



**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 or checked "N/A" or "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 | N/A | NO | |
|--|-------------------------------------|--------------------------|---|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 1) Application form, fee and checklist filled out accurately and completely, with all required signature blocks. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 2) Two (2) paper copies of the preliminary development plan , including landscaping, architectural and engineering drawings, drawn to an appropriate standard engineering scale may be submitted for review, these paper copies shall be accompanied by digital (PDF) copies as well. Plans shall be on 24" X 36" sheets. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 3) One (1) 11" X 17" reduction of the preliminary development plan. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 4) Digital files including a PDF of the preliminary development plan and a MS Word document of the legal description which can be emailed to mlee@cityofbasehor.org |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 5) All sheets of the Plan provided on a compact disk in .pdf format |
| For both the area included in the PDP and the area within two-hundred (200') feet of the boundaries | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 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. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 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. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 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	N/A	NO	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	6) 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
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7) 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.).
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8) Date of preparation of preliminary development plan and/or revisions.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	9) 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"/>	<input type="checkbox"/>	10) 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.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11) 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.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12) 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)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13) General location, arrangement and dimensions of:
	a.	<input type="checkbox"/>	Vehicular Drives
	b.	<input type="checkbox"/>	Entrances and exits
	c.	<input type="checkbox"/>	Acceleration and deceleration lanes
	d.	<input type="checkbox"/>	Pedestrian entrances and exist
	e.	<input type="checkbox"/>	Walks and walkways
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14) 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)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15) General landscape plan to include the location and height of all:
	a.	<input type="checkbox"/>	Walls
	b.	<input type="checkbox"/>	Fences
	c.	<input type="checkbox"/>	Signs
	d.	<input type="checkbox"/>	Screen plantings

REQUIRED PDP INFORMATION (Cont.)

YES	N/A	NO													
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16) A list of types and quantities of all:												
			<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;">a.</td> <td style="width: 20%;"><input type="checkbox"/></td> <td>Trees</td> </tr> <tr> <td>b.</td> <td><input type="checkbox"/></td> <td>Shrubs</td> </tr> <tr> <td>c.</td> <td><input type="checkbox"/></td> <td>Walls</td> </tr> <tr> <td>d.</td> <td><input type="checkbox"/></td> <td>Fence materials</td> </tr> </table>	a.	<input type="checkbox"/>	Trees	b.	<input type="checkbox"/>	Shrubs	c.	<input type="checkbox"/>	Walls	d.	<input type="checkbox"/>	Fence materials
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18) If the project is to be developed in phases, provide a proposed schedule, sequencing and location of each development phase.												
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19) 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.												
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20) Description of the following:												
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21) Lists, text or tables indicating:												
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22) 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 #2015XXXXXXX, July 16, 2015).												
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	23) 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 "N/A" or "NO" (attach additional sheets, if necessary):

I hereby submit all information required for preliminary 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