



611 Mulberry Road, Suite 300  
 Derby, KS 67037  
 Phone 316-788-6632 / Fax 316-788-6067  
[www.derbyks.com](http://www.derbyks.com)

**APPLICATION FOR:  
 SITE PLAN REVIEW**

This form must be completed and filed with the City Planner in accordance with Section 305 of the Zoning Ordinance.

This application is accompanied by an attached Site Plan Review Checklist. The checklist must be completed and signed by the applicant/agent prior to submission of any plan drawings or documents. **INCOMPLETE SUBMISSIONS WILL BE RETURNED TO THE APPLICANT.**

**AGENT'S NAME:** \_\_\_\_\_

AGENT'S ADDRESS: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

AGENT'S PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_ Email: \_\_\_\_\_

**APPLICANT'S NAME:** \_\_\_\_\_

APPLICANT'S ADDRESS: \_\_\_\_\_

Street

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

APPLICANT'S PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_ Email: \_\_\_\_\_

**NAME OF SUBDIVISION:** \_\_\_\_\_

LOT #: \_\_\_\_\_ BLOCK #: \_\_\_\_\_

COMMON ADDRESS: \_\_\_\_\_

SITE SIZE: \_\_\_\_\_ acres \_\_\_\_\_ square feet

PROPOSED USE: \_\_\_\_\_

The applicant or their duly authorized agent HEREBY ACKNOWLEDGES that a Certificate of Occupancy cannot be issued for a building until all aspects of development depicted on the Site Plan are complete and have been approved by the City Planner or designee. Arrangements for future installation may be made pursuant to subsection 304(O) of the Zoning Ordinance. A Certificate of Occupancy cannot be issued and the occupying of a building without such a Certificate is a violation of the City's Building Code.

OR

\_\_\_\_\_  
**APPLICANT**

\_\_\_\_\_  
**AUTHORIZED AGENT**

OFFICE USE ONLY

DATE RECEIVED: \_\_\_\_\_ BY CITY STAFF: \_\_\_\_\_ FILING FEE: \$500.00

# SITE PLAN REVIEW CHECKLIST

Site Plan Drawings shall be drawn to an appropriate engineer scale not exceeding 1 inch = 100 feet. Full size sheets shall be sized 24"x36" and half size sets 11"x17". Site Plan Drawings shall include all of the following: *(If an item is not applicable to your project, write "N/A" in the space next to the item.)*

<b>GENERAL INFORMATION</b>		
<b>The first page of the site plan must provide all of the following:</b>		
APPLICANT	CITY STAFF	REQUIREMENT
		Title Block (Including name, address and phone number of owner <u>and</u> developer/contractor as applicable)
		Preparation Date
		North Arrow and Graphic Scale
		Vicinity Map
		Legal description of the property
		Property line locations, bearings and distances
		Adjacent streets and alleys (Including location, names and right-of-way widths)
		Easements (Including locations, dimensions and easement type)
		Location and size of existing and proposed buildings and structures. Include:
		Number of stories
		Gross floor area (square feet)
		Location of building entrances
		Dimensions must be provided between building walls and the site's perimeter boundary lines
		Lot Coverage and Impermeable Surfaces
		Total lot area (square feet <u>and</u> acres)
		Building coverage (square feet; existing and proposed)
		Total impermeable surface area (square feet)

<b>GRADING AND DRAINAGE PLAN</b>		
<b>Drainage on and from the site shall be provided on a separate plan sheet and must include the following:</b>		
APPLICANT	CITY STAFF	REQUIREMENT
		Site elevations and contour lines
		Arrows depicting the proposed direction of storm water drainage
		Drainage basins and sub-basins including flow calculations for each <i>(shall be clearly labeled)</i>
		Storage calculations including how storage is accomplished and if drainage basins are intended to be wet or dry
		On-site storm drainage facilities or improvements (including storm sewer pipes, access covers, swales and on-site drainage ponds or areas)
		Footprint of existing and proposed buildings along with areas to be paved
		Minimum pad elevations <i>(if applicable)</i>
		Table showing locations and flow rates both pre and post development where flow enters or leaves the site
		Storm water pipe sizing and hydraulic information (HGL) indicating pipe sizing is sufficient to carry required flow
<b>(A SEPARATE DRAINAGE STUDY MAY BE REQUIRED TO BE SUBMITTED FOR REVIEW AND APPROVAL OF THE CITY ENGINEER)</b>		

## SITE PLAN REVIEW CHECKLIST – page 2 of 4

UTILITY PLANS		
A separate plan sheet shall be provided to show existing and proposed utilities and shall include the following:		
APPLICANT	CITY STAFF	REQUIREMENT
		Easements of record
		New easements and recording information
		Existing and proposed utilities and service lines
		Location and finished grade elevation of all manholes
		Existing and proposed storm water sewer and drainage improvements (including storm water inlet structures and basins)
		Location of private service lines and connection locations, including:
		Water meter, service line and valve locations
		Fire Department Connection (FDC) ( <i>fitting shall be 5 inch Storz type at 30° unless otherwise required</i> )
		On-site fire hydrants (may not be private)
		Fire mains (may not be private)
		Grease interceptor locations
		Sanitary sewer service line and cleanouts
		Others as applicable ( <i>shall be clearly labeled</i> )
<b>(EXTENSIONS OF PUBLIC SEWER AND WATER LINES MAY BE REQUIRED AS A CONDITION OF SITE PLAN APPROVAL.)</b>		

