

ALL APPLICATIONS ARE DUE AT 12:00 NOON ON THE FILING DATE

FEE SCHEDULE			Office Use Only
NUMBER OF LOTS		FEE	Fee Paid:
_____ 1 – 10		\$150 PLUS \$7.00 PER LOT	\$ _____
_____ 11 – 50		\$150 PLUS \$6.00 PER LOT	Date Paid: _____
_____ 51-150		\$150 PLUS \$5.00 PER LOT	Case No.: _____
_____ 151 – 500		\$150 PLUS \$4.00 PER LOT	Meeting Date: _____
_____ OVER 500		\$150 PLUS \$3.00 PER LOT	

ALL FIELDS HIGHLIGHTED IN RED ARE REQUIRED FIELDS

SUBDIVISON NAME _____

LOCATION _____

SIZE (IN ACRES) _____ **NUMBER OF LOTS** _____ **CURRENT ZONING** _____

REAL ESTATE PARCEL ID NUMBER _____

APPLICANT

FIRM _____ CONTACT _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ E-MAIL _____

OWNER

NAME _____ CONTACT _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ E-MAIL _____

ARCHITECT

FIRM _____ CONTACT _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ E-MAIL _____

ENGINEER

FIRM _____ CONTACT _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ E-MAIL _____

I, _____, (Contact Person's Name; Please Print), hereby certify the attached and completed application contains the information as specified below in accordance with the Unified Development Code. I understand the submission of incomplete or inaccurate information may result in a delay in processing and action on this application and may be subject to other penalties provided by law.

Signature of Contact Person

Date

Note: *The following items apply to all applications for preliminary plat approval. The Applicant is strongly encouraged to work closely with Staff in advance of an actual application submittal. **Please submit ONLY THOSE DRAWINGS necessary to provide information required by this checklist. Do not submit construction drawings or other nonessential drawings may delay the review process.***

Preliminary Plats

1. Plat application form, filled out completely and accurately with all required contact information, signatures, etc.
2. All files must be electronic. A PDF file shown as 24 x 36 pages to include all general final plat data, existing conditions, proposed conditions, and any ancillary items shall be provided with sufficient information included as to allow for an appropriate review by the City. The plat must be sealed by a licensed land surveyor as required.
3. Include a PDF of the Stormwater report, all pages must be in one document.

General Preliminary Plat Information

1. Legal description and drawing.
2. Proposed name of the subdivision and the words "PRELIMINARY PLAT".
3. Location map at a scale of not less than 1" = 2,000', with the site plan clearly marked to identify the location to the property.
4. Designation of the land to be reserved or dedicated for open space or recreational use.
5. A written proposal of the project including, but not limited to: proposed lot sizes, unit types, range of unit square footages, projected sale price, target market, general design concept including building materials, color scheme, number of garage parking per unit, floor plans if available, justification for any deviations that are requested to allow the development, etc.
6. The number of each lot and block, in accordance with a systematic numbering system and "letter" identification of all other parcels, proposed buildings, if any, and proposed ownership.
7. The length of all straight lines, deflection angles or bearings, and radii, arcs and central angles of all curves along the centerline and the property line of each street. All dimensions of property lines along each street and all the lines bordering each lot shall be in feet and decimal fractions of a foot. The true bearings and angles of intersections, and any other data necessary for the location of any dedicated easement in the field; calculated bearings shall be used.
8. The lines and names, with accurate dimensions in feet and decimals of feet, of all proposed streets or other ways or easements and other open spaces intended to be dedicated for public use or granted for use of inhabitants of the subdivision, also lines of all adjoining streets.
9. Suitable primary control points approved by the City Engineer or descriptions and "ties" to such control points, to which all dimension, angles, bearings and similar data given on the plat shall be referred. All dimensions shall be shown in feet and decimals of a foot.
10. The north arrow, scale (not less than 1" = 200'), and date.
11. Surveyor's certificate of actual field survey with bearings and distances referenced to section or fractional section, corners, township, and range. This survey must be balanced and closed by a Registered Land Surveyor.
12. All lot dimensions clearly noted on each lot, parcel or tract.

Existing Conditions

Information, in report and map form, showing:

1. Zoning of the proposed subdivision and of adjacent property.
2. The names and lot lines of adjoining subdivisions and adjacent property owners.
3. The location in the adjoining streets or property of existing sewers and water mains, gas mains, culverts and drain pipes, electric conduits or lines proposed to be used on the property to be subdivided, and invert elevations of sewers at points of proposed connection.
4. Location, width, names and use of all existing public rights of way or private rights of way or easements in and adjacent to the subdivision.
5. Location of existing buildings within the subdivision and adjacent to the subdivision within 300 feet.

