

Administrative Review Application & Process

See *Unified Development Ordinance 18.40.125*

1
**Pre-Application
Meeting**



2
**Application
Checklist**



3
**Submit
Application**



4
**Development
Review Committee**



5
Approval



Step 1 – Pre-Application Process

The applicant is required to meet with City Planning staff prior to submitting an application. There are two types of pre-application meetings, depending on the scope of the project: (A) a Discovery meeting; and (B) a Project Evaluation meeting. More than one pre-application meeting may be required by staff as needed.

A) Discovery Meeting

This meeting gives staff the opportunity to identify issues that may be addressed prior to the application being submitted and identify special studies needed in conjunction with the application. In addition, the meeting allows the applicant to explain issues that shaped the initial design of the project and ask questions about the application procedures. This exchange of information can often make the process go more smoothly. It is not necessary to have detailed plans drawn prior to the meeting. However, the more information brought to the meeting (even in sketch form), the more thorough and specific the staff can be in response. Depending on the complexity of the project, this meeting may be waived at the discretion of the Planning representative.

Purpose

- Acquaint the applicant with the procedural requirements.
- Provide for an exchange of information regarding the proposed development and the regulations, restrictions and requirements, the *Comprehensive Plan* and other development requirements.
- Advise the applicant of any public sources of information that may aid the application, identify policies and regulations that create opportunities or pose significant restraints for the proposed development.
- Review proposed concept plans and provide the applicant with opportunities to enrich the development plan to mitigate any undesirable project consequences;
- Review the compatibility with adjacent land uses, either proposed or existing; and
- Provide general assistance by City staff on the overall design of the proposed development.

B) Project Evaluation Meeting

This meeting allows staff to meet with the applicant and discuss the changes made to the project up to this point, as well as additional concerns both parties may have during the remainder of the process. At the conclusion of this meeting, the applicant should be aware of all materials needed for filing the application and the correct format for all documents. Additional staff comments and revisions may be required as a result of this meeting. Depending on the changes required by City staff, it may be necessary to have a second project evaluation meeting prior to filing the application.

Purpose

- Provide a more in-depth review of the plans with the applicant prior to filing the application;
- Review plan corrections based on comments made by the applicant with respect to staff's comments during the discovery meeting;
- Advise the applicant of any additional revisions that are necessary prior to filing the application; and
- Provide general assistance by City staff on the overall design of the plan.

Schedule a Meeting

Applicants may schedule a meeting by creating an account and submitting a request at: <https://energov.olatheks.org>. For more information contact the Planning Division at 913-971-8750, Monday through Friday, 8 a.m. to 5 p.m.

Please be aware that the meetings are not intended to cover all issues related to the development process, and decisions/discussions during the pre-application process are subject to change based on information submitted at the time the application is filed.

Step 2 – Application Checklist

Applications missing any of the following items will be considered incomplete and rejected.

- Application Form** complete with signatures
- Ownership Affidavit form**
- Filing Fee** (See Planning Application Fees)
- Legal Description** of the property in print and on disk (Microsoft Word)
- Reduced Copies** One 8.5” x 11” exhibit of each sheet
- Digital File** of all documents submitted for review (pdf format).
- One (1) Full Size Copy** of each of the following documents: Site Plan, Landscape Plan, Building Elevations. Each document shall be labeled with the appropriate name on the plan.
- Statement of Purpose**
- Completed Checklist** (this form)

Step 3 – Submit Application

An application for Administrative Review must be completed and submitted to the Planning Division, with the proper filing fee, payable to the City of Olathe. See the Schedule of Fees and Charges for the applicable application fee. An application may be withdrawn at any time upon written request; however, no refund will be made after the application has been accepted. A complete application consists of all items identified in the Submittal Requirements checklist.

Step 4 – Development Review Committee

Every application goes through a detailed staff review. Representatives from various City departments shall review each item, identify relevant issues, and prepare written comments on the proposed application. The staff comments will be sent to all parties listed on the application form (via fax or email).

The comments prepared by staff are intended to be a complete list of changes required by the applicant. However, some circumstances may warrant additional staff comments to ensure compliance with city codes and ordinances. For example, if a change is requested by city staff and the solution presented by the applicant creates an unforeseen issue, staff may provide additional comments to correct the problem. Staff comments will be sent to the applicant within twenty-one (21) days from the date the application was submitted and accepted by staff.

