

ROELAND PARK DEVELOPMENT GUIDE

The following documents are intended to assist developers, landowners and homeowners with the development process and public meeting process in the City of Roeland Park, Kansas. It is important to note that this guide and the following checklists are a general overview and do not substitute for the Code of the City of Roeland Park, Kansas or the applicable Kansas statutes.

For further information about the development process, contact the **City Building Official at (913) 722-2600**

The City of Roeland Park is divided into zones and districts in order to regulate and restrict the location of trades and industries, and the location, erection, alteration and repair of buildings designed for specific uses, and the uses of the land with each zone or district. A detailed description of permitted uses and subsequent requirements for each zoning district is presented in the Code of the City of Roeland Park, Kansas. The decision to rezone a parcel of land is based on the merits of the proposed use, compatibility with surrounding uses, and conformity with the existing zoning.

ZONING CLASSIFICATIONS

Conventional Zoning Districts

- Single Family Residence District
- Duplex Residence District
- Multiple Residence District
- Office Building District
- Retail Business District

Planned Zoning Districts

- Planned Office Building District (CP-O)
- Planned Restricted Business District (CP-1)
- Planned General Business District (CP-2)
- Planned Industrial Park District (P-1)

For your assistance, attached are the following documents needed in the development process:

1. Planning Commission Schedule - Dates of the Planning Commission meetings, City Council meetings, and application deadlines.
2. Pre-Application Form - To be completed and returned to **City Building Official (913) 722-2600**
3. Preliminary Plan Process - Checklist of the preliminary plan process (Four sheets)
4. Rezoning and Preliminary Plan Process - Checklist of the rezoning and preliminary plan process (Six sheets).

Process A
PRELIMINARY PLAN
PROCESS

(No Rezoning Required)

I. Pre-Application Conference

A pre-application conference with the Redevelopment Committee is required. The purpose of this conference is to: acquaint the applicant with the procedural requirements of this ordinance; provide for an exchange of information regarding the proposed development plan and applicable elements of this ordinance, the comprehensive plan and other development requirements; advise the applicant of any public sources of information that may aid the application; identify policies and regulations that create opportunities or pose significant restraints for the proposed development; review any proposed concept plans and consider opportunities to increase development benefits and mitigate undesirable project consequences and permit city input into the general design of the project.

2. Preliminary Development Plan*

a. Required Technical Studies

3. Final Development Plans (ie. Preliminary Construction Plans)*

4. Building Permits (ie. Final Construction Plans)

* See attached checklist.

Process B
**REZONING AND PRELIMINARY PLAN
PROCESS**

1. Pre-Application Conference
2. Concept Plan / Redevelopment Committee Meeting.
3. Rezoning Application*
 - a. Preliminary Development Plan*
 - b. Required Technical Studies
4. Final Development Plans (ie. Preliminary Construction Plans).
5. Building Permits (ie. Final Construction Plans)

*See attached checklist.

Process C

SPECIAL USE PERMIT PROCESS

- I. Pre-Application Conference
2. Concept Plan / Redevelopment Committee Meeting*
- 3A. Site Plan Only
- 3B. Preliminary Development Plan*
4. Final Development Plans (ie. Preliminary Construction Plans)*
(If Preliminary Development Plan required.)
5. Building Permits (ie. Final Construction Plans)

* See attached checklist.

ROELAND PARK, KANSAS - PRE-APPLICATION REQUEST FORM

Case # _____

- Please print clearly and complete the following information.
- If you need assistance, contact City Hall (913) 722-2600

This information form is for the following application: (Choose one)

Preliminary Development Plan

Rezoning

Special Use Permit

Name of Project: _____

Description/Type of Project: _____

1. Description of Property: _____

a. Location/Address: _____ Parcel/Tax ID# _____

b. Subdiv./Bus. Park/Shp Cntr: _____ Lot: _____ Block: _____

c. Acreage: _____

2. a. Existing Zoning: _____

3. a. Proposed Use of Property: _____

APPLICANT INFORMATION

OWNER OF RECORD

Name _____

Address _____

City _____ Zip _____

Phone _____ Fax _____

ENGINEER / SURVEYOR / ARCHITECT

Name _____

Address _____

City _____ Zip _____

Phone _____ Fax _____

DEVELOPER

Name _____

Address _____

City _____ Zip _____

Phone _____ Fax _____

CONTACT PERSON

Name _____

Address _____

City _____ Zip _____

Phone _____ Fax _____

NOTE: The contact person will receive all staff correspondence.

