

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

\_\_\_\_\_ PRELIMINARY / REVISED PRELIMINARY PLAN

**\$300.00**

<b>Office Use Only</b>
Fee Paid:
\$ _____
Date Paid:
_____
Case No.:
_____
Meeting Date:
_____

**ALL FIELDS HIGHLIGHTED IN RED ARE REQUIRED FIELDS**

**NAME OF DEVELOPMENT** \_\_\_\_\_

**ADDRESS / VICINITY / 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 preliminary plan approval (except district R-1, Single Family (Detached Dwelling) District, zoning district and RE, Residential Estate District). Some plans, because of their scale and complexity, may require additional information. 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 Preliminary 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 general site development data, landscape and fence data, engineering data\*, utility plans, floor plans and building elevations, and any ancillary information shall be provided with sufficient information included as to allow for an appropriate review by the City. **All plan sets must be in one document; individual pages will not be accepted.**
3. Please label documents, i.e.: Preliminary or Final Plan Set, Stormwater Report, Project Narrative/Business Description, Cross Access Easement, Cut Sheets for Lighting, Cut Sheets for Major Site Furnishings (benches, fountains, planters, statuary), etc. All plans must be sealed by a licensed architect, professional engineer as required.
4. Include a PDF of the Stormwater report, all pages must be in one document.
5. Where tenants are known, A project narrative to consist of: a business description, hours/days of operation, number of employees, goods or services rendered, products sold at wholesale or retail on site or distributed off-site, any flammable products or chemicals with method of storage, etc. (MSDS sheets will be required at time of Building Permit application).
6. All Planned districts are to provide a description of the overall development concept and justification for any deviations requested. Residential is also to provide conceptual architectural drawings of units, type of roofing materials proposed, and a color palette for the development.

### **General Information required for all Preliminary 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.

### **Project plans must include the following information:**

#### **General Site Development Data**

1. Boundary survey tied to established section lines.
2. Section, Township, and Range.
3. Gross and net acreage of the site.
4. Location, width and names of all existing (or proposed) streets and water courses.
5. Location and dimensions of all existing buildings and location and dimension of all proposed buildings, except for overall business park development plans in Districts BP-1, BP-2, and BP-S.
6. Location of all existing wells, cisterns, septic systems, etc. and whether they are to remain or be removed.
7. Plans for residential structures containing more than 2 units must also provide a unit count by number of bedrooms.
8. Current use of each existing structure and proposed use of each proposed structure, except for overall business park development plans in District BP-1, BP-2, and BP-S.

9. A survey showing legal description of tract, physical features of property, including contours at vertical intervals of not more than five (5) feet where the slope is greater than ten percent (10%) and not more than two (2) feet 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. Bench mark elevations used shall be described on the plan.
10. Adjacent development including lot lines, building footprint, access points and parking.
11. Location, type, and width of sidewalks and walkways.
12. Location of all existing (or proposed) easements.
13. All parcels of land proposed to be dedicated to public use and the conditions of such dedication, if any.
14. Boundaries of any mined, underground space and submittal of any required engineering structural safety studies.
15. Provide a construction schedule. Where multiple phases are proposed, a phasing plan reflecting project phases and anticipated construction dates of each phase is required.
16. When a preliminary plan acts as a preliminary plat, the plan must also reflect lot and parcel identification, intended ownership, and proposed use.
17. Multiple building projects must reflect intent to provide shared access and/or parking agreements as necessary.
18. Example of a data panel shall be provided on every site plan.

### Parking

1. Location and dimensions of off-street parking including spaces for the disabled, curb cuts, ramps, and location of all loading area.
2. Angle of parking stalls.
3. Dimensioned width of parking aisles, islands, and drives.
4. Curb radii.
5. Parking schedule to show the number of spaces provided and required on all existing buildings; and all spaces required for proposed buildings, including number of ADA stalls proposed, except District BP-1, BP-2, BP-S. (See chart below.)

### SITE DEVELOPMENT DATA PANEL

Data panel shall be provided on every site plan.

