

# City of Leawood

4800 Town Center Drive  
Leawood, KS



## RESIDENTIAL DEVELOPMENT

### Final Development Guidelines

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

## 2020 Planning Commission Schedule and Deadlines

Planning Commission Meeting 6:00:00 PM at Leawood City Hall	Application Deadline Rezoning, SUP, Preliminary Plan/Plat, Final Plan/Plat	Deadline for Publication Public Notices, Rezoning & SUP Sign Posting
Tuesday, January 28, 2020	Tuesday, December 24, 2019	Tuesday, January 7, 2020
Tuesday, February 25, 2020	Tuesday, January 21, 2020	Tuesday, February 4, 2020
Tuesday, March 24, 2020	Tuesday, February 18, 2020	Tuesday, March 3, 2020
Tuesday, April 28, 2020	Tuesday, March 24, 2020	Tuesday, April 7, 2020
Tuesday, May 26, 2020	Tuesday, April 21, 2020	Tuesday, May 5, 2020
Tuesday, June 23, 2020	Tuesday, May 19, 2020	Tuesday, June 2, 2020
Tuesday, July 28, 2020	Tuesday, June 23, 2020	Tuesday, July 7, 2020
Tuesday, August 25, 2020	Tuesday, July 21, 2020	Tuesday, August 4, 2020
Tuesday, September 22, 2020	Tuesday, August 18, 2020	Tuesday, September 1, 2020
Tuesday, October 27, 2020	Tuesday, September 22, 2020	Tuesday, October 6, 2020
Tuesday, November 24, 2020	Tuesday, October 20, 2020	Tuesday, November 3, 2020
Tuesday, December 8, 2020	No New Applications - Old Business Only	
Tuesday, January 26, 2021	Tuesday, December 22, 2020	Tuesday, January 5, 2021

# APPLICATION CHECKLIST

## (Final Plats, Final Plans)

At a minimum, all applications must include the following to be accepted. Additional information may be required to take the application forward to the Planning Commission and Governing Body. See the information within the application package for details about each item listed below.

- A completed application with the signature of the property owner on which the project is proposed to be located.
- Appropriate application fee.
- A written and electronic copy of the legal description of the property included in the proposed development, including the acreage in MS Word format.
- One full size set, one 11" x 17" set, and one PDF copy of the following plans:
  - An aerial photograph (1"=1000') of the site and the area within 1,000' of the subject property with the site plan of the proposed project inset into the aerial.
  - A site plan/dimension plan of the site and the area within 200' of the site at a 1"= 40' scale or larger (not to include topography). This plan should include all adjacent streets.
  - A final landscape plan at a scale of 1"=40' scale or larger. The plan should clearly identify the location, quantities and species of all plant materials, and should include a schedule that lists for each species: both the scientific name and common name, the total quantity and the size and height.
  - A final grading plan of the site and within 200' of the site at a 1"= 40' scale or larger containing existing topography (grayed out) and proposed grading with contours at 2' intervals, or less.
  - Detailed elevations of all sides of proposed buildings in which the material and color are clearly labeled on the plans.
  - Detailed drawings/cut sheets of all proposed light fixtures (including parking lot light fixtures, building mounted light fixtures and landscaping light fixtures), architectural features (fountains, statuary, benches, etc.) and trash enclosures including gates.
  - Detailed drawings proposed monument signs, including any proposed wall signs as requested by staff.
  - Photometric study that extends to all property lines (not only to limits of the parking lots).
  - Material boards no larger than 2' X 2'. The materials on the board should match the material labels on the elevations. (No boxes of materials will be accepted)
  - Model or 3D drawing (check with Planning Staff as to what which will be required).

Signature of Applicant: \_\_\_\_\_, Date: \_\_\_\_\_

## PLANNING & DEVELOPMENT

### Final Plan

**Applicant is responsible for the cost of publishing rezoning, preliminary plan, preliminary plat or special use permit Notice of Hearing. Applicant is responsible for the cost of publishing rezoning, special use permit, or vacation ordinance following City Council approval, and for the cost of recording plats.**

