

CITY OF LONE JACK

2022 Land Development Application Submittal Schedule

Cut-Off Dates for all Land Development Application Forms 3:30 P.M. on the 15th	<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
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Wednesday, December 15, 2021	Thursday, January 27, 2022	Thursday, February 17, 2022
Tuesday, January 18, 2022	Thursday, February 24, 2022	Thursday, March 17, 2022
Tuesday, February 15, 2022	Thursday, March 24, 2022	Thursday, April 21, 2022
Tuesday, March 15, 2022	Thursday, April 28, 2022	Thursday, May 19, 2022
Friday, April 15, 2022	Thursday, May 26, 2022	Thursday, June 16, 2022
Monday, May 16, 2022	Thursday, June 23, 2022	Thursday, July 21, 2022
Wednesday, June 15, 2022	Thursday, July 28, 2022	Thursday, August 18, 2022
Friday, July 15, 2022	Thursday, August 25, 2022	Thursday, September 15, 2022
Monday, August 15, 2022	Thursday, September 22, 2022	Thursday, October 20, 2022
Thursday, September 15, 2022	Thursday, October 27, 2022	Thursday, November 17, 2022
Monday, October 17, 2022	*Tuesday, November 22, 2022	Thursday, December 15, 2022
Tuesday, November 15, 2022	*Thursday, December 22, 2022	Thursday, January 19, 2023

**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 15th of each month in order to be placed on next month’s planning and zoning agenda.

1. Land Use Development Applications are available at City Hall or our website lonejackmo.org.
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 15th day of the month, 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 the Zoning Administrator at 816-697-2503 x5.

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 _____

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

- ★ Six (6) 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.

STAFF ONLY
RECEIVED BY _____ DATE _____ FEES _____

Adopted January 27, 2004- P&Z Board.

Adopted March 29, 2005-BOA

Revised and Approved 3/29/05; 5/16/06, 10/18/12; 12/1/20