**CITY OF LONE JACK**

2020 Land Development Application Submittal Schedule

<table>
<thead>
<tr>
<th>Cut-Off Dates for all Land Development Application Forms</th>
<th>Planning and Zoning Application/Plat Review 4th Thursday of each Month</th>
<th>Board of Alderman Application/Plat Review 3rd Thursday of each Month</th>
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<tbody>
<tr>
<td>Monday, December 16, 2019</td>
<td>Thursday, January 23, 2020</td>
<td>Thursday, February 20, 2020</td>
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<td>Wednesday, January 15, 2020</td>
<td>Thursday, February 27, 2020</td>
<td>Thursday, March 19, 2020</td>
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<td>Monday, February 17, 2020</td>
<td>Thursday, March 26, 2020</td>
<td>Thursday, April 16, 2020</td>
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<td>Monday, March 16, 2020</td>
<td>Thursday, April 23, 2020</td>
<td>Thursday, May 21, 2020</td>
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<td>Wednesday, April 15, 2020</td>
<td>Thursday, May 28, 2020</td>
<td>Thursday, June 18, 2020</td>
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<td>Friday, May 15, 2020</td>
<td>Thursday, June 25, 2020</td>
<td>Thursday, July 16, 2020</td>
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<td>Monday, June 15, 2020</td>
<td>Thursday, July 23, 2020</td>
<td>Thursday, August 20, 2020</td>
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<td>Wednesday, July 15, 2020</td>
<td>Thursday, August 27, 2020</td>
<td>Thursday, September 17, 2020</td>
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<td>Thursday, October 15, 2020</td>
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City of Lone Jack

Land Development Application Form Instructions

The City Clerk must receive all Land Development Applications no later than 3:30 p.m. on the date listed in the chart above in order to be placed on the following month’s 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 date listed above, the application will not be considered a complete application and will not be accepted for the following 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)

☐ Preliminary Development Plan  ☐ Final Development Plan  ☐ Preliminary Plat

☐ Final Plat  ☐ Site Plan  ☐ 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:
    - 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

Print name:

Date

APPLICANT

Print name

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______________