



Lawrence-Douglas County Metropolitan Planning Office

6 East 6th Street, P.O. Box 708, Lawrence, KS 66044
 (785) 832-3150 Fax (785) 832-3160
<http://www.lawrenceplanning.org>

PROPERTY DIVISIONS IN THE RURAL AREA

Outside of the Urban Growth Areas of Unincorporated Douglas County

The applicant shall schedule a Pre-Application meeting with Planning Staff at least seven (7) working days prior to submittal of the application.

Pre-Application Meeting

(Completed by Planning Staff)

Pre-Application Meeting Date _____, **200** .

Target Application Submission Date _____, **200** .

Application Review Fee \$ 50

During the meeting, Planning Staff will assist the applicant to determine **if** the following items are Required or Not Applicable to the application:

Large Parcel Property Divisions In the Urban Growth Areas of Unincorporated Douglas County		
Required	Not Applicable	Documentation/Requirement
√		Certificate of Survey
		Build-Out Plan
		Restrictive Covenants for the Immediate Development Area and Future Development Areas
		Right(s)-of-way dedication(s)
		Executed Annexation Agreement
		Cross-Access Easement(s)
		Drainage Easement(s)
		Conservation Easement(s)
		Supplemental information that demonstrates how public utilities may be extended to the subdivision to accommodate future urban density development.
		Other _____

Notes: _____



PROPERTY DIVISIONS IN THE RURAL AREA

Outside of the Urban Growth Areas of Unincorporated Douglas County

Submittal Requirements Checklist and Determination of Completeness

This checklist has been provided to assist you, the applicant, as you prepare your application. Submission of less information than necessary to adequately review and process your application may delay the review process. Please complete and return with your application.

Planning Staff will determine the completeness, accuracy, and sufficiency of the application within five (5) working days of application submission.

Property Divisions In Rural Areas of Unincorporated Douglas County						
Determination of Completeness Completed by staff			Submittal Requirements Checklist Completed by Applicant			
Notes	Incomplete Inaccurate Insufficient	Complete Accurate Sufficient	Provided	Required	Requirement for Application See Section 20-804(f) for more detail on each requirement	
				✓	Completed Application Form	
				✓	Owner Authorization Form if applicant is not the legal owner of the property	
				✓	Proof of <u>property taxes paid</u> obtained from the Douglas County Treasurer	
				✓	<u>Certificate of Mailing</u> completed, signed and sealed by a licensed professional such as a surveyor, engineer or architect	
					<u>Build-Out Plan</u> illustrating future urban lot, block and street layout for the Immediate Development Area and Future Development Area as per Section 20-807(f)(5)(i) and (ii)	
				✓	<u>Location of Easement(s)</u> for utilities and stormwater drainage	
					<u>Building Envelopes</u> for each Residential Development Parcel when they include land identified for resource preservation in Section 20-810(j)	
					<u>Executed Annexation Agreement</u> allowing annexation by the city whose Urban Growth Area (UGA) the subject property is located within based upon the adopted annexation policies of that city	
				✓	<u>Certificate of Survey</u> that complies with the requirements of Section 20-807	
				✓	Payment of Review Fee, check payable to the City of Lawrence	
				✓	<u>Property Ownership List Certification Form</u> and accompanying property ownership list	
					<u>Future Development Area Restrictions</u> as determined at Pre-App Meeting	
					<u>Easements</u> for Cross-Access, Drainage, or Conservation as determined at Pre-App Meeting	
					<u>Restrictive Covenants</u> as determined at Pre-App Meeting	
					<u>Supplemental Information</u> that demonstrates how public utilities may be extended to the subdivision to accommodate future urban density development. (if determined required at Pre-App Meeting)	



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CERTIFICATE OF SURVEY

For Subdivision of land in unincorporated areas of Douglas County

Technical Specifications Checklist and Determination of Completeness

This checklist has been provided to assist you, the applicant, as you prepare your Certificate of Survey for your application. Submission of inaccurate or incomplete technical information than necessary to adequately review and process your survey may delay the review process. Please complete and return with your application.

Planning Staff will use this checklist to review your survey to make note that each specification required of the survey is provided.

