



## PRELIMINARY DEVELOPMENT PLAN APPLICATION

Pre-App Date _____
Fee _____
File No. _____

### OWNER INFORMATION

Name(s) \_\_\_\_\_

Contact \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

### APPLICANT/AGENT INFORMATION

Name(s) \_\_\_\_\_

Contact \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

### SITE INFORMATION

Property Address/Location \_\_\_\_\_

Legal Description (Attach If Necessary) \_\_\_\_\_

Number of Existing Lots \_\_\_\_\_ Number of Proposed Lots \_\_\_\_\_

Total Site Area \_\_\_\_\_ Present Zoning \_\_\_\_\_

Present Land Use \_\_\_\_\_ Proposed Use(s) \_\_\_\_\_

Proposed Street Design Type(s) & Class \_\_\_\_\_

Proposed Type(s) Open & Civic Space \_\_\_\_\_

Proposed Frontage Type(s) \_\_\_\_\_

Proposed Building Types(s) \_\_\_\_\_

### SIGNATURE

I/We, the undersigned am/are the **(owner(s))**, **(duly authorized agent)**, **(Circle One)** of the aforementioned property. By execution of my/our signature, I/we do hereby officially apply for a preliminary development plan as indicated above.

Signature(s): \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

## PRELIMINARY DEVELOPMENT PLAN APPLICATION CHECKLIST

### APPLICATION SUBMITTAL REQUIREMENTS

- | Yes                      | No                       |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. <b>Complete application packet</b>   |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. <b>Application fee</b>   |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. <b>10 complete sets of full sized plans printed and folded</b>                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. <b>Digital copies (PDF) of the completed application, plans, and legal description</b>           |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. <b>Sign posting affidavit</b>  |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. <b>Preliminary Stormwater Management Plan</b> (2 printed and 1 digital copy)                     |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. <b>Preliminary Traffic Assessment</b> See Access Management Code. (2 printed and 1 digital copy) |

### PRELIMINARY DEVELOPMENT PLAN REQUIREMENTS

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <p>1. <b>Public Realm Plan</b><br/>           A plan outlining the general location, design characteristics, and functions of all proposed streets, storm water management, open spaces, civic spaces, and circulation networks – whether public, common or private – that will create the public realm for the plan.</p>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <p>2. <b>Development Plan</b><br/>           A plan indicating the specific land uses and their density/intensity, block and lot patterns, building types and scale, design characteristics, and other building and site design elements that reflect the proposed character of the plan. This plan shall have a particular emphasis on how these elements relate to the public realm plan and where transitions between these elements occur at a parcel or block scale, both within the development and in coordination with abutting property. The development plan shall specifically identify where development standards may differ from those otherwise applicable through the base zoning districts and general development requirements of this Code.</p> |
| <input type="checkbox"/> | <input type="checkbox"/> | <p>3. <b>Existing Conditions</b><br/>           Analysis identifying the general layout of any existing structures, streets or infrastructure and the location of natural features such as watercourses, steep grades, significant stands of trees, specimen trees or other features.</p>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <p>4. <b>Phasing or Implementation</b><br/>           A strategy indicating the estimated timing of development, and any other administrative details of implementing the plan through future final site plans.</p>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <p>5. <b>Names, addresses, and phone numbers</b> of all companies, firms, or individuals involved in the preparation of the plat (i.e. property owner, engineer, surveyor, etc.).</p>  |

