

City of Garden City

SP# 25- _____

NEIGHBORHOOD & DEVELOPMENT SERVICES

301 North 8th Street, P.O. BOX 998
 Garden City, KS 67846
 620-276-1170, Fax 620-276-1173

DEVELOPMENT POLICY AND PROCEDURE APPLICATION FOR SITE PLAN REVIEW

PROJECT TYPE _____ PROJECT OWNER _____

PROJECT SITE/ADDRESS _____ OWNER CONTACT INFORMATION _____

ARCHITECT OR CONTRACTOR CONTACT _____ PHONE _____ FAX _____

RETURN THIS COMPLETED FORM AND REQUIRED COPIES OF SITE PLAN AND LANDSCAPE DESIGN

- (A) Site plans for all single family and multi-family units (not to exceed a Duplex) may be submitted to the Building Inspector. This site plan should be presented at the time for which the permit is applied.
- (B) Site plans for all commercial, industrial, and multi-family units (larger than a Duplex) shall be submitted to the Secretary of the Planning Commission at least **ten (10) days** prior to the Planning Commission meeting whereby review and approval is requested.

NOTE: The Planning Commission has resolved to authorize the City Staff through the Planning Commission Secretary authority to review and approve site plans for this section if in the opinion of the Secretary all requirements of the Zoning Ordinance are met in the design. Property that is currently non-conforming in use is required to be reviewed and approved by the Board of Zoning Appeals. Copies of the staff approved site plans are to be delivered to the next Planning Commission meeting. If the Planning Commission Secretary feels that the densities proposed are higher than usually approved by the Planning Commission, the Secretary may require the plan, be reviewed for approval by the Planning Commission at their next meeting with a **ten-day lead**.

(C) **INFORMATION TO BE INCLUDED ON ALL SITE PLANS**

Reference to the prescribed Zoning District and Subdivision Regulations

- A legal description and site address (available from engineering dept.)
- North arrow indicator and scale of drawing if applicable
- Location of structure(s) on the site
- Lot dimensions
- Size of Structure(s)
- Identification of setbacks
- Location and layout of parking areas- denote handicapped parking and curb stops
- Location of ingress and egress (*dimension drawings*)

- Location and size of sign(s) (*attach additional concept drawing with dimensions*)
- Accessory building(s)
- Landscape Plan (*see Article 36*)
- Utility easements must conform to all applicable zoning, fire and building codes (*Show all recorded easements on drawing*)
- Location of utility service lines to structure(s) on the lot, including Utility Pricing Form (UT)
- Solid waste pickup locations with associated screening
- Drainage in conformance with subdivision drainage plan (*using arrows, indicate direction of proposed drainage for minor plans or present a detailed drainage plan for major development, City Engineer to review and approve.*)
- Complete SWPPP for City and State and submit a copy of the NOI to Engineering if the property is over 1 acre.
- Submit 3 hard copies and 1 digital copy of plans and applicable planning documents**
- Submittal should not exceed three (3) pages (excludes elevations of building)**

GARDEN CITY STAFF	
Inspections:	276-1120
Elec. Service:	276-1290
Water Dept.:	276-1291
Solid Waste:	271-1578
Engineer:	276-1170
Zoning Regulations:	276-1170
Wastewater:	271-1280
Storm Water:	276-1170

THE PLAN SUBMITTAL IS SUFFICIENTLY COMPLETE TO SEND OUT FOR REVIEW

For Office Use Only

YES _____ NO _____ DATE _____ INITIAL _____

THE PLAN IS APPROVED BY STAFF DATE _____ INITIAL _____

The plan as submitted does not meet the minimum standards and is RETURNED TO CLIENT for additional information. (See highlighted requirements above).

DATE _____ INITIAL _____

GARDEN CITY ZONING REGULATIONS

1.090 BUILDING PERMITS - (SITE PLAN REQUIRED.) All applications for building permits shall be accompanied by a site plan.