FOR OFFICE USE ONLY

Date Application Filed _____

Case Number _____

TYPE OF APPLICATION REQUIRED

Preliminary Development Plan No ___ Yes ___ Follow Steps in Process A. Date Filed _____

Rezoning No ___ Yes ___ Follow Steps in Process B. Date Filed _____

Special Use Permit No ___ Yes ___ Follow Steps in Process C. Date Filed _____

Site Plan No ___ Yes ___ If No, then Preliminary Development Plan Required

SPECIAL STUDIES REQUIRED

Traffic Study

Lighting Study

Geo-technical Study

Parking Study

Drainage Study

Other (specify) _____

Pre-Application Conference Date _____

Recommended By _____ City

Engineer

Fee: _____
 Rec'd By _____
 Date Paid _____

**APPLICATION FOR
 DEVELOPMENT PLAN APPROVAL**
City of Roeland Park, Kansas
 PLEASE PRINT

Case No.: _____
 Planning Commission
 Date _____

Requested Action:	Fee
<input type="checkbox"/> Preliminary Development Plan	\$400.00
<input type="checkbox"/> Revised Preliminary Development Plan	\$400.00
<input type="checkbox"/> Final Development Plan	\$650.00
<input type="checkbox"/> Revised Final Development Plan	\$650.00
<input type="checkbox"/> Landscaping Plan	\$ 125.00
<input type="checkbox"/> Site Plan (non-residential development in residential district)	\$ 150.00

Name of Development: _____

Location: _____

Range 25E Township 12S Section: _____ Quadrant _____

Existing Zoning: _____ Present use of Property: _____

Is Property subject to rezoning? Yes No Is Property subject to Special Use Permit? Yes No

Applicant: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

Property Owner: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

Engineer/Surveyor/Architect: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

Applicant signature _____ Date _____

To be completed by the City:	Fee Paid \$ _____	Date _____	Received by: _____
Proof of ownership and/or authorization of agent affidavit(s) submitted. Date: _____			
<input type="checkbox"/> Rezoning Case No. _____	<input type="checkbox"/> Special Use Permit No. _____	<input type="checkbox"/> Previous Plan Approval: _____	
<input type="checkbox"/> City Engineer review and comment submitted			
Technical studies required? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what type and when submitted? _____			
Assurances of adequate public facilities received. <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, date received _____			
Supporting materials required: _____		Date Submitted: _____	
Date application deemed complete: _____			
Surrounding property owners notified: _____		Date of publication: _____ Sign Posted _____	
Date notices sent: _____		Public Hearing date: _____	
Planning Commission recommendation: _____		Date: _____	
City Council Action: _____		Date: _____	

PRELIMINARY DEVELOPMENT PLANS CHECKLIST [CODE 16-323]

Date Submitted _____

Name of Project _____ Case # _____

Description/Type of Project: _____

I, _____, (Contact Person's Name - Printed), hereby certify the attached and completed application contains the information as specified in accordance with the Roeland Park City 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: Some plans, because of their scale and complexity may require additional information not indicated on this checklist. You are encouraged to work closely with the Staff in advance of your actual application submittal. Please submit ONLY THOSE DRAWINGS necessary to provide information required by this checklist. Submission of construction drawings or other nonessential drawings may delay the review process. Please check appropriate boxes (I = Included or N/I = Not Included) as the form is completed.

I N/I

- 1. Application form
- 2. Eight copies of the preliminary site development plan that must include the following information:

I N/I **GENERAL INFORMATION**

- a. North arrow;
- b. Scale;
- c. Date of plan preparation;
- d. Name and address of landowner.

I N/I **SITE DEVELOPMENT**

- a. Location and dimension of buildings and other structures;
- b. Location and dimensions of parking areas;
- c. Location and dimensions of drives and walks;
- d. Location and dimension of public streets and all easements;
- e. General extent and character of proposed landscaping and screening;
- f. Proposed drainage patterns.
- g. Adjacent development (property within 200 feet) including lot lines, building footprints, access points and parking areas;
- h. Existing topography with contours at 5-foot intervals, and delineating any land areas within the 100-year flood plain;
- i. Location and size of any drainage structures, such as culverts, paved or earthen ditches or storm water sewers and inlets;
- j. Preliminary sketch drawings of elevations and floor plans depicting the general style, size and exterior construction materials of the buildings.

