

City of Leawood

4800 Town Center Drive
Leawood, KS



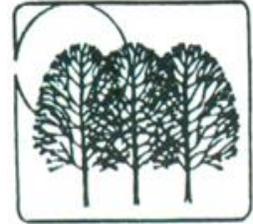
ELECTRIC VEHICLE CHARGING STATIONS

In accord with various Federal and State civil rights legislation, the City of Leawood does not discriminate against individuals regardless of race, ethnicity, color, religion, gender, national origin, age, marital status, medical condition or disability.

CITY OF LEAWOOD

ELECTRIC VEHICLE CHARGING STATION

ADMINISTRATIVE APPLICATION CHECK LIST



Application Data:

| | |
|--|--|
| Name of Business: | |
| Name of Development: | |
| Location of Electric Charging Station: | |

Please ensure that the following information has been provided with this application (to be filled out by applicant) and in the order noted below:

| | |
|--------------------------|---|
| <input type="checkbox"/> | <p>Charging stations may be installed only with prior approval of the Director of Community Development if the following apply:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The electric vehicle charging station has a height of 72" in. or less, and a footprint of 3 sq.ft. or less, or a pad footprint of 3 sq.ft. or less in area. <input type="checkbox"/> The electric vehicle charging station has a height of less than 55 in., and a footprint of 15 sq.ft. or less. <p>All electric vehicle charging stations that do not meet the size specifications of Section 16-1-4.2(C)(1) of the Leawood Development Ordinance, may be installed only with the prior recommendation of the Planning Commission as being in compliance with the Ordinance.</p> |
| <input type="checkbox"/> | Vicinity Map. |
| <input type="checkbox"/> | Aerial Plan with the location of the charging station(s) and utility cabinet(s) labeled. |
| <input type="checkbox"/> | Photo of location (street view) with the location labeled. |
| <input type="checkbox"/> | <p>Detailed landscape plan, including the following information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Detailed landscape table, which includes scientific name, common name, size, symbol, and quantity. <input type="checkbox"/> Any existing landscape material. <input type="checkbox"/> Landscaping is a minimum of 6" taller than the utility box and charging station screened, as required in Section 16-1-4.2(5) of the Leawood Development Ordinance. <input type="checkbox"/> Landscaping provides maximum screening. <input type="checkbox"/> Label all sight triangles, as defined in Section 16-9-256 of the Leawood Development Ordinance. Sight triangles are measured at the property line along the Public Right-of-Ways and the back of curb of driveways. |
| <input type="checkbox"/> | <p>Detailed site plan showing the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Proposed location of charging station(s). <input type="checkbox"/> All existing charging stations (labeled). |

| | |
|--------------------------|--|
| | <ul style="list-style-type: none"> <input type="checkbox"/> Any utility easements, including widths of easement (including, but not limited to, electrical, water, and gas). <input type="checkbox"/> Public Right-Of-Way. <input type="checkbox"/> Location of curbs. <input type="checkbox"/> Setbacks from streets, sidewalks, and other structures (such as fences). |
| <input type="checkbox"/> | <p>Elevations are to include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Height, width and depth of charging station and utility boxes (existing or new). <input type="checkbox"/> Height the concrete base shall project from ground (if applicable). |
| <input type="checkbox"/> | <p>Signage posted to indicate the parking space is only for electric vehicle charging purposes:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Signage on any one side of the station shall be a maximum of 50% of the surface area on that side. <input type="checkbox"/> The maximum height of letters shall be 6 in. <input type="checkbox"/> Signage may include instructions on use and listing of owner(s) responsible for the station. |
| <input type="checkbox"/> | <p>Power source for the charging station has been identified. If a new transformer is required, a separate application for a utility box will be necessary. Review requirements to determine if the new power source can be administratively approved or if a Final Plan application must be filed, to be recommended for approval by the Planning Commission and approval by the Governing Body. Please discuss with the Planning Department timelines.</p> |

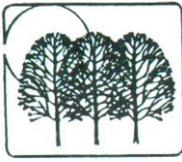
By signing, the applicant is affirming all requirements included within this checklist have been satisfied.