- | Yes                      | No                       |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 6. <b>Date of preparation</b> and/or revisions.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. <b>Vicinity map</b> (drawn at a scale of 1"=2,000', 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"/> | 8. <b>A legal boundary description</b> with angular bearings and linear distances, referenced to section or quarter-section corners, Point of Commencing and/or Point of Beginning, and the overall area of the plat in acres.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. <b>Location of monuments</b> , shown in reference to existing official monuments or the nearest established ¼ section corner, including the bearings and distances to such reference points or monuments.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. <b>Boundary lines</b> of the subdivision shall be enclosed with one continuous bold line, showing approximate dimensions (bearings and distances).  |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. <b>Lots and tracts</b> identified clearly, with blocks numbered or lettered boldly and clearly in the center of the block, and lot dimensions with bearings and distances, and area in square feet.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. <b>Building setback lines</b> along public and private streets with dimensions in feet.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. <b>Existing streets and driveways</b> which abut, touch upon or extend through the subdivision and/or streets located within 400 feet of the plat. The description shall include types and widths of existing surfaces, right-of-way widths, and dimensions of any bridges and culverts.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. <b>Location of existing open space, alleys, parks, streams, ponds</b> , or other similar features within plat, and whether they are to be retained or removed.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 15. <b>Location of existing buildings</b> and structures within 200 feet of the plat.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 16. <b>Existing utilities</b> , including sanitary sewer, force main, water main, gas mains, culverts and storm sewer pipe, street lights, electric conduits, and invert elevations of sewers at points of proposed connection.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 17. <b>Topography</b> of the area contained in the plat and within 20 feet of the plat boundary shown by 2-foot contour intervals and proposed preliminary grading. Contour lines shall be legible but not overpowering.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 18. <b>Proposed street network</b> , including right-of-way, bearings, tangents, and horizontal and vertical curvature data (use of flow direction arrows and percent of grade is permitted at preliminary for vertical curve data, unless otherwise specified/required) along the centerline of each street.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 19. <b>Proposed sidewalks</b> and/or trail locations including proposed widths.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 20. <b>Proposed utilities</b> , including approximate location of sanitary sewer, water main, street lights, and storm sewer.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 21. <b>Existing and proposed easements</b> with dimensions. Existing easements shall be labeled with book and page number. A 10-foot utility easement shall be shown adjacent to arterial streets.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 22. <b>Any area within a federally designated floodplain</b> . Location, stations, and elevations of the 100-year floodplain within the plat 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 #20091C0041D, September 27, 1991). |

- | Yes                      | No                       |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 23. <b>Stream corridor boundary</b> and dimensions.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 24. <b>Intersection site distance analysis.</b>  |
| <input type="checkbox"/> | <input type="checkbox"/> | 25. <b>Vehicle maneuvering/turning templates</b> 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. |
| <input type="checkbox"/> | <input type="checkbox"/> | 26. <b>All public streets</b> within the plat conform to the applicable minimum design standards set forth in the Land Development Code and Technical Specifications.  |

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.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



**OWNER AFFIDAVIT**

I/WE \_\_\_\_\_, hereby referred to as the "Undersigned", being of lawful age, do hereby on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, make the following statements to wit:

- 1. I/We the Undersigned, on the date first above written, am/are the lawful owner(s) in fee simple absolute of the following described real property:

See "Exhibit A, Legal Description" attached hereto and incorporated herein by reference.

- 2. I/We the undersigned, have previously authorized and hereby authorize \_\_\_\_\_ (Herein referred to as "Applicant"), to act on my/our behalf for the purpose of making application with the City of Gardner, regarding \_\_\_\_\_ (common address), the subject property, or portion thereof. Such authorization includes, but is not limited to, all acts or things whatsoever necessarily required of Applicant in the application process. I/We further attest that I/We agree to be legally bound by the application made on our behalf by applicant and the resultant action upon such application by the City of Gardner.

- 3. It is understood that in the event the Undersigned is a corporation or partnership then the individual whose signature appears below for and on behalf of the corporation or partnership has in fact the authority to so bind the corporation or partnership to the terms and statements contained within this instrument.

IN WITNESS THEREOF, I, the Undersigned, have set my hand and seal below.

