

CITY OF BONNER SPRINGS

Community and Economic Development Department

SITE and LANDSCAPE PLAN APPLICATION

Staff Use Only
ST - _____
PC Date: _____
Date Rec'd: _____
Rec'd by: _____

Date: _____

Project Address: _____

Project Name (if applicable): _____

Applicant (Print): _____ Phone: _____

Address: _____

E-mail (required): _____

Name of person/firm preparing the site plan (Print): _____

Address: _____ Phone: _____

E-mail (required): _____

Proposed Use and Project Description:

General Location/Cross Streets: _____

Current Zoning: _____ Lot/Tract Size (sq.ft./acres): _____

Is the Property Platted: Yes No

If Yes, Subdivision Name: _____ Block/Lot(s): _____ / _____

If No, Provide full legal description – *a separate sheet maybe used*: _____

Exterior building materials along street frontages: _____

Size, height, and location of any proposed sign(s): _____

Total Street Frontage (LF): _____ Building Sq. Ft.: _____

Parking Provided: _____ Handicapped Spaces Provided: _____ Van Accessible? _____

Parking Required: _____ Handicapped Spaces Required: _____

Total Impervious Area (sq. ft.): _____

Note: Location and Description of Easements must be noted on the Site Plan with dimensions.

I hereby certify that the information herein submitted is complete, true, and accurate. That I have reviewed the development process and the landscape plans contain all the information required by the zoning ordinance.

SIGNATURE OF APPLICANT: _____ Date: _____

APPLICANT'S NAME (PRINTED): _____

DOES THE APPLICANT HAVE PERMISSION FROM THE OWENER(S) TO APPLY?

Yes ____ No ____

IF REQUESTED, CAN THE APPLICANT PROVIDE A LETTER OF CONSENT FROM THE OWNER(S)?

Yes ____ No ____

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Site & Landscape Plan Review Process

A pre-application meeting with staff is required prior to application submittal. Call to set an appointment -- 913-667-1708.

Submittal Requirements

_____ Completed and signed application

_____ Eight (8) 11" x 17" copies of a scaled site plan (see site & landscape guidelines page)

_____ Check for \$400.00 – made payable to the City of Bonner Springs for application fee

_____ PDF copy of all drawings must be emailed to the City Planner

Additional fees

City staff will prepare and post a Notice of Public Hearing sign.

- *Applicants will be billed \$25 for the first sign and \$10 for each additional sign, if applicable.*

Meetings

The Planning Commission holds a public meeting and votes on the application.

- *Planning Commission meetings are typically on the third (3rd) Tuesday of each month at 7:00 PM*

Questions

Contact staff at 913-667-1708.

Reference

See attached *Site, Landscape, & Engineering Design Requirements Fact Sheets*

FACT SHEETS

FOR SITE PLANS, LANDSCAPE PLANS, & ENGINEERING DESIGN REQUIREMENTS

WHO SHOULD APPLY:

The owner, applicant, or developer shall submit to the City Planner a site and landscape plan for any building(s) or addition(s) to be constructed in the following zoning districts:

R-3; MX; C-1; C-2; C-S; I-1; I-2.

If the project requires a Special Use Permits or is a Planned District, the site and landscape plan is required regardless the zoning district.

REVIEW AND APPROVAL:

All applications shall be reviewed and approved by the Planning Commission.

An approved site plan shall be valid if a building permit is issued within 180 days from the date of approval.

If a building permit is not issued within that period the site plan shall be deemed to have expired.

A written request for an extension with reasons explaining the request may be submitted to the City Planner for consideration.

If a site plan has expired, a new application shall be required for review and approval by the Planning Commission.

APPEAL OF THE PLANNING COMMISSION DECISION:

If the owner, applicant, developer, or staff does not agree with the Planning Commission's decision, they may appeal the Commission's decision to the Governing Body.

In order to appeal, the owner, applicant or developer must file a written request with the City Planner within fourteen (14) days from the date of the Planning Commission's action.

The written request must specify the item or items that are being appealed and the filing fee of \$25.00 shall be paid at time of submittal.

