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 785-832-3150.

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.

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

<table>
<thead>
<tr>
<th>Pre-Application Meeting</th>
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</thead>
<tbody>
<tr>
<td>Pre-Application Meeting. The applicant shall meet with Planning Staff at least seven (7) working days prior to submittal of the application.</td>
</tr>
<tr>
<td>Pre-submittal Date</td>
</tr>
<tr>
<td>Planner's Name</td>
</tr>
<tr>
<td>Target Submission Date</td>
</tr>
<tr>
<td>Fee</td>
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</tbody>
</table>

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.
General Site Plan Submittal Requirements

- **Application Form, in print and electronic format (on disc)**
  - [ ] A complete Application Form. (Site Plan Application, 3 pages)
    - Page 1 – Contact information property summary
    - Page 2 – Description of project
    - Page 3 – Signature page

- **Attachments Required, in print and electronic format**
  - [ ] Owner Authorization Form if applicant is not the legal owner of the property
  - [ ] Legal description of property *(should also be included on face of site plan drawing)*
  - [ ] A list, certified by the Douglas County Clerk, of all property owners within 200’
  - [ ] Certificate of Mailing
  - [ ] Property Ownership List Certification
  - [ ] Copy of letter of notification
  - [ ] Sign Posting Affidavit

- **Other**
  - [ ] Payment of review fee. (Make check payable to the City of Lawrence.)
  - [ ] Submit the plan in print and electronic format (TIF preferred).
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) Colorado Street Block 47, LLC
Contact Imran Wahla
Address 211 Mt. Hope Court #1
City Lawrence State KS ZIP 66044
Phone (785) 423.5665 Fax (___)
E-mail imranwahla@gmail.com Mobile/Pager (___)

APPLICANT/AGENT INFORMATION

Contact Allen Belot
Company Allen Belot Architect
Address 708 West Ninth Suite 211
City Lawrence State KS ZIP 66044
Phone (785) 843.4670 Fax (___)
E-mail abelot@sunflower.com.com Mobile/Pager (___)

PROPERTY INFORMATION

Legal Description (may be attached) Lots 19 & 20 of the Olmstead Subdivision of the East half of Block 47, West Lawrence plus the East 10 feet of the Colorado Street Right-of-Way
Address of Property 520 Colorado Street
Description of Existing Improvements or Structures Vacant Land
<table>
<thead>
<tr>
<th>Existing Zoning</th>
<th>Existing Land Use</th>
<th>Proposed Land Use</th>
<th>Open Space Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS</td>
<td>Vacant</td>
<td>Building Maintenance (CS)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total site area</th>
<th>Current Appraised Value</th>
<th>Existing Building Footprint</th>
<th>Open Space Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>12,700 sf</td>
<td>$58,950</td>
<td>0 sf</td>
<td>5,520 sf</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th># of Buildings</th>
<th>Estimated Cost of Construction</th>
<th>Proposed Building Footprint</th>
<th>Pavement Coverage</th>
</tr>
</thead>
<tbody>
<tr>
<td>One</td>
<td>$285,000.00</td>
<td>2,800 sf</td>
<td>4,360 sf</td>
</tr>
</tbody>
</table>

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

**Description of Project:**

**Property Address:** 520 Colorado Street

**Detailed Description of Proposed Project:**
(Attach additional sheets if necessary)
1. Install site improvements in conformance with current Land Development Code for Building Maintenance Office, Shop & Garage
2. Construct a 4,320 gsft building with 1,520 sf property management offices on the street level and 2,800 sf on the alley level to be used as property management storage of parts and parking of 2 vehicles

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

Significant redevelopment of an existing site.
SIGNATURE

I, the undersigned am the **duly authorized agent** of the aforementioned property. By execution of my signature, I do hereby officially apply for site plan approval as indicated above.

Signature(s): __________________________________________________________________________

Date 30NOV22________

_____________________________________________________________________________________

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 Imran Wahla, member Colorado Street Block 47, LLC

hereby referred to as the “Undersigned”, being of lawful age, do hereby on this 28th day of November, 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:

   Lots 19 & 20 Olmstead Subdivision of the East half Block 47, West Lawrence Addition an Addition to the City of Lawrence, Douglas County, Kansas plus the East 10' of the Colorado Street Right-of-Way.

2. I/We the undersigned, have previously authorized and hereby authorize Allen Belot/Allen Belot Architect (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 all Site Planning services for 520 Colorado Street (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 WHEREOF, I, the Undersigned, have set my hand and seal below.

