

CITY OF FAIRWAY, KANSAS
5240 Belinder Road
FAIRWAY, KS 66205
(913) 262-0350

PLANNING COMMISSION APPLICATION AND CHECKLIST

ADDRESS OF SITE: _____

APPLICANT: _____ PHONE: _____

EMAIL ADDRESS: _____

APPLICANT'S ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

OWNER OF PROPERTY: _____ PHONE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

LEGAL DESCRIPTION OF PROPERTY: _____

TYPE OF APPLICATION: _____

DOES THE APPLICATION INCLUDE ANY OF THE FOLLOWING REQUESTS:

VARIANCE: YES NO TYPE: _____

EXCEPTION: YES NO TYPE: _____

WAIVER TO WATERSHED ANALYSIS: YES NO NOT APPLICABLE
(Required for new home construction and request for greenspace exception)

SIGNATURE: _____ DATE: _____

PRINT: _____
PROPERTY OWNER OR AUTHORIZED REPRESENTATIVE

FEE: \$150.00 non-refundable

PAYMENT TYPE: CHECK CASH CREDIT CARD

RECEIPT NUMBER: _____

The applicant expressly acknowledges that all development must occur in compliance with the approved site plan and all pertinent City of Fairway Municipal Codes.

The City of Fairway has adopted Zoning Regulations, which regulate the use of land within the City of Fairway. All property in the City has been classified within one of the zoning districts for which requirements have been established in the Zoning Regulations. The Zoning Regulations specify what uses of land are allowed within each zoning district, and establish standards for the placement of structures, accessory use, lot sizes, yards, fences, signs, off-street parking and other requirements.

1. SCHEDULE:

The Planning Commission meets once each month. For residential applications the Planning Commission can approve or deny the application. For commercial applications the Planning Commission can make recommendations to the City Council to approve or deny the application. The City Council then considers the Planning Commission's recommendation and grants the final decision. A building permit for the above referenced matter cannot be issued until the site plan is approved in accordance with the City's Zoning Regulations.

2. PUBLICATION OF NOTICE:

The applicant must provide to the City Clerk's Office a legal description and address of the property at least thirty (30) days before the Planning Commission meeting. The City Ordinance requires that a legal notice be published one time in the official City newspaper at least twenty (20) days prior to the date the Planning Commission will hold a public hearing on the application. The City will prepare, place, and pay for the first Notice of Public Hearing in the newspaper. If a second Notice of Public Hearing is required, the applicant must assume all additional cost with a minimum fee of \$25.00.

3. APPLICANT SEND NOTIFICATION TO SURROUNDING PROPERTY OWNERS:

Applications that require notification of a public hearing include Special Use Permits, lot mergers, replats and rezoning. The City Ordinance requires that the owners of all property within two hundred (200) feet of the property line of the property for which approval is sought be notified no less than **twenty (20)** days prior to the date of the hearing.

- a. The applicant must obtain a list of all of the owners of all property located within two hundred (200) feet of the property line. This list must be acquired from the County Clerk's Office, Administration Building, 111 South Cherry Street, Olathe, Kansas (913) 715-0775.
- b. The applicant must send a **CERTIFIED MAIL RETURN-RECEIPT REQUESTED** letter to all surrounding property owners advising them of the date, time, location of the meeting, and the legal description, street address, and purpose of the public hearing. This letter must be mailed no later than **twenty (20) days** prior to the date of the public hearing.
- c. A copy of this notification letter must be furnished to the City Clerk's Office, along with the proof of mailing (stamped receipts) provided by the Post Office, no later than three (3) working days prior to the Planning Commission meeting.

4. DEADLINES:

_____ Planning Commission meeting _____ P.M.

_____ City Council meeting _____ P.M.

_____ Application, including legal description and address of property, submitted to City Clerk's Office at least **thirty (30) days** before the Planning Commission meeting.

_____ **Non-refundable** Application Fee of \$150.00

_____ Plans submitted – 9 hard copies of plans must be submitted to the City Clerk's Office no later than thirty (30) days prior to the Planning Commission meeting. The plans are to be on paper no larger than 11 x 17. (stamped/sealed by Kansas-licensed architect, engineer or land surveyor).

