

City of Leawood

4800 Town Center Drive
Leawood, KS



HARDSCAPE PLAN GUIDELINES

Commercial Development

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

City of Leawood

2020 Planning Commission Schedule and Deadlines

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

APPLICATION CHECKLIST

(Hardscape Plans)

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

- A completed application with the signature of the property owner on which the project is proposed to be located.
- Appropriate application fee.
- One full sized Hardscape Plan, one 11" x 17", and one PDF copy with the following:
 - A final hardscape plan at a scale of 1"=40' scale or larger. The plan should clearly label the materials of construction, color, and pattern, if applicable.
 - Manufacturer information of materials.
 - The plan should dimension the widths of all walkways, patio spaces, and pedestrian crossings and should meet all Americans with Disabilities Act (ADA) standards.
- A detailed cross section of the construction of the sidewalk or patio.
- With the exception of storefronts, a 10 foot landscape buffer is required surrounding all buildings.
- Sidewalks shall be placed at least 6 feet from the façade of the building to provide landscaping between the building and the sidewalk, per the Leawood Development Ordinance.
- Pedestrian ways shall be separated from roadways used for vehicular traffic, per the Leawood Development Ordinance.

Signature of Applicant: _____ Date: _____

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

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

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.

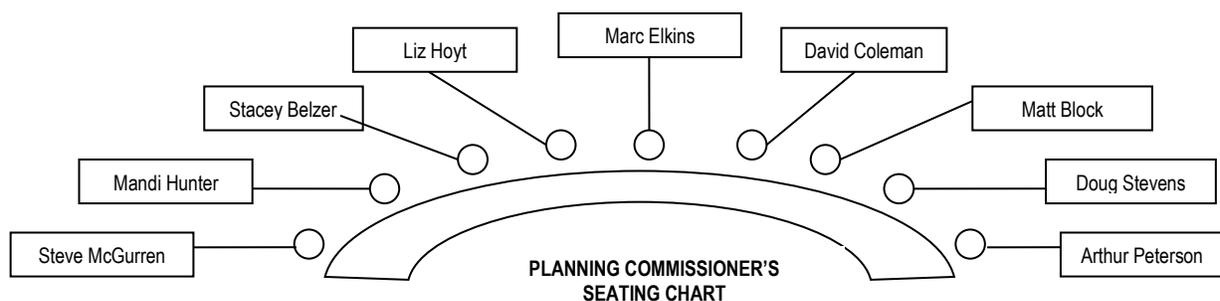
Letters of notification: The applicant will be responsible for mailing notices by certified mail, return receipt requested, of the proposed zoning change to all land owners located within 200 feet of the area proposed to be altered. These notices must be sent a minimum of 20 days prior to the Planning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





City of Leawood

HARDSCAPE PLAN APPLICATION

Please read the application fully before completing. This application cannot be processed unless complete with all the required documents attached. If you need any assistance in completing the form, please call the Planning and Development Department at (913) 339-6700 x 160. Fax: (913) 339-6736 FEE: \$200.00

PROPERTY INFORMATION

Name of Project: _____

Present Use of Property: _____

Location/Address: _____

Name of Subdivision / Development: _____ Acreage: _____

Legal Description: _____

APPLICANT INFORMATION

APPLICANT/CONTACT PERSON

Name _____

Address _____

City/State _____ Zip _____

Phone _____ Fax _____

Email _____

OWNER OF RECORD

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 _____

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 _____

Applicant's Signature

Owner's Signature

A representative must be at the meeting to represent this application

<u>FOR OFFICE USE ONLY</u>		
Date Filed: _____	Accepted by: _____	Fee Collected: _____
Case Number: _____	Publication Date: _____	
Planning Commission Recommendation: _____		
City Council: _____		