

## **TYPICAL DEVELOPMENT PROCESS FOR THE CITY OF BASEHOR**

The City of Basehor wishes to encourage the orderly development of the City. In order to ensure that developing areas of the City are provided with adequate streets, parks, utility easements, water, sewer, storm sewer systems and/or other franchised utility services, the following steps are necessary to guide the applicant through the development process. The steps contained herein are in addition to any state or federal regulations and are intended to compliment the City's existing Subdivision Regulations, Code of Ordinances, KDOT Corridor Management Policy, and City of Basehor Standard Details and Specifications for Public Works/Private Improvement Projects.

Development Name: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

While this process may not be all inclusive, it is meant to provide a general timeframe and process layout when developing any parcel of ground.

- \_\_\_\_\_: Preliminary meeting with Planning and Zoning Staff, Public Works Superintendent, City Engineer and all other pertinent staff members. This meeting is meant to deliver and receive general information regarding the potential project. It is at this time the potential developer will be required to obtain the City of Basehor Subdivision Regulations, appropriate zoning regulations, Technical Specification and Design Manual as well as any other applicable information and regulatory material. If said developer does not wish to purchase the applicable manuals they shall sign below:  
■ \_\_\_\_\_  
○ Application  
○ Application and Review Schedule  
○ Planning and Zoning Submittal Schedule  
○ Tech. Spec/Design Manual  
○ Subdivision Regulations  
○ Appropriate Zoning Information
- \_\_\_\_\_: Once the preliminary meeting has been held the applicant shall submit appropriate application, required materials and make payment by the cut-off date listed upon the City of Basehor Application and Review Schedule. All plats and development plans shall be reviewed in-house as well as sent to a 3<sup>rd</sup> party engineering firm contracted by the City of Basehor. (approximate length of time: 1 month, in order to set Public Hearing and complete reviews)  
○ All application deadlines fall at the end of the month, due to notification timeframes and review periods the hearing dates typically fall after the next full month.

- \_\_\_\_: The platting of lots must be completed prior to the approval of construction plans. The platting of property does not run concurrently with construction plan submittal, these are two distinct phases in the development process, each of which carry their own timeframe of completion.
- \_\_\_\_: All preliminary and short-form plats must move forward to Planning Commission with the appropriate Public Hearings, deadlines for submitted items can be found on the above mentioned Application and Review Schedule. These deadlines are typically two months prior to the scheduled Public Hearing date this is due to public notice requirements. The approved preliminary and short-form plats do not move forward until the following month due to mandated protest periods.
- \_\_\_\_: Notice of Intent permit must be obtained from the State of Kansas, Kansas Department of Health and Environment. A copy of the approved NOI permit shall be given to the city for a file copy.
- \_\_\_\_: Once the preliminary plans are recommended for approval by the Planning Commission they are sent forward to the Governing Body for approval.
  - Due to required protest periods, items do not move forward for Governing Body approval until the following month.
- \_\_\_\_ Once preliminary plans are approved by the Governing Body the applicant is then granted approval to prepare the final documents (i.e. plat, development plans) These documents are typically not required to adhere to the Public Hearing process as long as the plans are in compliance with the approved preliminary documents.
- \_\_\_\_ During or after the final plat process, the applicant shall be allowed to proceed with and submit construction drawings for review and approval, these construction drawings shall adhere to the City of Basehor Technical Specification and Design Manual as all as all other City Regulations.
  - Construction drawings shall be for the applicable Sanitary Sewer System, Street Design and Storm Water Collection Systems.
- \_\_\_\_ When sanitary sewer drawings are approved one set is sent to the Kansas Department of Health and Environment by the City of Basehor Public Works Director with the appropriate Sewer Extension Permit for approval.
  - Upon approval of all construction plans the following number of plans sets shall be submitted.
    - 5 sets of sanitary sewer
    - 3 sets of all other improvement projects
    - 1 set of plans shall be sent to each utility company providing service in the construction area by said developer.
      - All plans must be on 22"X36" or 24"X36" paper and with a plan and profile scale of 1"=20' horizontally by 1"=5' vertical.

\*\*\*It is highly recommended that the applicant purchase or download a copy of the City of Basehor Technical Specification and Design Manual\*\*\*

- Once construction drawings are approved and contractors have been chosen by the developer a Pre-construction meeting shall be set up between City Staff, City Engineer, contractors and the developer.
  - All aspects of construction shall be inspected by the third-party firm representing the City Engineer.
  - Method for financing proposed improvements and breakdown of anticipated cost shall be submitted with the final plat, this shall be accomplished by the filing of a Subdivision Improvement Agreement.
  - Performance and Maintenance Bonds shall be presented at this Pre-Construction meeting
- Once all proposals have been accepted and approved by either City Staff, Planning Commission or the Governing Body a Notice to Proceed shall be issued which in turn gives the developer the right to begin construction on the proposed development.
- A Subdivision Improvement Agreement shall be prepared and approved by staff and City Council.

#### DISCLAIMER\*\*\*

\*\*\*This is not a complete step-by-step guide but is meant to provide a general timeline as to the development process and basic steps.\*\*\*