

Concept Plan Application & Checklist

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

_____ **CONCEPT PLAN**

\$300.00

**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 _____

I, _____ (Contact Person's Name; Type or 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.

Signature of Contact Person

Date

Note: The following items apply to all applications for concept plan 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.**

General Requirements for all Concept 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 existing conditions, proposed conditions, and any ancillary information shall be provided with sufficient information included as to allow for an appropriate review by the City. **All pages must be submitted as one PDF file, individual pages will not be accepted.**

General Information required for all Concept 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.
7. Legal description of the property.

Existing Conditions

Information, in report and map form, showing:

1. Location and dimension of all property boundaries to be included in the conceptual plan.
2. Location of existing physical features including buildings, driveways, etc. within and adjacent to the property.
3. The location in the adjoining streets or property, of all existing sewers or water mains, gas mains, culverts and drain pipes, electric conduits or lines proposed to be used on the property to be subdivided.
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 all existing structures, wells, septic systems, etc. and whether they are to be retained or removed.
6. 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.
7. Location of significant natural features, including the general location of tree rows or significant stands as well as any other significant vegetation prepared from aerial photos.
8. Boundaries of any mined, underground space and submittal of any required engineering structural safety studies.
9. Limits of the 100 year flood plain and floodway of all existing water courses that would impact this development.
10. A plan of any 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.
11. Any additional information as may reasonably be required in writing by the City Engineer, Development Engineering Administrator, or the Development Review Administrator.

Proposed Conditions

General Land Use Plan

1. The general area of each proposed land use.
2. The proposed amount or intensity of each land use, measured in square feet of commercial or industrial space and the number of dwelling units for residential.
3. If the project will be built in phases, identification of the phases and allocation of the land uses and apportionment of the intensities of such uses in each phase.
4. A project narrative describing the proposed development. The report shall include a phasing schedule of the proposed dates for filing subsequent preliminary plans and beginning construction on each proposed phase and explaining which public improvements and amenities will be included in each phase.

General Access, Circulation, and Service Plan

1. A general circulation plan for the site, showing the location of all major arterials and collector streets, with the connections between such streets and the existing public street system, including the location, type and size of access points, driveways, or curb cuts to the proposed site and all adjacent sites. *Sufficient data (such as site distance analysis, traffic study analysis, etc.) may be required to appropriately locate site access locations.* The final location of the connections between the proposed streets and the existing public streets shall not deviate by more than one hundred horizontal feet (measured along the existing street) from that shown on the plan or may not violate the City's access management criteria.
2. The locations of major sewer and water connections to the public system.
3. General 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. *(This may be gross aggregate area(s), rather than broken down into specific detail. Staff also notes that Worksheet 1a will not be accepted, Worksheet 1 with the change in CN value must be utilized.)*
4. General Memorandum of Resource Management data such as tree cover, wetland identification, aerial photographs, etc.
5. General flow of stormwater on the site as it will exist after development, with an indication of proposed stormwater components, BMP's, etc. and a clear identification of final outflow locations from the site.

Ancillary Information (as necessary)

1. Such other information as the Planning Commission shall by written rule require.
2. Any other information the applicant believes will support the request.
3. Any additional information as may reasonably be required in writing by the City Engineer, Development Engineering Administrator, or Development Review Administrator.
4. At the time of complete plan revision submission (for Agenda presentation) the following must be submitted:
3. PDF files must include one full size plan set as one document file, **individual pages will not be accepted.**

Supplemental submission before Governing Body approval

After review and recommendation by the Planning Commission, the applicant shall submit the following additional information, before Governing Body approval of the preliminary plat.

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

1. A digital copy of the concept 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.