EACH SET OF PLANS CONTAINING:

SURVEY/SITE PLAN _____

ELEVATION OF EACH SIDE _____

FLOOR PLANS _____

WATERSHED ANALYSIS (NEW HOMES) _____

_____ Code Requirement Check List completed with plans.

_____ PDF set of plans emailed to balani@fairwaykansas.org and aaldridge@fairwaykansas.org

If a public hearing is required: Special Use Permits, lot mergers, replats and rezoning.

_____ Mail letter notifying property owners no later than **twenty (20) days** prior to the Planning Commission meeting.

_____ Copy of the notification letter, buffer map, property listing and proof of mailing from the Post Office (stamped receipts) to the City Clerk's Office no later than **three (3) working days** preceding the Planning Commission meeting.

Unfortunately, due to the volume of Planning Commission applications and notification requirements, we must advise you of the following:

Should you not provide the above-referenced information on the required date, your application will be removed from the Planning Commission agenda and will be moved to the next-occurring Planning Commission meeting.

The checklist is to assist applicants in addressing the R1 Single Family requirements of the Fairway Municipal Code. The complete Code is available at www.fairwaykansas.org.

Fairway Municipal Code Check List for R1 Single Family Plans

Please note: The Plan Submittal Check List is a compilation of the R1 Single Family District Ordinance requirements and is not a substitute for Chapter 15-Fairway Development Ordinances, Article 4-Zoning, Sub-Division 2-R1 Single Family District.

Plans submitted for Board of Zoning Appeals, Planning Commission and permitting should reflect the information on this check list. Please COMPLETE ALL INFORMATION. If not applicable to the application, print NA.

The following information is to be a summary of the code requirements that are displayed on the plans.

Watershed Analysis – SITE PLAN REVIEW 15-235 (b)(3)c16

Drain line discharge locations shown on site plan

1. DIMENSION STANDARDS 15-296:

Lot setbacks

Front Setback Required is 40 ft. Proposed _____ Private Platted _____
 Side Setback Required (determined by lot width) _____ft Proposed Side 1 _____ Side 2 _____
 Rear Setback Required 25 ft. Proposed _____

Building Height -

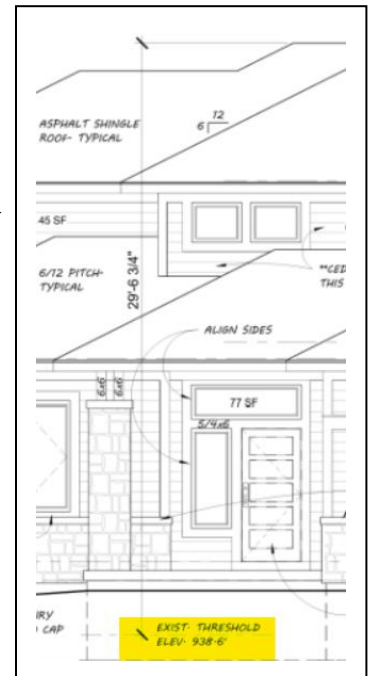
Grade Elevation at threshold of existing/current structure _____

Grade Elevation at the proposed threshold _____

Note: **The height of the structure is measured from the lesser of the two elevations. Example of how to display height.** →

Maximum Height Allowed is 30 ft. measured from grade elevation

Proposed Height _____



2. SITE DESIGN STANDARDS 15-297:

Lot Design – SHOW CALCULATIONS FOR GREENSPACE

Total Lot square footage: _____ sq ft

Minimum Greenspace Required Total is determined by Lot Size:

a. Lots up to 10,000 square feet: 60% greenspace

b. Lots greater than 10,000 square feet but less than 30,000 square feet:

First 10,000 sq ft is 60% greenspace = 6,000 sq ft
 Lot sq ft over 10,000 is _____ x 75% = + _____
 Sq ft of Required Greenspace: is _____%

c. Lots greater than 30,000 square feet:

First 10,000 sq ft is 60% greenspace = 6,000 sq ft
 Lot sq ft over 10,000 is _____ x 75% = + _____
 Lot sq ft over 30,000 is _____ x 100% = + _____
 Sq ft of Required Greenspace: is _____%

Proposed non-permeable:

- Footprint of structure _____ sq ft
- Front Porch _____ sq ft
- Walkways _____ sq ft
- Driveway _____ sq ft
- Patio _____ sq ft
- Deck (include stairs) _____ sq ft
- Accessory Structure _____ sq ft
- Retaining Walls _____ sq ft
- Pool/spa _____ sq ft
- TOTAL non-permeable: _____ sq ft

THE DIMENSIONS OF EACH AREA ARE TO BE SHOWN ON THE SITE PLAN.

