

City of Leawood

4800 Town Center Drive
Leawood, KS



RESIDENTIAL AND COMMERCIAL DEVELOPMENT

Preliminary 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

PLANNING & DEVELOPMENT

Preliminary Plan		
Department	Residential Preliminary Plan [RP-A5 to RP-4]	Fee
Planning	Tract size 0 – 5 acres	\$400.00
	Tract size 5 + acres	\$500.00
	Non-Agricultural/Non-Residential Preliminary Plan [AG]	
Planning	Tract size 0 – 5 acres	\$700.00
	Tract size 5.1 – 10 acres	\$800.00
	Tract size 10.1 + acres	\$1,000.00
	Commercial Preliminary Plan [SD-NCR to SD-CR]	
Planning	Tract size 0 – 5 acres	\$700.00
	Tract size 5.1 – 10 acres	\$800.00
	Tract size 10.1 + acres	\$1,000.00
	Office Preliminary Plan [SD-O]	
Planning	Tract size 0 – 5 acres	\$700.00
	Tract size 5.1 – 10 acres	\$800.00
	Tract size 10.1 + acres	\$1,000.00
	Recreation Preliminary Plan	
Planning	Any tract size	\$600.00
	Business Park [BP] Preliminary Plan	
Planning	Tract size 0 – 5 acres	\$700.00
	Tract size 5 + acres	\$800.00
	Mixed Use [MXD] Preliminary Plan	
Planning	Tract size 0 – 5 acres	\$700.00
	Tract size 5.1 – 10 acres	\$800.00
	Tract size 10.1 + acres	\$1,000.00
	Mixed Preliminary Plan [Combination of 2 or more districts]	
Planning	Tract size 0 – 10 acres	\$700.00
	Tract size 10.1 + acres	\$1,000.00

APPLICATION CHECKLIST

(Preliminary Development Plan)

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.
- A draft of the letter to provide public notification to all property owners within 200' of the proposed development. The letters must be mailed by certified mail, return receipt requested. The return receipts must be submitted to the City of Leawood prior to the public hearing before the Planning Commission.
- A draft letter inviting property owners within 500' of the project to an interact meeting. The meeting must be held within the City of Leawood on a weekday in the early evening after 6:00 p.m.
- Please note that a site plan is required with a preliminary development application.

Signature of Applicant: _____ Date: _____

KEY PROJECT DEADLINES FOR PLANNING COMMISSION

By Project Type

SPECIAL USE PERMIT	REZONING	PRELIMINARY PLAT	PRELIMINARY PLAN	FINAL PLAT	FINAL PLAN	IMPORTANT DATES AND ACTIVITIES 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.
						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 FILING 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.

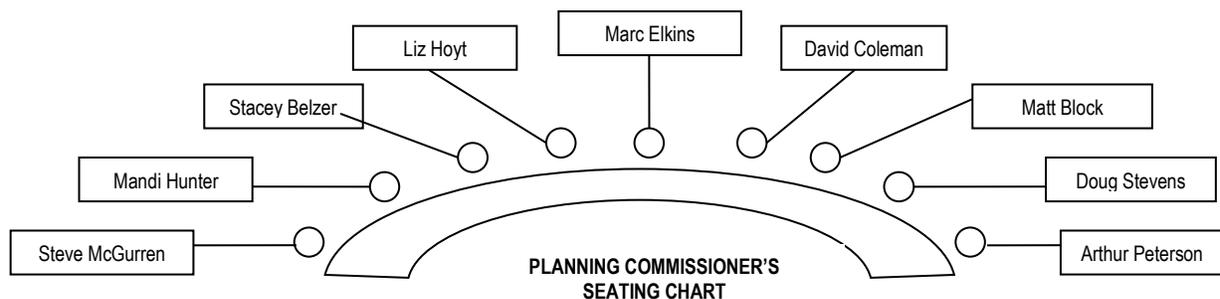
Letters of notification: The applicant will be responsible for mailing notices by certified mail, return receipt requested, of the proposed zoning change to all land owners located within 200 feet of the area proposed to be altered. These notices must be sent a minimum of 20 days prior to the Planning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





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 development. These guidelines will provide information from the initial development stages through preliminary stages of commercial and residential development.

