

**ARTICLE 12: SITE PLAN REVIEW**

The Codes Administrator shall require that all applications for building permits for new buildings or expansion of any existing buildings in multifamily, commercial and industrial zoning districts be subject to Site Plan Review in accordance with these regulations. Both Preliminary and Final Site Plans are required prior to obtaining a building permit. Developments shall implement the applicable regulations and requirements specified in the Zoning Regulations, shall be encouraged to implement the objectives of the City's Comprehensive Plan and to foster compatibility among land uses in the City of Eudora.

**The provisions specified for site plan applications within this manual are only intended to be a summary of the requirements specified in the adopted zoning regulations for the City of Eudora. Developers should consult the applicable zoning regulations for a complete list of submittal requirements for site plan applications.**

An application fee shall be paid at the time the site plan application is submitted. The fee shall be used to cover expenses incurred by the city in the processing and review of the application.

In order to request approval of a site plan application:

1. The applicant shall first meet with the Codes Administrator and all other applicable city staff members or their designees to receive a complete explanation of the zoning requirement in question, the site plan application procedure and the application form and to discuss all relevant issues relating to the site plan application.
2. The applicant shall submit a completed site plan application form along with 15 copies of the proposed site plan and payment of the appropriate application fee. The Site Plan shall include data, details, and supporting plans which are found relevant to the proposal as specified in the City of Eudora Zoning Regulations. The number of pages submitted will depend on the proposal's size and complexity. The applicant shall make notations explaining the reasons for any omissions. **An application shall not be processed unless it has been fully completed, the site plan submitted and the application fee is paid.**
3. Preliminary and Final Site Plans shall be prepared by a registered professional engineer, architect, land surveyor or landscape architect at a scale of 1-inch equals 20 feet, on standard 24" x 36" sheets. In addition, the site plan is required to comply with all other applicable provisions of the zoning regulations.

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CITY OF EUDORA, KANSAS  
SITE PLAN REVIEW APPLICATION

Return Form to:  
Codes Administrator  
City of Eudora  
12 East 7th  
Eudora, KS 66025  
(785) 542-4111  
(785) 542-4112 (fax)

Contacts:  
PC Secretary (785) 542-4111  
Codes Administrator (785) 542 3124  
City Administrator (785) 542-4111  
Planning Consultant (816) 363-2696  
Engineering Consultant (785) 749-4474

For Office Use Only  
Case ID.: \_\_\_\_\_  
Filing Fee: \_\_\_\_\_  
Date Submitted: \_\_\_\_\_  
Hearing Date: \_\_\_\_\_

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**APPLICANT INFORMATION:**

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Zip: \_\_\_\_\_  
Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Owner: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Zip: \_\_\_\_\_  
Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

**PROPERTY INFORMATION:**

Name of Project: \_\_\_\_\_

Address of Property: \_\_\_\_\_

Legal Description: \_\_\_\_\_  
\_\_\_\_\_

Present Zoning Classification: \_\_\_\_\_ Acreage: \_\_\_\_\_

Present Use of Property: \_\_\_\_\_  
\_\_\_\_\_

Proposed Use of Property: \_\_\_\_\_  
\_\_\_\_\_

ADJACENT ZONING AND LAND USE:

	<u>Land Use</u>	<u>Zoning</u>
North	_____	_____
South	_____	_____
East	_____	_____
West	_____	_____

Site Plan Review Criteria		
<i>Does the proposed site plan meet the following criteria? If not, attach a separate sheet explaining why (To be completed by the applicant).</i>	Yes	No
1. Does the proposal conform with the provisions of the City's Zoning regulations?		
2. Will the development be compatible with the surrounding area?		
3. Does the proposal conform with the provisions of the City's Subdivision Regulations?		
4. Does the proposal conform to the goals, objectives and policies of the Comprehensive Plan?		
5. Does the proposal conform with the customary engineering standards used in the City?		
6. Are the streets, paths, walkways, and driveways located such that they enhance safety and minimize any adverse traffic impact on the surrounding area?		
7. Have the proposed buildings, structures, walkways, roads, driveways, open space (if any), and parking lots been located to minimize impact on adjacent properties and comply with—if applicable—all Use Permitted Upon Review and overlay district requirements?		