At a minimum

Site plans shall show a unified and organized arrangement of:

- Building and/or buildings,
- Off-street parking,
- Points of ingress or egress,
- Internal traffic circulation,
- Site lighting,
- Landscaping,
- Stormwater calculations,
- Signage,
- Service facilities,
- Utility locations,
- Curb lines,
- Neighboring curb cuts

SITE PLAN SHOULD INCLUDE THE FOLLOWING FEATURES:

1. A location map of 1:2,000 scale shown on plans;
2. Location of proposed structures;
3. Location of proposed building service connections for water, sewer and public utilities;
 - a. Existing features (if any):
 - b. Fire hydrants locations;
 - c. Existing structures;
 - d. Utility poles (lines and meter locations); and
 - e. Existing trees (indicating caliper).
4. Zoning Ordinance requirements:
 - a. Depth of yards (show and setback building lines);
 - b. Floor to lot area ratio (density); and
 - c. Building height(s).
5. Complete dimensions of property, structures and yards;
6. Building separation (if more than one building);
7. Provisions for fire protection;
8. Exterior elevations of building(s) showing materials are required;
9. Screening fence placement and height;
10. Sign placement, size, color, and height (see Sign Ordinance for signage standards);
11. Sidewalk placement (min. 4' width), 6" off the property line in the right-of-way;
12. Parking and access design:
13. Number and size of parking stalls;
14. Design of internal traffic circulation;
15. Radius of driveway curbs;
16. Location and number of access points;
17. Distance of pavement from property line; and
18. Landscape edge along street frontage.
19. Arrangement of acceleration/deceleration bays (if any);
20. Show all outdoor light poles and height (see Outdoor Lighting Ordinance for lighting standards);
21. Location of trash receptacles and height of screening fence.

LANDSCAPE PLAN SHOULD INCLUDE THE FOLLOWING FEATURES:

1. Existing features: (if any)
 - a. Fire hydrants;
 - b. Structures;
 - c. Utility poles (lines and meter locations); and
 - d. Existing Trees (indicate caliper).
2. Zoning ordinance requirements;
3. Location of required landscape edge with dimension;
4. Location of all utility easements with dimensions
5. Dimensions of any parking lot islands;
6. Screening fence placement and height;
7. Any special landscape provisions of Special Use Permits or Planned Districts if applicable;
8. Sign placement, size, color, and height;
9. Sidewalk placement along street frontage (min. 4' width) and any leading to or in front of structures;
10. Parking and access design:
 - a. Location and number of access points; and
 - b. Location of all interior parking stalls.
11. Exterior light poles;
12. Location of trash receptacles and height of screening fence;
13. Plant key showing at a minimum quantity, size, common name, and botanical name;
14. Tree and shrub planting detail;
15. Details of any additional hardscape features;
16. Method of irrigation. (If hand watering is chosen, hose bibs must be no greater than 100' from furthest installed plant; and
17. Any reserve areas, water features, greenways, or trails.

➤ The Recommended Tree List available on the City's website www.bonnerrsprings.org

ENGINEERING DESIGN REQUIREMENTS SHOULD INCLUDE THE FOLLOWING FEATURES:

1. A location Map @ 1:2,000 scale shown on plans;
2. Existing and proposed contours to be shown on plans;
3. Title of project shown on plans;
4. Engineer and owner listed on plans with physical and email addresses and phone numbers;
5. Existing storm sewer shown on plans;
6. Manhole top of rim elevations to be shown on plans -- If needed show manhole adjusted to grade with proposed elevation;
7. Silt fence for sediment control shall be shown on plans;
8. Two (2) copies of the Stormwater Management Plan with Detention Calculations in accordance with APWA 5600 (1990 Edition);
9. No increase in run-off onto adjoining property;
10. Run-off will be piped to a storm sewer system before interring public streets. Include profiles of storm pipe with Q10, V10, Q100 and V100 information for each pipe run;
11. Show permanent erosion control on the plans for concentrated flows; and
12. Grading, drainage and stormwater detention calculations and construction plans shall be signed and sealed by a Registered Professional Engineer.