(A) Site Plan Requirements: The Site Plan submittal of three (3) sets of hard copy plans and applicable planning documents and one (1) set of electronically submitted plans and documents shall contain the following information as outlined on the Site Plan Review Application:

- (1) A legal description and site address (available from the City Engineer, County or GIS).
- (2) A Title Block including the Date of the submittal, Name and Contact information, North Arrow indicator, Scale of drawing and Key or Vicinity Map.
- (3) Lot dimensions.
- (4) Location and size of existing and proposed structure(s) on the site (with sufficient dimensions to indicate relationship between buildings, property lines, parking areas and other elements of the site plan) and Building Elevations. Include a Building Code Footprint where applicable [(K.A.R) 22-1-7].
- (5) Identification of setbacks.
- (6) Location and layout of parking areas- denote handicapped parking and curb stops, including parking calculations.
- (7) Location of ingress and egress. A traffic impact study may be required where applicable.
- (8) Location and size of sign(s), including elevations (attach additional concept drawing with dimensions).
- (9) Location and size of Accessory Building(s).
- (10) Landscape Plans (see Article 36).
- (11) Utility easements conforming to all applicable zoning, fire and building codes (Show all recorded easements on drawing).
- (12) Location of utility service lines and meter sizes servicing the structure(s) on the lot.
- (13) Solid waste pickup locations with associated screening.
- (14) Drainage in conformance with subdivision drainage plan (use arrows to indicate direction of proposed drainage for minor plans or present a detailed drainage plan for major development, City Engineer to review and approve). SWPPP plans and documentation maybe required, to meet City and KDHE standards.
- (15) Additional documents may be required (e.g., Elevation Certificate, Development Agreement, , Parking Lot Lighting or other additional permits as required on a case-by-case basis with respect to the development of the property).

(B) Site plans for all commercial, industrial, and multi-family units (larger than a Duplex) shall be stamped by an architect or engineer registered in the State of Kansas; and at the discretion of the Planning Commission Secretary shall be submitted to the Planning Commission at least ten (10) days prior to the Planning Commission meeting whereby review and approval is requested.

(C) The Site Plan Review procedure in no way relieves the applicant from compliance with or approval under the provisions of the Zoning Regulations, Subdivision Regulations, Building Codes, and/or other regulations which pertain to or govern the proposed development. No Site Plan will be approved unless it follows all pertinent code, ordinances, and regulations.

(D) Process Timeline. Planning Staff will determine the completeness, accuracy, and sufficiency of the application. A typical site plan review process is seven to fourteen (7-14) days and may be longer dependent upon the complexity of the development proposal.

(E) Approvals. Building permits for the project will not be issued until a site plan has been approved.

(F) Time Limitations on Approvals. If the owner has obtained preliminary site plan approval but fails to obtain a building permit within one (1) year from the date of approval of the site plan, the site plan approval shall be deemed to have expired, and the owner shall be required to resubmit a new plan for approval.

(G) Adjacency Compatibility: Staff will review site plans for compatibility with adjacent properties.

(H) Electronic Submittals. The submitted site plans are electronically distributed to various city departments and public utility companies and then convene for review and comment. The planner assigned to the project will contact the applicant to discuss the review comments and suggest any revisions which may be needed before the site plan can be processed for administrative action.

FINNEY COUNTY ZONING REGULATIONS

1.090 BUILDING PERMITS - (SITE PLAN REQUIRED). All applications for building permits shall be accompanied by an approved site plan.

1. Site Plan Requirements: The Site Plan submittal of three (3) sets of hard copy plans and applicable planning documents and one (1) set of electronically submitted plans and documents shall contain the following information as outlined on the Site Plan Review Application:

