



ADMINISTRATIVE SITE PLAN APPLICATION

Pre-App Date _____
Fee _____
File No. _____

OWNER INFORMATION

Name(s) _____

Contact _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

APPLICANT/AGENT INFORMATION

Name(s) _____

Contact _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

SITE INFORMATION

Property Address/Location _____

Legal Description (Attach If Necessary) _____

Proposed Use _____ Present Land Use _____

Total Site Area _____ Present Zoning _____

Number of Existing Structures _____

Proposed Street Design Type(s) & Class _____

Proposed Type(s) Open & Civic Space _____

Proposed Frontage Type(s) _____

Proposed Building Types(s) _____

SIGNATURE

I/We, the undersigned am/are the **(owner(s))**, **(duly authorized agent)**, **(Circle One)** of the aforementioned property. By execution of my/our signature, I/we do hereby officially apply for an administrative site plan as indicated above.

Signature(s): _____ Date _____

_____ Date _____

ADMINISTRATIVE SITE PLAN APPLICATION CHECKLIST

APPLICATION SUBMITTAL REQUIREMENTS

- | Yes | No | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Complete application packet |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Application fee |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. 10 complete sets of full sized plans printed and folded, including color elevations |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Digital copies (PDF) of the completed application, plans, and legal description |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Copy of all covenants and restrictions applicable to the development, if applicable. |

PLAN REQUIREMENTS

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Vicinity map to scale with north point showing railroads, major streams or rivers, and public streets in the vicinity of the site. (Suggested scale of 1" = 1000'.) |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Boundary lines of the subdivision shall be enclosed with one continuous bold line, showing approximate dimensions (bearings and distances). |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Scale, legend, and north arrow clearly shown, with orientation at top or left as north (not less than 1"=100' scale). |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Dates of plan preparation and/or plan revisions. |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Names, addresses, and phone numbers of all companies, firms, or individuals involved in the preparation of the plan (i.e. developer, property owner, architect, landscape architect, planner, engineer, surveyor, etc.) |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Lots and tracts identified clearly , with blocks numbered or lettered boldly and clearly in the center of the block, and lot dimensions with bearings and distances, and area in square feet and acres. |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Note on the plan indicating intended ownership, purpose, and maintenance responsibilities for any parcels labeled as tracts. |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Setback lines: building and parking with dimensions in feet. |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Location of existing open space, alleys, parks, streams, ponds, vegetation or other similar features within plan area, and whether they are to be retained or removed. |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Existing utilities , including sanitary sewer, force main, water main, gas mains, culverts and storm sewer pipe, street lights, electric conduits, and invert elevations of sewers at points of proposed connection. |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Driveways, parking lots and stalls, aisles, and loading and service areas and docks and dimensions. |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. Existing and proposed sidewalks and/or trail locations including proposed widths. |

