



611 Mulberry Road, Suite 300
 Derby, KS 67037
 Phone 316-788-6632
www.derbyks.com

**APPLICATION FOR:
 SITE PLAN REVIEW**

This form must be completed in accordance with directions on the accompanying instructions and filed with the City Planner or Authorized Agent at Derby City Hall, 611 Mulberry, Derby, Kansas 67037. 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.

AN INCOMPLETE APPLICATION CANNOT BE ACCEPTED

Date: _____

Fee: \$500^{*1}

** Potentially qualifies for fee waiver, contact Derby Planning & Engineering Department*

¹ Additional recording fees may apply

CONTACT INFORMATION

Owner(s) of Property:

Name: _____

Address: _____

Phone: _____

Email: _____

Primary Contact? (Please Check): Yes No

Agent Representing the Applicant (if applicable):

Name: _____

Address: _____

Phone: _____

Email: _____

Primary Contact? (Please Check): Yes No

Contract Purchaser (if applicable):

Name: _____

Address: _____

Phone: _____

Email: _____

Primary Contact? (Please Check): Yes No

REQUEST INFORMATION:

1. Location:

a. Address (if assigned): _____

b. Legal Description: Lot(s) _____, Block _____, _____ Addition

c. If Property is not platted, a metes and bounds description and location map shall be provided with this application. Site plans will not be officially approved until subject property/properties have been platted.

2. **Site Size:** _____ Square Feet **Impermeable Area:** _____ Square Feet

3. **Proposed Use(s):** _____

4. See Attached Check List for Site Plan Document Requirements (Complete and Submit with Application and Documents)

CERTIFICATION

The undersigned acknowledges and certifies the following:

1. The applicant or their duly authorized agent hereby certifies that the information given herein is correct and will comply with the zoning regulations and requirements of this application.
2. They have been advised of the fee requirements established and that the appropriate fee is herewith tendered.
3. Building plans shall not be reviewed nor will a building permit be issued until site plans have been approved by the Derby Planning Commission and upon submittal of corrected site plans
4. 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 Authorized Agent. 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.
5. That all documents are attached hereto as noted in the instructions.
6. This application cannot be processed unless it is complete and accompanied by all required documents..

Property Owner(s)

Date

Agent (if applicable)

Date

Contract Purchaser (if applicable)

Date

<p>OFFICIAL USE ONLY</p> <p><input type="checkbox"/> Fee <u>OR</u> <input type="checkbox"/> Fee Waived</p> <p><input type="checkbox"/> Completed Review Checklist</p> <p><input type="checkbox"/> Site Plan Documents</p> <p>This application has been checked and found to be complete and accompanied by the required documents and the appropriate fee.</p> <p>_____ City Planner or Authorized Agent</p>	<p><stamp date received></p>
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INSTRUCTIONS FOR SITE PLAN REVIEW

- 1. Application:** The application must be completed and signed by all owners of record of the property/properties proposed to undergo site plan review.

In order for an application to be scheduled, it must be filed with the City Planner or Authorized Agent, by one of the specific “closing dates” established by the Planning Commission. A copy of the “closing dates” may be obtained upon request.

Applicants are encouraged to meet with applicable City staff prior to filing a site plan review application. The purpose of the pre-application conference is to provide staff and the applicant an opportunity to discuss all forthcoming site plan review, site development, building plan review, and any other applications or steps that may be necessary prior to commencement of a specific development project.

- 2. Fee:** The application must be accompanied by a filing fee of \$500.00. A project may qualify for a fee waiver, contact Derby Planning & Engineering department for more information. The applicant is responsible for all costs associated with recording associated documents with the County Clerk and Register of Deeds.
- 3. Site Plan Documents:** The applicant shall submit four full-size (24” x 36”) paper copies, 15 half-size (11” x 17”) paper copies, and electronic files of the site plans on the applicable submittal date. Use the attached checklists to complete and submit the required site plan documents in accordance with Article 305 of the Zoning Regulations. Incomplete site plan documents will not be accepted and may necessitate the rescheduling of the Planning Commission review date.
- 4. Planning Commission Review:** At the Planning Commission meeting, City staff will present the staff report and the applicant(s) and/or their agent(s) will be provided the opportunity to make statements and/or answer questions the Planning Commission and/or staff may have. The Commission will make a motion approve the site plans with or without conditions or may deny the site plans. If approved, the applicant(s) may proceed with submitting corrected site plans. Governing Body review is not required.
- 5. Corrected Site Plans:** Following Planning Commission review, the applicant(s) and/or their agent(s) shall submit three full-size (24” x 36”) paper copy sets and electronic files of the corrected site plans, addressing and incorporating all required revisions and comments. Changes on the site plan sheets shall be clouded and a list of all changes shall be provided, noting which comment each is addressing. The applicant is advised that building plans will not be reviewed, nor will permits be issued, until corrected site plans are submitted and approved. Once City staff has received, reviewed, and approved the corrected site plans, building plan review may proceed.
- 6. Building Plan Review:** Following receipt, review, and approval of corrected site plans, building plan review may commence. The applicant or authorized agent is required to submit three full-size sets of building plans to the Department of Planning & Engineering accompanied by the building plan review application and the appropriate review fee. Approved site plans shall be incorporated into the Building Plan sets. The Building Trades Official will review and return any comments on the building plans to the applicant or authorized agent for revisions. The applicant shall address all necessary revisions. Once the revisions have been reviewed and accepted by the Building Trades Official, the applicant will be directed to submit a building permit application.

