

SITE PLAN / DEVELOPMENT PLAN

GENERAL PROCEDURE

- Applicant request a Pre-application meeting with City staff
- Submit completed application, fee and plan copies by deadline
- Staff notifies applicant within one week if application is incomplete.
- Staff review comments are sent to the applicant and the Site Plan Review Committee five days before the meeting.
- Submit revisions based upon staff and Site Plan Review Committee recommendations by deadline
- Staff review comments sent to the applicant and the Planning Commission five days before the Planning Commission meeting

For Development Plans in 'P-D' Planned Development zoning district:

- Revise Plan as recommended by the Planning Commission and submit copies for the City Council by deadline
- Staff review comments and Planning Commission Recommendations sent to the applicant and the City Council seven days before their meeting

REQUIRED SUBMITTALS

- Pre-application meeting: 3 copies of sketch site plan
- Application: 7 full-size (24" x 36"), 1 reduced copy (minimum 11" x 17"), and one digital copy of plans, and all required support documents and materials
- Revisions for Planning Commission: 12 full size copies, 1 reduced copy, 1 digital copy of plan. Contact staff concerning copies of support documents.
- City Council (Development Plans only): 3 full-size copies, 12 reduced copies all corrected with Planning Commission recommendations.

**Failure to submit all of the required documentation may result in tabling the plan.

CITY CONTACTS (913) 583-1182

Linda Bohnsack
City Planner, ext 115
lbohnsack@desotoks.us

Mike Brungardt
City Engineer, ext 116
mbrungardt@desotoks.us

Pat Guilfoyle
City Clerk, ext 110
pguilfoyle@desotoks.us

Patrick Reavey
City Attorney, ext. 125
preavey@desotoks.us

Steve Chick, Sr.
Building Official, ext. 130
schick@desotoks.us

Kevin Ritter
Fire Chief
913-208-5352
dfd1600@yahoo.com

SITE PLAN APPLICATION FEES

R3, C1, C2, OI or PD Districts Gross Area of Improvements		M1 or M2 Districts Gross Area of Improvements	
Up to 5,000 square ft.	\$400	Up to 10,000 square ft.	\$500
5,001 – 10,000 square ft.	\$450	10,001 - 50,000 square ft.	\$600
10,001 – 25,000 square ft.	\$500	50,001 – 100,000 square ft.	\$700
Over 25,000 square ft.	\$550	Over 100,000 square ft.	\$800

NOTE: Outside consultant review fees incurred by the City for review of site specific planning studies will be billed to the Applicant. This does not include review fees for regular planning consultant services, but does include review fees for items such as traffic studies, environmental studies, or other site-specific technical studies.

2011 APPLICATION REVIEW SCHEDULE

All meetings are at 7:00 p.m. at City Hall.

Check [Planning Review Calendar](http://www.desotoks.us/PDF%20Files/planningcal.pdf) on the City website for specific dates.
<http://www.desotoks.us/PDF%20Files/planningcal.pdf>

Application Submittal Deadline	Site Plan Review Committee	Revision Submittal Deadline	Planning Commission Meeting	City Council Meeting
4th Monday prior to Planning Commission Meeting	2nd Tuesday of the month	2nd Monday prior to Planning Commission Meeting	4th Tuesday of the month	3 rd Thursday of the month

SITE PLAN REVIEW APPLICATION

Return Form to:
City of De Soto Planning Department
P.O. Box C, 32905 W. 84th Street
De Soto, KS 66018
(913) 583-1182 ext. 115
Fax: (913) 583-3123

For Office Use Only
Case No.: _____
Filing Fee: _____
Deposit: _____
Date Filed: _____
Date of Meeting _____

Name of Project: _____

Applicant: _____ Phone: _____

Fax: _____ E-mail: _____

Address: _____ Zip: _____

Owner: _____ Phone: _____

Fax: _____ E-mail: _____

Address: _____ Zip: _____

TO BE COMPLETED FOLLOWING CONSULTATION WITH PLANNING STAFF:

Location of Property: _____

Legal Description: _____

Current Zoning of Property: _____ Proposed Zoning: _____

Proposed Use of Property: _____

Adjacent Zoning and Land Use:

	Zoning	Land Use
North	_____	_____
South	_____	_____
East	_____	_____
West	_____	_____

Does the proposed site plan meet the following criteria? If no, attach a separate sheet explaining why.	Yes	No
1. Does the proposal conform to the provisions of the City's Zoning regulations?		
2. Will the development be compatible with the surrounding area?		
3. Does the proposal conform to the provisions of the City's Subdivision Regulations?		
4. Does the proposal conform to the customary engineering standards used in the City? (To be verified by the City Engineer)		
5. Are the streets, paths, walkways, and driveways located such that they enhance safety, minimize adverse traffic impacts, and improve connectivity with the surrounding area?		