I N/I **ADDITIONAL INFORMATION**

- a. Schedule indicating total floor area and land area;
- b. Parking Schedule showing the number of space provided and required for all existing buildings, and all spaces required for proposed buildings;
- c. Name and address of architect, landscape architect, planner, engineer, surveyor, or other person involved in the preparation of the plan.

3. All required studies pursuant to section 16-304.

I N/I **TECHNICAL STUDIES**

- a. Traffic Study;
- b. Parking Study;
- c. Lighting Study;
- d. Drainage Study;
- e. Geo-technical Study;
- f. Other (specify) _____

4. Assurances of adequate public facilities as required by section 16-305.

5. Assurances of proof of ownership and/or authorization of agent as required by section 16-302.

FINAL DEVELOPMENT PLANS CHECKLIST [CODE 16-327]

Date Submitted_____

Name of Project_____ Case #_____

Description/Type of Project:_____

I, _____, (Contact Person's Name - Printed), hereby certify the attached and completed application contains the information as specified in accordance with the Roeland Park City 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: Some plans, because of their scale and complexity may require additional information not indicated on this checklist. You are encouraged to work closely with the Staff in advance of your actual application submittal. Please submit ONLY THOSE DRAWINGS necessary to provide information required by this checklist. Submission of construction drawing's or other nonessential drawings may delay the review process. Please check appropriate boxes (I = Included or N/I = Not Included) as the form is completed.

I N/I

- 1. Application form.
- 2. Eight copies of the preliminary site development plan to be drawn to a standard engineer's scale. The actual scale used will depend on the development and shall be subject to the approval of the city engineer. The plans must include the following information:

I N/I

GENERAL INFORMATION

- a. North arrow;
- b. Scale;
- c. Date of plan preparation;
- d. Name and address of landowner;
- e. A small key map indicating the location of the property within the City.

I N/I

SITE DEVELOPMENT

- a. All existing and proposed adjacent public street right-of-way with centerline location;
- b. All existing and proposed adjacent public street and public drive locations, widths, curb cuts and radii;
- c. Location, width and limits of all existing and proposed sidewalks;
- d. Location, size and radii of all existing and proposed median breaks and turning lanes;
- e. Distance between all buildings. between buildings and property lines and between all parking areas and property lines;
- f. Location of all required building. and parking setbacks;
- g. Location, dimensions, number of stories and area in square feet of all proposed buildings;
- h. Area of land on site plan in square feet or acres.

I N/I

PARKING

- a. Location and dimensions of all driveways;
- b. Location and dimensions of all parking lots;
- c. Location and dimensions of all parking stalls and aisles;
- d. Location and dimensions of all loading and service areas and docks;
- e. Location, height, candle power and type of outside lighting fixtures for parking lots.

I N/I

LANDSCAPE AND SCREENING

- a. Location, size and materials to be used for all screening, including screening of outside trash enclosure areas.

I N/I

GRADING AND DRAINAGE DESIGN PLAN

- a. Finished grades or contours for the entire site at 2 foot contour intervals;
- b. Limits, location, size and material to be used in all proposed retaining walls;

I N/I

ADDITIONAL INFORMATION

- a. Location, height, candle power and type of outside lighting fixtures for buildings;
- b. Location, size, type of material and message of all proposed monument or detached signs;
- c. Pertinent peripheral information to include adjacent developments, alignment and location of public and private driveways and streets, medians, public and semi-public easements

I N/I

One copy of the proposed site plan and one copy of the proposed building elevations shall be reduced onto 8-1/2

1. inch by 11 inch bond paper.
2. Assurances of adequate public facilities as required by section 16-305.
3. Proof of filing of the statement required by section 16-325 (a).
4. Deeds of dedication for all rights-of-way or easements required as a result of preliminary development plan approval if conveyance thereof is not to be made by plat or by the filing of the final development plan pursuant to Section 16-329.
5. A copy of all covenants and restrictions applicable to the development, if required by the terms of the preliminary development plan.
6. Evidence of the establishment of the agency for the ownership and maintenance of any common open space and all assurances of the financial and administrative ability of such agency required pursuant to approval of the preliminary development plan, if required by the terms of the approved preliminary development plan.
7. Evidence of satisfaction of any stipulations of the preliminary development plan approval which were conditions precedent to consideration of the final development plan.

