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

<table>
<thead>
<tr>
<th>Planning Commission Meeting</th>
<th>Application Deadline</th>
<th>Deadline for Publication</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:00:00 PM at Leawood City Hall</td>
<td>Rezoning, SUP, Preliminary Plan/Plat, Final Plan/Plat</td>
<td>Public Notices, Rezoning &amp; SUP Sign Posting</td>
</tr>
<tr>
<td>Tuesday, January 28, 2020</td>
<td>Tuesday, December 24, 2019</td>
<td>Tuesday, January 7, 2020</td>
</tr>
<tr>
<td>Tuesday, February 25, 2020</td>
<td>Tuesday, January 21, 2020</td>
<td>Tuesday, February 4, 2020</td>
</tr>
<tr>
<td>Tuesday, March 24, 2020</td>
<td>Tuesday, February 18, 2020</td>
<td>Tuesday, March 3, 2020</td>
</tr>
<tr>
<td>Tuesday, April 28, 2020</td>
<td>Tuesday, March 24, 2020</td>
<td>Tuesday, April 7, 2020</td>
</tr>
<tr>
<td>Tuesday, May 26, 2020</td>
<td>Tuesday, April 21, 2020</td>
<td>Tuesday, May 5, 2020</td>
</tr>
<tr>
<td>Tuesday, June 23, 2020</td>
<td>Tuesday, May 19, 2020</td>
<td>Tuesday, June 2, 2020</td>
</tr>
<tr>
<td>Tuesday, July 28, 2020</td>
<td>Tuesday, June 23, 2020</td>
<td>Tuesday, July 7, 2020</td>
</tr>
<tr>
<td>Tuesday, August 25, 2020</td>
<td>Tuesday, July 21, 2020</td>
<td>Tuesday, August 4, 2020</td>
</tr>
<tr>
<td>Tuesday, September 22, 2020</td>
<td>Tuesday, August 18, 2020</td>
<td>Tuesday, September 1, 2020</td>
</tr>
<tr>
<td>Tuesday, October 27, 2020</td>
<td>Tuesday, September 22, 2020</td>
<td>Tuesday, October 6, 2020</td>
</tr>
<tr>
<td>Tuesday, November 24, 2020</td>
<td>Tuesday, October 20, 2020</td>
<td>Tuesday, November 3, 2020</td>
</tr>
<tr>
<td>Tuesday, December 8, 2020</td>
<td>No New Applications - Old Business Only</td>
<td></td>
</tr>
<tr>
<td>Tuesday, January 26, 2021</td>
<td>Tuesday, December 22, 2020</td>
<td>Tuesday, January 5, 2021</td>
</tr>
</tbody>
</table>
**KEY PROJECT DEADLINES FOR PLANNING COMMISSION**  
By Project Type

<table>
<thead>
<tr>
<th>SPECIAL PERMIT</th>
<th>REZONING</th>
<th>PRELIMINARY PLAT</th>
<th>PRELIMINARY PLAN</th>
<th>FINAL PLAT</th>
<th>FINAL PLAN</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>IMPORTANT DATES AND ACTIVITIES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

| **PLANNING COMMISSION APPLICATION DEADLINE** | | | | | |
| Application: 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. |
| Stormwater Drainage Study: 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. |
| Traffic Study: 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. |

| **MINIMUM OF 20 DAYS PRIOR TO PLANNING COMMISSION MEETING (not including day of meeting)** |
| Posting of Signs: 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. |
| Public Notice: 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. |

| **MINIMUM OF 10 DAYS WITHIN FILLING OF APPLICATION** |
| Interact Meeting: 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. |

| **10 DAYS PRIOR TO PLANNING COMMISSION MEETING** |
| Interact Meeting Summary: A summary of the Interact Meeting must be submitted to Planning Staff a minimum of 10 days prior to Planning Commission Meeting. |

| **2 DAYS PRIOR TO PLANNING COMMISSION MEETING** |
| Proof of Public Notice: The return receipts from the certified mailing of public notice must be submitted to the Planning Staff 2 days prior to Planning Commission Meeting. |

| **DAY OF PLANNING COMMISSION MEETING** |
| Maintenance of Sign Affidavit: 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.

Marc Elkins
David Coleman
Liz Hoyt
Stacey Belzer
Mandi Hunter
Steve McGurren
Doug Stevens
Arthur Peterson

PLANNING COMMISSIONER’S SEATING CHART
# PLANNING & DEVELOPMENT

## SUBDIVISION REGULATION PROCEDURES

<table>
<thead>
<tr>
<th>Planning</th>
<th>Preliminary Plat Submission</th>
<th>$800.00 minimum + $2.00 per lot/tract</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Final Plat Submission</td>
<td>$400.00 minimum + $2.00 per lot/tract</td>
</tr>
</tbody>
</table>

