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:

- [x] Traffic Impact Study, complete or first 7 steps; in print (3 copies) and electronic format.
- [x] 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.
- [x] Downstream Sanitary Sewer Analysis (DSSA), in print (2 copies) and electronic format.
- [x] 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 400'
  - 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 (PDF preferred).
    - Provide a space (minimum 2” x 3”) generally in the lower right corner of the plans for an approval block for the final plans. Staff will insert the approval block when the plans have been approved and all conditions of approval have been met.
A pre-application meeting is required prior to the submittal of the site plan application.

OWNER INFORMATION

Name(s) CT I LAND OPPORTUNITIES, LLC
Contact STACI BOWEN
Address CTI LAND OPPORTUNITIES, LLC
City 2557 STONE MYERS PARKWAY State TX ZIP 76051
Phone (817) 307-7439 Fax (___)
E-mail SBOWEN@CRESTVIEWCOMPANIES.COM Mobile (___) ____________

APPLICANT/AGENT INFORMATION

Contact ANDREW W GRIBBLE IV
Company KIMLEY-HORN & ASSOCIATES
Address 805 PENNSYLVANIA AVE, SUITE 150
City KANSAS CITY State MO ZIP 64105
Phone (816) 652-2333 Fax (___)
E-mail ANDREW.GRIBBLE@KIMLEY-HORN.COM Mobile/Pager (___) ____________

PROPERTY INFORMATION

Legal Description (may be attached) TRACT A, THE MALLS SUBDIVISION, LAWRENCE, DOUGLAS COUNTY, KANSAS

Address of Property 707 W 23RD ST
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

EXISTING BUILDING TO BE DEMOLISHED
<table>
<thead>
<tr>
<th>Existing Zoning</th>
<th>Existing Land Use</th>
<th>Proposed Land Use</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CS</td>
<td>COMMERCIAL</td>
<td>COMMERCIAL</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>43027 SF</td>
<td></td>
<td>6,840</td>
<td></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>1</td>
<td></td>
<td>3,381</td>
<td></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)

Property Address: 707 W 23RD ST

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

New freestanding Whataburger building and proposed parking lot improvements including grading and utilities.

Reason for Request:
(Attach additional sheets if necessary)

Site plan approval of the proposed Whataburger.
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):  

Date  5.9.23

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
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 400', 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). Find Neighborhood Contacts here: http://lawrenceks.org/pds/neighborhoodcontacts

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 400’ and Registered Neighborhood Associations.

1. Written notice of the proposed site plan shall be mailed to the Owners of record for property within 400’ 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 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 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.
Sample Letter
“Notice to Property Owners”

<date>

<property owner name>
<address>

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

Re: <site plan name> - Site Plan

To Whom It May Concern:

A site plan is being submitted to the Lawrence-Douglas County Planning Office on <date> for <site plan name>, located at <address>. The proposed plan is for <brief description of project>. Construction is currently scheduled to commence <season, year>.

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 <applicant name> at <applicant phone number> or the Lawrence-Douglas County Planning Office at (785) 832-7700.

Sincerely,

<name>
CERTIFICATE OF MAILING

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

Name of Project: ____________________________
Address of Project: ____________________________

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: __________ 5/11/2023 __________

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

______________________________  5/17/2023
Signature                        Date

Andrew W. Gribble, IV

THE FOLLOWING IS TO BE COMPLETED BY PLANNING STAFF:

Application Number ____________________

Certificate of Mailing
Page 10 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]
Andrew W. Gribble, IV

Printed Name

5/17/2023