Step 5 –Approval

After staff comments are sent to the parties listed on the application, the applicant shall submit revised plans to staff for a final review. Following this review, staff may take one of the following actions:

- Approve the revised administrative review as submitted.
- Send revised comments to the applicant indicating outstanding issues not addressed by the applicant or additional comments should the applicant’s changes create a new, unforeseen issue.
- Deny the administrative review.

If outstanding issues exist, the planner shall contact the applicant and discuss these issues. The applicant shall then be allowed an opportunity to submit a second set of revised plans to correct

these issues. In the event an application is denied, the applicant may appeal the decision to the Planning Commission for administrative relief.

Note: APPROVED ADMINISTRATIVE REVIEWS ARE VALID FOR 1 YEAR. IF A BUILDING PERMIT IS NOT SUBMITTED WITHIN 1 YEAR, THE ADMINISTRATIVE REVIEW IS DEEMED NULL AND VOID AND A NEW ADMINISTRATIVE REVIEW IS REQUIRED.

Planning Commission Meeting (only required for appeals)

Administrative reviews do not normally require Planning Commission action. However, if staff's decision is appealed in writing within fourteen (14) days the plan will be scheduled for the next available Planning Commission agenda. The appeal shall be submitted in the form of a plan review application, which will require a separate application and fee; the plan review application is available on the City of Olathe website or a hard copy is available from the City Planning Division located on the 3rd floor of City Hall.

The Planning Commission meets on the 2nd and 4th Monday of each month at 7:00 PM in the City Hall Council Meeting Room at 100 E. Santa Fe. **THE AGENDA AND STAFF REPORTS WILL BE AVAILABLE THE WEDNESDAY PRECEDING THE PLANNING COMMISSION MEETING.** For each item on the agenda, the applicant will be given an opportunity to make their own presentation. Presentations should be a brief description of the proposed project and include responses to any concerns raised in the City staff's report and any additional information which the applicant wishes to bring to the meeting (for example, color renderings, maps, photographs, or petitions).

It is required that all additional information be provided to staff in advance, so it can be included in the Commissioners' packets.

In the event that any section of this document conflicts with the city's *Unified Development Ordinance (UDO)*, the requirements of the *UDO* shall prevail.



ADMINISTRATIVE REVIEW APPLICATION PLEASE PRINT OR TYPE

FEE: \$150 CASE NO: PAR REC'D BY DATE PLANNER STAFF USE ONLY

DESCRIPTION OF PROJECT: NAME OF PLAT/LOT AND BLOCK NO.: LOCATION OR ADDRESS OF PROPERTY SITE AREA: ACRES/ SQ. FT.: ZONING: BUILDING AREA/ DWELLING UNITS:

PROPERTY OWNER NAME COMPANY ADDRESS SUITE CITY STATE ZIP PHONE FAX EMAIL ADDRESS

APPLICANT NAME COMPANY ADDRESS SUITE CITY STATE ZIP PHONE FAX EMAIL ADDRESS

ENGINEER/ARCHITECT NAME COMPANY ADDRESS SUITE CITY STATE ZIP PHONE FAX EMAIL ADDRESS

NOTE: ONE (1) COPY OF THE SITE DEVELOPMENT CONCEPT PLAN(S) MUST ACCOMPANY THIS APPLICATION FOR STAFF REVIEW ONE (1) REDUCED COPY (8 1/2" X 11") MUST ALSO BE SUBMITTED WITH THE APPLICATION PLEASE SUBMIT THE FOLLOWING IN PRINT AND DIGITAL FILES ON A CD: LEGAL DESCRIPTION OF THE PROPERTY (WORD), THE SITE PLAN OR PLAT (PDF), AND ALL REQUIRED STUDIES OR REPORTS (PDF).

SIGNATURE OF OWNER OR AGENT: NOTE: IF NOT SIGNED BY OWNER, AUTHORIZATION OF AGENT MUST ACCOMPANY APPLICATION

CITY OF OLATHE

Ownership Affidavit

STATE OF KANSAS)

SS.

