



**Lawrence-Douglas County Metropolitan Planning Office**

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

**MAJOR RESIDENTIAL AND NONRESIDENTIAL SUBDIVISIONS**

Preliminary Plats

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** \$ \_\_\_\_\_

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

<b>Major Residential or Nonresidential Subdivision Preliminary Plat Requirements</b>		
<b>Required</b>	<b>Not Applicable</b>	<b>Documentation/Requirement</b>
√		Major Residential or Nonresidential Subdivision Preliminary Plat (___ copies)
		Drainage Plan (for all major subdivisions if within City limits and nonresidential subdivisions within UGA)
		Other _____

**Notes:** \_\_\_\_\_



## MAJOR RESIDENTIAL AND NONRESIDENTIAL SUBDIVISIONS

### Preliminary Plats

### 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.

<b>Major Residential or Nonresidential Subdivision Preliminary Plat Requirements</b>						
<b>Determination of Completeness</b> Completed by staff			<b>Submittal Requirements Checklist</b> Completed by Applicant			
Notes	Incomplete Inaccurate Insufficient	Complete Accurate Sufficient	Provided	Required	<b>Requirement for Application</b> See Section 20-804(f) for more detail on each requirement	
				✓	Completed Application Form	
				✓	Owner Authorization Form <b>if</b> applicant is not the legal owner of the property	
				✓	Proof of property taxes paid obtained from the Douglas County Treasurer. Any unpaid special assessments shall be noted with the application submittal and a proposed redistribution plan for these unpaid special assessments, which meets the City Clerk and City Engineer requirements for lots within the City of Lawrence or with the County Clerk and County Engineer requirements for lots within the unincorporated area of Douglas County, also shall be submitted with the application	
				✓	Major Subdivision Preliminary Plat, ___ copies	
				✓	Payment of Review Fee	
					Supplemental Information that demonstrates how public utilities may be extended to the subdivision to accommodate future urban density development. (if determined required at Pre-App Meeting)	



## MAJOR RESIDENTIAL AND NONRESIDENTIAL SUBDIVISIONS

### Preliminary Plats

### 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.

<b>Minor Subdivision Replat</b> for lot splits, consolidations or lot line adjustments					
<b>Determination of Completeness</b> Reviewed by staff			<b>Technical Specifications Checklist</b> Completed by Applicant		
Notes	Incomplete Inaccurate Insufficient	Complete Accurate Sufficient	Provided	Required	<b>Required Specification</b> See Section 20-807(e) for more detail on each specification
				✓	<u>Name of Proposed Subdivision</u>
				✓	<u>Names and Addresses</u> of Subdivider, Land Planner or Subdivision Designer, and licensed Land Surveyor
				✓	<u>Date of Preparation</u> and north arrow and graphic scale
				✓	<u>Legal Description</u> of proposed subdivision complete with section, township, range, principal meridian, county and size in acres. Show location of nearest section and/or quarter-section with a description tying it to the point of beginning for the subdivision. A replat shall not be required to be referenced to a section and/or quarter-section corner, provided the original plat for the subject replat is tied to at least one of these corner monuments.
				✓	<u>Location, description and elevation of all benchmarks</u> or source used for vertical control. There must be atleast one established vertical control point as the basis for the topographic survey included.
				✓	Show names of adjoining Subdivisions or in the case of unplatted land show the names of the owner or owners of adjoining property.
				✓	Show <u>Topography</u> at contour intervals not greater than 5 feet based upon actual field survey performed within the last 12 months and tied to the vertical control benchmarks included with the description.
				✓	<u>General Location Map</u> on the face of the plat, or on a separate sheet of the proposed Subdivision. The map shall be drawn to an appropriate scale and shall show the relationship of the proposed Subdivision to the following: <ol style="list-style-type: none"> <li>a. The nearest intersection of public streets; and</li> <li>b. If not in the City, any state highway located within ½ mile of the property; and</li> <li>c. If in the City, any public school or park located within ¼ mile of the property. If not in the City, any public school within one mile of the property; and</li> <li>d. If in the UGA, the nearest City Limits, and the nearest boundary of the UGA; and</li> <li>e. The zoning of the property and all other zoning districts located</li> </ol>