- 7. Building Permit:** Following approval of the building plans, the applicant and authorized agent will be directed by the Building Trades Official to submit a building permit application. At the time of issuance, the applicant and/or authorized agent shall obtain the building permit from City Hall along with a copy of the approved site plans, Planning Commission meeting minutes, and letter of approval from Planning staff. The applicant is advised that the site must be developed in accordance with the approved site plans.
- 8. Site Development/Project Construction:** Following issuance of a building permit and fulfillment of all necessary processes, the applicant may proceed with site development and construction. The applicant and/or authorized agent shall consult with City staff if revisions and/or deviations from the approved site plans and/or building plans are desired or required. If revisions are necessary, the applicant or authorized agent shall submit three full-size copies of the revised site plans and/or building plans. Revised plans must be submitted, reviewed, and approved by City staff prior to their incorporation, and may, at the discretion of staff, require additional review by the Planning Commission.
- 9. Site Inspection:** At the conclusion of site development and prior to the issuance of a final Certificate of Occupancy, the applicant or authorized agent shall contact Planning staff to schedule a site inspection to ensure compliance with the approved site plans. Inspection items include but are not limited to parking, landscaping, pedestrian access, vehicular access and circulation, rooftop and mechanical unit screening, building design, etc. The applicant or authorized agent is encouraged to be present during the inspection. Planning staff shall note any inconsistencies, deviations, and/or errors from the approved site plans and provide a list of required revisions to the applicant or authorized agent. Revisions are required to be addressed prior to the issuance of a final Certificate of Occupancy. Once required revisions have been made, the applicant or authorized agent shall contact Planning staff for a reinspection. If all required revisions have been satisfied, Planning staff shall authorize the issuance of a final Certificate of Occupancy.
- 10. Compliance with Approved Site Plans:** The site is required to be continuously maintained in accordance with the requirements, terms, and conditions of a site plan approved by the City. This includes but is not limited to perpetual maintenance of required landscaping, screening, parking, access and circulation aisles, utilities, building design elements, etc. Sites found to be noncompliant with approved site plans shall be required to be brought back into compliance with the approved site plans on file with the City.

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.)*

GENERAL INFORMATION		
The first page of the site plan must provide all of the following:		
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)

GRADING AND DRAINAGE PLAN		
Drainage on and from the site shall be provided on a separate plan sheet and must include the following:		
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
(A SEPARATE DRAINAGE STUDY MAY BE REQUIRED TO BE SUBMITTED FOR REVIEW AND APPROVAL OF THE CITY ENGINEER)		

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>)
(EXTENSIONS OF PUBLIC SEWER AND WATER LINES MAY BE REQUIRED AS A CONDITION OF SITE PLAN APPROVAL.)		

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

BUILDING ELEVATIONS		
Proposed elevation drawings for new buildings must provide all of the following:		
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

SIGNS		
Signage associated with the development must provide the following:		
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

LANDSCAPING PLAN		
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:		
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

OUTDOOR AREAS		
Outdoor display, sales and storage areas shall be shown and will provide all of the following:		
APPLICANT	CITY STAFF	REQUIREMENT
		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
(EXCEPT FOR THE “M-1” INDUSTRIAL DISTRICT, OUTSIDE STORAGE AREAS ARE NOT PERMITTED)		

PHOTMETRIC PLAN		
Exterior lighting drawings must provide all of the following:		
APPLICANT	CITY STAFF	REQUIREMENT
		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

SUBMISSION REQUIREMENTS		
		4 Full size drawing sets (24" x 36")
		15 Half size drawing sets (11" x 17")
		Digital Files of Site Plans (Flash Drive, Emailed Compressed File, Online Digital Dropbox, etc.)
		Processing Fee: \$500.00
		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

AUTHORIZED AGENT