6. Location all existing structures, wells, septic systems, etc. and whether they are to be retained or removed.
7. A survey showing the physical features of the property and adjacent land within 300 feet, including contours at vertical intervals of not more than five feet (5') where the slope is greater than ten percent (10%) and not more than two feet (2') where the slope is less than ten percent (10%). Elevations shall be marked on such contours based on the existing datum plane established by the U.S. Coast and Geodetic Survey. Include dates of topography and permanent and temporary benchmark locations and elevations, if appropriate.
8. Location and width of existing parks, open spaces or other similar features.
9. Location of significant natural features, including the location and identification by common name, of trees and other significant vegetation prepared from aerial photos with on-site verification or survey.
10. Boundaries of any mined, underground space and submittal of any required engineering structural safety studies.

Proposed Conditions

On one or more, separate sheet(s) from the plat and/or in report form, as appropriate, the following information:

1. Lot or Parcel number(s) for all land within the plat excluding public right-of-way.
2. Description and map of the proposed water supply and sanitary supply systems.
3. Preliminary site grading plans.
4. Letter of intent as to whether a Homeowners Association will be created and if any covenants and restrictions are proposed by the subdivider.
5. Proposed sidewalk and/or trail locations including proposed widths.
6. Designation of proposed uses of land within the subdivision, whether for residential, commercial, industrial, or public use, such as parks.
7. For subdivisions zoned for single-family use, a map including the proposed Housing Classification.
8. The approximate location in the adjoining streets or property, and on site, of existing sewers and water mains, gas mains, culverts and drain pipes, electric conduits or lines proposed to be used on the property to be subdivided.
9. Proposed lots or parcels, including layout, lot lines, lot numbers, letters or other symbols identifying blocks, and approximate dimensions of lots and, if townhouses for sale, the location of the buildings and setbacks from lot lines.
10. Listing on the plat of all requested deviations (planned districts only) including type of deviation, lots to which the deviation should be applied, and written justification for granting of same. Justification may be included as part of the project description.
11. General location of land to be dedicated for public use with a statement of the purpose of the dedication or reservation;
12. Location and width of proposed parks, open spaces or other similar features.

Landscape Plan and Fence Data

Site and landscape plans must be prepared to describe proposed improvements within the residential fence/landscape buffer tracts, stormwater management tracts and other common open space. A phasing plan must be submitted to show how the improvement areas are to be coordinated and when such improvements are to be completed. Plans must include the following information:

1. Existing and proposed contours (Minimum of 5' intervals for slopes over 10 percent and 2' intervals for slopes under 10 percent) also including proposed berming.
2. Location and *perimeter dimensions* of proposed parks, open spaces or other similar features.
3. Plans must reflect pedestrian access to, as well as circulation within, common open areas. Public sidewalks located within tract areas must be completed with the initial street improvements. Pedestrian links to the public walks and trails within the open space tracts to be owned by the homes association must be completed with the landscape improvements in these tracts.
4. Identification of existing individual trees and significant other vegetation requested to be credited towards landscape requirements.
5. A plant schedule to provide plant type and quantity.
6. Calculations for required planting areas.
7. Planting details to describe the various planting situations (tree, shrub, planting bed, tree protection, set back from parking stalls, etc.).
8. Sight distance information at intersections of public streets and private drives along public and private street right of way must be provided.

9. A complete fence design must be submitted to include a standardized fence detail to be utilized for individual lots adjacent to the residential fence/landscape buffer and the public, as well as private, open space tracts. The landscape plan should establish the permitted location for the fences to be allowed on lots located adjacent to these tracts. Staff suggests that the fence design for lots adjacent to these tracts be limited to open fencing such as wrought iron.
10. Perimeter Planting and Land Use Intensity Buffer, Internal Parking Lot Buffer requirements as well as other landscape and buffer requirements that will need to be addressed as they may apply to development within the common tract areas (i.e. homes association pool, playgrounds and recreational areas).
11. With regard to native grass and wildflower areas, the landscape plan must include detailed specifications to describe the proposed seed mix and explain how the native planting areas are to be established and maintained. Planting methods other than seeding may be determined necessary where plant uniformity or stability of the soil surface is considered essential.
12. Plans should reflect that all turf areas are to be established with the use of sod unless specifically noted for seeding in the approved final landscape plan.
13. Landscape irrigation plans must be included to show location of hose bibs and sprinkler heads and must reflect suggested coverage.
14. Other information may be determined necessary by the Applicant/city to address site specific details unique to a particular development.

