



# Site Plan Application

Community & Economic Development Dept.  
730 First Ter. Suite 2  
Lansing, KS 66043  
(913) 727-5488 • (913) 351-3618 FAX

PROJECT NAME \_\_\_\_\_

ADDRESS OR VICINITY \_\_\_\_\_

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

CURRENT ZONING \_\_\_\_\_

LEGAL DESCRIPTION \_\_\_\_\_

REAL ESTATE PARCEL NUMBER \_\_\_\_\_

PROPERTY SIZE \_\_\_\_\_

APPLICATION FEE     *\$150 for Admin Site Plan - \$250 for full Site Plan*

### APPLICANT/DEVELOPER

NAME \_\_\_\_\_ CONTACT \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

### OWNER

NAME \_\_\_\_\_ CONTACT \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

### ARCHITECT/ENGINEER

NAME \_\_\_\_\_ CONTACT \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

APPLICANT/OWNER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

APPLICANT/OWNER (printed name) \_\_\_\_\_

**OFFICE USE ONLY**

FILE CODE \_\_\_\_\_ FEE RECEIVED BY \_\_\_\_\_ DATE \_\_\_\_\_

PLANNING COMMISSION MEETING DATE \_\_\_\_\_ DECISION (circle)    Approve or Deny

**SITE PLAN SUBMITTAL INFORMATION**

*See City of Lansing, Unified Development Ordinance  
Section 2.05 for Admin Site Plan additional information  
Section 2.06 for full Site Plan additional information*

- A. SUBMISSION REQUIREMENTS.** The Site Plan shall include the following data, details, and supporting plans, which are found relevant to the proposal. **The applicant shall provide six (6) legible and complete site plans, along with a PDF digital copy on a flash drive.** The site plans shall be prepared by an architect or engineer licensed in Kansas, at a scale of one inch equals 30 feet for sites of five or fewer acres and be prepared at a scale of one inch equals 40 feet for sites over five acres.

Items required for submission include:

1. Name of project
2. Legal description
3. Date of preparation
4. North arrow
5. Scale 1 inch = 30 feet (five acres or less) or 40 feet (greater than five acres)
6. Name and address of owner of record
7. Name and address of developer
8. Name, address, and phone number(s) of preparer
9. Existing lot lines
10. Existing easements
11. Existing rights-of-way
12. Location and dimensions of all existing structures
13. Location and dimensions of all proposed structures
14. Number of stories of all existing structures
15. Gross floor area of all existing structures
16. Entrances to all existing structures
17. Number of stories of all proposed structures
18. Gross floor area of all proposed structures
19. Entrances to all proposed structures
20. Typical elevations of all proposed structures
21. Building materials of existing structures
22. Building materials of proposed structures
23. Location and dimensions of existing curb cuts

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24. Location and dimensions of proposed curb cuts
25. Location and dimensions of existing aisles
26. Location and dimensions of proposed aisles
27. Location and dimensions of existing off-street parking, loading, and walkways
28. Location and dimensions of proposed off-street parking, loading, and walkways
29. Location, height, and materials for screening walls and fences
30. The type of surfacing and base course for all parking, loading, and walkways
31. A landscape plan showing all existing open space, trees, forest cover, and water sources, and all proposed changes to these features including size and type of plant material. Water sources will include ponds, lakes, brooks, streams, wetlands, flood plains, and drainage retention areas located on the site, proposed by the applicant, or identified by the applicant.
32. The net public area shall be shown for proposed offices and commercial establishments. The proposed use, the required number of off-street parking spaces, and the number of off-street parking spaces shown shall be listed on the site plan. If the exact use is not known at the time a site plan is submitted for review, the number of minimum parking spaces required by the Unified Development Ordinance for the expected use shall calculate the off-street parking requirements.
33. All lighting for multifamily, office, commercial, and industrial uses shall meet the standards as outlined in the Unified Development Ordinance, Section 6.05 Outdoor Lighting.
34. The location, height, size, materials, and design of all proposed signage including subdivision monument entrance signs. All signage must meet the requirements outlined in the Unified Development Ordinance, Article 8 Sign Standards.
35. The location of each outdoor trash storage area and the screening details. Outdoor trash storage must be screened on four sides.
36. Location of existing and proposed utilities as set forth by the Unified Development Ordinance including:
  - a. sewer or septic system
  - b. water supply system
  - c. gas supply system
  - d. electric supply system
  - e. telephone, cable, or other telecommunications systems
  - f. storm drainage system including existing and proposed drain lines, culvert catch basins, head walls, end walls, hydrants, manholes, and drainage swales
37. Plans for erosion and pollution control both during and after construction, excessive runoff, excessive raising or lowering the water table, and flooding of other properties as applicable.
38. Site grading plan including existing and proposed topography at two-foot intervals, and dimensions for all parking lots and sufficient spot elevations on curbs to

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adequately demonstrate proper drainage.

39. Traffic flow patterns within the site, entrances and exits, loading and unloading areas, curb cuts on the site.

- a. The Planning Commission may require a detailed traffic study for large uses, mixed use and multi-tenant developments or for developments in heavy traffic areas. See the Unified Development Ordinance for additional details.

**B. STANDARDS OF REVIEW:** In addition to the above noted items, site plans will be reviewed by the Director and recommendations forwarded to the Planning Commission on the following standards:

1. The extent to which the proposal conforms to the provisions of the Unified Development Ordinance
2. The extent to which the development would be compatible with the surrounding area
3. The extent to which the proposal conforms to the recommendations of the Lansing Comprehensive Plan
4. The extent to which the proposal conforms to customary engineering standards used in the City
  - a. Sanitary sewer plans approved by the Wastewater Utility Director, City Engineer, and KDHE
  - b. Storm water plans approved by the Public Works Director / City Engineer
  - c. Approval from KDHE and Notice of Intent for storm water runoff from construction activities
5. The extent to which the location of streets, paths, walkways, and driveways are located so as to enhance safety and minimize any adverse traffic impact on the surrounding area
6. The extent to which the location of streets, paths, walkways, driveways, open space (if any), and parking lots have been located to achieve the following objectives:
  - a. Preserve existing off-site views and create desirable on-site views
  - b. Conserve natural resources and amenities including prime agricultural land
  - c. Minimize any adverse flood impact
  - d. Ensure that proposed structures are located on suitable soils
  - e. Minimize any adverse environmental impact
  - f. Minimize any present or future cost to the City and private providers of utilities in order to adequately provide utility service to the site.
7. All structures shall be required to have permanent or continuous footings and foundations.

**Submission of Application.** Complete submission of application, including signature by applicant on all documents, is required prior to scheduling on Planning Commission Agenda. All additional information, which is to support the application, must be submitted by the deadline date. Failure to meet the application submittal requirement checklist will result in the application being delayed or rejected.