
SITE PLAN

GENERAL PROCEDURE

- Set Pre-application meeting with staff
- Submit completed application, fee and plan copies by deadline
- Staff notifies applicant within one week if application is incomplete
- Staff comments sent to applicant and Site Plan Review Committee 5 days before meeting
- Submit revisions based upon staff and Committee recommendations by deadline
- Staff comments sent to applicant and Planning Commission 5 days before meeting

For site plans in 'P-D' Planned Development zoning district only:

- *If approved*, submit copies for City Council by deadline
- Staff comments sent to applicant and Council 7 days before 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, all required support documents and materials
- Revisions/Planning Commission: 14 full size copies, 1 reduced copy, 1 digital copy of plan. Contact staff concerning copies of support documents
- City Council (PD only): 3 full-size copies, 12 reduced copies all with PC recommendations.

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

CITY CONTACTS (913) 583-1182

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City Planner, ext 115
lbohnsack@desotoks.us

Mike Brungardt
City Engineer, ext 116
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Pat Guilfoyle
City Clerk, ext 110
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Patrick Reavey
City Attorney, ext. 125
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Steve Chick, Sr.
Building Official, ext. 130
schick@desotoks.us

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

SITE PLAN APPLICATION FEES

R3, C1, C2, O1 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.

2010 APPLICATION REVIEW SCHEDULE

Following is a list of submittal & meeting dates for applications.
Meetings are at 7:00 p.m. at City Hall.

Application Submittal Deadline	Site Plan Review Committee	Revision Submittal Deadline	Planning Commission Action	City Council
4th Mon < PC Meeting	2nd Tues.	2nd Mon < PC Meeting	4th Tues.	1st Thurs.
Dec 28	Jan 12	Jan 18*	Jan 26	Feb 4
Jan 25	Feb 9	Feb 15*	Feb 23	Mar 4
Feb 22	Mar 9	Mar 15	Mar 23	Apr 1
Mar 29	Apr 13	Apr 19	Apr 27	May 6
Apr 26	May 11	May 17	May 25	June 3
May 24	June 8	June 14	June 22	July 1
June 28	July 13	July 19	July 27	Aug 5
July 26	Aug 10	Aug 16	Aug 24	Sept 2
Aug 30	Sept 14	Sept 20	Sept 28	Oct 7
Sept 27	Oct 12	Oct 18	Oct 26	Nov 4
Oct 25	Nov 9	Nov 15	Nov 23	Dec 2
Nov 29	Dec 14	Dec 20	Dec 28	Jan 6
Dec 29	Jan 11	Jan 17	Jan 25	Feb 3

*Municipal Holiday – Check with City Planner for possible alternate date.

IMPORTANT: Review Article 11 of the Zoning Regulations & Article 14 of the Procedures Manual available at www.desotoks.us under 'On-Line Documents and Regulations'

PROCEDURES MANUAL, ARTICLE 14 SITE PLAN REVIEW PROCEDURES

The zoning regulations contain a list of the information and exhibits that are required in support of certain zoning and building permit applications (excluding one-family and two-family dwellings), as determined by the City of De Soto. Developers should consult the regulations for a complete list of submittals for large-scale projects.

Applicability: Planning staff shall require that all applications for building permits for developments in the multifamily, commercial and industrial zoning districts be subject to Site Plan Review in accordance with these regulations and for redevelopments if the redevelopment enlarges the size of the original structure by more than 25 percent in the case of a renovation or alteration. Additionally, redevelopments that enlarge the size of the original structure by 25 percent or less may be subject to Site Plan Review if staff determines that the redevelopment may trigger any of the concerns listed in Section 1 of Article 11 of the Zoning Regulations. Developments shall be encouraged to implement the objectives of the Comprehensive Plan in preserving natural resources along the Kill Creek Valley and to foster compatibility among land uses in the City of De Soto. Site Plan Reviews shall be performed by Planning staff and submitted to the Planning Commission for approval.

The Site Plan Review Committee shall review the plan for adherence to the Subdivision Regulations, particularly regarding elements of site layout and architectural design. The Site Plan Review Committee shall forward their recommendations to the Planning Commission. As determined by staff, some Site Plan applications may be forwarded to the Planning Commission without review and recommendation by the Site Plan Review Committee. This determination shall be based upon a finding that the scale or intensity of the development does not merit Committee review. Staff shall provide a written finding and explanation to the Planning Commission as to the exclusion of the Site Plan Committee's review prior to their consideration of the item. The Planning Commission shall have the right to direct the site plan to the Site Plan Review Committee notwithstanding staff's written finding and explanation. The Planning Commission shall perform their review at the next regularly scheduled meeting of the Planning Commission for which the item may be scheduled and shall adjourn and reconvene as is determined necessary. The applicant may appeal a site plan review determination to the City Council for approval in the event that an applicant alleges that there is an error in any order, requirement, decision or determination made by the Planning Commission in the enforcement of Site Plan Review. The request for review by the City Council shall be accompanied by a complete description of the error(s) alleged. Site plans shall be prepared in accordance with Article 11 of the Zoning Regulations.

Following final approval of the site plan, the applicant will have 18 months within which to obtain permits and to complete substantial amounts of work pursuant to such permits. If the applicant fails to obtain permits, commence construction, and complete substantial amounts of work under the validly issued permits within 18 months of final approval of the site plan, the site plan and development rights created thereby shall expire and become null and void unless an extension of the site plan and development rights is granted as provided for pursuant to Subsection 10 of Article 3 of the Zoning Regulations. An application for extension must be submitted and considered by the Planning Commission prior to the site plan and development rights expiring. Whenever a site plan expires -- and no extension of the same is granted -- then no development shall take place on the land until a new site plan has been approved.

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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 De Soto, KS 66018
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 Fax: (913) 583-3123

For Office Use Only

Case No.: _____
 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.	_____	_____

IMPORTANT: Review Zoning Regulations Article 11 & Procedures Manual
 Article 14 Available at www.desotoks.us

	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: <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 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.	_____	_____

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Article 14 Available at www.desotoks.us