Engineering Information Streets & Access

1. Location, type and size of access points, driveways, curb cuts to the proposed site and all adjacent sites.
2. Existing street network.
3. Proposed street network, including horizontal and vertical curvature data (use of direction arrows and percent of grade is permitted at preliminary for vertical curve data, unless otherwise specified / required.)
4. Show, label, and dimension all existing and proposed right of way.
5. Provide intersection site distance analysis.
6. Provide traffic lane markings and regulatory signs where applicable.
7. Street light plan. Where existing street lights must be relocated, said street lights must be noted as “to be relocated” on the plans along with the name and mailing address of the party who will assume relocation costs.
8. Vehicle maneuvering / turning templates reflecting the site can accommodate a minimum SU-30 class vehicle (for emergency access to all areas of the site), and the appropriate site design vehicle for any other special areas of the site (such as delivery or dock areas, etc.).
9. A traffic study may be required at the discretion of the traffic Engineer.

Stormwater / Watershed

1. Existing and proposed storm drainage, indicating location and connections to existing drainage system.
2. Existing topography with contours at vertical intervals of not more than five feet (5') where the slope is greater than ten percent; and not more than two feet (2') where the slope is less than ten percent.
3. Proposed preliminary grading by contours at vertical intervals of not more than five feet (5') where the slope is greater than ten percent; and not more than two feet (2') where the slope is less than ten percent, supplemented by spot elevations where necessary.
4. Provide at a scale appropriate for clear readability the drainage basins, but not less than 1" = 100', both on-site and off-site drainage sub-basins coming to the subject site, including all points at which it leaves the site. Each sub-basin should be clearly labeled with a designation letter or number, acreage of the sub-basin, and CN value of the sub-basin.
5. Limits of the 100 year flood plain and floodway of all existing water courses that would impact this development.
6. Impervious area calculations.
7. Level of service calculations, which should include a completed Worksheet 1 and Worksheet 2, with all appropriate maps / plans to identify and justify the areas utilized on the worksheets. *(Staff notes that Worksheet 1a will not be accepted, Worksheet 1 with the change in CN value must be utilized.)*
8. Proposed BMP types and locations (identified from Worksheet 2), in plan, profile, and detail form.
9. A plan of the surveyed Stream Setback location, clearly denoting / labeling stream order, stream type, and subsequent setback requirements. For projects that do not have identified stream setback buffers on the project, please include a statement that the Stream Setback Ordinance does not apply. Each zone or setback area should be identified and labeled.
10. Evaluation of any stream components and associated storm system outfalls in compliance with APWA 5600, Section 5605 Natural Streams.
11. A digital copy of the Stormwater Management Plan: [Stormwater Management Plan Procedures, Format & Guidelines](#)

12. Memorandum of Resource Management including:
 - a. Identification of the soil types (and their properties) found on the project site, identified from the NRCS Soil Survey map.
 - b. Identification or wetland delineation in the form of a copy of National Wetland Inventory index.
 - c. Habitat evaluation for threatened and endangered species.
 - d. Location and general type of existing trees and significant vegetation and trees proposed for preservation and removal if estimated to be greater than 10" caliper, (prepared from aerial photo or survey).
 - e. Latest (not more than two years old) aerial photograph of the site.
 - f. Existing contour information for the site.
13. Such additional information as may reasonably be required in writing by the Development Engineering Administrator.
14. All engineering plans must be wet sealed by a Kansas Registered Professional Engineers.

Ancillary Items

The application shall also include:

1. Written statement as to whether a Homeowner's Association is proposed. Any covenants and restrictions proposed by the developer, if known at this time.
2. Such additional information as may reasonably be required in writing by the Development Review Engineer or Development Review Coordinator.

Supplemental submission before Planning Commission hearing

Following initial staff review of the submittal but at least ten days before the meeting at which the Planning Commission will consider the application, the following additional material must be submitted:

1. A PDF file to include one full size set of the proposed plat and fence/landscape buffer plan. All pages of the **full size set must be included in one document. Do not submit individual pages.**
2. A digital copy of the Stormwater Management Plan: [Stormwater Management Plan Procedures, Format & Guidelines](#) (see related handout, digital copy may be included on the disk with the plat elements).
3. Digital Submission Required: *(Note: This will assist the City in displaying new projects on its GIS mapping system).*
 - a. A digital copy of the preliminary plat shall be submitted in a CAD .dxf file format. The .dxf file should have text located on a different layer than the projects line work.
 - b. All data collected for the project shall use the Johnson County Horizontal Control System. All data files submitted to the City of Lenexa shall abide by the KS State Plane North coordinate system, NAD83 using datum and feet as the unit of measure.