- (A) A legal description and site address (available from the County Engineer, County Surveyor or GIS).
- (B) A Title Block including the Date of the submittal, Name and Contact information, North Arrow indicator, Scale of drawing and Key or Vicinity Map.
- (C) Lot dimensions.
- (D) Location and size of existing and proposed structure(s) on the site (with sufficient dimensions to indicate relationship between buildings, property lines, parking areas and other elements of the site plan) and Building Elevations. Include a Building Code Footprint where applicable [(K.A.R) 22-1-7].
- (E) Identification of setbacks.
- (F) Location and layout of parking areas- denote handicapped parking and curb stops, including parking calculations.
- (G) Location of ingress and egress. A traffic impact study may be required where applicable.
- (H) Location and size of sign(s), including elevations (attach additional concept drawing with dimensions).
- (I) Location and size of Accessory Building(s).
- (J) Landscape Plans, as required by district (e.g., buffer areas, open space requirements).
- (K) Utility easements conforming to all applicable zoning, fire and building codes (Show all recorded easements on drawing).
- (L) Location of utility service lines and meter sizes servicing the structure(s) on the lot.
- (M) Solid waste pickup locations with associated screening.
- (N) Drainage in conformance with subdivision drainage plan (use arrows to indicate direction of proposed drainage for minor plans or present a detailed drainage plan for major development, County Engineer to review and approve). SWPPP plans and documentation maybe required, to meet County and KDHE standards.
- (O) Additional documents may be required (e.g., Elevation Certificate, Development Agreement, Parking Lot Lighting or other additional permits as required on a case-by-case basis with respect to the development of the property).

2. Agricultural properties over forty (40) acres are exempt for site plan reviews.

3. Site plans for all commercial, industrial, and multi-family units (larger than a Duplex) shall be stamped by an architect or engineer registered in the State of Kansas; and at the discretion of the Planning Commission Secretary shall be submitted to the Planning Commission at least ten (10) days prior to the Planning Commission meeting whereby review and approval is requested.

4. The Site Plan Review procedure in no way relieves the applicant from compliance with or approval under the provisions of the Zoning Regulations, Subdivision Regulations, Building Codes, and/or other regulations which pertain to or govern the proposed development. No Site Plan will be approved unless it follows all pertinent code, ordinances and regulations.

5. Process Timeline. Planning Staff will determine the completeness, accuracy, and sufficiency of the application. A typical site plan review process is seven to fourteen (7-14) days and may be longer dependent upon the complexity of the development proposal.

6. Approvals. Building permits for the project will not be issued until a site plan has been approved.

7. Time Limitations on Approvals. If the owner has obtained preliminary site plan approval but fails to obtain a building permit within one (1) year from the date of approval of the site plan, the site plan approval shall be deemed to have expired, and the owner shall be required to resubmit a new plan for approval.

8. Adjacency Compatibility: Staff will review site plans for compatibility with adjacent properties.

9. Electronic Submittals. The submitted site plans are electronically distributed to various city departments and public utility companies and then convene for review and comment. The planner assigned to the project will contact the applicant to discuss the review comments and suggest any revisions which may be needed before the site plan can be processed for administrative action.

HOLCOMB ZONING REGULATIONS

BUILDING PERMITS – (SITE PLAN REQUIRED). All applications for building permits shall be accompanied by an approved site plan.

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- (5) Identification of setbacks.
- (6) Location and layout of parking areas- denote handicapped parking and curb stops, including parking calculations.
- (7) Location of ingress and egress. A traffic impact study may be required where applicable.
- (8) Location and size of sign(s), including elevations (attach additional concept drawing with dimensions).
- (9) Location and size of Accessory Building(s).
- (10) Landscape Plans.
- (11) Utility easements conforming to all applicable zoning, fire and building codes (Show all recorded easements on drawing).
- (12) Location of utility service lines and meter sizes servicing the structure(s) on the lot.
- (13) Solid waste pickup locations with associated screening.
- (14) Drainage in conformance with subdivision drainage plan (use arrows to indicate direction of proposed drainage for minor plans or present a detailed drainage plan for major development, City Engineer to review and approve). SWPPP plans and documentation maybe required, to meet City and KDHE standards.
- (15) Additional documents may be required (e.g., Elevation Certificate, Development Agreement, , Parking Lot Lighting or other additional permits as required on a case-by-case basis with respect to the development of the property).

(B) Site plans for all commercial, industrial, and multi-family units (larger than a Duplex) shall be stamped by an architect or engineer registered in the State of Kansas; and at the discretion of the Planning Commission Secretary shall be submitted to the Planning Commission at least ten (10) days prior to the Planning Commission meeting whereby review and approval is requested.

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