

## SITE PLAN / DEVELOPMENT PLAN

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### 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 forwarded to the applicant within two weeks of application submittal date.
- Revisions based upon staff recommendations submitted by deadline—see calendar
- 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

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### REQUIRED SUBMITTALS

- Pre-application meeting: Sufficient copies of sketch site plan for all attendees.
- Initial Application: Full-size (24" x 36") certified plans as recommended by staff, 1 reduced copy (minimum 11" x 17"), and one digital copy, and all required support documents and materials.
- Revisions for Planning Commission. One reduced copy plus full size copies and copies of support documents as recommended by staff plus.
- City Council (Development Plans only): Full-size copies as recommended by staff plus one reduced copy **all corrected with Planning Commission recommendations**.

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

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## 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.

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## APPLICATION REVIEW SCHEDULE

City Council meetings 7:00 pm City Hall.

Planning Commission meetings 6:00 pm 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	Planning Commission Meeting	City Council Meeting
Last Monday of month Planning Commission Meeting	4th Tuesday of the month	3 <sup>rd</sup> Thursday of the month

Please keep these first two pages for future reference.

# 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: \_\_\_\_\_

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**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?		

\_\_\_\_\_  
**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

**Return Form to:**

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 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?	<b>Yes</b>	<b>No</b>
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: <ol style="list-style-type: none"> <li>1. Sewer lines and manholes;*</li> <li>2. Water lines and fire hydrants;*</li> <li>3. Telephone, cable and electrical systems;* and</li> <li>4. Storm drainage system including existing and proposed drain lines, culverts, catch basins, headwalls, endwalls, hydrants, manholes, and drainage swales.*</li> </ol>	_____	_____
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"> <li>1. The projected number of motor vehicle trips to enter or leave the site, estimated for daily and peak hour traffic levels;</li> <li>2. The projected traffic flow pattern including vehicular movements at all major intersections likely to be affected by the proposed use of the site;</li> <li>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.</li> </ol>	_____	_____
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"> <li>1. Area of structure to be used for a particular use, such as retail operation, office, storage, etc.;</li> <li>2. Maximum number of employees;</li> <li>3. Maximum seating capacity, where applicable;</li> <li>4. Number of parking spaces existing and required for the intended use</li> </ol>	_____	_____
P. Covenants and deed restrictions proposed.	_____	_____