## Cost to Develop Arterial Streets

| Planning                      | When a designated arterial street abuts the property owner’s land, the property owner shall pay at least 50% of the cost to develop said street to the standards prescribed for a major collector to pay for the future improvement of the street or to reimburse the City for its costs for a street which has already been improved to major collector standards, unless the property owner has paid the 135th Street Corridor Impact Fee for the property. The cost to construct a major collector shall be determined at the time an existing collector was constructed or, for future construction is established at $783.00 per foot. Fee shall not be applicable for a single residential lot split if lot owner has dedicated any required right-of-way for street improvement and dedication approved by Governing Body. | $783.00 per foot. Fee shall be collected at time of platting. |

## SPECIAL USE PERMITS [SUP]

<table>
<thead>
<tr>
<th>Planning</th>
<th>Tract Size 0 – 5 acres</th>
<th>$300.00 each</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Tract size 5.1 – 10 acres</td>
<td>$400.00 each</td>
</tr>
<tr>
<td></td>
<td>Tract size 10.1 + acres</td>
<td>$500.00 each</td>
</tr>
<tr>
<td></td>
<td>Temporary Use Permit</td>
<td>$50.00 each</td>
</tr>
<tr>
<td></td>
<td>Seasonal Sales</td>
<td>$50.00 @ application</td>
</tr>
</tbody>
</table>
Final Plat

Staff recommends that the final plat be submitted simultaneously with the final site development plans as this aids in the staff's review. The State of Kansas allows the final plat to be submitted up to 15 days prior to the meeting of the Planning Commission.

A final plat application and fee must be submitted to the Planning and Development Department by the application deadline. The applicant shall furnish a completed application that includes 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 ownership affidavit. For more information on platting refer to Article 8: Subdivision and Lot Splits in the Leawood Development Ordinance.

As part of the application, a consent form must be filed in which the applicant waives their right to assert that the plat is approved as a result of the Planning Commission's failure to act upon the plat within 60 days of submission.

Eleven (11) full sets of half size copies and one (1) full set of full size copies of the final plat and one printable Portable Document Format (PDF) copy. The PDF shall not contain layers or must be flattened, giving staff the ability to print the file. These plans must fulfill all criteria set forth in the attached Final Plat Checklist. One (1) complete set additional 8 ½" x 11" paper copy must accompany the application on which must be marked all street light locations, sidewalk locations and storm sewer locations. All plats must be stapled and folded to a size not to exceed 9" X 12". Plats that do not meet this standard will not be accepted. Final plats are required for all residential and commercial developments.

After the Staff has reviewed the submission and made their recommendations, the Planning Commission will consider the plat. A written report and meeting agenda shall be made available online at www.leawood.org 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 Planning Commission then makes a recommendation to the Governing Body who has the power to formally approve plats. 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.
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. 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. **A representative must be present at the time of hearing.**

If the Governing Body approves the final plat then a recording plat submission must be made. This submission will consist of one (1) copy of the plat on twenty-four pound (24lb) paper or vellum. These plats must include all of the required signatures. One (1) electronic copy of the plat must also be provided.

The City will obtain the signatures of the Mayor, City Clerk, and Chairman of the Planning Commission. The applicant will deliver one copy of the plat to the Johnson County Public Works Department. Upon recording, the applicant will purchase two copies of the recorded plat and deliver them to the Leawood Planning and Development Department.

For the purpose of single family residential developments, development rights in such land shall vest upon recording of a plat of such land. If construction is not commenced on such land within 10 years of recording a plat, the development rights in such shall expire. For all purposes other than single family developments, the right to use such land for a particular purpose shall vest upon the issuance of all permits required for such use by a city or county and construction has begun and substantial amounts of work have been completed under a validly issued permit.
FINAL PLAT CHECKLIST

1) The final plat shall be drawn at a scale of 100 feet to 1 inch (Unless directed otherwise by the City of Leawood) from an accurate survey. Sheet size shall be 24 by 36 inches. On the first sheet of every plat there shall be a key map showing the location of the subdivision referenced to government survey lines and major streets.

2) Contents of the final plat. The final plat shall show all of the following:
   a) The location and description of all section corners and permanent survey monuments in or near the tract. At least one of these shall be referenced in the subdivision.
   b) The legal description for the property including total acreage.
   c) The length of all required lines dimensioned in feet and decimals, and the values of all required true bearings and angles with dimensions in degrees, minutes and seconds as required.
   d) The boundary lines of land being subdivided, fully dimensioned by lengths and bearings, and the location of boundary lines of adjoining lands, with adjacent plats identified by official names.
   e) The lines of all proposed streets fully dimensioned by lengths and bearings of angles. The widths, and names, of all proposed streets, and of all adjacent streets and easements which shall be properly located.
   f) The lines of all proposed lots fully dimensioned by lengths and bearing or angles.
   g) The outline of any property which is offered for dedication to public use, fully dimensioned by lengths and bearings, with the area marked "public".
   h) The blocks numbered consecutively throughout the entire subdivision and the lots numbered consecutively throughout each block with areas to be excluded from platting marked "excepted" or "not a part".
   i) The location of all building lines, setback lines, and easements for public services or utilities with dimensions showing their location.
   j) The location of all easements for drainage with dimensions showing their location.
   k) All types of easements, common areas, and tracts shall be clearly described in the text of the plat.
   l) The radii, arcs, points of tangency, points of intersection, and central angles for curvilinear streets and radii for all property returns.
   m) The proper acknowledgments of owners and the consent by the mortgagee to plat restrictions.
   n) Engineer's or land surveyor's certificate of survey, signed and sealed.
   o) A signature block for the chairman of the Planning Commission, Mayor and City Clerk.
p) A title block shall be located on the final plat and shall include:
   1. The name of the subdivision.
   2. The name of the city, county and state.
   3. The location and description of the subdivision referenced to section, range and township.