Department	Residential Final Plan [RP-A5 to RP-4]	Fee
<b>Planning</b>	Tract size 0 – 5 acres	<b>\$400.00</b>
	Tract size 5 + acres	<b>\$400.00</b>
	<b>Non-Agricultural/Non-Residential Final Plan [AG]</b>	
<b>Planning</b>	Tract size 0 – 5 acres	<b>\$600.00</b>
	Tract size 5.1 – 10 acres	<b>\$700.00</b>
	Tract size 10.1 + acres	<b>\$900.00</b>
	<b>Commercial Final Plan [SD-NCR to SD-CR]</b>	
<b>Planning</b>	Tract size 0 – 5 acres	<b>\$600.00</b>
	Tract size 5.1 – 10 acres	<b>\$700.00</b>
	Tract size 10.1 + acres	<b>\$900.00</b>
	<b>Office Final Plan [SD-O]</b>	
<b>Planning</b>	Tract size 0 – 5 acres	<b>\$600.00</b>
	Tract size 5.1 – 10 acres	<b>\$700.00</b>
	Tract size 10.1 + acres	<b>\$900.00</b>
	<b>Recreation Final Plan</b>	
<b>Planning</b>	Any tract size	<b>\$400.00</b>
	<b>Business Park [BP] Final Plan</b>	
<b>Planning</b>	Tract size 0 – 5 acres	<b>\$500.00</b>
	Tract size 5 + acres	<b>\$600.00</b>
	<b>Mixed Use [MXD] Final Plan</b>	
<b>Planning</b>	Tract size 0 – 5 acres	<b>\$600.00</b>
	Tract size 5.1 – 10 acres	<b>\$700.00</b>
	Tract size 10.1 + acres	<b>\$900.00</b>
	<b>Mixed Final Plan [Combination of 2 or more districts]</b>	
<b>Planning</b>	Tract size 0 – 10 acres	<b>\$600.00</b>
	Tract size 10.1 + acres	<b>\$900.00</b>

# KEY PROJECT DEADLINES FOR PLANNING COMMISSION

## By Project Type

SPECIAL USE PERMIT	REZONING	PRELIMINARY PLAT	PRELIMINARY PLAN	FINAL PLAT	FINAL PLAN	<b>IMPORTANT DATES AND ACTIVITIES</b> The following are a list of key activities and deadlines that must be accomplished prior to the Planning Commission Meeting. Other requirements and deadlines will be communicated by Planning Staff or the Public Works Department. Failure to meet any of these deadlines will result in a continuation of the project to the next Planning Commission Meeting.
						<b>PLANNING COMMISSION APPLICATION DEADLINE</b>
✓	✓	✓	✓	✓	✓	<b>Application:</b> The applicant must submit a completed application (including all required signatures), 1 copy of all required plans and/or plats, a pdf of all plans/plats, and the required fee by the Planning Commission application deadline.
			✓			<b>Stormwater Drainage Study:</b> A Stormwater Drainage Study, in accordance with Sections 15-516 and 15-517 of the City's Stormwater Management Ordinance and all applicable sections of APWA, must be submitted directly to the City Engineer within the Public Works Department on or before the Planning Commission application deadline. Contact the Public Works Department for details.
			✓			<b>Traffic Study:</b> A Traffic Study must be submitted directly to the City Engineer within the Public Works Department on or before the Planning Commission application deadline. Contact the Public Works Department for details.
						<b>MINIMUM OF 20 DAYS PRIOR TO PLANNING COMMISSION MEETING (not including day of meeting)</b>
✓	✓	✓	✓			<b>Posting of Signs:</b> Signs must be posted a minimum of 20 days prior to Planning Commission meeting (not including day of meeting) along each public R.O.W. The City provides the signs. Contact the Planning Services Division.
✓	✓	✓	✓			<b>Public Notice:</b> Public notice must be sent a minimum of 20 days prior to Planning Commission meeting (not including day of meeting) by certified mail with return receipt, for properties within 200 ft. of proposed development. A draft of the letter must be submitted to Staff for approval prior to mailing.
						<b>MINIMUM OF 10 DAYS WITHIN FILING OF APPLICATION</b>
✓	✓	✓	✓			<b>Interact Meeting:</b> The applicant is required to send courtesy notification to residents within 500 ft. of the proposed development and president(s) of adjacent and/or nearby homes association(s), even if beyond the 500 ft. This letter must be submitted to Staff for approval prior to mailing. In addition, proof of such notice must be submitted. to City Planning staff either upon the filing of an application or within 10 days thereafter.
						<b>10 DAYS PRIOR TO PLANNING COMMISSION MEETING</b>
✓	✓	✓	✓			<b>Interact Meeting Summary:</b> A summary of the Interact Meeting must be submitted to Planning Staff a minimum of 10 days prior to Planning Commission Meeting.
						<b>2 DAYS PRIOR TO PLANNING COMMISSION MEETING</b>
✓	✓	✓	✓			<b>Proof of Public Notice:</b> The return receipts from the certified mailing of public notice must be submitted to the Planning Staff 2 days prior to Planning Commission Meeting.
						<b>DAY OF PLANNING COMMISSION MEETING</b>
✓	✓					<b>Maintenance of Sign Affidavit:</b> The sign provided by the City of Leawood for rezoning and Special Use Permits shall be maintained and kept in place by the applicant until the conclusion of the public hearing before the Plan Commission or until withdrawal of the application, at which time the sign may be removed by the applicant; but in any event, the sign shall be removed by the applicant after final action on the application. The applicant shall file an affidavit at the time of the public hearing before the Plan Commission that the sign was placed and maintained to the hearing date as required by this ordinance. No application shall be heard by the Planning Commission or the Governing Body unless such affidavit has been filed.