- | Yes | No | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 13. Proposed utilities , including approximate location of sanitary sewer, water main, and street lights. |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. Existing and proposed easements with dimensions. Existing easements shall be labeled with book and page number. |
| <input type="checkbox"/> | <input type="checkbox"/> | 15. Any area within a federally designated floodplain . Location, stations, and elevations of the 100-year floodplain within the plan area and 100-year elevations at rear lot corners adjacent to FEMA and Shaded Zone X floodplains. The source of the floodplain information shall be clearly labeled (example: FIRM, Map #20091C0041D, September 27, 1991). |
| <input type="checkbox"/> | <input type="checkbox"/> | 16. Phasing Plan , if applicable. |
| <input type="checkbox"/> | <input type="checkbox"/> | 17. Any buildings within the plan area which are existing or proposed, with status indicated including dimensions and percent lot coverage. (i.e. to remain, remodel, new, to be demolished as part of Phase 2, etc.). |
| <input type="checkbox"/> | <input type="checkbox"/> | 18. Distances between all buildings , between buildings and property lines, and between parking areas and property lines. |
| <input type="checkbox"/> | <input type="checkbox"/> | 19. Existing Topography and Proposed Grading of the area contained in the plan area and within 20 feet of the boundary shown by 2-foot contour intervals. Contour lines shall be legible but not overpowering. |
| <input type="checkbox"/> | <input type="checkbox"/> | 20. Building elevations depicting the architectural style, size, exterior construction materials, and colors for each type of building proposed, and dimensions. If an architectural theme is planned, elaboration on the intent and extent of the scheme and details shall be provided. Elevations shall provide sufficient information to determine relationships between various elements, building height, proportion, bedroom counts, approximate square footage, etc. Rooftop and ground-mounted mechanical equipment shall be shown on elevations. |
| <input type="checkbox"/> | <input type="checkbox"/> | 21. Screen walls, fences, trash enclosures, and mail kiosks (existing and proposed), including location, height, and materials. |
| <input type="checkbox"/> | <input type="checkbox"/> | 22. Table indicating lots, land areas, buildings, number of stories, building coverage, and all other quantities relative to the submitted plan that are required to determine compliance with City codes. For commercial buildings, indicate service floor areas and number of tenant spaces, if applicable. For residential buildings, indicate dwelling units; if multiple building types, provide an additional table indicating dwelling units by building type. |
| <input type="checkbox"/> | <input type="checkbox"/> | 23. Table indicating required and proposed parking spaces . |
| <input type="checkbox"/> | <input type="checkbox"/> | 24. Landscaping plan and table indicating all proposed landscaping, noting common and botanical names, numbers, and planting sizes. Note all other areas to be sodded. |
| <input type="checkbox"/> | <input type="checkbox"/> | 25. All exterior sign locations . Include elevations and details. |
| <input type="checkbox"/> | <input type="checkbox"/> | 26. All outside lighting facilities : Location, height, wattage, and type including shielding, for buildings, parking lots and outdoor storage areas. |
| <input type="checkbox"/> | <input type="checkbox"/> | 27. Outdoor storage areas , including location, dimensions and design. |
| <input type="checkbox"/> | <input type="checkbox"/> | 28. Planned amenities , such as fountains, art, outdoor seating, waste receptacles, etc. |

Administrative Site Plan Application

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I hereby submit all information required for an administrative site plan review. I understand that failure to provide the required information may result in a postponement of my request for review until all information has been submitted.

Signature of Applicant

Date



OWNER AFFIDAVIT

I/WE _____, hereby referred to as the "Undersigned", being of lawful age, do hereby on this _____ day of _____, 20____, make the following statements to wit:

- 1. I/We the Undersigned, on the date first above written, am/are the lawful owner(s) in fee simple absolute of the following described real property:

See "Exhibit A, Legal Description" attached hereto and incorporated herein by reference.

- 2. I/We the undersigned, have previously authorized and hereby authorize _____ (Herein referred to as "Applicant"), to act on my/our behalf for the purpose of making application with the City of Gardner, regarding _____ (common address), the subject property, or portion thereof. Such authorization includes, but is not limited to, all acts or things whatsoever necessarily required of Applicant in the application process. I/We further attest that I/We agree to be legally bound by the application made on our behalf by applicant and the resultant action upon such application by the City of Gardner.

- 3. It is understood that in the event the Undersigned is a corporation or partnership then the individual whose signature appears below for and on behalf of the corporation or partnership has in fact the authority to so bind the corporation or partnership to the terms and statements contained within this instrument.

IN WITNESS THEREOF, I, the Undersigned, have set my hand and seal below.