The rezoning and platting procedures are required by the City of Leawood in order to assure that a high level of developmental quality and control continue to exist.

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

Please contact the Planning and Development Department if there are any questions, (913) 339-6700.

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

Initial Development Procedure

Pre-Application Conference

The applicant will make an appointment for a pre-application conference with the Planning and Development Department. The items to be brought to the meeting include: legal description, sketches, thoughts and ideas. The staff will review procedures, the City's citizen participation program, INTERACT (Informing Neighborhoods Through Early Response About Community Transformation), land use, impact fees and other applicable fees and ordinances at that time.

Rezoning, preliminary site development plans and preliminary plats or revised preliminary site plans and revised preliminary plats are to be submitted and processed simultaneously. For simplicity, this packet will address each item separately, except zoning which will be addressed in a separate packet.

Preliminary Site Development Plan

A Preliminary 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 ownership affidavit. All zoning districts within the City of Leawood are planned districts which require preliminary plan approval and the filing of a development plan.

Preliminary 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 Preliminary Site Development Plan, Preliminary Landscape Plans are required. One (1) full set is required by the deadline. The criteria for this plan is addressed in the Preliminary Site Plan checklist. Again, this is required for all residential or commercial projects.

Upon application for all preliminary site plans, the applicant is required to notify by certified mail, all property owners within 200' of the property line at least 20 days prior to the public hearing, not including the day of the meeting (Section 16-5-3 Notice and Public Hearing Requirements). A copy of the notification letter shall be submitted to Planning Staff for review and approval at the time of application submittal.

The notification needs to include what action is taking place, the location of the project, the location of the public hearing, the time and date of the public hearing, as well as any other pertinent information, including the proposed number of lots, building square footage and building height. The returned green slips need to be submitted to the Planning and Development Department prior to the public hearing.

Notice of the preliminary site plan hearing shall be published at least once in the official city newspaper at least 20 days prior to the date of the hearing. The applicant must submit the legal description on a computer disk. The City is responsible for the publication. The applicant will be responsible for the publication cost.

Immediately following application for preliminary site plan, the applicant must have an Interact Meeting. Under the Interact Program, the applicant, prior to the scheduling of a public hearing and in addition to the formal notice required in Section 16-5-3 for that public hearing, shall send courtesy notification via regular U.S. mail to the owners of record of property within 500 feet of the proposed development and the president(s) of any adjacent and/or nearby homes association(s), even if beyond 500 feet. A copy of the notification letter shall be submitted to Planning Staff for review and approval at the time of application submittal. The City shall also notify, if possible, the president(s) of adjacent and/or nearby homes association(s). The applicant shall reimburse the City for all notification fees. This notice is to provide an opportunity for neighbors in the general proximity to the proposed development to meet and confer with the applicant and attempt to resolve issues that may impact them.

The applicant shall file an attendance list along with a written summary of the general content and comments generated at the Interact meeting outlining concerns or issues raised by all parties, with an indication of issues that remain unresolved. The summary will provide a basis for City staff consideration and will become part of the written staff report to the Planning Commission and Governing Body. Failure to meet any of the above requirements may delay an application from initial consideration by the Planning Commission, ultimately delaying the entire review process.

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, one (1) set of full size corrected plans and one printable Portable Document Format (PDF) copy. The PDF shall not contain layers or should be flatten, giving staff the ability to print the file. All plans must be folded to a size not to exceed 9" X 12", plans that do not meet this standard will not be accepted. 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. 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.

Preliminary Platting

A Preliminary Plat application and fee must be submitted to the Planning and Development Department by the application deadline. The applicant will 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 the ownership affidavit.

Three (3) copies of the Preliminary Plat are required at the time of application. These plans must fulfill all criteria set forth in the attached Preliminary Plat Checklist. Refer to Section 16-8-2: Procedure For Plat Preparation and Approval of the Leawood Development Ordinance. Preliminary Plats are required for all residential and commercial developments.

As part of the application, a consent form must be filed in which the applicant waives his 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.