Proposed Greenspace: _____ sq ft
 Greenspace: _____ %

All lots the Minimum Greenspace Required in front of front building line is 60%

Front Lot _____sq ft Proposed front greenspace area _____sq ft is _____ %

Large Shade Trees - (NEW HOMES & ADDITIONS)

Large shade tree shown on plans to meet code: Yes No

Right-of-Way Trees

Does the property contain Right-of-Way trees: Yes No

Right-of-Way trees shown on plans to meet code: Yes No

Foundation Plantings

Foundation planting bed shown on plans to meet code: Yes No

Curb Cuts and Driveways -Driveway with dimensions to be shown on site plan

Note: New driveways must remain a specified distance from City Right-of-Way trees. See Fairway Municipal Code Sec. 11-93 Tree Protection.

Driveway approach to be replaced: Yes No

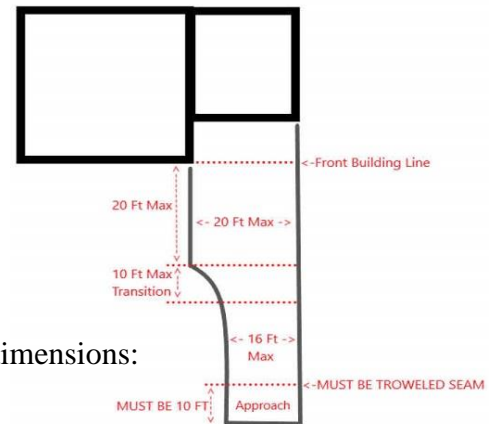
Driveway Dimensions:

Proposed Driveway Width at the front building line _____ ft

Proposed Driveway Width at the curb _____ ft

The complete driveway and walkway dimensions must be shown on the site plan.

Example of required dimensions:



Multiple Curb Cuts -

Minimum Lot Width Required for semi-circle drives is 80-feet. Lot Width _____ ft

Driveways corresponding to curb cuts interconnect in arc? Yes _____ No _____

Maximum width allowed for combined curb cuts is 10% of lot frontage up to 12-feet.

Proposed width of curb cuts including wings: Driveway 1 _____ft Driveway 2 _____ft

Distance required between curb cuts is 36-ft. Distance between curb cuts _____ft

KDOT Approval required for properties within KDOT right of way (Shawnee Mission Pkwy). Indicate if KDOT approval will be required: Yes No

Building Design

Indicate proposed entry feature and dimensions:

- Single Story Covered Porch - Proposed Depth _____ft Area _____ sf
- Stoop rises minimum 2 feet above finish grade with enhanced architectural elements _____
- Single Story Covered Portico - Proposed Depth _____ft Area _____ sf

Entrance feature encroaches into the front setback?

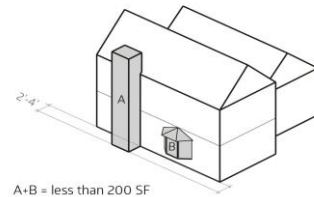
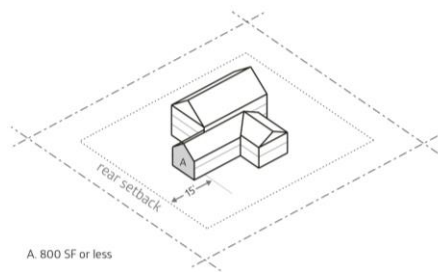
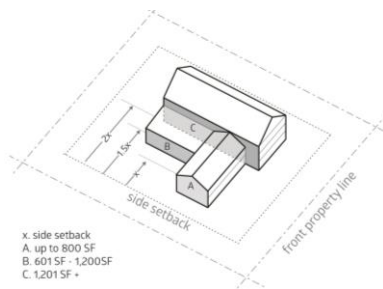
Encroachment: Yes _____ ft Area _____ sf No

Garages – Code requires one fully enclosed parking space.

