

**LEAVENWORTH CITY PLANNING COMMISSION
PLANNED UNIT DEVELOPMENT
DEVELOPMENT PLAN APPLICATION**

Fund M2

Date Filed:	
Fee:	\$350.00
Project #	
Hearing date:	

Type of Plan (Check One)

- Preliminary Development Plan
- Final Development Plan
- Amended Preliminary Development Plan
- Amended Final Development Plan

Name of Project: _____
Name of Developer: _____ Phone: _____
Firm/Corporation: _____
Contact Person: _____
Address: _____
 No. Street City State Zip

Engineer / Planner: _____ Phone: _____
Firm/Corporation: _____
Contact Person: _____
Address: _____
 No. Street City State Zip

Owner/s: *attach a list of all property owners, with addresses if necessary* _____ Phone: _____
Firm/Corporation: _____
Contact Person: _____
Address: _____
 No. Street City State Zip

If property is platted, give name of plat _____

Supplemental Information:

- Legal Description
- Vicinity Map
- Site Plan of proposed development with adjacent uses. *(see site plan requirements)*
- Densities
- Open Space
- Stormwater Plan
- If the property is to be platted or replatted, a Preliminary Plat shall accompany the Preliminary Development Plan.
- A Final Plat shall accompany the Final Development Plans.
- The legal description of the property included in this project is recorded in Book # _____, Page # _____ in the Register of Deeds Office, Leavenworth County, Kansas. *(If the property included in the project involves more than one lot or tract of record, give book and page numbers locating all legal descriptions of property involved in the project).*
- All applications shall include a list of all property owners of record within two hundred feet (200') of the external boundaries of the project, exclusive of streets and alleyways.

Planned Unit Development Application Submittal Requirements (PUD)

Section 3.70

Application for a Preliminary Development Plan: Before any zoning, occupancy or building permits shall be issued or before any development of land shall take place the landowner shall have an initial pre-application meeting with the Planning Department and the proposal is subject to Development Review Committee (DRC) review and approval before an official application can be submitted. When all the pre-application work is complete and DRC approval is received, then the applicant may submit for "completeness check". Once the planning department approves the completeness, an application can be filed with the \$350 fee.

The package shall have:

1. (1) **Completed PUD application with applicant signature**
2. (1) **Fee**
3. (1) **Submittal requirements list**
4. (1) **Detailed letter of intent and justification for the proposed project. Please explain all changes. The letter shall include all changes the landowner setting forth the reason why in his opinion a Planned Unit Development would be in the public interest and would be consistent with Statement of Objectives by the city on Planned Unit Developments.**
5. (1) **Affidavit of Legal Interest.** Form must be completed by the legal owner of record.
6. (3+1) **Copies of development plan (Three complete sets in size 24'X36" and one reduction in 8 1/2" X 11")**
7. (1) **Electronic copies of all submittal documents in Adobe Acrobat format (.pdf). If you do not have the software to create the CDs, they can be created by printing/copying establishments.**

Documents should be labeled as follows:

 - Applicant's letter= Doc_Applicant_Letter.pdf
 - Site Plan= DWG_Site_Plan.pdf
 - Landscape Plan= DWG_Landscape_Plan.pdf
 - Supplemental Information= Doc_Supplemental_Information.pdf
8. **An ownership report**
 - a. (Certificate of Title) prepared by a title company and,
 - b. Evidence that the developer has sufficient control over the site to effectuate the proposed plan, including a statement of all the ownership and beneficial interest in the land (Deed);

9. Radius Map and labels - Name and address of all owners of parcels within 200' radius excluding streets and alleys from the Leavenworth County, GIS Department.

10. Development Review Committee (DRC) review, approval date, and minutes.

11. (3) Preliminary Development Plan should include the following information:

- a. Location and size of the site and nature of landowner's interest;
- b. A vicinity map showing general arrangement of streets within 1,000 feet of the boundaries of the proposed Planned Unit Development;
- c. Existing developments on adjacent properties within two hundred (200) feet.
- d. The density of the land use to be allocated to parts of the site to be developed;
 1. Gross developable acreage.
 2. Net developable acreage.
 3. Dwelling units per gross developable area.
 4. Percentage of building coverage.
 5. Percentage of open space.
 6. Percentage of common open space.
 7. The location and size of common open space
 8. Form of agency proposed to own and maintain this common open space.
- e. The use and approximate type, bulk and location of buildings and other structures;
 1. General location, size and use of all proposed structures except in industrial sections where only the permitted buildable area and general types of permitted industrial uses need be shown;
 2. Gross floor area proposed (all stories);
- f. The feasibility of proposals for the disposition of sanitary waste and storm water;
 1. Existing sanitary sewer lines within five hundred feet of the boundaries of the development;
 2. Contours at two (2) foot intervals;
- g. Location of main topographic features such as ponds, rock outcroppings and tree clusters;

12. (3+1) A Site Development Plan in accordance with Article XIII – Site Development Plans;

The site plan shall show enough of the area surrounding the proposed planned development to demonstrate its relationship to adjoining uses, existing and proposed and shall contain the following information:

- a. A scale not more than 1" = 100'
- b. Boundary of project with dimensions labeled
- c. Existing topography at 10' contours or better.

- d. Existing and proposed land use showing the approximate location and dimensions of buildings, open space, parking and drives and other structures.
- e. The character and approximate density of dwellings (for PUD and RMF districts only).
- f. The location of major thoroughfares, streets, and alleys.
- g. Proposed recreational areas or other open space.
- h. Architectural renderings and plans shall meet the requirements of Article IX- Design Standards.
- i. Landscape plans shall meet the requirements of Article VIII - Landscaping
- j. A drainage plan prepared by an engineer licensed in the State of Kansas.
- k. Location of existing and proposed fire hydrants and utilities with a statement from the Fire Chief and various utility companies involved confirming and approving the locations.
- l. Land uses within two hundred (200) feet of the project area.
- m. Informational sketches showing building height, bulk, and proposed use.
- n. Name of owner, scale, north point, and date of plan.
- o. Copies of any existing and all proposed special agreement, conveyances, restrictions, or covenants, which will govern the use, maintenance, and continued protection of a planned development and of its common park areas.
- p. Size and location of all signs.

13. (3+1) Site Design illustrations in accordance with Article IX – Design Standards;

14. (3+1) Landscaping Plans in accordance with Article VIII – Landscaping and Screening;

15. (1) List of the substance of covenants, grants of easement or other restrictions proposed to be imposed on the use of land, buildings, and structures, including proposed easements or grants for public utilities (in addition to showing on the plat).

16. Phase Schedule: In the event where a plan calls for development over a period of years, a schedule showing the proposed time and sequence within which the application for final approval of all sections of the Planned Unit Development is intended to be filed.

NOTE:

1. All large size prints must be folded with the title block/panel face up to fit within a legal size file folder.
2. Application must be complete at the time of submittal.