Signature: _____

Date: _____

| | OTHER PLAN APPROVALS | Fee |
|-----------------|---|-------------------------------|
| Planning | Hardscape Plan, Landscape Plan, Sign Plan | \$200.00 each |
| | Sport Court Application | \$75.00 each |
| | Roofing Material & Color Application | \$75.00 each |
| | Modification of Stipulations | \$200.00 @ application |
| | Final Plan for Changes to Building Façade/Elevations Application | \$300.00 each |
| | Final Plan Re-Inspection Fee | \$75.00 each |
| | Wireless Communication Facilities Co-locations and Modifications to Existing Tower or Base Station | \$300.00 each |
| | Administrative Review of Electric Car Charging Stations | \$100.00 each |
| | Administrative Review of Ground Mounted Utility Box | \$100.00 each |
| | Administrative Review of DAS/SCF Facility | \$125.00 each |
| | Administrative Review of WiFi Antennae Systems | \$200.00 each |

| | SIGNS & BANNERS | Fee |
|-----------------|---|--|
| Planning | Monument Sign/Structures- All sizes [Additional electrical permit required] | \$200.00 |
| | Permanent Sign – Wall Sign- All sizes [Additional electrical permit required] | \$4.00 @ sq. ft. [min. \$25.00] |
| | Permanent Sign - Canopy Sign – All sizes | \$4.00 @ sq. ft. [min. \$25.00] |
| | Permanent Sign - Awning Sign – All sizes | \$4.00 @ sq. ft. [min. \$25.00] |
| | Permanent Sign - Blade Sign – All sizes [Additional electrical permit required] | \$4.00 @ sq. ft. [min. \$25.00] |
| | Permanent Sign - Building Identification Symbols – All sizes [Additional electrical permit required] | \$4.00 @ sq. ft. [min. \$25.00] |
| | Permanent Sign - Directional Sign – All sizes [Additional electrical permit required] | \$4.00 @ sq. ft. [min. \$25.00] |
| | Permanent Sign - Directory Sign – All sizes [Additional electrical permit required] | \$4.00 @ sq. ft. [min. \$25.00] |
| | Permanent Sign - Signage on Architectural Structures – All sizes [Additional electrical permit required] | \$4.00 @ sq. ft. [min. \$25.00] |
| | | |



City of Leawood

ELECTRIC VEHICLE CHARGING STATION PERMIT APPLICATION

Please read the application fully before completing. This application cannot be processed unless complete with all the required documents attached. If you need any assistance in completing the form, please call the Planning and Development Department at (913) 339-6700 x 160. Fax: (913) 339-6736 FEE: \$100.00

PROPERTY INFORMATION

1. Name of Project: _____
2. Location or Address of Subject Property: _____
3. Legal Description: _____
4. Zoning: _____ Acreage: _____
5. Description of Improvements: _____

6. Dimensions of Electric Vehicle Charging Station(s):
 Height (in.) _____ Width (in.) _____ Depth (in.) _____
 Footprint (sq.ft.) _____

APPLICANT INFORMATION

OWNER OF RECORD:

Business Name _____
 Contact Name _____
 Address _____
 City/State _____ Zip _____
 Phone _____ Fax _____
 Email _____

DEVELOPER:

Business Name _____
 Contact Name _____
 Address _____
 City/State _____ Zip _____
 Phone _____ Fax _____
 Email _____

CONTACT PERSON:

Business Name _____
 Contact Name _____
 Address _____
 City/State _____ Zip _____
 Phone _____ Fax _____
 Email _____

ENGINEER/SURVEYOR:

Business Name _____
 Contact Name _____
 Address _____
 City/State _____ Zip _____
 Phone _____ Fax _____
 Email _____

ARCHITECT:

Business Name _____

Contact Name _____

Address _____

City/State _____ Zip _____

Phone _____ Fax _____

Email _____

LANDSCAPE ARCHITECT/PLANNER:

Business Name _____

Contact Name _____

Address _____

City/State _____ Zip _____

Phone _____ Fax _____

Email _____

This space is for additional information you would like to provide in response to the questions on this form. Attach additional sheets if necessary.

