

**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 50 percent in the case of a renovation or alteration. 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. 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 \_\_\_\_\_

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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:

	<b>Zoning</b>	<b>Land Use</b>
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?		

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\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Owner's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

ATTACHMENTS REQUIRED: Site Plan Review Checklist  
 Copies as specified in the City's Application and Review Schedule  
 AND FEE SUBMITTAL

**SITE PLAN REVIEW CHECKLIST**

Return Form to:  
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Name of Project: \_\_\_\_\_  
Location of Project: \_\_\_\_\_  
Name of Owner: \_\_\_\_\_ Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_  
Address: \_\_\_\_\_ Zip: \_\_\_\_\_  
Name of Person who prepared the Plan: \_\_\_\_\_ 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.	_____	_____

	Yes	No
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 and use of all existing and proposed structures within the development. Include all dimensions of height and floor area, show all exterior entrances and all anticipated future additions and alterations. For developments in the "C-1" Central Business District (CBD), indicate design details to make new construction compatible with existing structures.	_____	_____
F. The location of all present and proposed public and private ways, parking areas, driveways, sidewalks, ramps, curbs and fences. Location type and screening details for all waste disposal containers shall also be shown.	_____	_____
G. The location, height, intensity, and bulb type (e.g., fluorescent, sodium incandescent) of all external lighting fixtures, as specified in Section 3F of the Zoning Regulation's Article 6. A point-by-point photometric plan and/or proposed hours of illumination shall be required when deemed necessary by the City Engineer	_____	_____
H. The location, height, size, materials, and design of all proposed signage.	_____	_____
I. A landscaping plan per the requirements of the Zoning Regulations Article 8.	_____	_____

**City of De Soto Procedures Manual**

**Article 14—Site Plan Review**

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	Yes	No
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 (U.S.G.S.) datum. If any portion of the parcel is within the 100-year flood plain, the area shall be shown, with base flood elevations; and the developer shall present plans for meeting Federal Emergency Management Agency (F.E.M.A.) 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.	_____	_____

	Yes	No
2. The projected traffic flow pattern including vehicular movements at all major intersections likely to be affected by the proposed use of the site; and	_____	_____
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; and	_____	_____
P. Covenants and deed restrictions proposed.	_____	_____

(End of Checklist)