PROOF OF OWNERSHIP AFFIDAVIT

STATE OF _____)
) SS
COUNTY OF _____)

_____, being first duly sworn upon his/her oath deposes and states as follows:

(1) [FILL IN ONLY IF APPLICATION SUBMITTED ON BEHALF OF THE LEGAL OWNER]

That _____
(Name of owner signing Affidavit; if owner is a corporation or business, name of individual signing Affidavit, capacity and exact name and legal status of said corporation or business) is/are the legal owner/authorized official of the legal owner of the property that is the subject of Rezoning No. ____
_____/Special Use Permit No._____/ (Other)_____. (ALL OWNERS OF RECORD MUST FILE AN AFFIDAVIT).

(2) [FILL IN ONLY IF APPLICATION SUBMITTED ON BEHALF OF A CONTRACT PURCHASER]

That _____
(Name of contract purchaser signing Affidavit; if a corporation or business, exact name and legal status of said corporation or business) is the holder of a contract to purchase the property that is the subject of Rezoning No. ____/ Special Use Permit No._____/ (Other)_____ from the owner(s) and is therefore a "landowner" within the meaning of the Zoning Regulations.

Signature

Subscribed and sworn to before me this _____ day of _____, 200__.

Notary Public

My commission expires:

Fee: _____
 Rec'd By _____
 Date Paid _____

APPLICATION FOR REZONING
City of Roeland Park, Kansas
 PLEASE PRINT

Case No.: _____
 Planning Commission
 Date _____

Applicant/Agent's Name(s) _____ Phone: _____

Mailing Address _____
Street City State Zip

Property Owner's Name(s) _____ Phone: _____

Mailing Address _____
Street City State Zip

Requested Rezoning From: _____ **to** _____
Present Zoning District Proposed Zoning District

Location of property _____
 Subdivision: _____ Lot: _____ Block: _____
 Legal description _____

 _____ (Attached legal description must be typed).

Current Land Use _____ Proposed Land Use: _____
 Reasons for requesting zoning _____

Applicant signature _____ Date _____

Note: For rezoning procedure, see application form for Development Plan Approval.

To Be Filled in by the City:	Fee Paid \$ _____	Date _____	Received by: _____
Proof of ownership and/or authorization of agent affidavit(s) submitted. Date: _____			
Technical studies required? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what type and when submitted? _____			
Assurances of adequate public facilities received. <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, date received _____			
Date application deemed complete: _____			
Surrounding property owners notified: _____		Date of publication: _____ Sign Posted _____	
Date notices sent: _____		Public Hearing date: _____	
Planning Commission recommendation: _____		Date: _____	
City Council Action: _____		Date: _____	Ordinance # _____ Publication Date: _____

REZONING CHECKLIST [CODE 16-317]

Date Submitted_____

Name of Project_____ Case #_____

Description/Type of Project:_____

I, _____, (Contact Person's Name - Printed), hereby certify the attached and completed application contains the information as specified in accordance with the Roeland Park City 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: Some plans, because of their scale and complexity may require additional information not indicated on this checklist. You are encouraged to work closely with the Staff in advance of your actual application submittal. Please submit ONLY THOSE DRAWINGS necessary to provide information required by this checklist. Submission of construction drawing's or other nonessential drawings may delay the review process. Please check appropriate boxes (I = Included or N/I = Not Included) as the form is completed.

The following items shall be submitted in support of any application for rezoning:

I N/I

1. Legal description of the property;
2. A statement of the reasons why rezoning is being requested;
3. The written comments of the Redevelopment Committee on the concept plan, if applicable pursuant to section 16-322;
4. A preliminary development plan, except for rezonings to a Single-Family Residence District and Duplex Residence District;
5. All studies as may reasonably be required pursuant to section 16-304;
6. Assurances of adequate public facilities as required by section 16-305.

Fee: _____
Rec'd By _____
Date Paid _____

**APPLICATION FOR
SPECIAL USE PERMIT**
City of Roeland Park, Kansas
PLEASE PRINT

Case No.: _____
Planning Commission
Date _____

FEE: For Special Use Permit procedure, see application form for Development Plan Approval
 Fee Schedule: 0 to 5 acres is \$250.00 5+ to 10 acres is \$350.00 10+ acres is \$500.00.

