



FINAL PLAN APPLICATION AND CHECKLIST
ALL APPLICATIONS ARE DUE AT 12:00 NOON ON THE FILING DATE

___	FINAL PLAN /REVISED FINAL PLAN	\$400.00
___	FINAL PLAN / REVISED FINAL PLAN, ADMINISTRATIVE	\$375.00
___	- only for BP-1 & BP-2 Zoning Districts	
___	*This fee applies when submitted separate from a final plan request.	
___	FINAL PLAN DEVIATION *	\$400.00
___	LANDSCAPE PLAN *	\$225.00
___	LIGHTING PLAN *	\$225.00
___	SIGN CRITERIA *	\$125.00
___	SIGN DEVIATION *	\$200.00

Office Use Only
Fee Paid: \$
Date Paid:
Case No.:
Meeting Date:

ALL FIELDS HIGHLIGHTED IN RED ARE REQUIRED FIELDS

NAME OF DEVELOPMENT _____

ADDRESS / PARCEL ID # _____

CURRENT ZONING _____

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 _____

FINAL PLAN APPLICATION AND CHECKLIST

I, _____ (Contact Person's Name), 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.

Signature of Contact Person

Date

Note: The following items apply to all applications for final plan approval. Some plans, because of their scale and complexity may require additional information. 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.**

General Requirements for all Final Plan Applications

1. Plan 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 site development data, landscape and fence data, engineering data*, utility plans, floor plans and building elevations, and any ancillary information shall be provided with sufficient information included as to allow for an appropriate review by the City. **All plan sets must be one document.**
3. Please label documents, i.e.: Final Plan Set, Stormwater Report, Cross Access Easement, Cut Sheets for Lighting, Cut Sheets for Major Site Furnishings (benches, fountains, planters, statuary), etc. All plans must be sealed by a licensed architect, professional engineer as required.
4. A PDF of the Stormwater report, all pages must be one document.
5. A project narrative. Where tenants are known, the project narrative should consist of: a business description, hours/days of operation, number of employees, goods or services rendered, products sold at wholesale or retail on site or distributed off-site, any flammable products or chemicals with method of storage, etc. (MSDS sheets will be required at time of Building Permit application).

General Information required for all Final Plan submittals

1. A cover sheet, clearly identifying the project associated with the submittal.
2. North arrow.
3. A scale appropriate to clearly express the design intent for the project, but not less than 1" = 100'
4. A project location map at a scale of not less than 1" = 2000', with the site plan clearly marked.
5. Dates of plan preparation and or plan revisions.
6. Owner's name, zoning and present use of adjoining tracts.

Project plans must include the following information:

General Site Development Data

1. Boundary survey tied to established section lines.
2. Section, Township, and Range.
3. Gross and net acreage of the site.
4. Location, width and names of all existing (or proposed) streets and water courses.
5. Location and dimensions of all existing buildings; and location and dimensions of all proposed buildings.
6. Current use of each existing structure; and proposed use of each proposed structure.
7. Adjacent development including lot lines, building footprint, access points and parking.
8. Location, type, and width of sidewalks and walkways.
9. Location of and type of trash disposal with proposed screening materials.
10. Location of all existing (or proposed) easements.
11. All parcels of land proposed to be dedicated to public use and the conditions of such dedication, if any.
12. Boundaries of any mined, underground space and submittal of any required engineering structural safety studies.

Parking

1. Location and dimensions of off-street parking including spaces for the disabled, curb cuts, ramps, and location of all loading areas.
2. Angle of parking stalls.
3. Dimensioned width of parking aisles, islands, and drives.
4. Curb radii.
5. Show calculations used to determine the number of parking spaces required by ordinance. (See sample chart below.)

FINAL PLAN APPLICATION AND CHECKLIST

SITE DEVELOPMENT DATA PANEL

Data panel shall be provided on every site plan.

Site Area in Acres: _____ Total Lot Coverage [Building(s) & Pavement] square footage: _____
 Density - Units per Acre _____ Open Space Percentage: _____

Parking Calculations by Use:	Parking Ratios	Square Footage	Code Required	Provided
Office, retail, showroom	1/250 s.f.			
Warehousing	1/1,500 s.f.			
Manufacturing/Production	1/1,000 s.f.			
Restaurants, Drinking Est.	1/75 s.f.			
Assembly/Educational	See code			
Multi-family	1 per efficiency unit			
	1.5 per 1-bdrm unit			
	1.75 per 2-bdrm unit			
	2 per 3+-bdrm unit			
Multi-family	.25 per unit for visitor			

Landscape Plan and Fence Data

Detailed site and landscape plans must be prepared to clearly describe proposed improvements within the Perimeter Planting and Land Use Intensity Buffer areas, Internal Parking Lot Landscape areas, Pedestrian Oriented Public Open Space, stormwater management tracts and other common open space areas. Plans must include the following information:

