



PRELIMINARY DEVELOPMENT CHECKLIST FOR PLANNED ZONING DISTRICTS

A preliminary development plan application submitted for approval by the Planning Commission must include the following required submittal items. Failure to provide this information by the application deadline may result in the application not being accepted until all required information is submitted.

This checklist shall be submitted with the development plan application and shall be signed by the applicant or an authorized agent. Any item not checked "NO" requires a written explanation accompanying this checklist. **If this checklist is not submitted with the development plan, it will not be reviewed nor moved forward.**

Staff will review the application on the day of submittal to insure completion. Acceptance of an application by the City of Basehor does not constitute completion of requirements and/or compliance with all Planning & Zoning requirements or approval of a preliminary development plan. Additional information may be required due to the location, size, or complexity of the preliminary development plan.

REQUIRED SUBMITTAL ITEMS

YES NO

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1) Application form, fee and checklist filled out accurately and completely, with all required signature blocks.

YES NO

For both the area included in the PDP and the area within two-hundred (200') feet of the boundaries

- a.) Location, width and names** of all existing or platted streets, railroad and utility right-of-way, parks and other public open spaces and permanent easements.
- b.) Location and dimensions of permanent** buildings, structures or houses and natural features, such as woodland lots, streams, ponds, lakes and any land located within the FEMA designated floodplain.
- c.) Locations of existing and proposed** sewers, water mains, culverts and other underground facilities, indicate pipe sizes, grades, manholes and locations of record.

REQUIRED PDP INFORMATION

YES NO

- 2) Name of subdivision** (unique and numerically consistent) and the words "Preliminary development plan," prominently displayed as the title. Location by common street address and legal description
- 3) Names, addresses, and phone numbers** of all companies, firms, or individuals involved in the preparation of the preliminary development plan (i.e. property owner, engineer, surveyor, etc.).
- 4) Date of preparation** of preliminary development plan and/or revisions.
- 5) Scale, legend, and north arrow** clearly shown, with orientation at top or left as north (not less than 1"=100' scale).
- 6) Vicinity map**, drawn at a scale of 1"=2000', locating the proposed subdivision in relation to the section of land, including township and range, section street names, and a north arrow.
- 7) Boundary lines of the area within PDP** with angular bearings and linear distances, referenced to section or quarter-section corners, or a point on a recorded plat Point of Commencing and/or Point of Beginning, and the overall area of the PDP in acres.
- 8) 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 Regulations**)
- 9) General location, arrangement and dimensions of:**
 - a.** Vehicular Drives
 - b.** Entrances and exits

YES	NO		
		c.	Acceleration and deceleration lanes
		d.	Pedestrian entrances and exist
		e.	Walks and walkways
			10) Preliminary sketches of buildings depicting the general style, size and exterior construction materials of the proposed buildings in sufficient detail to exhibit the relative compatibility of the proposed development with the character of the neighborhood. (See Architectural Design Guidelines)
			11) General landscape plan to include the location and height of all:
		a.	Walls
		b.	Fences
		c.	Signs
		d.	Screen plantings
			12) A list of types and quantities of all:
		a.	Trees
		b.	Shrubs
		c.	Walls
		d.	Fence materials
			13) Drainage plan showing:
		a.	High and low points
		b.	Drainage arrows
		c.	Estimated percent (%) of street grades
			14) If the project is to be developed in phases, provide a proposed schedule, sequencing and location of each development phase.
			15) 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.
			16) Description of the following:
		a.	Any limitations to be placed on the range of permitted uses
		b.	The hours of operation
		c.	The building materials to be used (See Architectural Design Guidelines)
		d.	Other similar factors
			17) Lists, text or tables indicating:
		a.	The total floor area of buildings, the area of the site and the percentage (%) of the building coverage 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.
			18) Any area within a federally designated floodplain. Location, stations, and elevations of the 100-year floodplain within the preliminary development plan 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 #2015XXXXXX, July 16, 2015).
			19) Vehicle maneuvering/turning preliminary development planes reflecting the site can accommodate a minimum SU-30 class vehicles (for emergency access to all areas of the site), and the appropriate site-design vehicle for any other special areas of the site (such as delivery or dock areas, etc.), as necessary.

Written explanations for any items not checked or checked NO (attach additional sheets, if necessary):

I hereby submit all information required for preliminary development 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. By signing this application, I acknowledge that all public streets and public infrastructure within the preliminary development plan shall conform to the applicable minimum design standards set forth in the City of Basehor

Signature of Applicant

Date