## LEAWOOD PLANNING COMMISSION

The Leawood Planning Commission is a nine member non-partisan body whose members are appointed by the Mayor and confirmed by the Governing Body.

The Planning Commission prepares the Comprehensive Plan that is used as a general guide for the development of the community. The Comprehensive Plan is reviewed and updated annually as part of the commission's ongoing process of evaluating trends and patterns. The Commission also reviews all zoning, special use permit, and site plan and plat applications prior to making recommendations to the governing body for final action.

The regular scheduled public meetings of the Planning Commission are held at 6:00 PM on the fourth Tuesday of each month in the City Council chambers, 4800 Town Center Drive. The Commission may also schedule a special meeting and/or conduct a study session on the second Tuesday of each month.

Anyone wishing to appear on the Planning Commission agenda or study session agenda should contact Planning Services at (913) 339-6700.

### REZONING, PRELIMINARY PLAN AND SPECIAL USE PERMIT PROCEDURES FOR LEAWOOD, KANSAS

Newspaper publications: The city will be responsible for publishing the notice of public hearing in the official City newspaper not less than 20 days prior to the end of the public hearing.

Posting of the sign: Upon submission of the application, the City will supply the applicant with a sign to be posted on the property. The sign must be posted not less than 20 days prior to the public hearing.

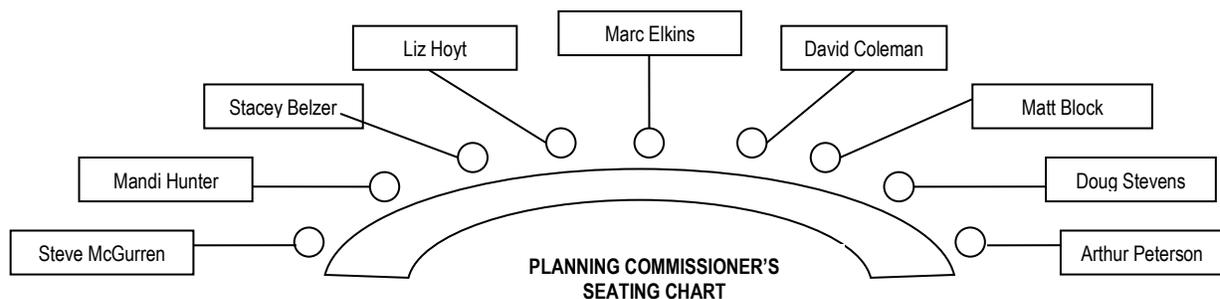
Letters of notification: The applicant will be responsible for mailing notices by certified mail, return receipt requested, of the proposed zoning change to all land owners located within 200 feet of the area proposed to be altered. These notices must be sent a minimum of 20 days prior to the Planning Commission hearing.

Public hearing: The Planning Commission hears all zoning requests, hearing from the applicant and anyone in the audience wishing to speak for or against the proposal. The Commission will then make a recommendation for approval or denial to the City Council or continue the application to another Planning Commission agenda. The following is an outline of the public hearing process.