Imran Wahla, member
Owner

STATE OF KANSAS
COUNTY OF DOUGLAS

The foregoing instrument was acknowledged before me on this 2nd day of December, 2022, by

Chaudry I R Wahla

My Commission Expires: 4/12/2026

Owner Authorization Form
7/1/2006
PUBLIC NOTICE REQUIREMENTS

Site Plan Instructions

The applicant is responsible for public notice of a proposed site plan. Complete the following notification procedures then submit the completed forms and certificates listed below as part of the site plan application materials. Failure to provide proof of notice will result in a determination of an incomplete submission.

Public notice includes:

- The *posting of signs* in accordance with Section 20-1301(q)(4). Signs are provided by the City. The applicant shall be responsible for posting of such signs.

- Written notice to *all property owners within 200’*, as according to Section 20-1305(g)(1).

- To *all Registered Neighborhood Associations* whose boundaries include the subject property or are adjacent to the neighborhood the subject property is located in, as according to Section 20-1305(g)(1).

The following forms shall be attached to any Site Plan Application requiring public notice:

1. Certified list from the Douglas County Clerks Office of property ownership of all adjacent owners no more than 30 days old, as according to Section 20-1301(3)(iii);
2. Property Ownership List Certification Form
3. Certificate of Mailing Form
4. One copy of sample letter mailed to adjacent property owners.

Procedures for Public Notice of a Proposed Site Plan – Sign Posting

Signs are provided by the city. The applicant shall be responsible for posting of such signs. Signs shall be posted following a determination of completeness of an application within 5 working days after submission (section 20-1301(g)(2)). Signs shall remain posted through the duration of the review period (typically 30 days, section 20-1305(h)). The applicant shall remove the signs within 10 working days of the date the decision-making body takes action or the date that the application is withdrawn. Failure to properly post or maintain such signs is grounds for deferral or denial of the application (section 20-1301(q) (4) (vii)).
Procedures for Public Notice of a Proposed Site Plan –
Written Notification to: Property owners within 200’ and Registered Neighborhood Associations.

1. Written notice of the proposed site plan shall be mailed to the Owners of record for property within 200’ of the subject property, in accordance with Section 20-1305(g)(1), and

2. Written notice of the proposed site plan shall be mailed to all Registered Neighborhood Associations whose boundaries include the subject property or are adjacent to the neighborhood the subject property is located in, in accordance with Section 20-1305(g)(1).
   - Registered Neighborhood Associations are defined as a neighborhood or local interest group that represents a defined area of the city and that has registered with the Planning Director in accordance with the applicable registration procedures of the Planning Director. A list of Registered Neighborhood Associations can be found on the City’s Web site www.lawrenceks.org/pds/neighborhoodcontacts or by calling Development Services at 832-7700.

3. The notice shall be sent by the applicant via regular mail, postage pre-paid.

4. The applicant shall submit a Certificate of Mailing (attachment to the application form) at the time of submission of the Site Plan application.
   - An application for Site Plan Review will not be considered complete without an executed Certificate of Mailing.

5. Per Section 20-1305(g) the written notice shall provide:
   a. a brief description of the proposed development activity;
   b. the projected date for construction of the proposed use;
   c. the person, with contact telephone number and address, designated by the applicant to respond to questions concerning the proposed site plan;
   d. the date the site plan application will be submitted to the Planning Director for review; and
   e. a statement with substantially the following information:

   Notice of Site Plan Review Pending Before the Lawrence-Douglas County Planning Director
   This letter is being sent to the Owner of property within 200’ 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 appeal process. For further information, contact the applicant's designated representative at (xxx) xxx-xxxx or the Lawrence-Douglas County Planning Office at (785) 832-3150.

Note: The failure to receive notice of Site Plan Review by an adjoining Landowner or Registered Neighborhood Association will not affect the validity of site plan approval or review.
“Notice to Property Owners”
SAMPLE

December 5, 2022

NOTICE OF SITE PLAN REVIEW PENDING
BEFORE THE LAWRENCE-DOUGLAS COUNTY PLANNING DIRECTOR
520 Colorado Street

Re: Site Plan for construction of parking lot improvements associated with the construction of a 1,520 square foot building maintenance structure (access from Colorado St.) with 2,800sf basement (access from existing alley) in compliance with the current Land Development Code of the City of Lawrence, KS. The improvements will be for the occupied by a property management office, maintenance area and parking of business vehicles

To Whom It May Concern:

A site plan has been submitted to the Lawrence-Douglas County Planning Office on December 5, 2022 for review. Construction is currently scheduled to commence immediately after the site plan has been approved by City Staff.

