

CITY OF LONE JACK

2017 Land Development Application Submittal Schedule

Cut-Off Dates for all Land Development Application Forms 3:30 P.M. on the 1st	<u>Planning and Zoning</u> Application/Plat Review 4th Thursday of each Month	<u>Board of Alderman</u> Application/Plat Review 3rd Thursday of each Month
Tuesday, January 03, 2017	Thursday, January 26, 2017	Thursday, January 19, 2017
Wednesday, Feb 01, 2017	Thursday, February 23, 2017	Thursday, February 16, 2017
Wednesday, March 01, 2017	Thursday, March 23, 2017	Thursday, March 16, 2017
Monday, April 03, 2017	Thursday, April 27, 2017	Thursday, April 20, 2017
Monday, May 01, 2017	Thursday, May 25, 2017	Thursday, May 18, 2017
Thursday, June 01, 2017	Thursday, June 22, 2017	Thursday, June 15, 2017
Monday, July 03, 2017	Thursday, July 27, 2017	Thursday, July 20, 2017
Tuesday, August 01, 2017	Thursday, August 24, 2017	Thursday, August 17, 2017
Friday, September 01, 2017	Thursday, September 28, 2017	Thursday, September 21, 2017
Monday, October 02, 2017	Thursday, October 26, 2017	Thursday, October 19, 2017
Wednesday, November 01, 2017	* Tues., November 21, 2017	Thursday, November 16, 2017
Friday, December 01, 2017	Thursday, December 28, 2017	Thursday, December 21, 2017

City of Lone Jack Land Development Application Form Instructions

The Public Works Clerk must receive all Land Development Applications no later than 3:30 p.m. on the first Business day of each month in order to be placed on that months planning and zoning agenda.

1. Land Use Development Applications are available from the Public Works Office or City Hall.
2. A complete application includes the application, with all record property owners' signatures, applicable fees and all plats and or maps that are required per city ordinances.
3. If any of the above-mentioned items are not submitted on or before, the 1st day of the month the application will not be considered a complete application and will not be accepted for the follow month's agenda.

For questions regarding the Land Development Application Form or development procedures, please contact the City Clerk at 816-697-2503 x3.

I have read and understand the instructions for the land development application form.

Applicant

Date

City of Lone Jack

Land Development Application Form

APPLICATION TYPE:

- Rezoning – from District _____ to District _____
- Conditional Use Permit for _____
- Minor Subdivision _____ (location)

<input type="checkbox"/> Preliminary Development Plan	<input type="checkbox"/> Final Development Plan	<input type="checkbox"/> Preliminary Plat
<input type="checkbox"/> Final Plat	<input type="checkbox"/> Site Plan	<input type="checkbox"/> Vacation of Easement or Right-of-way

1. PROJECT NAME: _____

2. PROPERTY LOCATION/ADDRESS: _____

3. ZONING OF PROPERTY: _____

4. PROPOSED USE(S) (e.g., single family, multi-family, retail, office, industrial): _____

5. LEGAL DESCRIPTION (attach if description is metes and bounds description): _____

6. PROVIDE THE FOLLOWING INFORMATION (if applicable):

Total number of lots: _____

Acreage in common area: _____

Total acreage: _____

7. APPLICANT (DEVELOPER) _____ PHONE _____

CONTACT PERSON _____ FAX _____

ADDRESS _____ CITY/STATE/ZIP _____

E-MAIL _____

8. PROPERTY OWNER _____ PHONE _____
CONTACT PERSON _____ FAX _____
ADDRESS _____ CITY/STATE/ZIP _____
E-MAIL _____

9. ENGINEER/SURVEYOR _____ PHONE _____
CONTACT PERSON _____ FAX _____
ADDRESS _____ CITY/STATE/ZIP _____
E-MAIL _____

10. OTHER CONTACTS _____ PHONE _____
CONTACT PERSON _____ FAX _____
ADDRESS _____ CITY/STATE/ZIP _____
E-MAIL _____

11. THE ACCOMPANYING MAPS AND DATA MUST BE SUBMITTED AS PART OF THIS APPLICATION:

- Twenty (20) PAPER PRINTS OF ALL PLANS WHICH MUST BE FOLDED INDIVIDUALLY (OR IN SETS) TO 8½" X 11" SIZE
- ONE (1) REDUCED PAPER COPY NO LARGER THAN 8½" X 11"
- ONE DIGITAL COPY (EXAMPLE: EMAIL, CD OR FLASHDRIVE)

12. FILING FEE IN THE AMOUNT OF \$ _____, PAYABLE TO THE CITY OF LONE JACK.

Schedule of Fees:

Site Plan → \$100.00
Minor Subdivision → \$100.00
Development Plan → \$100.00
Preliminary Plat → \$100.00 plus \$1.00 for each lot
Final Plat → \$100.00 plus \$1.00 for each lot
Vacation of Easement or Right-of-Way → \$200.00
Rezoning → \$500.00
Conditional Use Permit → \$350.00

The legal property owner AND the applicant must sign the application, if other than the owner. The property owner may grant permission for the filing of the application by means of a signed and notarized affidavit to that effect. By signing below, the property owner and/or applicant acknowledge that there may be additional costs to the City in processing this Land Development Application. The property owner and/or applicant, pursuant to UDO Sections 3.1.B and 3.2.F agree that they are responsible for these additional costs upon invoice from the City and any unsatisfied additional costs will result in this Land Development Application being deemed incomplete pursuant to UDO Section 3.1.D.

I also am hereby informed that the City has recently adopted new zoning and subdivision regulations in the form of a Unified Development Ordinance. A copy of the UDO may be purchased from the City Clerk. Among the provisions which may affect me are:

- Requirement for me, not the City, to send mailed notices to surrounding property owners and post a notice of the public hearing on the property. UDO Section 3.2.
- Requirement for me to obtain Public Works Permit and pay associated fee. UDO Section 3.8.
- Requirement that residential subdivisions dedicate land for park purposes, or pay money-in-lieu of the dedication. UDO Section 6.9.

_____ PROPERTY OWNER	_____ APPLICANT
_____ Printed Name	_____ Printed Name
_____ Date	_____ Date

Note: If all record property owners do not sign the application, then the applicant's signature must be accompanied by a notarized statement verifying the authority of the applicant to sign for the owner.

STAFF ONLY		
RECEIVED BY _____	DATE _____	FEES _____