1. Staff summarization of comments and recommendations.
2. Applicant presentation and response to staff comments and recommendations.
3. Public Hearing
  - a. Anyone wishing to speak, either in favor or in opposition has an opportunity to speak.
  - b. It is appreciated if the speakers keep repetition to a minimum.
4. The applicant will have an opportunity to respond to points raised during the hearing.
5. Planning Commission discussion.
6. Motion and second by the Planning Commission.
7. Planning Commission discussion of motion.
8. Planning Commission vote on the motion.

Protest period: Certain property owners may file a petition protesting the application within 14 days after the close of the Planning Commission public hearing. The petition must be signed by the owners of record of 20% or more of any real property proposed to be rezoned, or by the owners of record of 20% or more of the total real property within the area required to be notified in Article 16-5-4.1 of the proposed zoning of specific property, excluding streets and public ways and property excluded pursuant to 16-5-4.3.

City Council Action: After the protest period has concluded, the application will be placed on an agenda for a City Council meeting. The Council may then take action on the proposal. The Council may approve the Planning Commission's recommendation, or it may amend and approve or remand the proposal to the Planning Commission for further consideration.





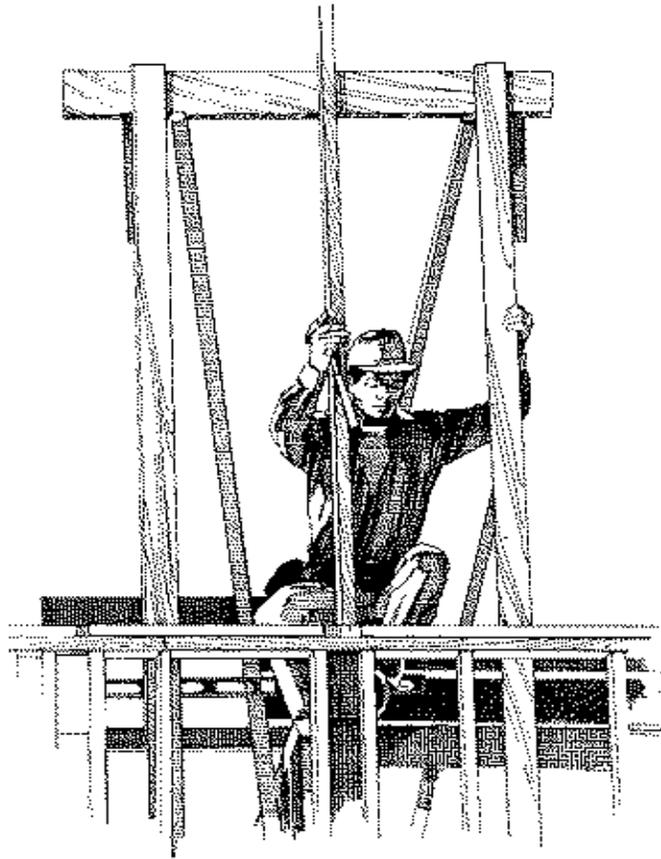
**To all the developers in the City of Leawood, Kansas:**

The information contained in this packet will explain Leawood's procedures and requirements necessary for Final Residential Development approval.

These procedures and regulations are governed by the Leawood Development Ordinance.

Please contact the Planning and Development Department if there are any questions, (913) 663-9160.

Planning and Development Department  
City of Leawood, Kansas  
January, 2020



# Residential Development Procedure

## FINAL STAGES OF THE DEVELOPMENT APPROVAL PROCESS

### Required Approvals

Before any development can commence, a final plat and final site plan must be approved by the Planning Commission and, the Governing Body. This booklet will aid in explaining the process. Prior to applying for final plat and final site plan approval the following items **must** be approved by the Governing Body: zoning, preliminary plan and preliminary plat. In addition, the preliminary engineering must be approved by the City Engineer.

### Final Site Development Plan

A final site development plan application and fee must be submitted to the Planning and Development Department by the application deadline. The application shall include the signatures of all owners of properties that are part of the subject development or provide proof of ownership of all owners through the completion of the ownership affidavit. All zoning districts within the City of Leawood are planned districts which require final site plan approval and the filing of a development plan.

Final site development plans are required at the time of application. These plans must conform to all site development plan requirements. Furthermore, incorporated in or separate from the final site development plan, final landscape plans are required. Three (3) full sets shall be provided by the deadline. The criteria for these plans is addressed in the final site plan checklist. Again, this is required for all residential or commercial projects.

