

# CITY OF LONE JACK

## 2019 Land Development Application Submittal Schedule

Cut-Off Dates for all Land Development Application Forms <b>3:30 P.M. on the 1st</b>
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<b><u>Planning and Zoning</u></b> Application/Plat Review <b>4th Thursday</b> <b>of each Month</b>
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<b><u>Board of Alderman</u></b> Application/Plat Review <b>3rd Thursday</b> <b>of each Month</b>
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Wednesday, January 02, 2019
Friday, February 01, 2019
Friday, March 01, 2019
Monday, April 01, 2019
Wednesday, May 01, 2019
Monday, June 03, 2019
Monday, July 01, 2019
Thursday, August 01, 2019
Tuesday, September 03, 2019
Tuesday, October 01, 2019
Friday, November 01, 2019
Monday, December 02, 2019

Thursday, January 24, 2019
Thursday, February 28, 2019
Thursday, March 28, 2019
Thursday, April 25, 2019
Thursday, May 23, 2019
Thursday, June 27, 2019
Thursday, July 25, 2019
Thursday, August 22, 2019
Thursday, September 26, 2019
Thursday, October 24, 2019
<b>* Tues., November 26, 2019</b>
Thursday, December 26, 2019

Thursday, February 21, 2019
Thursday, March 21, 2019
Thursday, April 18, 2019
Thursday, May 16, 2019
Thursday, June 20, 2019
Thursday, July 18, 2019
Thursday, August 15, 2019
Thursday, September 19, 2019
Thursday, October 17, 2019
Thursday, November 21, 2019
Thursday, December 19, 2019
Thursday, January 16, 2020

### 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 1<sup>st</sup> 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, please contact City Clerk at 816-697-2503 x3.

For questions regarding land development procedures, please contact Public Works at 816-697-2503 x4.

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 \_\_\_\_\_

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

- Ten (10) 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
Print name: _____	Print 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.*

<b>STAFF ONLY</b>		
RECEIVED BY _____	DATE _____	FEES _____