

**CITY OF EUDORA, KANSAS  
FINAL DEVELOPMENT PLAN CHECKLIST**

Return Form to:  
Codes Administrator  
City of Eudora  
12 East 7th  
Eudora, KS 66025  
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For Office Use Only  
Case ID.: \_\_\_\_\_  
Filing Fee: \_\_\_\_\_  
Date Submitted: \_\_\_\_\_  
Date Advertised: \_\_\_\_\_  
Date Notices Sent: \_\_\_\_\_  
Public Hearing Date: \_\_\_\_\_

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

**Instructions:**

The following checklist is to be completed by the applicant and shall accompany the Preliminary or Final Development Plan application. The development plan shall include the following data, details and supporting information which are found to be relevant to the proposal. All development plans shall be prepared by an architect or landscape architect registered in the State of Kansas, or by a professional engineer licensed in the State of Kansas. If the answer to any of the questions is "No", a written explanation must accompany the checklist.

Does the Preliminary Development Plan comply with or show the following?      Yes      No

*Application Contents and Submission Requirements*

1. 15 copies of the final development plan, as required by the Codes Administrator, together with any applicable fees, shall be submitted when required. One digital copy of the final development plan shall also be submitted. If not submitted with the Preliminary Development Plan, no Final Development Plan may be submitted until the Preliminary Plan is approved by the City Council. If revisions to a Preliminary Development Plan are requested no Final Development Plan may be submitted until the revisions are approved or denied. \_\_\_\_\_
2. The final development plan shall be accompanied by the following supporting documents or materials: \_\_\_\_\_

- A. A document containing the name, address and telephone number of all persons preparing any technical studies, maps, drawings and documents submitted with the final development plan; \_\_\_\_\_
  - B. An accurate legal description of the property for which the application is submitted; \_\_\_\_\_
  - C. Any technical studies that may be required by the city; \_\_\_\_\_
  - D. A statement documenting the provision of adequate public services and facilities. \_\_\_\_\_
  - E. A small key map with north arrow indicating the location of the property within the city, at a scale of one inch equals 1,000 or larger; \_\_\_\_\_
  - F. Deeds of dedication for all rights-of-way or easements required as a result of preliminary development plan approval, if conveyance thereof is not to be made by plat; \_\_\_\_\_
  - G. A copy of all covenants and restrictions applicable to the development, if required by the terms of the preliminary development plan; \_\_\_\_\_
  - H. A storm drainage management system that complies with the City's adopted design requirements (provided that any such storm drainage management system shall be subject to approval by the consulting city engineer); \_\_\_\_\_
  - I. Evidence of the establishment of the agency for the ownership and maintenance of any common open space and all assurances of the financial and administrative ability of such agency, if required by the terms of the approved preliminary development plan; and \_\_\_\_\_
  - J. Evidence of satisfaction of any conditions of the preliminary development plan approval that were conditions precedent to consideration of the final development plan. \_\_\_\_\_
3. The final development plan shall consist of one or more maps that show the following:
- A. All proposed and existing adjacent public street rights-of-way with centerline location and right-of-way widths; \_\_\_\_\_
  - B. All proposed and existing public street and public drive locations, widths, curb cuts and radii; \_\_\_\_\_
  - C. Location, width and limits of all existing and proposed easements; \_\_\_\_\_
  - D. Location, width and limits of all existing and proposed sidewalks; \_\_\_\_\_

- E. Location, size and radii of all existing and proposed median breaks and turning lanes; \_\_\_\_\_
  - F. Distance between all buildings, between buildings and property lines and between all parking areas and property lines; \_\_\_\_\_
  - G. Location of all required building and parking setbacks; \_\_\_\_\_
  - H. Location, dimensions, number of stories and area in square feet of all proposed buildings; \_\_\_\_\_
  - I. Area of land on plan in square feet or acres; \_\_\_\_\_
  - J. The location of all oil and/or gas wells on the property; \_\_\_\_\_
  - K. Limits, location, size and material to be used in all proposed retaining walls; \_\_\_\_\_
  - L. Location and dimensions of all driveways, parking lots, parking stalls, aisles, loading and service areas and docks; \_\_\_\_\_
  - M. Location, height, intensity and type of outside lighting fixtures for buildings and parking lots; \_\_\_\_\_
  - N. Location, size, and type of material of all proposed monument or freestanding signs; \_\_\_\_\_
  - O. The location of adjacent developments, alignment and location of public and private driveways and streets, medians, and public and semi-public easements; \_\_\_\_\_
  - P. Final storm water collection, detention and erosion control plans; \_\_\_\_\_
  - Q. Final analysis of the capacity of the existing sanitary sewer receiving system; and \_\_\_\_\_
  - R. Final water and sanitary sewer plans. \_\_\_\_\_
4. Each map submitted shall contain the following information:
- A. Date of preparation, including the date of the most recent revision; \_\_\_\_\_
  - B. Name, address and telephone number of the person who prepared, or person responsible for preparing, the map; \_\_\_\_\_
  - C. Scale; \_\_\_\_\_

- D. North arrow; \_\_\_\_\_
  - E. Location of property lines of the subject property, and any section or quarter section lines and benchmarks used for elevations shown on the plan; \_\_\_\_\_
  - F. Finished grades or contours for the entire site at two-foot contour intervals taken from the city's aerial topographic maps or from an actual field survey; and \_\_\_\_\_
  - G. Existing land uses, structures and public and private streets. \_\_\_\_\_
5. One or more illustrations shall be submitted with the final development plan showing building elevations including the following:
- A. Elevations of all sides of proposed buildings except for single and two-family residential buildings including notation indicating building materials to be used on exteriors and roofs; \_\_\_\_\_
  - B. Size, location, color and materials of all signs to be attached to building exteriors; \_\_\_\_\_
  - C. Location, size and materials to be used in all screening of rooftop mechanical equipment; and \_\_\_\_\_
  - D. Building sections. \_\_\_\_\_
6. One or more illustrations shall be submitted with the final development plan showing dimensions and areas of all floors within proposed buildings for which building elevations are required. \_\_\_\_\_
7. One or more illustrations shall be submitted with the final development plan showing landscaping and tree preservation. \_\_\_\_\_
8. One copy of the proposed plan, building elevations, landscaping and tree preservation plan shall be reduced onto 8 1/4-inch by 11-inch bond paper. \_\_\_\_\_
9. If the applicant wishes to have the final development plan application also considered as a preliminary plat application, a written request therefore shall be submitted at the time of filing the application. \_\_\_\_\_
10. The final development plan shall be stamped by the engineer preparing the plan \_\_\_\_\_