After the Staff has reviewed the first submission and made their comments, the applicant will be notified of deficiencies by letter. The applicant will then be given a second deadline to submit eleven (11) complete sets of half size corrected plans stapled and folded to a size not to exceed 9" X 12", one (1) complete set of full size corrected plans and one printable Portable Document Format (PDF) copy. The PDF shall not contain layers or should be flattened, giving staff the ability to print the file. After a second review, the staff will make a recommendation to the Planning Commission. A written report and meeting agenda will be sent to the applicant prior to the meeting. This report is the same report that the Planning Commissioners receive. **At the Planning Commission hearing a representative should be in attendance to present the proposed development.** The representative is required to have a complete set of color renderings of the entire project at the Planning Commission

meeting. The Planning Commission then makes a recommendation to the Governing Body. The Planning Commission will take action by either making a recommendation of approval, recommendation of denial or continuing the application for final action at a later date.

The staff will forward the Planning Commission recommendation to the Governing Body. The Governing Body will take action either approving or disapproving the recommendation of the Planning Commission. A representative must be present at the time of hearing. The Governing Body may continue its action on the application for final action at a later date. The Governing Body may also remand the application back to the Planning Commission for reconsideration.

Following the approval of a final development plan, a copy of the final development plan signed by the Director shall be filed by the applicant with the Register of Deeds of Johnson County. All filing fees shall be paid by the applicant. The authorization for the use approved by the development plan shall not become effective until a copy of the recorded plan bearing its recordation notations shall be returned and placed on file with the City Clerk. The statement shall be recorded in accordance with the forms and procedures established by the City. For more information on the recording of the final development plan refer to Section 16-3-15: Recording of Development Plans in the Leawood Development Ordinance.

Final development plan approval shall not be valid for a period longer than five (5) years from the date of such approval, unless within such period a building permit is obtained and substantial construction is commenced and all additional building permits necessary to complete the project as approved in the final development plan schedule are obtained in a timely fashion. The Governing Body may grant an extension upon written request of the original applicant. An application for extension of a final development plan may be granted if the application is filed before the final development plan expires. Upon granting an extension, the Governing Body has the authority to attach new conditions to the final development plan, as it deems appropriate. Substantial construction as used in this section shall mean completion of at least ten (10) percent of the building construction (excluding grading and site preparation) in terms of the total expected cost of the project for which the permit was issued and diligent pursuit of construction continues. Whenever a final plan or phase thereof has expired as provided in this section, it shall be deemed abandoned and no development shall take place on the property until a new preliminary and final development plan has been approved.

## Final Engineering

Final Engineering must be submitted and approved prior to the Planning Commission acting upon the submission. The necessary elements for final engineering are addressed in the "Public Improvements Construction Standards" adopted by the City. The packet is available in the Public Works Department.

1. Final traffic study
2. Final stormwater study

The application will be deemed incomplete and will be rejected without these studies. The City Engineer should be contacted at (913) 663-9134 prior to application to determine what is required in the studies.

## **IMPORTANT DEVELOPMENT INFORMATION**

### Before Building Permits Can Be Issued

Building permits may not be issued prior to the completion and approval of the Public Works elements.

Adequate fire protection must be available and approved before any permits may be issued.

### Building Permits

After completion and approval of the required City improvements building permits are issued by the Codes Administration Division of the Public Works Department upon review of building plans.

### Water Supply and Adequate Fire Protection

As part of the submission for building permits for commercial buildings, the applicant must submit fire suppression plans / sprinkler plans for review by the Leawood Fire Marshal. The Codes Administration Division will review the building plans and forward the sprinkler plans to the Fire Marshal. Once approvals have been granted then building permits may be issued pending completion of all other requirements.

### Summary

The applicant is responsible for meeting all applicable City, County, State and Federal codes in their submission. Incomplete submissions will be rejected. It is the applicant's responsibility to ensure that all of the required documents have been submitted to Staff.