Upon application for all preliminary plats, the applicant is required to notify by certified mail, all property owners within 200' of the property line at least 20 days

prior to the public hearing, not including the day of the meeting (Section 16-5-3 Notice and Public Hearing Requirements). The notification needs to include what action is taking place, the location of the project, the location of the public hearing, the time and date of the public hearing, as well as any other pertinent information, including the proposed number of lots, building square footage and building height.

The returned green slips need to be submitted to the Planning and Development Department prior to the public hearing. A copy of the notification letter shall be submitted to Planning Staff for review and approval at the time of application submittal.

Immediately following application for preliminary plat, the applicant must have an Interact Meeting. Under the Interact Program, the applicant, prior to the scheduling of a public hearing and in addition to the formal notice required in Section 16-5-3 for that public hearing, shall send courtesy notification via regular U.S. mail to the owners of record or property within 500 feet of the proposed development and the president(s) of any adjacent and/or nearby homes association(s), even if beyond 500 feet. A copy of the notification letter shall be submitted to Planning Staff for review and approval at the time of application submittal. The City shall also notify, if possible, the president(s) of adjacent and/or nearby homes association(s). The applicant shall reimburse the City for all notification fees. This notice is to provide an opportunity for neighbors in the general proximity to the proposed development to meet and confer with the applicant and attempt to resolve issues that may impact them.

The applicant shall file an attendance list along with a written summary of the general content and comments generated at the Interact meeting outlining concerns or issues raised by all parties, with an indication of issues that remain unresolved. The summary will provide a basis for City staff consideration and will become part of the written staff report to the Planning Commission and Governing Body. Failure to meet any of the above requirements may delay an application from initial consideration by the Planning Commission, ultimately delaying the entire review process.

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 resubmit eleven (11) complete sets of half size corrected plans, one (1) set of full size corrected plans and one printable Portable Document Format (PDF) copy. The PDF shall not contain layers or should be flatten, giving staff the ability to print the file. All plats must be folded to a size not to exceed 9" X 12", plans that do not meet this standard will not be accepted. 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. The Planning Commission then makes a recommendation to the Governing Body who has the power to actually 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.

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. 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.

Preliminary Engineering

Upon submission of the preliminary plat and/or preliminary plan, the applicant will prepare and submit to the City Engineer:

1. Storm water study
2. Traffic study
3. Two (2) prints of Preliminary Public Works Elements including: streets, storm water plans including sewers, on or off site detention when proposed, sidewalks, street lights, sanitary sewers and water supply and distribution.
4. Two (2) prints of Preliminary Profile with approximate grades for all streets are required.

The application will not be deemed incomplete and will be rejected without these materials. The City Engineer should be contacted prior to application to determine the exact requirements.

Water Supply and Fire Protection

The applicant must be aware that the City requires that each proposed development must have adequate distribution of water for fire protection and household purposes.

The staff recommends that the applicant check with the appropriate water district and the City of Leawood Fire Marshal to determine if adequate water supply is available.

Summary

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

PRELIMINARY SITE PLAN CHECKLIST

Application Requirements. The applicant shall submit to the Planning Department 3 copies of the proposed preliminary development plan, or such other number required by the Director. The preliminary 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 preliminary 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 and height;
 - h. Signage, including conceptual graphics and elevations;
 - i. Easements;
 - j. Utilities; including preliminary 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, dimensions, height in feet, number of stories and area in square feet 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;
 - 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. Parking lot islands;
 - 10. Drive isles;
 - 11. All existing and proposed drainage structures;
 - 12. All existing and proposed easements, including utility and landscape easements;
 - 13. Boundaries of all lots and tracts labeled with the area of the lot or tract in square feet;