APPLICANT

PROPERTY OWNER

Applicant's Signature

Owner's Signature

| | | | |
|-----------------------------------|---------------------------------|---------------------------|--|
| <u>FOR OFFICE ONLY</u> | | | |
| Date Filed: _____ | Accepted by: _____ | Fee Collected: _____ | |
| <input type="checkbox"/> APPROVED | <input type="checkbox"/> DENIED | Reasons for Denial: _____ | |
| Approved by: _____ | Date Approved: _____ | | |

16-1-3 BUILDINGS, STRUCTURES, AND USES OF THE CITY

All buildings, structures, or uses owned or operated by the City of Leawood shall be exempted from the regulation of this Ordinance and shall be permitted in any district provided that plans are submitted and approved in accordance with the notice and hearing provisions of Article 5 of this Ordinance.

16-1-4 PUBLIC UTILITIES AND PUBLIC SAFETY USES

16-1-4.1 General

The following structures or uses shall be permitted in any district, but shall be subject to the express regulations of this Development Ordinance, unless otherwise approved by the Governing Body, including the special use permit process, requirements for franchise agreements, building codes, the requirement for underground lines, and to all other ordinances or regulations of the City:

- A) Poles, wires, cables, conduits, vaults (when totally screened), laterals, pipes, mains, valves, or any other similar equipment for transmission or distribution to customers of telephone or other communication services, electricity, gas, steam or water, or the collection of sewage or surface water, operated or maintained by a public utility;
- B) Railroad tracks signals, bridges and similar facilities and equipment located on a railroad right-of-way.

Utility structures that otherwise meet the terms and requirements of this Ordinance may be placed in the rear and side setbacks when such structures have been reviewed and approved by the Director of Planning and Development as being in compliance with this Ordinance. All new utility facilities, other than replacement structures of equal or lesser size, shall be placed underground unless otherwise approved by the Governing Body.

In the case of a new or amended preliminary or final plan or plat, the owner, developer, and/or applicant shall be responsible for placing all existing utilities underground prior to issuance of a building or occupancy permit or at such time mandated by the approved plan or plat.

(Ord. 2039, 12-15-03)

16-1-4.2 Minimum Standards

- A) General requirements – All districts. This section shall establish supplementary requirements for accessory “Utility and Service Facilities.” The facilities subject to this section shall include any cabinet, pedestal, box, vault, building or other accessory facility used for public utility services, public service corporations, or telecommunications providers including any associated equipment such as condensing units and generators (hereinafter collectively referred to as “facilities” or “utility boxes”). Traffic signal controllers shall not be considered utility or service facilities nor shall substations or other utility facilities that require a special use permit or other planned approval as a principal use of property. Except as may be expressly otherwise waived by the City, the following general requirements shall apply to all utility facilities and utility boxes:
 - 1) All facilities shall be placed underground unless otherwise authorized in this section.