# FINAL SITE DEVELOPMENT PLAN CHECKLIST

Application Requirements. The applicant shall submit to the Planning Department 3 copies of the proposed final development plan, or such other number required by the Director. The final development plan, required maps, technical studies and supplemental information shall be provided in paper and in compatible electronic format unless otherwise waived by the Director and shall bear such professional certifications and seals as the Director may require. The final development plan shall be accompanied by a completed application form approved by the Director. The required plans, maps, schedules, technical studies and supplemental information shall include the following:

1. Legal description: A written and electronic copy of the legal description of the property included in the proposed development, including total acreage.
2. Context plans or maps:
  - a. A vicinity map (showing ½ mile radius)
  - b. A current aerial photograph (1'=100') and map of the site and the area within 1,000 feet of the subject property showing the following:
    1. Public streets and classification, i.e. local, collector, arterial;
    2. Surrounding uses and adjacent properties; and
    3. Existing streams, bodies of water, and watersheds.
3. Detailed plans or maps of the development and within 500 feet: A depiction of the property to be included in the proposed development, plus the area within 500 feet thereof or all adjacent properties, whichever is greater shall be shown, including the location of existing and proposed:
  - a. Buildings and other structures;
  - b. Property lines with ownership delineated;
  - c. Parking areas, loading spaces, drives and walkways;
  - d. Screening and landscaping, including location, height and materials;
  - e. Drainage patterns and structures, including location and size of any culvert, sewer, ditch or other drainage structure;
  - f. Public streets and curb cuts;
  - g. Fences and walls, including location, height, color and materials;
  - h. Signage, including conceptual graphics and elevations;
  - i. Easements;
  - j. Utilities; including final input of water, sewer, gas and electric facilities;
  - k. Any areas proposed for public use and/or dedication;

- l. Identification of noise generation locations; and
  - m. Boundary of each zoning district and acreage therein within the site.
4. Maps: Provide the following 2 plans that include the proposed development, plus the area within 200 feet thereof:
- a. Grading plan: This map shall include the following:
    - 1. Location, of all proposed buildings and structures;
    - 2. Limits, location, size, including top and bottom of wall elevations, and material to be used in all proposed retaining walls;
    - 3. Proposed parking, parking lot islands and drive aisles associated with any amenities such as clubhouses, pools or other amenities;
    - 4. All proposed and existing adjacent public street right-of-way with centerline location.
    - 5. All proposed and existing adjacent public and private streets, driveway locations, medians, curb cuts and public and semi public easements. Provide the width and radii where applicable;
    - 6. Location, size and radii of all existing and proposed median breaks and turning lanes.
    - 7. Pavement edges;
    - 8. Location, width and limits of all existing and proposed sidewalks;
    - 9. All existing and proposed drainage structures;
    - 10. All existing and proposed easements, including utility and landscape easements;
    - 11. Boundaries of all lots and tracts labeled with the area of the lot or tract in square feet;
    - 12. Finished grades or contours for the entire site (2-foot intervals may be required by the Director, depending on the site);
    - 13. Existing topography (grayed out) with contours at 2-foot intervals;
    - 14. Delineation of any land areas subject to 100-year flood, certified by a Kansas licensed engineer and tied to the currently approved FEMA map;
    - 15. Scale at 1"=40', or larger with written and graphic scales;
    - 16. North arrow located at either the top or right side of the drawing;
    - 17. Boundaries, exterior bearings and dimensions clearly shown;
  - b. Site plan: This plan shall include the following (This plan shall not include existing or proposed topography):
    - 1. Location, of all proposed buildings and structures;
    - 2. Limits, location, size, including top and bottom of wall elevations, and material to be used in all proposed retaining walls;

3. Proposed parking, parking lot islands and drive aisles associated with any amenities such as clubhouses, pools or other amenities;
  4. All proposed and existing adjacent public street right-of-way with centerline location.
  5. All proposed and existing adjacent public and private streets, driveway locations, medians, curb cuts and public and semi public easements. Provide the width and radii where applicable.
  6. Location, size and radii of all existing and proposed median breaks and tuning lanes.
  7. Pavement edges;
  8. Location, width and limits of all existing and proposed sidewalks;
  9. Location and dimensions of any trash enclosures;
  10. All existing and proposed easements, including utility and landscape easements;
  11. Boundaries of all lots and tracts, labeled with the area of the lot or tract in square feet;
  12. Required and proposed building and parking setbacks;
  13. Distance between all buildings, between buildings and property lines and between all parking areas and property lines.
  14. Delineation of any land areas subject to 100-year flood, certified by a Kansas licensed engineer and tied to the currently approved FEMA map;
  15. Location, height, type and color of all proposed parking lot light fixtures if used within amenity areas such as clubhouses, pools, etc...;
  16. Scale at 1"=40', or larger with written and graphic scales;
  17. North arrow located at either the top or right side of the drawing;
  18. Boundaries, exterior bearings and dimensions clearly shown;
5. Landscape plans: One or more maps of the proposed development that includes the following:
- a. Buildings and other structures;
  - b. Dimensioned landscaped areas including areas around proposed homes and amenities such as clubhouses and pools and within medians and islands;
  - c. The location, number, size, and type of landscaping plants and materials;
  - d. The location of any tree preservation areas including a tree survey;
  - e. Proposed parking for amenity areas such as clubhouses, pools, etc...;
  - f. Pavement edges;
  - g. Boundaries of all lots and tracts labeled with the area of the lot or tract in square feet;
  - h. Required and proposed building and parking setbacks;