This letter is being sent to all owners of property adjoining the proposed development described in this letter. Additionally, it is being sent to registered neighborhood associations encompassing the proposed development. The purpose of this letter is to inform the notified person and other interested parties about the proposed development.

This letter does not grant the recipient and/or landowner any legal rights to challenge the proposed development; instead, it is being provided solely to advise adjoining landowners of the pending proposed development.

For further information, contact the Lawrence-Douglas County Planning Office at (785) 832-3150.

Sincerely,

Colorado Street, Block 47, LLC
Property Owner of Record
CERTIFICATE OF MAILING

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

Name of Project: Property Management Offices & Shop
Address of Project: 520 Colorado Street
Application Number:

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: December 5, 2022

Signature: Allen Belot
Date: 01DEC22

Printed Name: Allen Belot
SIGN POSTING
PROCEDURES AND AFFIDAVIT

*Sign posting is not required for site plans on property that is outside the city limit

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, as according to Section 20-1301(q)(4)(iii).

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, as according to Section 20-1301(q)(4)(iv).

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. **Failure to make timely delivery of such affidavit to the Planning Director shall render the application incomplete.**

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, as according to Section 20-1301(q)(4)(vii).

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 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 _______ day of __________, 20 __,

by ________________________________________________________________.

My Commission Expires:

______________________________________________________________
Notary Public
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.

_____________________________  01DEC22
Signature  Date

Allen Belot  ________________________________
Printed Name
SITE PLAN APPLICATION

DETERMINATION OF COMPLETENESS, ACCURACY, AND SUFFICIENCY
(Completed by Staff)

The following items apply to site plan 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.

### Pre-Application Meeting

<table>
<thead>
<tr>
<th></th>
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<th>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:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td>□ □ a. Traffic Impact Study, three (3) copies. (If required.)</td>
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<td></td>
<td></td>
<td>□ □ b. Drainage Study, two (2) copies. (If required.)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ □ c. Market Study, two (2) copies. (If required.)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ □ d. Downstream Sanitary Sewer Analysis, two (2) copies. (If required.)</td>
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<tr>
<td></td>
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<td>□ □ e. Area Plan. (If required.)</td>
</tr>
</tbody>
</table>

### General Submittal Requirements

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>2. A complete application form.</th>
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<tr>
<td></td>
<td></td>
<td>3. Payment of review fee.</td>
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<tr>
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<td>4. Owner Authorization form if applicant is not the legal owner of the property.</td>
</tr>
<tr>
<td></td>
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<td>5. Site Plan, 2 copies, folded to a size of 8.5” by 11” in size, image side out, and one copy in electronic format (PDF or TIF preferred).</td>
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<tr>
<td></td>
<td></td>
<td>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 that 1:50 or a size of less than 8.5” by 11”).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7. Legal description of the property in print and electronic (Microsoft Word) formats.</td>
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</tbody>
</table>
8. A list certified by the City Clerk of all property owners within 200’ of the subject property.


Requirements for Public Notification

10. Sign must be posted at least 20 business days prior to notice of decision (i.e. site plan may not be approved until at least 20 days following sign posting).

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. 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.
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 ____________
Consult the chart below for additional site plan drawing requirements.

<table>
<thead>
<tr>
<th>Site Plan Drawing Requirements</th>
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</tbody>
</table>
### Site Plan Drawing Requirements