### Major Residential and Nonresidential Subdivisions



**Lawrence-Douglas County Metropolitan Planning Office**

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

					within ¼ mile (when within the City or the UGA) or within ½ mile (if in the rural area)
				√	<p><u>Existing Conditions shall be shown that include the following:</u></p> <ul style="list-style-type: none"> <li>a. Location of any area designated as Floodplain or Regulatory Floodplain, location and direction of flow of existing water courses; and the surface elevation of the Regulatory Flood; and</li> <li>b. Location of any area zoned "Floodplain", location and direction of flow or all water courses; and Base Flood Elevation at water course entrances and exits from the proposed subdivision; and</li> <li>c. Location of section lines, private or public streets, alleys, easements, and city boundaries within and immediately adjacent to the proposed Subdivision; and</li> <li>d. Location of natural features such as rock outcroppings, unique topographic features, lakes, and individually significant mature trees, and insofar as can reasonably be shown, natural features to be removed; and</li> <li>e. Boundaries of significant stands of mature trees, Jurisdictional Wetlands, historic sites and archaeological sites on the property proposed for Subdivision; and</li> <li>f. Existing use of the property, including the location of all existing buildings, indicating those that will be removed and those that will remain on the property after the Final Plat is recorded; and</li> <li>g. Horizontal location and vertical elevation (if available) of existing sanitary sewers, storm water sewers, and culverts within and adjacent to the proposed Subdivision, and the location of existing water mains, underground wiring, pipelines, and gas lines; and</li> <li>h. Zoning of land within and adjacent to the proposed Subdivision; and</li> <li>i. Location, description and elevation of all benchmarks established or source used for vertical control; and</li> <li>j. Types of soil, with the soil types generally indicated on the Preliminary Plat or supplemental sheet; and</li> <li>k. For a Subdivision that will rely on the use of On-Site Sewage Management Systems, a summary of available information of the subsurface Water Table, including the depth of the Water Table at the highest, lowest and typical locations within the Subdivision.</li> </ul>
				√	<p><u>Streets and Sites shall be shown that include the following:</u></p> <ul style="list-style-type: none"> <li>a. Proposed Streets (including location, width, names, approximate grades), and their relation to Platted Streets or to proposed streets as shown on any Watershed/Sub-basin plan, Sector or Neighborhood Plan of adjacent property; and</li> <li>b. Easements showing width and general purpose; and</li> <li>c. Blocks and Lots, showing approximate dimensions and proposed Block and Lot numbers; and</li> <li>d. Sites designated for other than single-dwelling or single-family use by the adopted comprehensive plan or adopted Watershed/Sub-basin plan, Sector or Neighborhood Plan. (Such plan shall be referenced on the face of the Plat); and</li> <li>e. Sites proposed for Dedication as drainage way, park, school or other public purpose; and</li> <li>f. Sites proposed by the Applicant for land uses not in conformance with adopted comprehensive or neighborhood plans accompanied by a note on the dace of the Plat stating that approval of the Preliminary Plat does not certify approval of these proposed land uses; and</li> <li>g. The Building Envelopes of proposed lots if requested by Planning Staff.</li> </ul>
				√	<p><u>A Table of Supplementary Data that includes the following information:</u></p> <ul style="list-style-type: none"> <li>a. Gross acreage of the subdivision; and Easements showing width and general purpose; and</li> <li>b. Acreage within each Zoning District; and</li> </ul>