6. Photometric study: A photometric study of any proposed amenity areas such as clubhouses, pools, etc. that shows the foot-candles generated by the lighting on site that extends to all property lines. All lights, other than publicly installed street lights, shall be located and installed to reflect the light away from abutting residential buildings. A maximum of 0.5 foot-candle is permitted at the property line of the tract that is proposed to contain any such amenity areas.
7. Detailed plans and specifications: Detailed plans and specifications must be submitted for the following:
  - a. Light fixtures: A manufacturer's specification sheet must be provided for all light fixtures including parking lot and building light fixtures for amenity areas such as clubhouses, pools, etc. and for any street light fixtures that are proposed to vary from the City of Leawood standard. The specifications must include style of light fixture, dimensions including height if applicable, color, material and type of lighting.
  - b. Signs including monument and wall signs:
    1. Location of all proposed wall and/or monument signs.
    2. Detailed plans of individually proposed signs shall be submitted. These plans shall include dimensions of the overall sign and individual characters, letter height, percentage of façade if a wall sign, style, color, material and the type of lighting proposed;
  - c. Trash enclosures if any: A detailed drawing shall be submitted of all trash enclosures. This detail drawing shall include dimensions, materials, colors and any proposed lighting. Note, that trash enclosures must be architecturally attached to the building and shall have a metal, sight-obscuring, decorative gate.
8. Schedules: A schedule shall be included indicating the following:
  - a. Total area of the site (square footage and acres);
  - b. Total area of each lot and tract included within the development (square footage);
  - c. Gross building area (square footage) for multi-family dwelling units;
  - d. Percentage of the site covered by buildings for multi-family dwelling units;
  - e. Percentage of common open space;
  - f. Number of dwelling units;
  - g. Bulk regulations specified in the applicable zoning district regulations, including:
    1. Required and provided building and parking setbacks for all sides of the development.
    2. Height of each building within the development (number of stories and feet) for multi-family dwelling units;
  - h. Schedule of landscaping plant material that includes:

1. The number of each species to be planted;
  2. The scientific and common name of all plant material to be used;
  3. The size of plant material to be used including caliper and/or height.
9. 135<sup>th</sup> Street Design Guidelines: All property within the 135<sup>th</sup> Street corridor must comply with the 135<sup>th</sup> Street Corridor Urban Design and Development Plan.
10. Phases of development:
- a. Phases of development must be shown on the final development plan, if applicable;
  - b. The applicant shall submit a development plan that also displays the entire development at the completion of all phases;
  - c. The phased development shall have the phases clearly outlined with expected dates for beginning of construction and date of completion of construction.
  - d. No building permit shall be issued for any phase of development until a final development plan for that phase is approved.
  - e. Any deviation from the phasing approved by a final development plan shall be authorized only by submission and approval of a revised final development plan.
11. Architectural elevations: One or more illustrations shall be provided with the final development plan showing building elevations (except for single-family dwellings) that include:
- a. Elevations of all sides of proposed buildings including notation indicating building materials to be used on exteriors and roofs and the height dimensions of the building, both in the number of stories and feet;
  - b. Location, size, materials, color and type of lighting for all signs to be attached to the building exteriors;
  - c. Building sections;
  - d. Location, size, style (include make and model number) and color of light fixtures mounted on the building.
12. Screening plan: Except for single-family dwellings, one or more illustrations shall be submitted with the final development plan showing the location, size and materials to be used in all screening of roof-top or ground level mechanical equipment, trash and refuse areas and loading areas.
13. Three-dimensional model of the proposed building: A 3-dimensional model is required for all buildings except for single-family dwellings.

