



FLOODPLAIN DEVELOPMENT PERMIT APPLICATION

Fee \$20

OWNER INFORMATION

Name(s) _____
Contact _____
Address _____
City _____ State _____ ZIP _____
Phone (____) _____ Fax (____) _____
E-mail _____ Mobile/Pager (____) _____

APPLICANT/AGENT INFORMATION

Contact _____
Company _____
Address _____
City _____ State _____ ZIP _____
Phone (____) _____ Fax (____) _____
E-mail _____ Mobile/Pager (____) _____
Pre-application Meeting Date _____ Planner _____

PROPERTY INFORMATION

Project Name _____
Present Zoning District _____ Present Land Use _____
Proposed Land Use _____
Legal Description (*may be attached*) _____
Address of Property _____
Total Site Area _____
Number and Description of Existing Improvements or Structures _____



ADDITIONAL INFORMATION

Development Permit# _____ Building Permit# _____

Address of Property in Floodplain _____

Legal Description of Property in Regulatory Floodplain (attach additional page if necessary)

Type of Development Proposed: Residential Non-Residential
Panel # of FIRM: _____

Location:	In Floodway	In Floodway Fringe	Unmapped Floodplain Area
Zone:	A AE	AH	AO

Is the property located within the City of Lawrence or Douglas County? City County

If the property is within the City of Lawrence, what date was it annexed to the City?

Verify all necessary Federal and State permits (Sec. 20-1203(d)(1)(v))

Is your project exempt from Division of Water Resources requirements per K.A.R. 5-45-17?

YES NO

Is your project in a drainage district? YES NO

If yes, which one? _____

Is your project within 1,000 feet of a levee? YES NO

If your project is within the floodway, certification must be provided before a building permit is issued that the proposed development will not increase the height of the regulatory flood elevation.

Elevation of regulatory flood for this property? _____ *M.S.L.

Elevation of this property? _____ *M.S.L.

Elevation of Proposed Structure? _____ *M.S.L.

Proposed cubic yards of fill? _____

Total Lot Area _____ Building Coverage _____

Pervious Surface Area _____ Impervious Surface Area _____

(Must be 2 feet above regulatory flood elevation for residential and 1 foot above for commercial and industrial)

*M.S.L. = Mean Sea Level



**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>

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
Preliminary Development Plan approval as indicated above.

Signature(s): _____ Date _____

_____ Date _____

_____ Date _____

STAFF USE ONLY

Application No. _____

Date Received _____

Planning Commission Date _____

Fee \$ _____

Date Fee Paid _____

PLAN AND SPECIFICATIONS APPROVED THIS _____ DAY OF _____, 20_____.

Director of Planning _____

Building Safety Manager _____



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Application Requirements

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 will delay the review process.

The applicant shall meet with Planning Staff at least seven (7) working days prior to submittal of the application.

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

Pre-Application Meeting

The applicant shall meet with Planning Staff at least seven (7) working days prior to submittal of the application.

Pre-submittal _____, **200** .

Target Submission Date _____, **200** .

Fee _____

During the meeting Planning Staff will assist the applicant to determine **if** the following items are Required or Not Applicable (see 1203(d)):

- | R | NA | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | . Hydrologic and Hydraulic Study, two (2) copies. |
| <input type="checkbox"/> | <input type="checkbox"/> | . Identify the Water Surface Elevation of the Base Flood as determined by the Flood Insurance Study (if H&H Study not required). |
| <input type="checkbox"/> | <input type="checkbox"/> | . Provide study that states the Water Surface Elevation of the Base Flood completed by a registered, professional engineer if such information is not provided by an H&H Study or Flood Insurance Study. |



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**General Floodplain Development Permit
Submittal Requirements**

❖ **Application Form**

- A complete Application Form.
 - Page 1 – Owner, Applicant, and Property information
 - Page 2 – Additional Information
 - Page 3 – Description of Project
 - Page 4 - Signature Page

❖ **Attachments Required**

- Legal description of property in print and electronic format (MS Word).
- County Appraiser's Assessed Value of structure and Market Value of proposed improvement.
- Grading Plan showing existing contours and proposed contours.
- FEMA Elevation Certificate must be provided prior to final inspection.

❖ **Other**

- Payment of review fee. (Make check payable to the City of Lawrence.)
- Drawings and data necessary to demonstrate that the proposal is in general conformance with the Comprehensive Plan.
- Verification that all necessary State and Federal Permits have been obtained.



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**FLOODPLAIN DEVELOPMENT PERMIT
DETERMINATION OF COMPLETENESS, ACCURACY, AND SUFFICIENCY
(Completed by Staff)**

The following items apply to rezoning applications. Submission of less information than necessary to adequately review and process your application may delay the review process. The following submittal requirements will be deemed either fully completed and Provided (P) or Not Provided (NP) by the applicant. (Circled items have not been reviewed due to time constraints.)

Pre-Application Meeting

P NP

- 1. Pre-Application Meeting. The applicant shall meet with Planning Staff at least seven (7) business days prior to submittal of the application. During the meeting Planning Staff will assist the applicant to determine if the following items are required:
 - a. H & H Study, two (2) copies.
 - b. Identify the Water Surface Elevation of the Base Flood as determined by the Flood Insurance Study (if H&H Study not required).
 - c. Provide study that states the Water Surface Elevation of the Base Flood completed by a registered, professional engineer if such information is not provided by an H&H Study or Flood Insurance Study.

General Submittal Requirements

- 2. A complete application form.
- 3. Payment of review fee.
- 4. Legal description of the property in print and electronic (Microsoft Word) formats.
- 5. County Appraiser's assessed value of existing structure and market value of proposed improvement.
- 6. Verification that all necessary State and Federal Permits have been obtained.
- 7. Grading Plan showing existing and proposed contours.



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Determination Of Completeness, Accuracy, and Sufficiency

I have reviewed the rezoning 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 Development Code standards.
 - The application contains multiple minor inaccuracies or omissions that hinder timely or competent evaluation of the plan's/application's compliance with Development Code standards.
 - 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.)