1. Existing and proposed contours, [Minimum of five foot (5') intervals for slopes over ten percent (10%) and two foot (2') intervals for slopes under ten percent (10%)].
2. Plans must reflect pedestrian access to, as well as circulation within, common open areas. Public sidewalks must be completed with the initial street improvements. Pedestrian links to the public walks and trails within a planned development must also be reflected on plan.
3. Identification of existing individual trees and significant other vegetation requested to be credited towards landscape requirements.
4. A plant schedule to provide plant name (common and botanical), quantity, planting size, and unique planting and maintenance requirements).
5. Calculations for required planting areas.
6. Planting details to describe the various planting situations (tree, shrub, planting bed, tree protection, set back from parking stalls, etc.).
7. Sight distance analysis with relation to the street and perimeter planting programs.
8. Major site furnishings (benches, fountains, planters, statuary, etc.) should be identified.
9. Site feature buffering and screening as specified by code.
10. Location of all utility meters, HVAC units, control boxes, pollution control units, etc. and proposed screening methods.
11. Location and complete design details must be submitted to describe the type height, and appearance of fences, retaining walls and architectural screens. Development plans for property adjacent to Interstate or Highway right of way shall include upgrades of the existing highway fence to reflect a design detail for a heavy gauge black vinyl coated chain link or higher quality construction. This upgrade will also require approval from the Kansas Department of Transportation.
12. Perimeter Planting and Land Use Intensity Buffer requirements will need to be addressed as they may apply to development within the common tract areas of residential developments (i.e. homes association pool, playgrounds and recreational areas).
13. Plans must reflect all ground cover and pavement types.
14. 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.
15. Plans must indicate that all turf areas are to be established with the use of sod unless specifically noted for seeding in the approved final landscape plan.
16. Landscape irrigation plans must be included to show location of hose bibs and sprinkler heads and must reflect suggested coverage.
17. Other information as may be determined necessary by the Applicant/City to address site specific details
18. The final landscape plans must be properly sealed by a registered Landscape Architect, licensed to practice in the state of Kansas, prior to a building permit being issued.

Lighting

Exterior lighting information must be submitted to include a complete description of fixtures and a photometric layout for the overall site development. Cut sheets must be provided for all exterior fixtures to clearly describe equipment type, location and mounting height.

Signs

A written sign criteria and sign construction drawings as well as a mock layout of signs applied to the building elevation plan, must be submitted to describe the allowable signs and sign area in detail per code specification. The criteria must also contain signature blocks for the property owner(s) and city approval.

Building Plans

1. Complete floor plans of existing and proposed buildings must be submitted to include dimensions and a description of use areas.
2. Building elevation plans of all sides of the building(s) are required to illustrate the proposed architectural quality and character of the building(s). Plans must include necessary dimensions, a detailed description of finish materials and colors, and must accurately describe proposed architectural detailing. Material and color samples must also be included at this time. Individual material samples or display boards should not exceed 24" x 36".
3. Plans must reflect suggested location of wall mounted meters and other service equipment and address required screening and coordination with exterior wall colors.
4. Building drainage must be through integrated downspout system / roof drains.
5. Show floor area by use, access points, and loading area, height of the structures and number of stories.
6. Identify any / all building(s) that are proposed to have automatic sprinkler systems.

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 and profiles.
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 maneuver/turning templates for any other vehicles that will be accessing the site (such as delivery or dock areas, etc.).

Stormwater / Watershed

1. Existing and proposed storm drainage, indicating location, types of materials, sizes, types and grades of ditches, storm sewers, catch basins, and connections to existing drainage system.
2. Existing topography with contours at vertical intervals of not more than five (5) feet where the slope is greater than ten percent (10%); and not more than two (2) feet where the slope is less than ten percent (10%).
3. Proposed finished grading by contours at vertical intervals of not more than five (5) feet where the slope is greater than ten percent (10%); and not more than two (2) feet 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 of 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.

Utility Site Plans / Data

1. Location of all utilities shown on plan.
2. Location of all utility meters, HVAC units, control boxes, pollution control units, etc. and proposed screening methods.
3. All utilities are required to be placed underground.
4. Sanitary sewer plan.

Ancillary Information (as necessary)

1. General restrictions imposed by the developer.
2. Proposed restrictions, to run with the property that will guarantee adherence to the design standards (architectural, landscape, and other) agreed to at the time of plan approval.
3. Cross Access, Parking, and Maintenance Agreements as necessary for multiple building projects.
4. Letters of approval for encroachment from easement holders (e.g. utilities) for which site development encroaches upon the utility holder's easement.
5. Such other information as the Planning Commission shall by written rule require.
6. Any other information the applicant believes will support the request.
7. At the time of final plan revision submission (for Agenda presentation and/or Address Plan preparation) the following must be submitted:
 - a. PDF files must include one full size. All pages of the **full size set must be included in one document. Do not submit individual pages.**
 - b. A digital copy of all stormwater components must accompany revisions. This may be placed on the same CD with the PDF plan file.

Supplemental submission prior to application for Building Permit

After approval by the Planning Commission, the applicant shall submit the following additional information, prior to application for building permit:

Digital Submission Required: *(Note: This will assist the City in displaying new projects on its GIS mapping system).*

1. A digital copy of the final plan 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.
2. 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.