

City of Garden City

SP# 12- _____

PLANNING AND COMMUNITY DEVELOPMENT
301 North 8th Street, P.O. BOX 998
GARDEN CITY, KANSAS 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
- 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.*)
- Submit 3 copies of plans and applicable planning documents**

GARDEN CITY STAFF	
Inspections:	276-1120
Elec. Service:	276-1290
Water Dept.:	276-1292
Solid Waste:	271-1575
Engineer:	276-1132
Zoning Regulations:	276-1126
Waste water:	271-1280
Storm Water:	276-1134

For Office Use Only

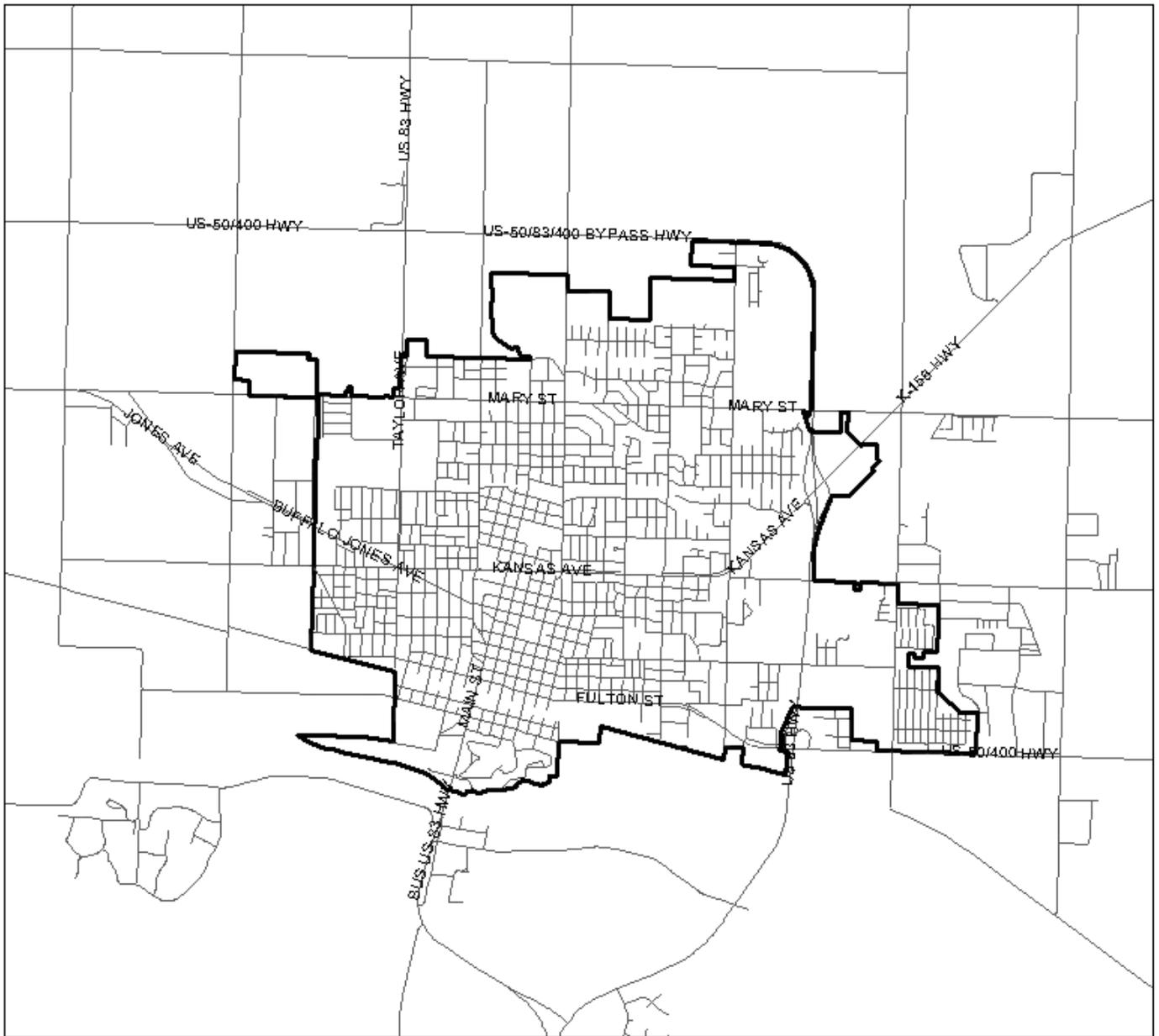
THE PLAN SUBMITTAL IS SUFFICIENTLY COMPLETE TO SEND OUT FOR REVIEW

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 _____



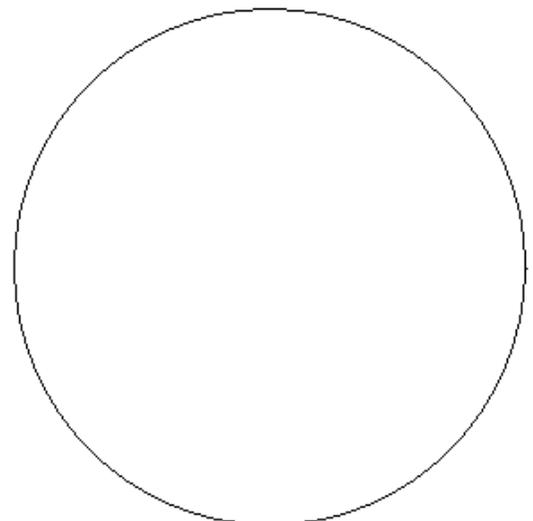
City of Garden City



Project Name: _____

Site Address: _____

Date: _____



Project Location Reference Map