- 2) Aboveground pedestals, vaults, or other aboveground facilities may be installed only if approved by the City where alternative underground facilities are not reasonably feasible or where above-ground placement is otherwise authorized in this section.
- 3) All facilities, whether on right-of-way or public or private property, shall be subject to all other zoning or other restrictions established by ordinances or regulations of the City unless otherwise provided herein.
- 4) The design, location, and nature of all facilities shall require approval of the City Engineer, which approval shall be considered in a nondiscriminatory manner, in conformance with this Ordinance, and subject to reasonable conditions as may be necessary to meet these requirements.
- 5) All aboveground facilities, where authorized, shall be screened. Unless otherwise approved, screening shall include use of evergreen trees, shrubs, or other landscaping, planted to form an effective and actual sight barrier within two years. A landscape plan signed by a Kansas registered landscape architect shall be submitted and approved by the city. At the time of planting, plant material screening the ground mounted utility, shall be a minimum of 6 inches taller than the utility it is to screen, with lower shrubs in foreground to eliminate any gaps in screening. The utility shall be responsible for the installation, maintenance, repair, or replacement of the aforementioned screening materials when the real property on which the aboveground facility is located is owned by the utility. When said aboveground facility is located on non-utility owned real property, maintenance of all landscaping shall be the responsibility of the utility, unless the property owner provides written acceptance of such responsibility, running with the land. Aboveground facilities and low profile mini-pad transformers needed for underground utilities, located in rear yards, serving not more than two single-family dwellings are exempt from screening requirements.
- 6) Each electric vehicle charging station shall be posted with signage indicating the space is only for electric vehicle charging purposes. In addition, the electric charging station may include signage on the charging station identifying it as an electric charging station, instructions on its use, and listing of owners/sponsors of the charging station. However, such listing of owners/sponsors shall be limited to a total of 48 sq.in. All signage must conform to the requirements of the Leawood Development Ordinance and shall not contain advertisements for products or services. Signage on any one side of the charging station shall be a maximum of 50% of the surface area on that side. The maximum height of lettering for any sign shall be 6 in.
- 7) All facilities will be constructed in such a manner so as not to emit any unnecessary intrusive noise.
- 8) Within residential developments, all City approved aboveground facilities shall be placed in the rear yard wherever practical. If locating these facilities in the rear yard is not practical or appropriate, as determined by the City Engineer, then such facilities shall be at least twenty-five (25) feet behind the right-of-way.
- 9) Facilities shall be prohibited from being located within the right-of-way, unless otherwise approved by the City Engineer if necessary and appropriate.

- 10) Any material changes or extensions to such facilities or the construction of any additional structures shall be subject to the requirements and approval of the City Engineer in conformance with the requirements of this section.
- 11) As technology permits, permit holder shall reduce the size or remove the utility boxes at this site.
- 12) All facilities and utility boxes shall be deemed abandoned after six continuous months of non-use, and thereafter the approval for such facilities shall be deemed null and void and shall be removed within 30 days thereafter at the cost of the utility.
- 13) Fencing and gates associated with utility and service facility shall comply with the regulations contained in Section 16-4-9 of this Ordinance.

B) In residential districts, the following additional requirements apply:

- 1) All new utility boxes with a height of less than 55 inches, a footprint of equal to or less than 15 square feet in area, or a pad footprint of equal to or less than 15 square feet, may be installed only with the prior approval of the Director of Community Development as being in compliance with this Ordinance. However, all new electric vehicle charging stations shall only be permitted within the interior of a garage.
- 2) All new utility boxes with a height of 55 inches or greater, a footprint greater than 15 square feet in area, or a pad footprint greater than 15 square feet in area, shall be authorized only by approval of a special use permit prior to construction.

C) In commercial districts, the following additional requirements apply:

1. All utility boxes, not otherwise approved on a Development Plan, with a height of less than 55 inches, a footprint of 15 square feet in area or less, or a pad footprint of 15 square feet in area or less, may be installed only with the prior approval of the Director of Community Development as being in compliance with this Ordinance.

→ 2. Electric vehicle charging stations may be installed only with the prior approval of the Director of Community Development as being in compliance with this ordinance if the following apply.

- a) The electric vehicle charging station has a height of 72" in. or less, and a footprint of 3 sq.ft. or less, or a pad footprint of 3 sq.ft. or less in area.
- b) The electric vehicle charging station has a height of less than 55 in., and a footprint of 15 sq.ft. or less.

→ 2) All utility boxes, not otherwise approved on a Development Plan, with a height of 55 inches or greater, a footprint greater than 15 square feet in area, or a pad footprint greater than 15 square feet in area, or all electric vehicle charging stations that do not meet the size specifications of Section 16-1-4.2(C)(1) of this Ordinance, may be installed only with the prior recommendation of the Planning Commission as being in compliance with this Ordinance based on review of a site plan containing such final development plan information as may be required by the City, and approval by the Governing Body. The City may impose conditions on approval, including but not limited to duration or renewal requirements, where the circumstances are sufficiently unusual to warrant the conditions.