14. Existing topography (grayed out) and proposed grading with contours at 2-foot intervals;
 15. Delineation of any land areas subject to 100-year flood, certified by a Kansas licensed engineer and tied to the currently approved FEMA map;
 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;
- b. Site plan: This plan shall include the following (This plan shall not include existing or proposed topography):
1. Location, dimensions, height in feet, number of stories and area in square feet 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;
 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 all driveways, parking lots, parking lot islands, parking stalls, parking aisles and loading and service areas;
 10. Location and dimensions of trash enclosures;
 11. All existing and proposed easements, including utility and landscape easements;
 12. Boundaries of all lots and tracts labeled with the area of the lot or tract in square feet;
 13. Required and proposed building and parking setbacks;
 14. Distance between all buildings, between buildings and property lines and between all parking areas and property lines.
 15. Delineation of any land areas subject to 100-year flood, certified by a Kansas licensed engineer and tied to the currently approved FEMA map;
 16. Location of all proposed parking lot light fixtures;
 17. Scale at 1"=40', or larger with written and graphic scales;
 18. North arrow located at either the top or right side of the drawing;
 19. 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 that includes plant materials. This includes areas around the building, within parking and building setbacks, within parking lot islands and within transitional buffers;
 - c. Proposed parking;
 - d. Pavement edges;
 - e. Boundaries of all lots and tracts labeled with the area of the lot or tract in square feet;
 - f. Required and proposed building and parking setbacks;

6. 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);
 - d. Gross building area and percentage for each proposed use within the development (square footage);
 - e. Floor area (square footage);
 - f. Floor Area Ratio;
 - g. Percentage of the site covered by buildings;
 - h. Percentage of open space;
 - i. Required and provided percentage of interior site to be landscaped. (Note, that interior site refers to those areas that are not part of any setback or buffer area such as parking setbacks and transitional buffers).
 - j. Total amount of required and provided parking;
 - k. Hours of operation of the business;
 - l. Number of dwelling units;
 - m. 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. Required and provided building and parking setbacks from residentially zoned or master planned areas.
 3. Height of each building within the development (number of stories and feet);

7. Phases of development:
 - a. Phases of development must be shown on the preliminary development plan, if applicable. If the development will occur in phases;
 - 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.

8. Architectural elevations:
 - a. Preliminary sketches shall be submitted depicting the general style, size, color and exterior construction materials of the buildings proposed. Such sketches shall include elevation drawings, but detailed drawings and perspectives are not required.
 - b. In the event of several buildings, a typical sketch may be submitted.
 - c. When several building types, such as condominiums and business buildings are proposed on the plan, a separate sketch shall be prepared for each type.
 - d. Single-family residential buildings may be shown in approximate location and general size and shape.

9. Statement of need for deviations from district regulations: A narrative statement that explains the need for any deviation from applicable zoning or subdivision district regulations, if requested pursuant to Section 16-3-9 of the Leawood Development Ordinance, shall be submitted in support of the application for the preliminary development plan approval and specifically identifying the deviation sought.

10. 135th Street Design Guidelines: All property within the 135th Street corridor must comply with the 135th Street Corridor Urban Design and Development Plan. A statement addressing how the project meets the 7 goals of this plan must also be submitted at the time of application for those projects within the 135th Street corridor. The statement should consist of a short paragraph that addresses each one of the 7 goals.

11. Technical studies:

- a. The following technical studies must be submitted at the time of application directly to the City Engineer.
 1. Drainage study;
 2. Traffic study.
- 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 not be 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.

12. 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.

***Informing
Neighborhoods
Through
Early
Response
About
Community
Transformation***

PURPOSE:

Citizen participation in the planning process is vital to its success. Maintenance of property values and protection of the quality of life that Leawood has long been known for is a common goal for both City Staff and Community residents.

INTERACT, Leawood's Citizen Participation Program, has been developed to both inform and involve neighboring residents with proposed development as it occurs. By identifying neighborhood concerns prior to the Public Hearing process, the INTERACT program specifically seeks to:

- Ensure that both developers and citizens have ample opportunity early in the planning process to interface with one another and discuss neighborhood issues and perceived impact.
- Open a dialogue between the applicant and affected neighborhoods to establish an early line of communication.
- Facilitate the opportunity for citizens to learn about applications that may affect them and to encourage a forum for cooperative "damage control" at an early stage in the development review process.
- Improve communication between the development community, citizens, and Leawood City Government.
- Provide a process for sharing information that the City Planning Staff can consider in their application review process.