Certificate of Survey for Subdivision of land in unincorporated areas of Douglas County					
Determination of Completeness Reviewed by staff			Technical Specifications Checklist Completed by Applicant		
Notes	Incomplete Inaccurate Insufficient	Complete Accurate Sufficient	Provided	Required	Required Specification See Section 20-807(e) for more detail on each specification
				✓	<u>1 original mylar and 3 paper copies</u> of the survey, 18" by 24" each in size
				✓	<u>Title block</u> including the quarter-section, section, township, range and principal meridian. Shall not bear the name plat or subdivision or any other title other than "Certificate of Survey"
				✓	<u>A note stating</u> : "This Certificate of Survey was not prepared for the purpose of platting land. No further divisions of the parcels created by this survey shall occur until the property is subdivided in accordance with all applicable Subdivision Regulations of Douglas County or the city into which it is annexed."
				✓	<u>Name(s) of Owner(s)</u> of subject property and who commissioned the survey
				✓	<u>Name(s) of adjoining platted subdivision(s)</u>
				✓	<u>Date survey was completed</u>
				✓	<u>North Arrow</u>
				✓	<u>Written and graphic scale</u> ; 1" = 30' or less
				✓	<u>Narrative legal description</u> of the property surveyed, including benchmark and other vertical reference point tied to the US Geological Survey
				✓	<u>Location map</u> showing the property surveyed in relation to ownership lines within the same section and nearest public right(s)-of-way
				✓	<u>Dimensions and locations of all parcels indicated on the survey</u>
				✓	<u>Build-Out Plan</u> drawn in dashed lines to distinguish it, depicting future urban lot layout (NOT REQUIRED for applications for Property Divisions in Rural Areas Outside UGA's)
				✓	<u>A parcel numbering system</u> or other clear and simple method of identifying each parcel within the survey

Property Divisions in the Rural Area Outside the Urban Growth Areas of Douglas County
Certificate of Survey



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CERTIFICATE OF SURVEY

For Subdivision of land in unincorporated areas of Douglas County

Technical Specifications Checklist and Determination of Completeness, cont.

Certificate of Survey for Subdivision of land in unincorporated areas of Douglas County						
Determination of Completeness Reviewed by staff			Technical Specifications Checklist, cont. Completed by Applicant			
Notes	Incomplete Inaccurate Insufficient	Complete Accurate Sufficient	Provided	Required	Required Specification See Section 20-807(e) for more detail on each specification	
				✓	The location and width of public right(s)-of-way, existing and proposed	
				✓	Location of easement(s), existing and proposed	
				✓	Dimensions of all existing structures, in relation to existing and proposed parcel lines and based upon the future lot layout shown in the Build-Out Plan	
				✓	Building Envelopes for every Residential Development Parcel which shall not include lands identified as environmentally or geographically sensitive or the sites of historic landmarks or historic features	
				✓	Building Envelopes for each Residential Development Parcel in Cluster Development and Large Parcel Property Divisions Inside UGA's applications that are designed such that the placement of rural residences on each parcel will facilitate future further subdivisions of each parcel into urban lots.	
				✓	A note stating the specific application pursuant to which the division is being made; Cluster Developments in the Urban Growth Areas of Unincorporated Douglas County (Section 20-804), Large Parcel Property Divisions in the Urban Growth Areas of Unincorporated Douglas County (Section 20-805), or Property Divisions in the Rural Area of Unincorporated Douglas County (Section 20-806)	
				✓	Recitation of Restrictive Covenants or Conservation Easements required by the proposed division with a line on the survey for the identification of book and page number in which they are recorded	
				✓	Owner's signature, properly acknowledged	
				✓	Dated signature and seal of Kansas licensed land surveyor responsible for the survey and a note stating: "This survey complies with the Kansas Minimum Standards for Boundary Surveys"	
				✓	Line for the review date and signature of County Surveyor beneath a note stating: "Reviewed in compliance with K.S.A. 58-2005."	
				✓	Line for the approval date and signature of the Planning Director beneath a note stating: "Approved as a Certificate of Survey under the Subdivision Regulations of the City of Lawrence & the Unincorporated Area of Douglas County"	
				✓	Line for Register of Deeds filing information	

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Certificate of Survey



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Determination Of Completeness, Accuracy, and Sufficiency

(Completed by Staff and kept in file if determined to be complete, accurate and sufficient. If it is determined not to be then copy shall be provided to the applicant.)