COUNTY OF JOHNSON)

Comes now _____ (owner) who being duly sworn upon his/her oath, does state that he/she is the owner of the property legally described as

_____.

In the application for _____.

(description of application)

Acknowledge the submission of said application and agree to bind the subject property in accordance with the plan submitted as part of the above application.

Dated this _____ day of _____, 20_____.

Signature of Owner

Printed Name

Subscribed and sworn to before me this _____ day of _____, 20_____.

Notary Public

My Commission Expires



**Public Works Department
Planning Division – 2019 Application Fees**

(Resolution No. 18-1073, Adopted 11-20-2018)

Plan Review	Fee	
Preliminary Site Development Plan	\$450.00	
Final Site Development Plan	\$175.00	
Administrative Reviews	\$150.00	
Board of Zoning Appeal		
Appeals	\$158.00	
Variances: Residential	\$158.00	
Non-Residential	\$158.00	
Rezoning	Tract Size	
Residential Districts (AG, R-1, R-2, R-3, and R-4)	0-5 acres	\$400.00
	5.1-10 acres	\$525.00
	10.1-20 acres	\$675.00
	20.1-50 acres	\$800.00
	50.1 and up	\$938.00
Commercial, Office, and Industrial Districts (C-1, C-2, C-3, C-4, O, BP, M-1, M-2, and M-3)	0-5 acres	\$925.00
	5.1-10 acres	\$1050.00
	10.1-20 acres	\$1175.00
	20.1-50 acres	\$1275.00
	50.1 and up	\$1375.00
Mixed Use, Planned Districts, and combinations of districts above (N, D, TOD, PR, and PD)	0-10 acres	\$1015.00
	10.1-20 acres	\$1132.00
	20.1-40 acres	\$1250.00
	40.1-80 acres	\$1375.00
	80.1 and up	\$1500.00
Zoning Amendment	\$215.00	
Lot Split	\$70.00	
Vacation - Street, Utility, Alley	\$180.00	
Special Use Permit		
Initial Application	0-10 acres	\$375.00
	10.1-20 acres	\$500.00
	20.1 and up	\$625.00
Renewal of Special Use Permit for the keeping of horses, goats, cows, chickens, or other animals on less than three acres; group care homes and childcare centers including preschools	\$70.00	
Renewal of Special Use Permit for land use	\$70.00	

Plat / Recording Fees

The following fees shall be paid by all persons or corporation submitting preliminary, minor, and final plats for approval by the Planning Commission and shall be computed to the nearest dollar

Per lot for 10 or less lots in a subdivision	\$125.00 + \$12.50
Per lot for 11 to 50 lots in a subdivision	\$125.00 + \$10.00
Per lot for 51 to 150 lots in a subdivision	\$125.00 + \$7.50
Per lot for 151 to 500 lots in a subdivision	\$125.00 + \$5.00
Per lot for 501 or more lots in a subdivision	\$125.00 + \$2.50
Recording fee for all final plants (including minor plats)	\$50.00

If the preliminary plat and final plat include the same area to be subdivided and are submitted together in one application, only one fee shall apply. The recording fee is paid at the time of the final plat application to cover the costs of recording the plat with Johnson County Records and Tax Administration.

Excise Taxes

The following fees shall be paid at time of platting. Street and Traffic Signal Excise Fees are due prior to recording the final plat. Park Excise fees are paid with the building permit.

Transportation Improvement Tax

Street excise tax	\$0.215/square foot
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Traffic Signal Excise Tax

Single Family District	\$0.0037/ square foot
Multifamily District	\$0.0120/ square foot
Commercial District	\$0.0576/ square foot
Other District	\$0.0098/ square foot

Park Excise Tax

Residential	\$520.00/dwelling unit
Commercial	\$0.13/square foot of gross floor area
Industrial	\$0.07/square foot of gross floor area

Temporary Sales & Events Permit

Examples:

- Christmas tree sales
- Seasonal sale for produce, seasonal sale of landscape plantings, material, and lawn and garden supplies (as accessory to a business with other commercial activities)
- Carnivals, circuses, and fairs
- Commercial tent sale or sidewalk sales

No inspection required	\$60.00
Inspection required	\$200.00