
Address of Property (Change/Proposed) ________________________________

*If multiple units are proposed, please provide unit numbers as an attachment to this application*
Description of Existing Improvements or Structures 1 story building with patio

Pre-Application Meeting
Planner __________ Date __________ Fee __________
$200 for Standard Site Plan
$400 for Major Site Plan

Owner Authorization Form 12/23/2021
Site Plan Application
### Property Address:
444/446 Locust St, Lawrence, KS, 66044

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

Adding a roof covering over existing concrete patio

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

Site plan required
Reason for Request: (continued)

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): [Signature] Date 10.27.22

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 Form 12/23/2021
OWNER AUTHORIZATION

I/WE ____________________________, hereby referred to as the "Undersigned", being of lawful age, do hereby on this 25th day of October, 2022, 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 Paul Werner Architects (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 446 Locust (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.

[Signature]

Owner (printed name and position in corporation if signing for a corporation)

STATE OF KANSAS
COUNTY OF DOUGLAS

The foregoing instrument was acknowledged before me on this 25th day of October, 2022 by

[Signature]

My Commission Expires: 7/27/2025

[Signature]

Notary Public

Owner Authorization Form 12/23/2021

Site Plan Application
MEMORANDUM

FROM: Paul Werner Architects
TO: Property Owners within 400’ of 444/446 Locust St
RE: Site Plan Submittal
DATE: November 14, 2022

This memo is being sent to property owners within 400’ of:

444/446 Locust St

This letter is being sent to all owners of property within 400’ of, or a Registered Neighborhood Association encompassing, the proposed development described further in this letter. It is being sent for the purpose of informing the notified person and other interested parties about the proposed development. This letter is being provided solely to advise nearby landowners of the pending proposed development. This letter does not grant the recipient and/or landowners any additional rights to challenge this proposed development beyond those granted as part of the normal appeals process.

For further information, contact the following:

Lawrence-Douglas County Planning Office: (785) 832-3150
Paul Werner Architects, L.L.C.: (785) 832-0804

Proposed Project:

Proposing to add a cover over the existing patio of El Matador Restaurant at 446 Locust Street.
CERTIFICATE OF MAILING

THE FOLLOWING IS TO BE COMPLETED AND SUBMITTED BY THE APPLICANT.

Name of Project: El Matador
Address of Project 444/446 Locust St, Lawrence, KS, 66044

I hereby certify that I have read and understood the attached requirements for public notification of a proposed site plan and that I have executed all requirements.

Furthermore, I hereby certify that a true and correct copy of the foregoing “Notice to Property Owners” was mailed to the attached list by depositing said copy in the United States Mail, proper postage prepaid, on the following date: 11.14.22

In addition to the certified list of property owners, a representative of North Lawrence Neighborhood Association(s) was/were notified of the project submittal by US Mail or e-mail.

[Signature]
[Printed Name]

THE FOLLOWING IS TO BE COMPLETED BY PLANNING STAFF:

Application Number

Certificate of Mailing 12/23/2021

Site Plan Application
Sign Posting Affidavit

THE FOLLOWING AFFIDAVIT SHALL BE COMPLETED IMMEDIATELY UPON RECEIVING NOTICE OF DETERMINATION OF COMPLETENESS OF A SITE PLAN APPLICATION. Failure to make timely delivery of such affidavit to the Planning Director shall render the application incomplete and subject it to removal from the review cycle.

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) has/have been or will be 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 14 day of NOV., 2022

by ____________________________

My Commission Expires: 04.10.25

Notary Public

Tiffany Asher
My Appointment Expires
April 10, 2025

Sign Posting Procedures and Affidavit  Page 12 of 21
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 ½ mile 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 11.14.22

Printed Name _______________________
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 ___________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Planner ___________________________ Date ___________________________