I have reviewed the _____ application submitted by:

Name: _____ Date: _____

Application No. _____

Based upon the submitted information, I find the application to be:

- Complete (based upon the items reviewed)
- Incomplete, inaccurate, or insufficient (circle) for the following reasons:
 - The application or plan contains one or more significant inaccuracies or omissions that hinder timely or competent evaluation of the plan's/application's compliance with the Subdivision Regulations.
 - The application contains multiple minor inaccuracies or omissions that hinder timely or competent evaluation of the plan's/application's compliance with the Subdivision Regulations.
 - The application or plan cannot be approved without a variance or some other change or modification that the decision-making body for that application or plan does not have the authority to make.
 - Other

Planner Date

Resubmit by _____ to be placed on the agenda for the Planning Commission meeting on _____. (All resubmitted materials must be deemed to be complete, accurate, and sufficient.)



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PROPERTY DIVISIONS IN THE RURAL AREA

Application Form

(Completed by Applicant or Applicant's Agent)

Pre-Application Meeting Date:		Planner:	
Applicant or Agent Information			
Contact Name(s):		Primary Phone:	
Company:		Mobile Phone:	
Street Address:		Fax:	
City/State/Zip Code:		E-Mail Address:	
Property Owner Information			
Owner Name(s):		Primary Phone:	
Street Address:		Fax:	
City/State/Zip Code:		E-Mail Address:	
Property & Division Information			Property Characteristics
Address:			Are floodways present:
City/Zip:			Are floodplains present:
Size of Original Tract (in acres):			Are jurisdictional wetlands present:
Size of Parent Parcel (in acres):			Are stream corridors present:
# of Residential Development Parcels (RDP) Proposed:			Are rocky outcroppings present:
Area of RDP#1	Area of RDP#2	Area of RDP#3	Are stands of mature trees present:
Road Frontage(s)	Road Frontage(s)	Road Frontage(s)	Are individually significant trees present:
			Are archaeological or historic sites present:
			Are slopes of 15% or greater present:
Does property have access to hard-surfaced road? If so, which one(s)?			
Does property have access to public water supply? If so, which one?			
Within what Township is property located:			
Additional Information			
Present land use:			Number of existing structures:
Description of present use of land:			Description of existing structures:
Are you or will you be submitting other applications?			
If so, what other applications are you submitting?			



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Signature

I/We, the undersigned am/are the **(owner(s)), (duly authorized agent), (Circle One)** of the aforementioned property. By execution of my/our signature, I/we do hereby officially apply for a Property Division in the Rural Area as indicated above.

Signature(s): _____	Date _____
_____	Date _____
_____	Date _____

STAFF USE ONLY

Application No. _____

Date Received _____

Action or Decision Date _____

Fee \$ _____

Date Fee Paid _____



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OWNER AUTHORIZATION

I/WE _____, hereby referred to as the "Undersigned", being of lawful age, do hereby on this _____ day of _____, 200__, make the following statements to wit:

1. I/We the Undersigned, on the date first above written, am/are the lawful owner(s) in fee simple absolute of the following described real property:

See "Exhibit A, Legal Description" attached hereto and incorporated herein by reference.

2. I/We the undersigned, have previously authorized and hereby authorize _____ (Herein referred to as "Applicant"), to act on my/our behalf for the purpose of making application with the Planning Office of Lawrence/Douglas County, Kansas, regarding _____ (common address), the subject property, or portion thereof. Such authorization includes, but is not limited to, all acts or things whatsoever necessarily required of Applicant in the application process.

3. It is understood that in the event the Undersigned is a corporation or partnership then the individual whose signature appears below for and on behalf of the corporation or partnership has in fact the authority to so bind the corporation or partnership to the terms and statements contained within this instrument.

IN WITNESS THEREOF, I, the Undersigned, have set my hand and seal below.

Owner

Owner

STATE OF KANSAS
COUNTY OF DOUGLAS

The foregoing instrument was acknowledged before me on this _____ day of _____, 200__,

by _____.

My Commission Expires:

Notary Public