

# City of Leawood

4800 Town Center Drive  
Leawood, KS



## PRELIMINARY PLAT 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

# KEY PROJECT DEADLINES FOR PLANNING COMMISSION

## By Project Type

SPECIAL USE PERMIT	REZONING	PRELIMINARY PLAT	PRELIMINARY PLAN	FINAL PLAT	FINAL PLAN	<p align="center"><b>IMPORTANT DATES AND ACTIVITIES</b></p> <p>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.</p>
						<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 resident(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.

## PLANNING & DEVELOPMENT

SUBDIVISION REGULATION PROCEDURES		
<b>Planning</b>	<b>Preliminary Plat Submission</b>	<b>\$800.00 minimum + \$2.00 per lot/tract</b>
	<b>Final Plat Submission</b>	<b>\$400.00 minimum + \$2.00 per lot/tract</b>
<b>Cost to Develop Arterial Streets</b>		
<b>Planning</b>	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 135 <sup>th</sup> 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.	<b>\$783.00per foot. Fee shall be collected at time of platting.</b>
<b>SPECIAL USE PERMITS [SUP]</b>		
		<b>Fee</b>
<b>Planning</b>	<b>Tract Size 0 – 5 acres</b>	<b>\$300.00 each</b>
	<b>Tract size 5.1 – 10 acres</b>	<b>\$400.00 each</b>
	<b>Tract size 10.1 + acres</b>	<b>\$500.00 each</b>
	<b>Temporary Use Permit</b>	<b>\$50.00 each</b>
	<b>Seasonal Sales</b>	<b>\$50.00 @ application</b>

## 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.

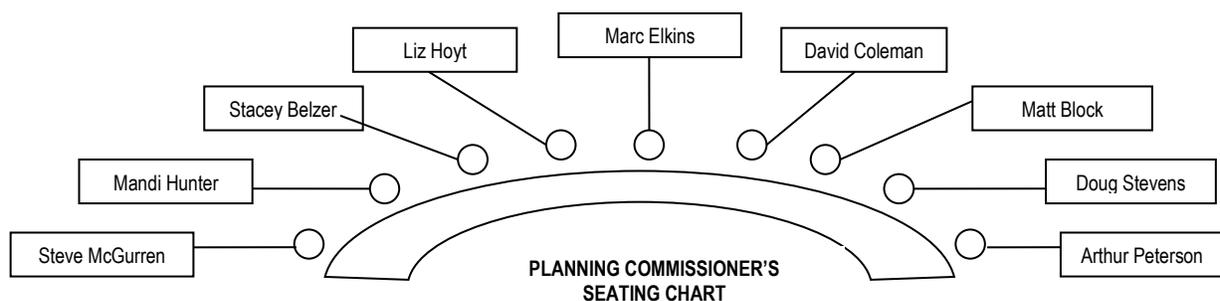
Letters of notification: The applicant will be responsible for mailing notices by certified mail, return receipt requested, of the proposed zoning change to all land owners located within 200 feet of the area proposed to be altered. These notices must be sent a minimum of 20 days prior to the Planning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



# PRELIMINARY PLAT CHECKLIST

- A) General. The subdivider shall prepare a preliminary plat for submission to the Planning Commission. Three copies of the preliminary plat shall be submitted to the City by the deadline of the meeting at which said plat is to be considered.
- B) Contents of the Preliminary Plat. The preliminary plat shall be drawn at a scale of 100 feet to 1 inch and shall contain the following information:
  - 1. Descriptive Data
    - a. The name and address of the owner of record, the subdivider and the person preparing the plat.
    - b. The proposed name of the subdivision.
    - c. The scale, north point, and date to the top or right of the sheet.
    - d. A key map showing the location of the proposed subdivision referenced to existing streets or proposed streets and to government section lines.
  - 2. Existing Conditions
    - a. The location of existing buildings, water bodies, water courses at the point where they adjoin the subdivision.
    - b. Tree masses or individual trees with a trunk diameter of 6 inches or greater measured at a height of 1 foot off the ground.
    - c. The land contours with vertical intervals not greater than 2 feet with United States Geological Survey datum.
    - d. All platted or existing streets, property lines and the names of platted subdivisions for a distance of not less than 400 feet.
    - e. Description on the preliminary plat of any existing streets or roads, which abut, touch upon or extend through the subdivision. The description shall include types and widths of existing surfaces; right-of-way widths; and width, load carrying capacity, and waterway adequacy of any bridges or culverts. The preliminary plat shall also include a statement as to how the surface of any such roads or streets will be improved as part of the subdivision development process in order to comply with the intent and purpose of these regulations.
    - f. The location of any existing floodplain within 400 feet of the proposed subdivision.

### 3. Proposed Conditions

- a. The length of the boundaries of the tract, measured to the nearest foot.
- b. The general location, width and alignment of existing and proposed streets, sidewalks and any highways and alleys; approximate gradients of proposed streets within the subdivision; and the classification of every street within or adjacent to the subdivision in accordance with the intended use of the street based on the proposed design. The appropriate term, (arterial, collector, or local street) shall be indicated directly on each street.
- c. The general pattern and sizes of proposed lots and tracts.
- d. The proposed use of land, whether for single family, multifamily, commercial, industrial, parks, school, etc.
- e. A written statement relating how liquid wastes are to be handled, whether by sewers and an existing sewer district, a district yet to be formed, private treatment facility, etc.
- f. A preliminary storm sewer layout in accordance with the Code of the City of Leawood
- g. A drainage vicinity map showing the ridge lines of any tributary areas and the routing of surface water, including existing storm water drainage facilities, which flow into the area to be platted, and those areas within 1/2 mile downstream which will receive runoff from the area to be platted.
- h. All areas proposed to be reserved or dedicated for public parks, playgrounds, school sites, open spaces or other public areas.
- i. Easements for site triangles.

### 4. Public Works Element: The subdivider shall prepare and submit to the Public Works Department at the time of preliminary plat application, the following information:

- a. A traffic engineering report may be required by the Planning Commission, City Council or the Director of Planning or the City Engineer, depending upon the circumstances, including generation of unusual traffic, parking, leap frog development or access conditions.
- b. A storm water study shall be provided to the City Engineer for all development within the City. All developments shall be in compliance with the City's stormwater ordinance.

## 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: \_\_\_\_\_
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 \_\_\_\_\_

### **CONTACT PERSON:**

Business Name \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_

### **ENGINEER/SURVEYOR:**

Business Name \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_

**ARCHITECT:**

Business Name \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_

**LANDSCAPE ARCHITECT/PLANNER:**

Business Name \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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: _____		
_____		
_____		