PROCESS:

1. Applicants seeking rezoning, preliminary or revised preliminary development plan approval, preliminary plat approval, or

- conditional/special use permit approval shall first request a pre-application meeting with City Planning staff.
2. The applicant is then informed of the Citizen Participation Program.
 3. The applicant is required to send courtesy notification to residents within 500 feet of the proposed development and president(s) of adjacent and/or nearby homes associations(s) and submit proof of such notice to City Planning Staff either upon the filing of an application or within ten (10) days thereafter.
 4. This notice is to provide an opportunity for neighbors in the general proximity to the proposed development to meet and confer with the applicant and attempt to resolve issues that may impact them.
 5. The meeting shall be held within the City limits of Leawood.
 6. The applicant shall file a written summary of the general content and comments generated at the contact meeting outlining concerns or issues raised by all parties, with an indication of issues that remain unresolved.
 7. The summary will provide a basis for City Staff consideration and will become part of the written staff report to the Plan Commission and Governing Body.

FAILURE TO MEET ANY OF THE ABOVE REQUIREMENTS MAY DELAY AN APPLICATION FROM INITIAL CONSIDERATION BY THE PLAN COMMISSION, ULTIMATELY DELAYING THE ENTIRE REVIEW PROCESS.

Planning and Development staff members are available to both residents and the development community to answer questions about pending issues. We encourage interested parties to contact City Hall between the hours of 8:00 A.M. and 5:00 P.M. Monday through Friday.

SAMPLE PUBLIC NOTICE LETTER FOR COMMERCIAL DEVELOPMENT

[Date Letter is Sent]

[First Name Last Name]

[Street Address]

[City, State, Zip]

RE: Public Hearing [Time, Day, Date, Location]

Project Name and Location: [Project Name/Legal Description of Property]

Dear Citizen:

We have confirmed that you own property within 200 feet of the above referenced property. We have filed an application with the City of Leawood to rezone this property from [Current Zoning Classification] to [Proposed Zoning Classification] and for a preliminary plat and preliminary site plan. This property is generally located at the [General Location of the Property: i.e. southeast corner of 143rd Street and Nall Ave.] The development will consist of [Description of the project including the number of lots, the gross sq.ft. of building area, the number of stories and the use]. Plans submitted for this project can also be viewed at the City of Leawood Planning and Development Department at 4800 Town Center Drive, Leawood, KS.

A public hearing before the Planning Commission will be held on [Date of the Planning Commission Meeting] at 6:00 p.m. in the City Council Chambers of Leawood City Hall, 4800 Town Center Drive, Leawood KS. The general public will have an opportunity to comment on the proposed development at this meeting.

If you have any questions or if you cannot attend the meeting we can be contacted at [Phone Number].

Sincerely,

Your Name

SAMPLE PUBLIC NOTICE LETTER FOR RESIDENTIAL DEVELOPMENT

[Date Letter is Sent]

[First Name Last Name]

[Street Address]

[City, State, Zip]

RE: Public Hearing [Time, Day, Date, Location]

Project Name and Location: [Project Name/Legal Description of Property]

Dear Citizen:

We have confirmed that you own property within 200 feet of the above referenced property. We have filed an application with the City of Leawood to rezone this property from [Current Zoning Classification] to [Proposed Zoning Classification] and for a preliminary plat and preliminary site plan. This property is generally located at the [General Location of the Property: i.e. southeast corner of 143rd Street and Nall Ave.] The development will consist of [Number of Lots] single-family lots on [Number of Acres]. Plans submitted for this project can also be viewed at the City of Leawood Planning and Development Department at 4800 Town Center Drive, Leawood, KS.

A public hearing before the Planning Commission will be held on [Date of the Planning Commission Meeting] at 6:00 p.m. in the City Council Chambers of Leawood City Hall, 4800 Town Center Drive, Leawood KS. The general public will have an opportunity to comment on the proposed development at this meeting.

If you have any questions or if you cannot attend the meeting we can be contacted at [Phone Number].

