

**2020 City of Eudora, Kansas
Application and Review Schedule
Site Plans, Plats, and Development Plans (Sketch Plat is Optional)
Rezoning, Text Amendment, Uses Permitted Upon Review**

The following is a list of submittal and review deadlines as well as associated scheduled meeting dates for applications that require a public hearing.
Note: Preliminary Plat applications are reviewed and approved by the Planning Commission and referred to the City Commission.

Planning Commission Meeting Date (Public hearing)	Pre-Application Meeting* (6 weeks prior to Planning Commission consideration)	Application Submittal Deadline (5 weeks prior to Planning Commission Consideration)	Notice of Acceptance (Within 7 days of receipt)	Completed Staff Review (Within 7 days of receipt)	Public Notice (Published and notification letters mailed within 27 days of public hearing**)	Revision Submittal Cutoff (10 days prior to Planning Commission consideration)	Planning Commission Packets Mailed (7 days prior to Planning Commission meeting)	City Commission Consideration (2 nd meeting after Planning Commission action)
January 8, 2020	November 27, 2019	December 4, 2019	Variable	Variable	Consult with Staff	December 27, 2019	December 31, 2019	January 27, 2020
February 5, 2020	December 25, 2019	January 1, 2020	Variable	Variable	Consult with Staff	January 24, 2020	January 29, 2020	February 24, 2020
March 4, 2020	January 22, 2020	January 29, 2020	Variable	Variable	Consult with Staff	February 21, 2020	February 26, 2020	March 23, 2020
April 1, 2020	February 19, 2020	February 26, 2020	Variable	Variable	Consult with Staff	March 20, 2020	March 25, 2020	April 27, 2020
May 6, 2020	March 25, 2020	April 1, 2020	Variable	Variable	Consult with Staff	April 24, 2020	April 29, 2020	May 25, 2020
June 3, 2020	April 22, 2020	April 29, 2020	Variable	Variable	Consult with Staff	May 22, 2020	May 27, 2020	June 22, 2020
July 1, 2020	May 20, 2020	May 27, 2020	Variable	Variable	Consult with Staff	June 19, 2020	June 24, 2020	July 27, 2020
August 5, 2020	June 24, 2020	July 1, 2020	Variable	Variable	Consult with Staff	July 24, 2020	July 29, 2020	August 24, 2020
September 2, 2020	July 22, 2020	July 29, 2020	Variable	Variable	Consult with Staff	August 21, 2020	August 26, 2020	September 28, 2020
October 7, 2020	August 26, 2020	September 2, 2020	Variable	Variable	Consult with Staff	September 25, 2020	September 30, 2020	October 26, 2020
November 4, 2020	September 23, 2020	September 30, 2020	Variable	Variable	Consult with Staff	October 23, 2020	October 28, 2020	November 23, 2020
December 2, 2020	October 21, 2020	October 28, 2020	Variable	Variable	Consult with Staff	November 20, 2020	November 25, 2020	December 28, 2020
* Pre-application meetings are encouraged for all matters except text amendments. Pre-application meeting dates are flexible based on availability of staff.								
** Certified list of property owners notified of public hearing (200' or 1,000' as applicable) must be submitted by applicant prior to this date.								

Regularly Scheduled Meetings:

- The Planning Commission meets on the first Wednesday of every month unless otherwise posted.
- The City Commission meets on the second and fourth Mondays of every month unless otherwise posted.

Development Review and Proposal Contacts (consultants may be contacted about development proposals at the direction of the City Manager):

City of Eudora
4 East 7th Street
P.O. Box 650
Eudora, KS 66024
Phone: 785-542-2153
Hours: M-F, 8:00 AM – 4:30 PM

Curtis Baumann, Building Codes Administrator
Phone: 785-542-3124
Fax: 785-542-1237
Email: cbaumann@cityofeudoraks.gov

Branden Boyd, Public Works Director
Phone: 785-542-4116
Email: bboyd@cityofeudoraks.gov

Dave Knopick
Planning Consultant
IBTS
600 Broadway St., Ste. 200
Kansas City, MO 64105
Phone: 913-954-0915

David Waters
City Attorney
Lathrop & Gage LLP 10851
Mastin Blvd., Building 82, Ste. 1000
Overland Park, KS 66210
Phone: 913-451-5100

Notes:

1. All required materials must be received prior to the close of business on or before the cut-off date. Failure to submit all required information, documents, and fees may result in the item being tabled to the next meeting regardless of prior publication.
2. For detailed information relating to application submittal requirements and the review process, see the City of Eudora, Kansas Zoning and Subdivision Regulations which may be obtained in the City Offices, 4 East 7th Street, P.O. Box 650, Eudora, KS 66025, or at the city website: www.cityofeudoraks.gov.

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Application and Review Schedule

Materials to be Submitted (All Applications as Applicable)

The following is a list of submittal requirements for each general application stage.
Please note that additional copies may be requested by staff as needed.

Due at Pre-Application Meeting	Due at Time of Application	Due with Submission of Revised Drawings	Following Final Approval
<p>Four <i>folded</i> copies of materials. Materials may be submitted at the time of the meeting; however staff comments could be delayed due to unfamiliarity with project.</p>	<p>Four sets, <i>folded</i>, of all required materials, one electronic copy, and one 11" x 17" copy of plans, with the exception that only two copies of any traffic studies, drainage studies, and/or other details and reports are required unless otherwise requested.</p>	<p>Four sets, <i>folded</i>, of all revised materials, one electronic copy, and one 11" x 17" copy of plans, with the exception that only two copies of any traffic studies, drainage studies, and/or other details and reports are required unless otherwise requested.</p>	<p>One electronic copy and one 11" x 17" copy of both the final plat and the address plat. In addition, one mylar original and eleven paper prints shall be submitted for all Final Plats.</p>
<p>* To expedite the receipt and review of zoning and platting applications, copies of materials should be submitted to: Curtis Baumann, Building Codes Administrator 4 E. 7th Street P.O. Box 650 Eudora, KS 66024 Phone: 785-542-3124 Fax: 785-542-4112 Email: cbaumann@cityofeudoraks.gov</p>			