**ATTACHMENTS REQUIRED:**

- A. Site Plan Review Checklist
- B. 15 copies of site plan

**Copies of all submittal materials shall be submitted to the Engineering and Planning consultants.**

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Applicant's Signature

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Date

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**CITY OF EUDORA, KANSAS  
SITE PLAN CHECKLIST**

Return Form to:  
Codes Administrator  
City of Eudora  
12 East 7th  
Eudora, KS 66025  
(785) 542-3124  
(785) 542-4112 (fax)

Contacts:  
PC Secretary (785) 542-4111  
Codes Administrator (785) 542 3124  
City Administrator (785) 542-4111  
Planning Consultant (816) 363-2696  
Engineering Consultant (785) 749-4474

For Office Use Only

Case ID.: \_\_\_\_\_  
Filing Fee: \_\_\_\_\_  
Date Submitted: \_\_\_\_\_  
Hearing Date: \_\_\_\_\_

1. Name of Project: \_\_\_\_\_
2. Location of Project: \_\_\_\_\_
3. Name of Owner: \_\_\_\_\_
4. Name of Person who Prepared the Site Plan: \_\_\_\_\_
5. Instructions:

The following checklist is to be completed by the applicant. The Site Plan shall include the following data, details and supporting information which are found to be relevant to the proposal. All site plans shall be prepared by an architect, professional engineer or surveyor licensed in the State of Kansas. The number of pages submitted will depend on the proposal's size and complexity.

**A. Site Plan Content Requirements:** Does the Site Plan comply with or show the following?

Site Plan Review Checklist		
<i>Does the proposed site plan meet the following criteria? If not, attach a separate sheet explaining why. (To be completed by the applicant.)</i>	Yes	No
1. Name of the project, address, boundaries, date, north arrow and scale of the plan.		
2. Name and address of the owner of record, developer, and seal of the engineer, architect or landscape architect.		
3. Name and address of all owners of record of abutting parcels.		
4. All existing lot lines, easements, and rights-of-way. Include area in acres or square feet, abutting land uses and structures.		
<i>Any "no" response must be accompanied by a detailed response indicating why</i>	Yes	No

<p><i>the proposed development cannot satisfy the given requirement.</i></p>		
<p>5. The location and use of all existing and proposed buildings and structures within the development, including all dimensions of height and floor area, show all exterior entrances and all anticipated future additions and alterations, and typical elevations and building materials.</p>		
<p>6. The location of all present and proposed public and private ways, driveways, sidewalks, ramps, curbs and fences. Location type and screening details for all waste disposal containers shall also be shown.</p>		
<p>7. The location of required parking areas including parking stalls, setbacks and loading and service areas.</p>		
<p>8. The location, height, intensity, and bulb type (e.g., fluorescent, sodium incandescent) of all external lighting fixtures. The direction of illumination and methods to eliminate glare onto adjoining properties.</p>		
<p>9. The location, height, size, materials, and design of all proposed signage.</p>		
<p>10. A landscape plan showing all existing open space, trees forest cover and water sources, and all proposed changes to these features including the size and type of plant material. Water sources will include ponds, lakes, brooks, streams, wetlands, flood plains, and drainage retention areas.</p>		
<p>11. The location of all existing and proposed utility systems including:</p> <ul style="list-style-type: none"> <li>a) sewer lines and manholes;</li> <li>b) water lines and fire hydrants;</li> <li>c) telephone, cable and electrical systems; and</li> <li>d) storm drainage system including existing and proposed drain lines, culverts, catch basins, head walls, end walls, hydrants, manholes, and drainage swales.</li> </ul>		
<p>12. Plans to prevent the pollution of surface or groundwater, the erosion of soil both during and after construction, excessive run-off, excessive raising or lowering of the alter table, and flooding of other properties, as applicable.</p>		
<p>13. Existing and proposed topography shown at not more than two-foot contour intervals. All elevation shall refer to United States Geodetic Survey (U.S.G.S.) datum. No building shall be located in the 100-year flood plain.</p>		
<p>14. Existing and proposed zoning district boundaries adjacent to the site's perimeter shall be drawn and identified on the plan.</p>		



<i>Any “no” response must be accompanied by a detailed response indicating why the proposed development cannot satisfy the given requirement.</i>	Yes	No
15. Traffic flow patterns within the site, entrances and exits, loading and unloading areas, curb cuts on the site and within 100 feet of the site.		
16. Compliance with applicable Use Permitted Upon Review permit or overlay district.		
17. A traffic study for mixed use and multi-tenant developments, or for developments in heavy traffic areas, if required by the Codes Administrator, to include: <ul style="list-style-type: none"> <li>a) The projected number of motor vehicle trips to enter</li> <li>b) or exit the site, estimated for daily and peak hour</li> <li>c) traffic level.</li> <li>d) The projected traffic flow pattern including vehicular movements at all major intersections likely to be affected by the proposed use of the site.</li> <li>e) The impact of this traffic upon existing abutting public and private ways in relation to existing road capacities.</li> <li>f) Existing and proposed daily and peak hour traffic levels, as well as road capacity levels, shall also be given.</li> </ul>		
18. HOA bylaws and/or subdivision CCRs, if applicable.		

**B. Downtown Overlay District:** Any proposal seeking approval in the City’s Downtown Overlay District must provide the completed Overlay District Checklist to be reviewed by the City’s Codes Administrator. This is required in addition to the City’s Site Plan Review form and Site Plan Checklist.