

**Checklist of Information Required for
Preliminary Development Plans
City of Basehor, Kansas Planning Department**

Development Name: _____

1. _____ Location by common street address
2. _____ Legal description on the cover page and provided in a Word document and e-mailed to planning@cityofbasehor.org. The legal description may also be provided on the same CD as the plans.
3. _____ Names, addresses and phone numbers of the applicant and owner of the plan.
4. _____ Name of firm designing the plan and professional seal of design engineer.
5. _____ Date of the plan.
6. _____ North arrow.
7. _____ Existing contours at no greater than two (2) foot intervals.
8. _____ Proposed contours at no greater than two (2) foot intervals.
9. _____ All sheets of the Plan provided on a compact disc readable by Autodesk 2004 or in .pdf format.
10. _____ Ten (10) hard copies of the development plan on 24"x36" paper. Architectural and engineering drawings shall be bound together.
11. _____ The boundary lines of the area included in the development plan to scale, including:
 - a. _____ approximate angles
 - b. _____ dimensions
 - c. _____ reference to a section corner, quarter-section, or a point on a recorded plat and legal description.
12. For both the area included in the development plan and the area within two-hundred (200) feet of the boundaries:
 - a. _____ The location, width and names of all existing or platted streets, railroad and utility rights-of-way, parks and other public open spaces and permanent easements.
 - b. _____ The location and dimensions of permanent buildings, structures or houses and natural features, such as woodlots, streams and lakes or ponds, and any land area subject to the 100-year flood.
 - c. _____ Locations of existing and proposed sewers, water mains, culverts and other underground facilities, indicating pipe sizes, grades, manholes and locations of record.
13. _____ Proposed size, height, location and arrangement of buildings, parking areas with proposed arrangement and dimensions of stalls, aisles, bays, angle of parking and other similar information (see Off-Street Parking Requirements).

14. General location, arrangement and dimensions of:

- a. _____ vehicular drives
- b. _____ entrances and exits
- c. _____ acceleration and deceleration lanes
- d. _____ pedestrian entrances and exits
- e. _____ walks and walkways.

15. _____ Preliminary sketches of buildings depicting the general style, size and exterior construction materials of the buildings proposed in sufficient detail to exhibit the relative compatibility of the proposed development with the character of the neighborhood.

16. General landscape plan to include the location and height of all

- a. _____ walls,
- b. _____ fences
- c. _____ signs
- d. _____ screen plantings

17. A listing of types and quantities of all:

- a. _____ trees
- b. _____ shrubs
- c. _____ walls
- d. _____ fence materials.

18. Drainage plan showing the

- a. _____ high and low points
- b. _____ drainage arrows
- c. _____ estimated % of street grades.

19. If the project is to be developed in phases, provide:

- a. _____ proposed schedule
- b. _____ sequencing and location of each development phase.

20. _____ Note providing for dedication of new or additional rights-of-way, if needed; such to be dedicated to the City prior to approval of the Final Development Plan.

21. A description of:

- a. _____ any limitations to be placed on the range of permitted uses
- b. _____ the hours of operation
- c. _____ the building materials to be used
- d. _____ other similar factors.

22. Lists, text or tables indicating:

- a. _____ The total floor area of buildings , the area of the site, and the percent of building coverage of the site.
- b. _____ The number of building sites or lots and the number of parking spaces to be provided.

- c. _____ Any other quantities needed to describe or quantify the proposed development or to determine compliance with the zoning regulations.