3) Additional Calculations and Information
   a) 1 copy of all lot area, boundary and other calculations performed on the plat shall be submitted to the City Engineer.
   b) The reference line or meridian for bearings shown on the plat shall be submitted, and the City Engineer may require adjustment in such line in the interest of consistency and order relation to other plats and surveys in the area.
   c) Evidence of compliance with all requirements of the City Engineer or Public Works Department.
   d) Ownership and encumbrance report for any portion to be dedicated to the public, with releases of all liens or encumbrances
   e) All areas proposed to be reserved or dedicated for public parks, playgrounds, school sites, open spaces or other public areas. The subdivider shall also include a legal document evidencing such dedication, signed by the property owner and containing a legal description of the land proposed to be dedicated and shall incorporate all conditions or stipulations set forth by the Planning Commission and Governing Body in the final plat approval stage.
   f) The following information shall be provided to the Planning Department regarding right-of-way to be dedicated to the City of Leawood:
      1) Total acreage;
      2) Value of acreage to be dedicated to the City of Leawood;
      3) A statement of who is providing the acreage being dedicated.

4) Supplementary Requirements. The compliance with the minimum standards set here shall not assure approval of a subdivision. The Planning Commission and/or the Governing Body may require various design modifications or additions, including but not limited to:
   a) Construction of walkways or bicycle paths along streets.
   b) Construction of walkways or hike/bike paths or trails on alignments that are not along streets but along rear lot lines, drainage ways, etc.
   c) Provision of larger lots than the required minimum if transition from a large lot subdivision is needed to preserve property values.
d) Require adjustments and special protective measures in street and lot planning where floodplains exist or where surface runoff is concentrated to the degree that erosion is likely or danger to life or property may exist.
Stipulation and Consent for Extending Time for Consideration of Plat

WHEREAS, the undersigned has submitted a preliminary/final plat to the City of Leawood Planning Commission; and

WHEREAS, said plat will be considered by the Planning Commission on the __________ day of _________________________, 20__; and

WHEREAS, the Planning Commission is obligated to take action upon plats within sixty (60) days of the date on which the plat was first submitted to the Planning Commission; and

WHEREAS, the staff has informed the undersigned that the plat as submitted may not comply with existing subdivision regulations; and

NOW, THEREFORE, the undersigned does hereby agree to waive the time requirements established by the Leawood Subdivision Regulations, which require the Planning Commission to take action upon preliminary/final plats within sixty days of submission.

The undersigned further hereby waives the right to assert that this plat has been approved as a result of the failure of the Planning Commission to act upon the plat within sixty (60) days of submission.

________________________________________
Applicant / Date

_____________________________           _________________
Plat Name                          Case No.
APPLICATION FOR PLAT APPROVAL

☐ PRELIMINARY ☐ 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: ________________________________


5. Acreage: __________________ No. of Lots/Units: __________________

APPLICANT INFORMATION

OWNER OF RECORD:

Business Name_______________________________
Contact Name_______________________________
Address ____________________________________
City/State _______________________ Zip_________
Phone __________________ Fax ________________
Email _______________________________________

CONTACT PERSON:

Business Name_______________________________
Contact Name_______________________________
Address ____________________________________
City/State _______________________ Zip_________
Phone __________________ Fax ________________
Email _______________________________________

DEVELOPER:

Business Name_______________________________
Contact Name_______________________________
Address ____________________________________
City/State _______________________ Zip_________
Phone __________________ Fax ________________
Email _______________________________________

ENGINEER/SURVEYOR:

Business Name_______________________________
Contact Name_______________________________
Address ____________________________________
City/State _______________________ Zip_________
Phone __________________ Fax ________________
Email _______________________________________
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.

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**

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**APPLICANT**

Applicant’s Signature

---

**PROPERTY OWNER**

Owner’s Signature

---

**FOR OFFICE ONLY**

Date Filed: _______________ Accepted by: _______________ Fee Collected: _______________
Case Number: _______________ PC Meeting Date: _______________
Planning Commission Recommendation: ______________________________________

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Last Revised: 1/1/20

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