Applicant _____ Phone _____

Address _____

Property Owner _____ Phone _____

Property Owner's Address _____

Range _____ Township _____ Section _____ Quadrant _____

Legal description _____

– (Attach - legal description must be typed).

Zoning classification of property _____ Present use of property _____

Reasons for Special Use Permit request _____

Requested length of time/hours of operation _____

Surrounding Land Use and Zoning:

	<u>Land Use</u>	<u>Zoning</u>
North	_____	_____
South	_____	_____
East	_____	_____
West	_____	_____

Applicant signature _____ Date _____

To be completed by the City:	Fee Paid \$ _____	Date _____	Received by: _____
Proof of ownership and/or authorization of agent affidavit(s) submitted. Date: _____			
<input type="checkbox"/> Written comments of City Engineer and Redevelopment Committee on concept plan submitted.			
Technical studies required? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what type and when submitted? _____			
Assurances of adequate public facilities received. <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, date received _____			
Plan Required:			
<input type="checkbox"/> Preliminary Development Plan		<input type="checkbox"/> Site Plan	Date Submitted: _____
Date application deemed complete: _____			
Surrounding property owners notified: _____		Date of publication: _____	Sign Posted _____
Date notices sent: _____		Public Hearing date: _____	
Planning Commission recommendation: _____			Date: _____
City Council Action: _____			Date: _____

SPECIAL USE PERMIT CHECKLIST [CODE 16-319]

Date Submitted_____

Name of Project_____ Case #_____

Description/Type of Project:_____

I, _____, (Contact Person's Name - Printed), hereby certify the attached and completed application contains the information as specified in accordance with the Roeland Park City 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: Some plans, because of their scale and complexity may require additional information not indicated on this checklist. You are encouraged to work closely with the Staff in advance of your actual application submittal. Please submit **ONLY THOSE DRAWINGS** necessary to provide information required by this checklist. Submission of construction drawings or other nonessential drawings may delay the review process. Please check appropriate boxes (I = Included or N/I = Not Included) as the form is completed.

The following items shall be submitted in support of any application for special use:

I N/I

1. Legal description of the property;
2. A statement of the reasons why special use permit is being requested;
3.
 - a. Site Plan submittal;
 - b. A Preliminary Development Plan;
4. The written comments of the Redevelopment Committee on the concept plan, if applicable pursuant to section 16-320;
5. All studies as may reasonably be required pursuant to section 16-304;
6. Assurances of adequate public facilities as required by section 16-305.

CONCEPT PLANS CHECKLIST [CODE 16-320]

Date Submitted _____

Name of Project _____ Case # _____

Description/Type of Project: _____

I, _____, (Contact Person's Name - Printed), hereby certify the attached and completed application contains the information as specified in accordance with the Roeland Park City 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: Some plans, because of their scale and complexity may require additional information not indicated on this checklist. You are encouraged to work closely with the Staff in advance of your actual application submittal. Please submit ONLY THOSE DRAWINGS necessary to provide information required by this checklist. Submission of construction drawing's or other nonessential drawings may delay the review process. Please check appropriate boxes (I = Included or N/I = Not Included) as the form is completed.

A. PLAN REQUIREMENTS

I N/I

- 1. Application form
- 2. Eight copies of the preliminary site development plan that must include the following information:

I N/I GENERAL INFORMATION

- a. North arrow;
- b. Scale;
- c. Date of plan preparation *and/or* revision;
- d. Name and address of landowner.

I N/I INFORMATION ON EXISTING CONDITIONS

- a. Location and dimension of property boundaries;
- b. Location and dimension of adjacent public streets;
- c. Zoning designation of property;
- d. Zoning designation of adjacent properties within 300 feet.

I N/I INFORMATION ON PROPOSED CONDITIONS

- a. Location and dimension (including square footage) of proposed buildings;
- b. Location and dimension of proposed parking areas.

B. PROPOSED DEVELOPMENT REPORT

I N/I

- 1. A narrative statement of what the applicant proposes to develop on the property;

C. ADDITIONAL INFORMATION

I N/I

- 1. Date and signature of applicant, who, if not the owner, shall provide legally sufficient evidence that the applicant is the authorized agent of the owner; A narrative statement of what the applicant proposes to develop on the property;
- 2. Evidence, satisfactory to the city engineer, of the applicant's ability to comply with the adequate public facilities and services requirements of section 16-305.