Site Area in Acres: \_\_\_\_\_ Total Lot Coverage [Building(s) & Pavement] square footage: \_\_\_\_\_  
 Density - Units per Acre \_\_\_\_\_ Open Space Percentage: \_\_\_\_\_

Parking Calculations by Use:	Parking Ratios	Square Footage	Code Required	Provided
Office, retail, showroom	1/250 s.f.			
Warehousing	1/1500 s.f.			
Manufacturing/Production	1/1000 s.f.			
Restaurants, Drinking Est.	1/75 s.f.			
Assembly/Educational	See code			
Multi-family	1 per efficiency unit			
	1.5 per 1-bdrm unit			
	1.75 per 2-bdrm unit			
	2 per 3+-bdrm unit			
Multi-family	.25 per unit for visitor			

### Landscape Plan and Fence Data

Site improvement and landscape plans must be prepared to clearly describe proposed improvements within the Perimeter Planting and Land Use Intensity Buffer areas, Internal Parking Lot Landscape areas, Pedestrian Oriented Public Open Space, stormwater management tracts and other common open space areas. Plans must include the following information:

1. A plan to show current physical features (both natural and manmade) of the property and adjacent land within 200 feet of the described property.

2. Existing and proposed contours [Minimum of five foot (5') intervals for slopes over ten percent (10%) and two foot (2') intervals for slopes under ten percent (10%)]. Include detail and cross-sections for all proposed berming. 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.
3. Plans must show how stormwater detention basins and BMP's (Best Management Practices) are intended to be integrated into the overall landscape design.
4. Dimensions must be shown for all existing and proposed structures.
5. Location and description of all easements and utility locations.
6. Plans must reflect pedestrian access to, as well as circulation within, common open areas. Pedestrian links to the public walks and trails within a planned development must also be reflected on the plan.
7. Identify areas of tree or natural vegetation preservation as well as individual trees and significant other vegetation requested to be credited towards landscape requirements (trees 10" caliper or less may be located by using aerial photo with site verification or by survey; trees greater than 10" caliper or trees for which credit is requested must be located by survey).
8. A plant schedule to identify type, (*tree, shrub, deciduous, evergreen, etc*) and quantity of new plant material and a general description of plant material for proposed stormwater BMP's.
9. Calculations for required planting areas.
10. Sight distance information at intersections of public streets and private drives along public and private street right of way.
11. Location and general details must be submitted for all proposed fences, retaining walls and architectural screens. Development plans for property adjacent to Interstate or Highway right of way will need to include upgrades of the existing highway fence to reflect a design detail for a heavy gauge black vinyl coated chain link or higher quality construction. This upgrade will also require approval from the Kansas Department of Transportation.
12. Perimeter Planting and Land Use Intensity Buffer requirements.
13. Location of roof and grounded mechanical units and general screening details.
14. Trash dumpster locations and general screening provisions.
15. With regard to native grass and wildflower areas, the landscape plan must include a general proposal describing the intent for establishing and maintaining such areas.
16. Plans should reflect that all turf areas are to be established with the use of sod.
17. Plans should reflect the intent to comply with code requirements for landscape irrigation.
18. Other information may be determined necessary by the Applicant/city to address site specific details.

**Lighting - (This may be placed on the same CD with the PDF plan file.)**

Exterior lighting information must be submitted to include a description of fixtures and a photometric layout. Digital cut sheets must be provided for all exterior fixtures to clearly describe equipment type, location and mounting height.

**Signs - (This may be placed on the same CD with the PDF plan file.)**

A digital copy of conceptual sign criteria must be provided at this time. The criteria must include a general description of the proposed sign program and general locations for signs to be included on the building elevations. Monument signs must be located in plan and shown with required landscape.

**Building Plans**

1. Complete floor plans of existing buildings and conceptual floor plans for new buildings must be submitted to include dimensions and a description of use areas.
2. Building elevation plans are required to illustrate the proposed architectural quality and character. Plans must include a general description of finish materials and colors and show basic architectural detailing. Material and color samples, if available, should be included at this time. Individual material samples or display boards should not exceed 24" x 36".
3. Plans must reflect suggested location of wall mounted meters and other service equipment.

