

City of Leawood

4800 Town Center Drive
Leawood, KS



LANDSCAPE 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 |

| | 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] |
| | | |

APPLICATION CHECKLIST

(Landscape 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 Landscape Plan, one 11" x 17", and one PDF copy with the following:
 - A final landscape plan at a scale of 1"=40' scale or larger. The plan should clearly identify the location, quantities and species of all plant materials, and should include a schedule that lists for each species: both the scientific name and common name, the total quantity and the size and height.
 - All plant material is clearly labeled with leader lines detailing species and quantity.
 - Medium and large deciduous shade trees shall be 2.5" caliper as measured 6 inches above the ground.
 - Small deciduous and ornamental trees shall be a minimum of 8 feet in height and 1.5" in caliper as measured 6 inches above the ground.
 - Color code the plantings based on the site location requirements defined in the Leawood Development Ordinance, including:
 1. Interior site landscaping,
 2. Perimeter site landscaping adjacent to public right-of-ways (distinguish street trees vs. ornamental trees),
 3. Perimeter landscaping not adjacent to public right-of-ways,
 4. Perimeter parking lot screening,
 5. Parking lot trees.
 - The Final Landscape Plan shall contain the following statements:
 1. All trees shall be callipered and undersized trees shall be rejected.
 2. All parking lot islands shall be bermed to discourage foot traffic.
 3. All hedges shall be trimmed to maintain a solid hedge appearance.
 4. Any deviation to the approved Final Landscape Plan shall require the written approval of the landscape architect and the City of Leawood, prior to installation.
 5. A letter, signed and sealed by a Kansas Registered Landscape Architect, shall be submitted prior to final occupancy that states that all landscaping has been installed per the approved landscape plan and all plant material used is to the highest standards of the nursery industry.
 6. All plant identification tags shall remain until Staff has completed final inspection.
- A pictorial inventory of all plant species.

Signature of Applicant: _____ Date: _____

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.

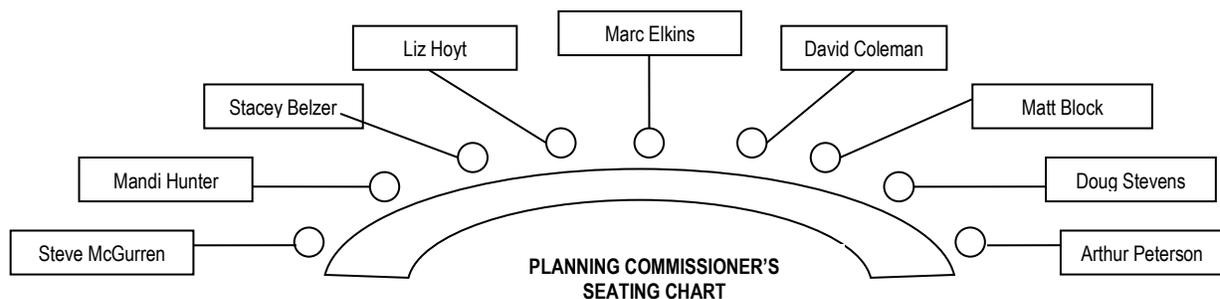
Letters of notification: The applicant will be responsible for mailing notices by certified mail, return receipt requested, of the proposed zoning change to all land owners located within 200 feet of the area proposed to be altered. These notices must be sent a minimum of 20 days prior to the Planning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





LANDSCAPE 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

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