PARKING AND CIRCULATION		
Required and accessory off-street parking, loading and unloading, on-site circulation and vehicle stacking space areas must provide all of the following:		
APPLICANT	CITY STAFF	REQUIREMENT
		Perimeter street rights-of-way including existing and proposed access control
		Location of existing and proposed driveways to public street rights-of-way
		Existing off-street parking spaces
		Proposed off-street parking spaces
		Standard detail for the dimensions of a typical parking space <i>(Parking spaces that do not conform to the standard detail shall be provided their own individual depth and width dimensions.)</i>
		ADA accessible parking spaces (location and number)
		Standard detail for dimensions of a typical ADA accessible parking space
		Standard detail for dimensions of ADA accessible aisles and path to entrance <i>(Note color of pavement marking)</i>
		On-site circulation aisles and dimensions
		Loading and unloading areas
		Vehicle stacking spaces for drive-thru facilities
		Type and thickness of paving surface shall be noted
		Pedestrian access on the property as well as to and from the site
		Location and type of all on-site traffic control signs and pavement markings <i>(All signs and markings must comply with the current edition of the <u>Manual of Uniform Traffic Control Devices</u>. Provide standard details as necessary.)</i>

## SITE PLAN REVIEW CHECKLIST – page 3 of 4

<b>BUILDING ELEVATIONS</b>		
<b>Proposed elevation drawings for new buildings must provide all of the following:</b>		
APPLICANT	CITY STAFF	REQUIREMENT
		Elevations showing all four sides of the exterior of the building ( <i>include building dimensions and grade</i> )
		Materials listed for building walls
		Materials listed for roof
		Rooftop mechanical equipment screening
		Color rendering of the proposed building with color palette legend

<b>SIGNS</b>		
<b>Signage associated with the development must provide the following:</b>		
APPLICANT	CITY STAFF	REQUIREMENT
		Location of all ground signs, including scaled drawings with height and size dimensions
		Location of building wall signs with scaled drawings showing height and size dimensions
		Indicate materials to be used and include color palette legend

<b>LANDSCAPING PLAN</b>		
<b>All Screening and Landscaping shall be provided to meet the requirements of subsection 304 of the Zoning Ordinance. Landscaping, screening and buffering drawings shall be provided on a separate plan sheet and must include all of the following:</b>		
APPLICANT	CITY STAFF	REQUIREMENT
		Location of natural features and existing vegetation to be maintained ( <i>existing vegetation to be retained must be identified by location, size and common and botanical names</i> )
		Location, height and materials to be used for screening purposes (including walls, fences or vegetation)
		Location of landscaped areas along with the types of landscaping materials to be used
		Location of all proposed berms, depicted by contours at one foot intervals
		Location and dimensions of all existing and proposed structures:
		Parking lots and drive approaches
		Sidewalks including crosswalks as necessary
		Signs
		Above grade and underground utilities and storm drainage systems
		Free-standing electrical equipment
		Other free-standing structural features
		Planting Schedule Table including the common and botanical names of all proposed plant species, quantity, size at the time of planting, mature size, and pictographic symbol
		Location and dimensions of areas where the use of non-living landscaped areas are proposed, along with specifications for weed barriers
		Location of irrigation lines, hose connections, spigots and other watering sources
		Location of trash enclosure and materials to be used
		Location of temporary outdoor storage area for trash ( <i>if applicable</i> )

**SITE PLAN REVIEW CHECKLIST – page 4 of 4**

<b>OUTDOOR AREAS</b>		
<b>Outdoor display, sales and storage areas shall be shown and will provide all of the following:</b>		
<b>APPLICANT</b>	<b>CITY STAFF</b>	<b>REQUIREMENT</b>
		Location of any areas that are planned to be used for continuous outdoor display and sales purposes
		Location of any outdoor areas to be used for the temporary storage of refuse along with proposed methods to accomplish screening from adjoining street rights-of-way and adjoining properties either zoned or used for residential purposes
		For industrially zoned properties, indicate areas planned to be used for outside storage
<b>(EXCEPT FOR THE "M-1" INDUSTRIAL DISTRICT, OUTSIDE STORAGE AREAS ARE NOT PERMITTED)</b>		

<b>PHOTMETRIC PLAN</b>		
<b>Exterior lighting drawings must provide all of the following:</b>		
<b>APPLICANT</b>	<b>CITY STAFF</b>	<b>REQUIREMENT</b>
		Location of proposed lighting ( <i>free-standing and affixed to buildings</i> )
		Indicate the direction of proposed lighting
		Provide photometric light pattern and intensity of proposed exterior lighting

<b>SUBMISSION REQUIREMENTS</b>		
		4 Full size drawing sets (24" x 36")
		16 Half size drawing sets (11" x 17")
		Processing Fee: <b>\$500.00</b> effective 12/13/11 per Resolution 27-2015
		Applicable Closing Date for Planning Commission schedule

I, \_\_\_\_\_, the undersigned applicant or duly authorized agent, confirm that I have personally checked each of the above requirements and attest that this submission for Site Plan Review is accurate and complete. Further, I understand that an incomplete submission will not be reviewed, and if any requirement is determined to be missing or inadequate, a new complete Site Plan submission may be required.

\_\_\_\_\_  
**APPLICANT**

**OR**

\_\_\_\_\_  
**AUTHORIZED AGENT**