**Major Residential and Nonresidential Subdivisions**



**Lawrence-Douglas County Metropolitan Planning Office**

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

					<ul style="list-style-type: none"> <li>c. Acreage to be Dedicated for Streets or roads, if any; and</li> <li>d. Acreage to be Dedicated for public uses other than Streets or roads, if any; and</li> <li>e. Total number of building lots; and</li> <li>f. Maximum, minimum, and average Lot size; and</li> <li>g. Phasing schedule if proposing phasing of final platting.</li> </ul>
				✓	<p><u>Statement of Method for Financing Public Improvements</u> in the Subdivision on the face of the Plat and providing references to statutes, covenants, or other sources for further information on the details of such financing. Such statement shall contain a heading in at least 24-point type saying "Provision and Financing of Roads, Sewer and Other Public Services." The rest of the statement shall be set out in at least 12-point type. At a minimum, such statement shall indicate the following:</p> <ul style="list-style-type: none"> <li>a. Whether the Subdivision will have public Streets and roads, Private Streets and roads, or a combination thereof; and</li> <li>b. Whether the Subdivision will provide connections to a Public Water Source (naming the source); and</li> <li>c. Whether the Subdivision will provide connections to a public system for wastewater treatment (naming the system) or will rely on On-Site Sewage Management Systems or other on-site wastewater treatment systems; and</li> <li>d. Whether purchasers of the Lots in the Subdivision will be subject to special assessments or other costs or fees specific to the Subdivision to pay for the capital costs of Streets, roads, water lines and treatment, and/or wastewater lines and treatment; and</li> <li>e. Whether the provision of improved roads, water service and/or wastewater service will depend in any way on a vote, petition or other collective action of property Owners in the Subdivision.</li> </ul>
				✓	<p><u>A separate narrative explaining the Public Improvements proposed for the Subdivision</u> in detail that describes the general nature and type of Public Improvements proposed and the manner by which the Subdivider intends to provide for their installation, as for example, by Public Improvement Petition, actual construction, escrow deposit, or performance bond. If other than by Public Improvement Petition, the approximate time for completion of such Improvements should be indicated.</p>
				✓	<p><u>Stormwater Drainage</u> information, as follows:</p> <ul style="list-style-type: none"> <li>a. The Preliminary Plat shall contain data, information and supplemental maps of surrounding property in sufficient detail regarding stormwater drainage issues, as determined by the Staff of the Planning Department or the Planning Commission. The Staff of the Planning Department or the Planning Commission may request additional data, information and supplemental maps for the Applicant regarding stormwater drainage, as appropriate; and</li> <li>b. <u>Minimum Floor Elevations</u> on lots adjacent to Drainage Easements and on drainage ways that are designated by the Director of Public Works or his or her designee the Preliminary Plat and Final Plat shall indicate the required minimum habitable floor elevations for Structures on Lots; or, the minimum elevation for foundation opening(s) which shall be certified by a licensed Land Surveyor or Engineer. [If a basement is built on a Lot where a minimum elevation has been established, the building design is encouraged to incorporate a sump pump.]</li> </ul>

**Major Residential and Nonresidential Subdivisions**



**Lawrence-Douglas County Metropolitan Planning Office**

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

**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.)

**Major Residential and Nonresidential Subdivisions**



**Lawrence-Douglas County Metropolitan Planning Office**

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

**MAJOR SUBDIVISION**

**Application Form**

(Completed by Applicant or Applicant's Agent)

Pre-Application Meeting Date:		Planner:	
<b>Applicant or Agent Information</b>			
Contact Name(s):		Primary Phone:	
Company:		Mobile Phone:	
Street Address:		Fax:	
City/State/Zip Code:		E-Mail Address:	
<b>Property Owner Information</b>			
Owner Name(s):		Primary Phone:	
Street Address:		Fax:	
City/State/Zip Code:		E-Mail Address:	
<b>Property and Proposed Division Information</b>			
Address:			
City/Zip:			
Are you proposing a Preliminary Plat or Final Plat?			
Number of Existing lots:		Number of Proposed lots:	
<b>Additional Information</b>			
Present Zoning:			
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?			

<b>Signature</b>	
I/We, the undersigned am/are the <b>(owner(s)), (duly authorized agent), (Circle One)</b> of the aforementioned property. By execution of my/our signature, I/we do hereby officially apply for a Preliminary Plat as indicated above.	
Signature(s): _____	Date _____
_____	Date _____
_____	Date _____

**Major Residential and Nonresidential Subdivisions**



**Lawrence-Douglas County Metropolitan Planning Office**

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

**STAFF USE ONLY**

Application No. \_\_\_\_\_

Date Received \_\_\_\_\_

Action or Decision Date \_\_\_\_\_

Fee \$ \_\_\_\_\_

Date Fee Paid \_\_\_\_\_



**Lawrence-Douglas County Metropolitan Planning Office**

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

**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

**Major Residential and Nonresidential Subdivisions**

Attachment A Owner Authorization Form