Owner

Owner

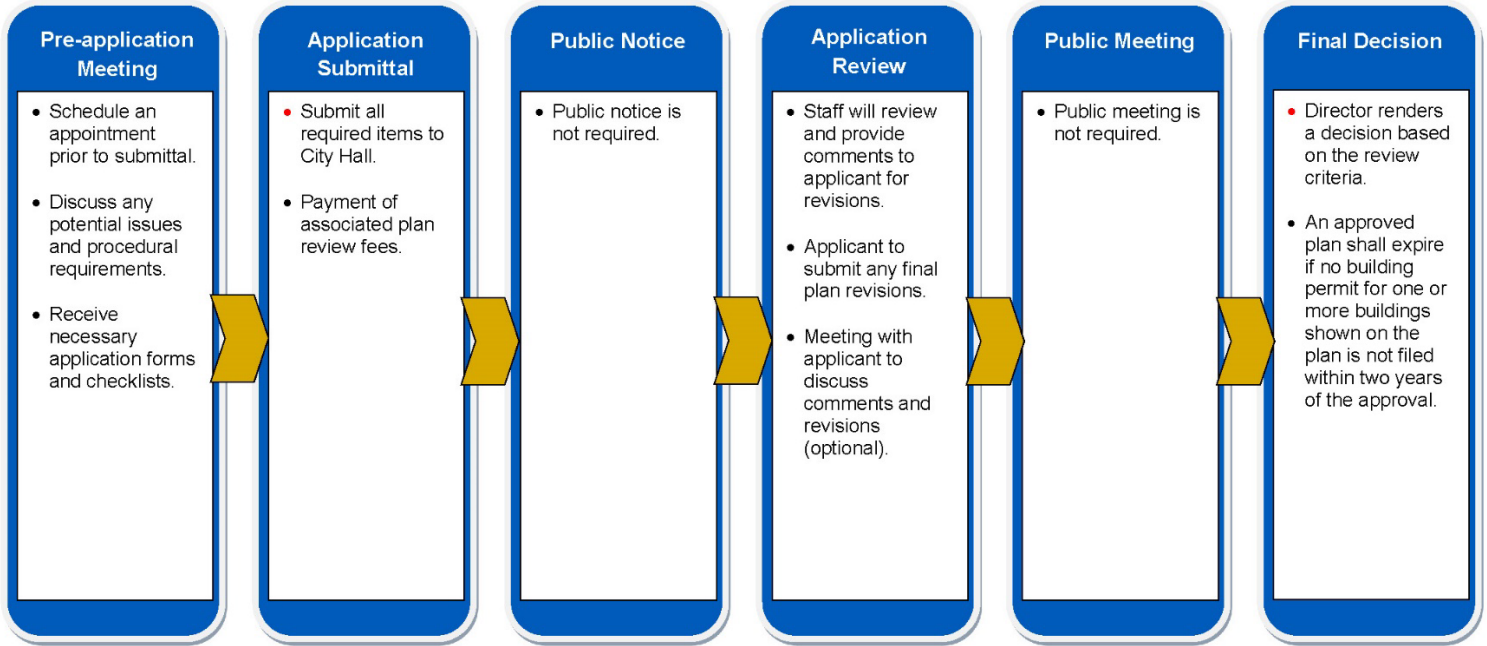
STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me on this _____ day of _____, 20____, by _____.

My Commission Expires:

Notary Public

ADMINISTRATIVE SITE PLAN APPLICATION PROCESS



● Significant requirement with an associated deadline

REVIEW CRITERIA

The review of an administrative site plan is based on the regulations of the Land Development Code, Title 17 of the Gardner Municipal Code at www.gardnerkansas.gov/documents/city-code.

The administrative site plan shall be reviewed according to the following criteria:

1. In general, any site plan in compliance with all requirements of this Code shall be approved.
2. In making a determination of compliance, or for site plans accompanying any discretionary review or administrative relief, the review body shall consider whether:
 - a. The site is capable of accommodating the buildings, proposed use, access and other site design elements required by this Code and will not negatively impact the function and design of rights-of-way or adjacent property.
 - b. The design and arrangement of buildings and open spaces is consistent with good planning, landscape design and site engineering principles and practices.
 - c. The architecture and building design uses quality materials and the style is appropriate for the context considering the proportion, massing, and scale of different elements of the building.
 - d. The overall design is compatible to the context considering the location and relationships of other buildings, open spaces, natural features or site design elements.
 - e. Whether any additional site-specific conditions are necessary to meet the intent and design objectives of any of the applicable development standards.
3. The application meets the criteria for all other reviews needed to build the project as proposed.