



REQUEST FOR ANNEXATION 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:

- | R | NA | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | . Consent to Annexation Form |
| <input type="checkbox"/> | <input type="checkbox"/> | . Legal Description of property. |
| <input type="checkbox"/> | <input type="checkbox"/> | . Copy of last recorded deed on the property. |
| <input type="checkbox"/> | <input type="checkbox"/> | . Map of requested annexation area. |
| | | . Any other information requested by Staff: |
| <input type="checkbox"/> | <input type="checkbox"/> | . _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | . _____ |



**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>

General Preliminary Development Plan Submittal Requirements

❖ **Application Form**

- A complete Application Form.

❖ **Attachments Required**

- Legal description of property in print and electronic format (MS Word).
- Consent to Annexation Form
- Last recorded deed on property.
- Map of requested annexation area.
- Other information requested by staff.

❖ **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.



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**REQUEST FOR ANNEXATION
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. Consent to Annexation Form (See attachment)
 - b. Legal Description (See attachment)
 - c. Copy of last recorded deed.
 - d. Map of requested annexation area.
 - e. Other information requested by staff.

Other Requirements

- 2. Payment of Review Fee.
- 3. Drawings and data necessary to demonstrate that the proposal is in general conformance with the Comprehensive Plan.



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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.)



**REQUEST FOR ANNEXATION
Application Form**

Pre-Application Meeting
required minimum 7 days
before submission
Planner _____
Date _____
Fee _____

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

Is the property currently served by:

City water service	YES	NO
City sanitary sewer service	YES	NO
Rural water district water service	YES	NO

If yes, please describe the rural water district facilities

If the property is currently served by rural water district service, state law requires that the City pay the RWD for RWD facilities serving the property upon annexation. City policy requires that this cost be paid by the annexation applicant.

Does the property currently abut City of Lawrence boundaries? YES NO

Is the annexation request contingent upon rezoning or other land use regulatory decisions? If yes, please describe. YES NO

Please describe the existing structures or improvements on the property.

Reason for Request:



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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 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 _____

Rezoning Application No. _____



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Note to Applicant:

Replace this page with "Exhibit A, Legal Description".