Applicant's Signature

Owner's Signature

Date

Date

ATTACHMENTS REQUIRED: Fee submittal
 Site Plan Review Checklist
 Copies as specified in the City's Application and Review Schedule

SITE PLAN REVIEW CHECKLIST

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For Office Use Only
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 Filing Fee: _____
 Deposit: _____
 Date Filed: _____
 Date of Meeting: _____

Name of Project: _____

Location of Project: _____

Name of Owner: _____ Phone: _____

E-mail: _____ Fax: _____

Address: _____ Zip: _____

Plan Prep: _____ Phone: _____

E-mail: _____ Fax: _____

Address: _____ Zip: _____

Instructions: The following checklist is to be completed by the Applicant and verified by planning staff (items followed by an asterisk (*) are to be verified by the City Engineer) and shall accompany the Site Plan application. The Site Plan shall include the following data, details and supporting information unless Planning staff indicates that they are not found to be relevant to the proposal. All site plans shall be prepared by an architect or landscape architect licensed in the State of Kansas, or by a professional engineer licensed in the State of Kansas. The number of pages submitted will depend on the proposal's size and complexity. If the answer to any question is "No", the Applicant shall provide a written explanation to accompany this checklist.

Does the Site Plan comply with or show the following?	Yes	No
A. Name of the project, address, boundaries, date, north arrow and scale of the plan.	_____	_____
B. Name and address of the owner of record, developer, and original seal of the engineer, architect or landscape architect on each copy.	_____	_____
C. Name and address of all owners of record of abutting parcels.	_____	_____
D. All existing lot lines, easements, and rights-of-way. Include area in acres or square feet, abutting land uses and structures.	_____	_____
E. The location & use of all existing & proposed structures within the development. Include all height & floor area dimensions, show all exterior entrances & anticipated future additions & alterations. For "C-1" Central Business District developments, indicate design details to make new construction compatible with existing structures.	_____	_____
F. The location of all present & proposed public & private ways, parking areas, driveways, sidewalks, ramps, curbs & fences. Location type & screening details for all waste disposal containers shall also be shown.	_____	_____

	Yes	No
G. The location, height, intensity, and bulb type (e.g., fluorescent, sodium incandescent) of all external lighting fixtures, as specified in Article 6, Section 3F of the Zoning Regulations. A point-by-point, photometric plan and/or proposed hours of illumination may be required by the City Engineer.	_____	_____
H. The location, height, size, materials, and design of all proposed signage.	_____	_____
I. A landscaping plan per Article 8 in the Zoning Regulations.	_____	_____
J. The location of all existing and proposed utility systems including:		
1. Sewer lines and manholes;*	_____	_____
2. Water lines and fire hydrants;*	_____	_____
3. Telephone, cable and electrical systems;* and	_____	_____
4. Storm drainage system including existing and proposed drain lines, culverts, catch basins, headwalls, endwalls, hydrants, manholes, and drainage swales.*	_____	_____
K. Plans to prevent the pollution of surface or groundwater, the erosion of soil both during and after construction, excessive run-off, excessive raising or lowering of the water table, and flooding of other properties, as applicable.*	_____	_____
L. Existing and proposed topography shown at not more than two-foot contour intervals. All elevation shall refer to United States Geodetic Survey (USGS) datum. If any portion of the parcel is within the 100-yr flood plain, the area shall be shown, with base flood elevations; and the developer shall present plans for meeting Federal Emergency Management Agency (FEMA) requirements and the City of De Soto Flood Mitigation Plan.	_____	_____
M. Zoning district boundaries adjacent to the site's perimeter shall be drawn and identified on the plan.	_____	_____
N. Traffic flow patterns within the site, entrances and exits, loading and unloading areas, curb cuts on the site and within 100 feet of the site. The City Engineer may require a detailed traffic study including, but not limited to:		
1. The projected number of motor vehicle trips to enter or leave the site, estimated for daily and peak hour traffic levels;	_____	_____
2. The projected traffic flow pattern including vehicular movements at all major intersections likely to be affected by the proposed use of the site;	_____	_____
3. The impact of this traffic upon existing abutting public and private ways in relation to existing road capacities. Existing and proposed daily and peak hour traffic levels, as well as road capacity levels, shall also be given.	_____	_____
O. For new construction or alterations to any existing structure, a table containing the following information must be included:		
1. Area of structure to be used for a particular use, such as retail operation, office, storage, etc.;	_____	_____
2. Maximum number of employees;	_____	_____
3. Maximum seating capacity, where applicable;	_____	_____
4. Number of parking spaces existing and required for the intended use	_____	_____
P. Covenants and deed restrictions proposed.	_____	_____