**Engineering Information**

**Streets & Access**

1. Location, type and size of access points, driveways, curb cuts to the proposed site and all adjacent sites.
2. Existing street network.
3. Proposed street network, including horizontal and vertical curvature data (use of direction arrows and percent of grade is permitted at preliminary for vertical curve data, unless otherwise specified / required.)
4. Show, label, and dimension all existing and proposed right of way.

- 5.
6. Provide intersection site distance analysis.
7. Provide traffic lane markings and regulatory signs where applicable.
8. Street light plan. Where existing street lights must be relocated, said street lights must be noted as “to be relocated” on the plans along with the name and mailing address of the party who will assume relocation costs.
9. Vehicle maneuvering / turning templates reflecting the site can accommodate a minimum SU-30 class vehicle (for emergency access to all areas of the site), and the appropriate site design vehicle for any other special areas of the site (such as delivery or dock areas, etc.).
10. A traffic study may be required at the discretion of the Traffic Engineer.

## **Stormwater / Watershed**

1. Existing and proposed storm drainage, indicating location and connections to existing drainage system.
2. Existing topography with contours at vertical intervals of not more than five (5) feet where the slope is greater than ten percent (10%); and not more than two (2) feet where the slope is less than ten percent.
3. Proposed preliminary grading by contours at vertical intervals of not more than five (5) feet where the slope is greater than ten percent; and not more than two (2) feet where the slope is less than ten percent, supplemented by spot elevations where necessary.
4. Provide at a scale appropriate for clear readability the drainage basins, but not less than 1" = 100', both on-site and off-site drainage sub-basins coming to the subject site, including all points at which it leaves the site. Each sub-basin should be clearly labeled with a designation letter or number, acreage of the sub-basin, and CN value of the sub-basin.
5. Limits of the 100 year flood plain and floodway of all existing water courses that would impact this development.
6. Impervious area calculations.
7. 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. *(Staff notes that Worksheet 1a will not be accepted, Worksheet 1 with the change in CN value must be utilized.)*
8. Proposed BMP (Best Management Practices) types and locations (identified from Worksheet 2), in plan, profile, and detail form.
9. A plan of the surveyed 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. Each zone or setback area should be identified and labeled.
10. Evaluation of any stream components and associated storm system outfalls in compliance with APWA 5600, Section 5605 Natural Streams.
11. A digital copy of the Stormwater Management Plan: [Stormwater Management Plan Procedures, Format & Guidelines](#)
12. A digital copy of the Memorandum of Resource Management including:
  - a. Identification of the soil types (and their properties) found on the project site, identified from the NRCS Soil Survey map.
  - b. Identification of wetland delineation in the form of a copy of National Wetland Inventory index.
  - c. Habitat evaluation for threatened and endangered species.
  - d. Location and general type of existing trees and significant vegetation and trees proposed for preservation and removal if estimated to be greater than 10" caliper, (prepared from aerial photo or survey).
  - e. Latest (not more than two years old) aerial photograph of the site.
  - f. Existing contour information for the site.
13. Such additional information as may reasonably be required in writing by the Development Engineering Administrator.
14. All engineering plans must be wet sealed by a Kansas Registered Professional Engineers.

## **Ancillary Information (as necessary)**

1. Letters of approval for encroachment from easement holders (e.g. utilities) for which site development encroaches upon the utility holder's easement.
2. Such other information as the Planning Commission shall by written rule require.
3. Any other information the applicant believes will support the request.
4. At the time of complete plan revision submission (for Agenda presentation and/or Address Plan preparation) the following must be submitted:
  - a. PDF files must include one full size plan set as one PDF document; **individual pages will not be accepted.**
  - b. A digital copy of all stormwater components must accompany revisions. This may be placed on the same CD with the PDF plan file.

**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 preliminary plan shall be submitted in a CAD .dxf file format. The .dxf file shall have the 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.