14. Floor plans: For amenities such as clubhouses etc., one or more illustrations shall be submitted with the final development plan showing dimensions and areas of all floors within the proposed buildings.
15. Technical studies:
- a. The following technical studies must be submitted at the time of application directly to the City Engineer.
    1. Drainage study;
    2. Final storm water collection;
    3. Detention and erosion control plans;
    4. Final analysis of the capacity of the existing sanitary sewer receiving system;
    5. Final water and sanitary sewer plans;
    6. Traffic Study (except for single-family residential).
  - b. At any time prior to approval of a final development plan, the Director or other designated official may require applicants to submit any technical studies that the Director or other designated official deems necessary to enable the appropriate person or entity to fully evaluate the application. Examples of technical studies or technical reviews that may be required shall include, but are not limited to, traffic, lighting, engineering, geologic or hydro-geologic review, floodplain, environmental impact assessments, noise, or surface management/drainage studies. The persons or firms preparing the studies shall be approved by the Director.
  - c. Notwithstanding the fact the Director or other designated official did not require submission of a technical study in support of an application, either the Planning Commission or the Governing Body may require the submission of such technical study prior to taking action on an application where deemed necessary.
  - d. Technical studies may be required before or after an application has been initially deemed complete. If required after, the application shall be deemed incomplete until such study is completed and submitted as required.
16. Supplemental information: Such other information as may be requested by the Director as may be reasonably needed or appropriate to adequately review the proposed development and any potential impacts. The following supplemental information shall be submitted at time of application for final development plan approval:
- a. Deeds of dedication for all rights of way or easements required as a result of final development plan approval, if conveyance thereof is not to be made by plat only.
  - b. A copy of all covenants and restrictions applicable to the development, if required by the terms of the final development plan.
  - c. Evidence of the establishment of the agency for the ownership and maintenance of any common open space and/or storm water system and all assurances of the

financial and administrative ability of such agency, if required by the terms of the approved final development plan, to maintain such space.

- d. Evidence of satisfaction of any conditions of the preliminary development plan approval that were conditions precedent to consideration of the final development plan; e.g. easements, design guidelines, covenants.

# Proof of Ownership Affidavit

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

\_\_\_\_\_, being duly sworn upon his/her oath, deposes and states as follows:

1. That \_\_\_\_\_ is/are the legal owner(s) of the property affected by Case # \_\_\_\_\_; or

2. That \_\_\_\_\_, a \_\_\_\_\_, is the holder of a contract to purchase the property

affected by Case # \_\_\_\_\_ from the owner(s), and is therefore "landowner" within the meaning of K.S.A.12-726, and any amendments thereto; and

3. That he/she is the \_\_\_\_\_ of said \_\_\_\_\_ (contract holder) and was duly authorized to file the application for Case # \_\_\_\_\_ on its behalf.

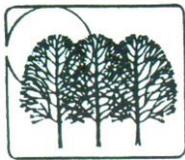
\_\_\_\_\_  
Signature

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

My appointment expires:

\_\_\_\_\_



City of Leawood

# APPLICATION FOR SITE DEVELOPMENT PLAN

PRELIMINARY     FINAL     REVISED FINAL    # \_\_\_\_\_

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) 339-6781

## PROPERTY INFORMATION

1. Name of Project: \_\_\_\_\_
2. Location or Address of subject property: \_\_\_\_\_
3. Legal Description: \_\_\_\_\_
4. Current Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_
5. Acreage: \_\_\_\_\_ No. of Lots/Units: \_\_\_\_\_

## 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 \_\_\_\_\_

### ARCHITECT:

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 \_\_\_\_\_

### 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.

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**IMPORTANT APPLICATION REQUIREMENTS**

1. A representative must be at the meeting to represent this application.
2. If more than one property owner or developer is involved with this request, please attach additional names and addresses to this application.
3. The contact person will receive all staff correspondence.
4. Provide an electronic version of the Legal Description.

**APPLICANT**

**PROPERTY OWNER**

\_\_\_\_\_  
*Applicant's Signature*

\_\_\_\_\_  
*Owner's Signature*

<b><u>FOR OFFICE ONLY</u></b>		
Date Filed: _____	Accepted by: _____	Fee Collected: _____
Case Number: _____	PC Meeting Date: _____	
Planning Commission Recommendation: _____		
_____		

*Last Revised: 1/1/19*