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Owner

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by

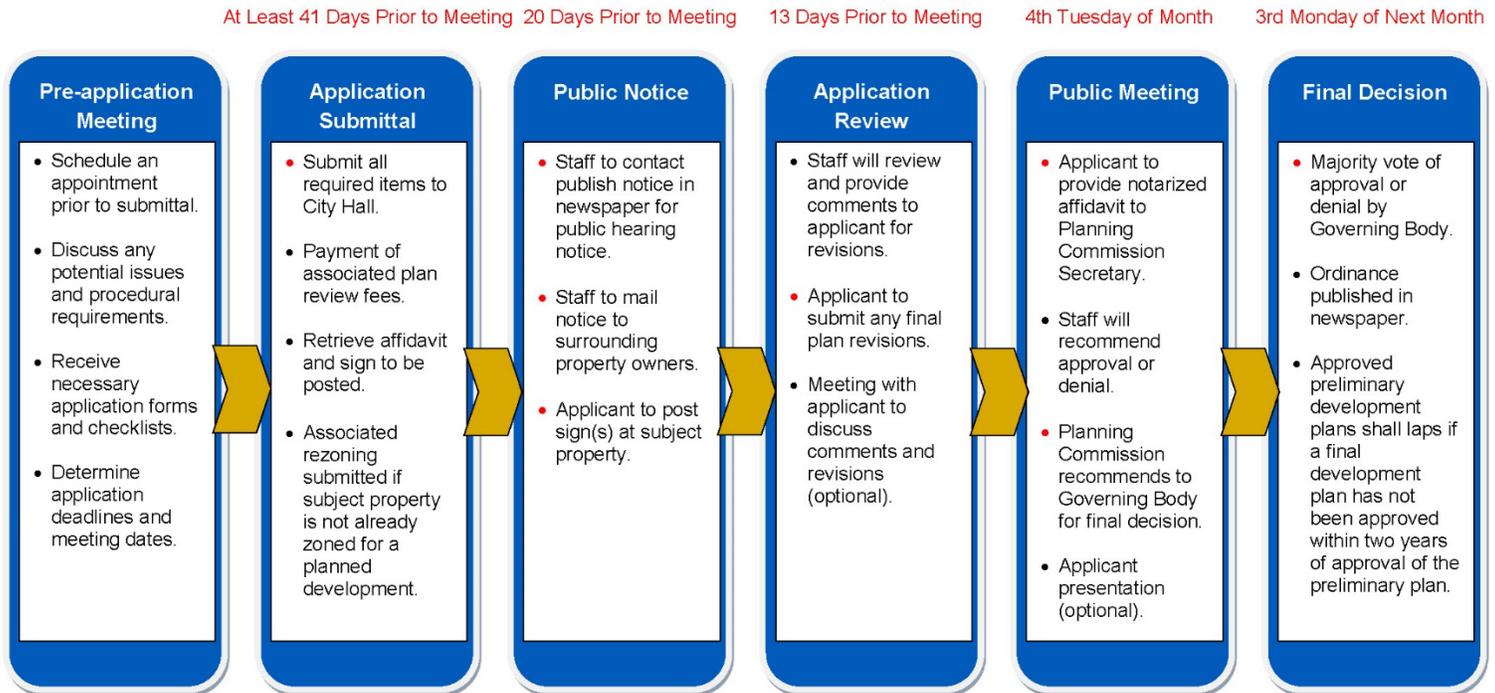
\_\_\_\_\_.

My Commission Expires:

\_\_\_\_\_

Notary Public

## PRELIMINARY DEVELOPMENT PLAN APPLICATION PROCESS



● Significant requirement with an associated deadline.

\* Please refer to the Planning Commission “Schedule and Submittal Deadline” calendar for upcoming submission deadlines and meeting dates.

## REVIEW CRITERIA

The review of a preliminary development plan is based on the regulations of the Land Development Code, Title 17 of the Gardner Municipal Code at [www.gardnerkansas.gov/documents/city-code](http://www.gardnerkansas.gov/documents/city-code).

The preliminary development plan shall be reviewed according to the following criteria:

1. The plan represents an improvement over what could have been accomplished through strict application of otherwise applicable base zoning district standards, based on the goals of the Comprehensive Plan, and based upon generally accepted planning and design practice.
2. The benefits from any flexibility in the standards proposed in the plan promote the general public health, safety and welfare of the community, and in particular of the areas immediately near or within the proposed project, and are not strictly to benefit the applicant.
3. The benefits from any flexibility in the standards proposed in the plan allow the project to better meet or exceed the intent statements of the base zoning district(s) and the standards proposed to be modified when applied to the specific project or site.
4. The plan reflects generally accepted and sound planning and urban design principles with respect to applying the Comprehensive Plan and any specific plans to the area;
5. The plan meets all of the review criteria for a zoning map amendment.