

City of Leawood

4800 Town Center Drive
Leawood, KS



TENANT FINISH

Final 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

APPLICATION CHECKLIST

(Tenant Finish)

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 (1) full size set of the following plans and One (1) digital/cd copy:
 - A site plan of the overall site that clearly shows the location of the business.
 - Color elevation drawings of all elevations, clearly labeled with the material and colors of construction. Please place existing elevations above the proposed elevations for comparison.
 - A material board with all materials and colors clearly labeled that match the materials and colors labeled on the elevation drawings.
 - Detailed drawings of all proposed light fixtures that are clearly labeled with dimensions, manufacturer, model, style, material, and color.
 - If an outdoor patio is proposed with the tenant finish, please submit the following:
 - A layout of the proposed patio showing all furniture, labeled with dimensions of all pedestrian walkways.
 - Detailed drawings of all proposed patio furniture that is clearly labeled with the manufacturer, model, material of construction, and color.
 - A signed letter on letterhead from the management/developer in which the business is located stating that they have reviewed and approved the proposed project as submitted.
 - A copy of the design guidelines for the development in which the business is located.

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]

KEY PROJECT DEADLINES FOR PLANNING COMMISSION

By Project Type

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

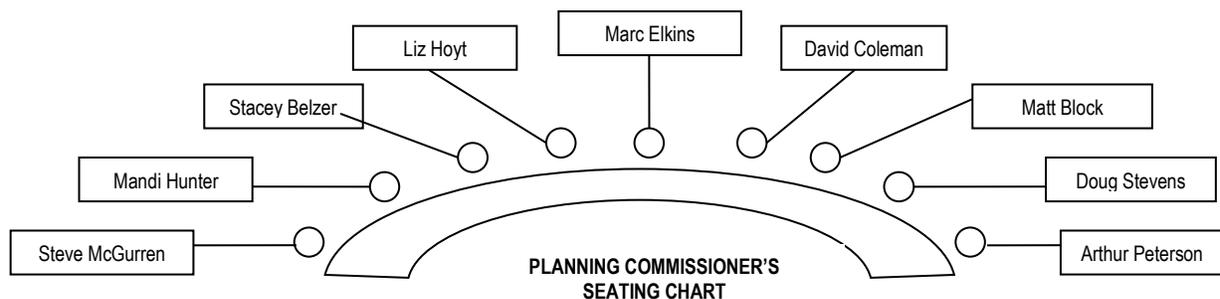
Letters of notification: The applicant will be responsible for mailing notices by certified mail, return receipt requested, of the proposed zoning change to all land owners located within 200 feet of the area proposed to be altered. These notices must be sent a minimum of 20 days prior to the Planning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

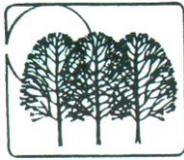
Public hearing: The Planning Commission hears all zoning requests, hearing from the applicant and anyone in the audience wishing to speak for or against the proposal. The Commission will then make a recommendation for approval or denial to the City Council or continue the application to another Planning 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.





City of Leawood

APPLICATION FOR TENANT FINISH

FEE: \$300 # _____

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 _____

APPLICATION CONTINUES ON THE BACK.....PLEASE TURN OVER

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

FOR OFFICE ONLY

Date Filed: _____ Accepted by: _____ Fee Collected: _____

Case Number: _____ PC Meeting Date: _____

Planning Commission Recommendation: _____

Last Revised: 1/1/19

Site Development Plan.doc