<table>
<thead>
<tr>
<th>✓</th>
<th>NA</th>
<th>Section 20-1305(f)(1)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td>Show, by use of directional arrow, the proposed flow of storm drainage from the site. Provide the supplemental stormwater information required by City Regulations, and provide on the site 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.</td>
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<td></td>
<td>Show the location of existing and proposed Structures and indicate the number of stories, Floor Area, and entrances to all Structures.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Show the location and dimensions of existing and proposed curb cuts, Access aisles, off-Street Parking, loading zones and walkways.</td>
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<tr>
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<td></td>
<td>Indicate location, Height, and material for Screening walls and fences.</td>
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<tr>
<td></td>
<td></td>
<td>List the type of surfacing and base course proposed for all Parking, loading and walkway areas.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Show the location and size, and provide a landscape schedule for all perimeter and interior Landscaping including grass, Ground Cover, trees and Shrubs.</td>
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<tr>
<td></td>
<td></td>
<td>Show both Gross and Net public areas for proposed offices and commercial establishments. The proposed use, the required number of off-Street Parking Spaces, and the number of off-Street Parking Spaces shown shall be listed on the site plan. If the exact use is not known at the time a site plan is submitted for review, the off-Street Parking requirements shall be calculated by the general use group using the greatest off-Street Parking requirement of that use group.</td>
</tr>
<tr>
<td></td>
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<td>Show the proposed location, direction and amount of illumination of proposed lighting. Provide information on Screening proposed for the lighting and steps taken to prevent glare.</td>
</tr>
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<td>Designate a trash storage site on each site plan or a note explaining how refuse removal will be handled. The size of the trash storage receptacle, its location and an elevation of the enclosure shall be approved by the Director of Public Works prior to approval of the site plan. If a modification to the location of the trash storage area is required during the construction phase, both the Planning and Public Works Directors must approve the modification before it occurs.</td>
</tr>
<tr>
<td></td>
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<td>For CN2, CC and CR Districts, be prepared for all of the contiguous area in that Zoning District under the same Ownership. If the entire site is not proposed for development in the immediate future, then the initial Site Plan application shall contain a proposed phasing schedule, showing which sections of the property shall be developed in which order and showing in which phases the Easements, Driveways, Parking Areas and Landscaping will be included. The review body may require adjustments in the provision of Easements, Driveways, Parking Areas and Landscaping among the various phases as a condition of approval.</td>
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<td>Provide at least one north-south and one east-west elevation of the property from the Street right-of-way (property line) at a reasonable scale to illustrate Building shape, Height, and Screening proposed.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Site Plan Drawing Requirements</td>
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<tr>
<td>---</td>
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</tr>
<tr>
<td>✓</td>
<td>NA</td>
<td>Section 20-1305(f)(1)</td>
</tr>
</tbody>
</table>

A note shall be provided on the site plan for a public or governmental Building(s) and facility(ies) indicating that it has been designed to comply with the provisions of the Americans with Disabilities Act Accessibility Guidelines (ADAAG) for Buildings and facilities, appendix A to 28 CFR Part 36.

If the site plan is for a multiple-Family residential Structure containing at least four Dwelling Units, a note shall appear on the site plan indicating it has been designed to comply with the minimum provisions of the Final Fair Housing Accessibility Guidelines, 24 CFR, Chapter 1, Subchapter A, Appendix II, of the Fair Housing Act of 1968, as amended.
SITE PLAN PERFORMANCE AGREEMENT

The undersigned owners of the property located at ___________________________ , and legally described as _____________________________________________ have requested approval of a site plan for certain improvements to be made thereon, do hereby agree and covenant that said improvements will be made in complete compliance and in accordance with the requirements of the laws of the City of Lawrence, Kansas, and the duly enacted regulations of said City covering and controlling construction and improvements of real property within the City jurisdiction of said City.

Therefore, in consideration of the granting of this site plan approval, the undersigned owner agrees to, both for himself/or itself and his/or its heirs, executors, administrators and assigns to complete said improvements in accordance with the approved site plan. The owner affirmatively acknowledges that he/or it is fully knowledgeable of the content and meaning of this agreement and being so informed agrees that no permanent utility hook-ups will be approved by the Building Inspector until full compliance with the site plan has been accomplished. The parties to this agreement covenant and agree that the seasons of the year and adverse weather conditions shall be given reasonable consideration in determining the period of time for landscaping, provided that the owners post an appropriate cash bond, surety bond, or letter of credit to cover such landscaping.

If the owner chooses to guarantee performance with this agreement, it will become a note on the face of the site plan and a recordable copy will be filed with the Register of Deeds Office.

Dated at Lawrence, Kansas, this _______ day of ________________________, _______.

____________________________________________
Applicant/Owner

_____________________________________________________
Please print name

________________________________________________________________________
Notary Public

STATE OF _______ )
:SS
COUNTY OF____ )

My Commission Expires

Site plan approved on ________________________________, 20____.

Performance agreement accepted/signed on ________________________________, 20____.

City of Lawrence, Kansas - a Municipal Corporation

ATTEST:

__________________________________________
By ______________________________________
City Clerk
Mayor

_____________________________________________
Notary Public

STATE OF _______ )
:SS
COUNTY OF ______

My Commission Expires
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.