Sincerely,

Your Name

SAMPLE INTERACT NOTICE FOR COMMERCIAL DEVELOPMENT

[Date Letter is Sent]

[First Name Last Name]

[Street Address]

[City, State, Zip]

RE: Interact Meeting [Time, Day, Date, Location]

Project Name and Location: [Project Name/Legal Description of Property]

Dear Citizen:

We have confirmed that you own property within 500 feet of the above referenced property. We have filed an application with the City of Leawood to rezone this property from [Current Zoning Classification] to [Proposed Zoning Classification] and for a preliminary plat and preliminary site plan. This property is generally located at the [General Location of the Property: i.e. southeast corner of 143rd Street and Nall Ave.] The development will consist of [description of the project including number of buildings, gross sq.ft. of buildings, number of stories and the use].

In conformance with the City of Leawood's Interact Program, you are invited to an Interact meeting to provide you, as a nearby property owner, an opportunity to learn about the project and to discuss any issues or concerns that you may have. Prior to a public hearing before the Planning Commission, a summary of the meeting will be filed with the City of Leawood Planning Department. Plans submitted for this project can also be viewed at the City of Leawood Planning and Development Department at 4800 Town Center Drive, Leawood, KS.

The interact meeting will be held at [early evening after 5:30 p.m., i.e. 6:00 p.m.] on [Day and Date, preferably a weekday, Monday through Thursday], at [Location of the Meeting, which must be within the City of Leawood], at [Address/Location of the Meeting], Leawood, KS.

A public hearing before the Planning Commission will be held on [Date of the Planning Commission Meeting] at 6:00 p.m. in the City Council Chambers of Leawood City Hall, 4800 Town Center Drive, Leawood KS. The general public will have an opportunity to comment on the proposed development at this meeting.

If you have any questions or if you cannot attend the meeting we can be contacted at [Phone Number].

Sincerely,
Your Name

SAMPLE INTERACT NOTICE FOR RESIDENTIAL DEVELOPMENT

[Date Letter is Sent]

[First Name Last Name]

[Street Address]

[City, State, Zip]

RE: Interact Meeting [Time, Day, Date, Location]

Project Name and Location: [Project Name/Legal Description of Property]

Dear Citizen:

We have confirmed that you own property within 500 feet of the above referenced property. We have filed an application with the City of Leawood to rezone this property from [Current Zoning Classification] to [Proposed Zoning Classification] and for a preliminary plat and preliminary site plan. This property is generally located at the [General Location of the Property: i.e. southeast corner of 143rd Street and Nall Ave.] The development will consist of [Number of Lots] single-family lots on [Number of Acres].

In conformance with the City of Leawood's Interact Program, you are invited to an Interact meeting to provide you, as a nearby property owner, an opportunity to learn about the project and to discuss any issues or concerns that you may have. Prior to a public hearing before the Planning Commission, a summary of the meeting will be filed with the City of Leawood Planning Department. Plans submitted for this project can also be viewed at the City of Leawood Planning and Development Department at 4800 Town Center Drive, Leawood, KS.

The interact meeting will be held at [early evening after 5:30 p.m., i.e. 6:00 p.m.] on [Day and Date, preferably a weekday Monday through Thursday], at [Location of the Meeting, which must be within the City of Leawood], at [Address/Location of the Meeting], Leawood, KS.

A public hearing before the Planning Commission will be held on [Date of the Planning Commission Meeting] at 6:00 p.m. in the City Council Chambers of Leawood City Hall, 4800 Town Center Drive, Leawood KS. The general public will have an opportunity to comment on the proposed development at this meeting.

If you have any questions or if you cannot attend the meeting we can be contacted at [Phone Number].

Sincerely,
Your Name

Preliminary Plan Sign 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 _____, is the agent for the owners of property affected by Case # _____; and

that there has been posted on said property, a sign indicating that a Public Hearing will be held on _____ and that such sign has been in place from _____ and remained in place up and through the date of the hearing.

Subscribed and sworn to me this _____ day of _____, 20__.

Notary Public

My appointment expires:

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

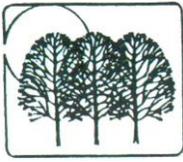
3. That he/she is the _____ of said _____ (contract holder) and was duly authorized to file the application for Case # _____ on its behalf.

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.

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

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

Last Revised: 1/1/19