Garage doors or foremost front portion of garage structure projects in front of threshold of primary entrance. Projection: Yes _____ ft No

Proposed linear width of front facing garage doors: _____ ft is _____%

Building Massing



Side Massing & Setbacks

Side 1 – A _____sf
Side 1 – B _____sf
Side 1 – C _____sf

Side 2 – A _____sf
Side 2 – B _____sf
Side 2 – C _____sf

Meets Code: Yes No

Rear Massing & Setback

Rear 1 – A _____sf

Meets Code: Yes No

Projections (max 200 sf per side)

Side 1 - A _____sf
Side 1 - B _____sf
Side 1 - C _____sf

Side 2 - A _____sf
Side 2 - B _____sf
Side 2 - C _____sf

Meets Code: Yes No

Building Facades

Architectural relief meets code: Yes No

Facades require at least 15 percent of window and door openings.

Front Façade square area _____	Window/Door area _____sq ft is _____%
Rear Façade square area _____	Window/Door area _____sq ft is _____%
Side Façade square area _____	Window/Door area _____sq ft is _____%
Side Façade square area _____	Window/Door area _____sq ft is _____%

Building Materials – Per façade.

Type	Front	Rear	Side 1	Side 2
Base Material 1 _____	_____%	_____%	_____%	_____%
Base Material 2 _____	_____%	_____%	_____%	_____%
Type	Front	Rear	Side 1	Side 2
Accent Material 1 _____	_____%	_____%	_____%	_____%
Accent Material 2 _____	_____%	_____%	_____%	_____%
Accent Material 3 _____	_____%	_____%	_____%	_____%

Roof Materials

Primary Material _____

Accent Roof Material _____

Total area of roof _____ sq ft Accent material _____ sq ft is _____%

Fences and Walls –

Will there be a new fence: Yes No

Proposed fence height (max is 6') _____ Fence material _____

Will there be new retaining walls: Yes No

Site plan is to include retaining wall location and height.

3. SPECIAL CONDITIONS FOR USES 15-4-2.205:

Swimming Pool

Fence height _____

Pool - Proposed distance from fence _____

Pool - Proposed distance to closest adjacent dwelling _____

Sports Court

Requires Special Use Permit

Emergency Generators – to be located to the rear of the house.

Proposed Distance from rear of house _____

Decibel level maximum 75 dBA at property line Proposed dBA _____

Maximum allowed pad footprint 12 sf Proposed footprint _____ sf

Maximum allowed dimension 48 inches Proposed dimensions _____

Accessory Structures and Streetscape Features. – Requires Permit.

Such as mail boxes, bird houses or little free libraries or other similar features.

- See code

DIMENSION STANDARDS 15-296

Accessory Structure

Ground Floor Area _____sf

Height _____

Side Setback _____

Rear Setback _____

Note: Accessory Structure that exceeds 120 sf must meet Building Design Sec 15-297 (b)

EXAMPLE OF NOTICE TO SEND TO PROPERTY OWNERS
If a public hearing is required: Special Use Permits, lot mergers, replats and rezoning.

DATE

NAME (name of property owner within 200 feet of property requesting a variance)
ADDRESS
CITY, STATE ZIP

RE: Application for (State Request)
Address
Fairway Kansas, 66205

Dear (Name of property owner):

This letter is to notify you that a public hearing will be held by the City of Fairway Planning Commission to consider a request for (TYPE OF REQUEST- i.e. EXCEPTION, DEVIATION, REPLAT, LOT MERGER) for the property described as (Lot 0, block 0, Name of Subdivision), a Subdivision in the City of Fairway, Johnson County, Kansas).

The Fairway City Code requires that all owners of property within 200 feet of the property requesting a variance be notified of the hearing. The City Code requires that (state the Fairway Municipal Code and language) and the request is for (state condition of the request).

The public hearing will be held at (TIME) on (MONTH DAY YEAR), in the Fairway City Hall, 5240 Belinder, Fairway Kansas. Any interested property owners are invited to attend. Copies of the proposed legal description and site plan are available on request, you may contact the undersigned for additional information regarding the request.

If you have any questions please call me at (000) 000-0000.

Sincerely,

Applicant, (NAME and ADDRESS)
Owner (NAME and ADDRESS)