



# Site Plan Application

Community Development/Planning Dept.  
401 N. Madison St., Spring Hill, KS 66083  
(913) 592-3657 • (913) 592-5040 FAX  
planning@springhillks.gov • www.springhillks.gov

PROJECT NAME \_\_\_\_\_

ADDRESS OR VICINITY \_\_\_\_\_

PROPOSED USE \_\_\_\_\_

CURRENT ZONING \_\_\_\_\_

LEGAL DESCRIPTION \_\_\_\_\_

REAL ESTATE PARCEL NUMBER \_\_\_\_\_

PROPERTY SIZE \_\_\_\_\_

APPLICATION FEE (see schedule on back)

### APPLICANT/DEVELOPER

NAME \_\_\_\_\_ CONTACT \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

### OWNER

NAME \_\_\_\_\_ CONTACT \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

### ARCHITECT/ENGINEER

NAME \_\_\_\_\_ CONTACT \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

APPLICANT/OWNER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

APPLICANT/OWNER (printed name) \_\_\_\_\_

**OFFICE USE ONLY**

FILE CODE \_\_\_\_\_ FEE RECEIVED BY \_\_\_\_\_ DATE \_\_\_\_\_

PLANNING COMMISSION MEETING DATE \_\_\_\_\_ DECISION (circle) Approve or Deny

CITY COUNCIL MEETING DATE \_\_\_\_\_ DECISION (circle) Approve or Deny



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***Please refer to the attached documentation for details regarding the application submittal process.***

### **SPRING HILL DEVELOPMENT APPLICATION FEES**

#### **Rezoning:**

Residential	
0 to 5 acres	\$ 350.00
5.1 to 10 acres	\$ 500.00
10.1 to 20 acres	\$ 600.00
20.1 or more acres	\$ 750.00
Commercial/Industrial	
0 to 5 acres	\$ 700.00
5.1 to 15 acres	\$ 800.00
15.1 to 25 acres	\$ 950.00
25.1 or more acres	\$ 1,100.00

#### **Planned Zoning District:**

Base Cost:	\$ 500.00
1 to 10 lots	\$ 8.00 per lot
11 to 50 lots	\$ 6.00 per lot
51 to 150 lots	\$ 4.00 per lot
151 lots to 500 lots	\$ 2.00 per lot
501 lots or more	\$ 1.00 per lot

#### **Preliminary Plat:**

Base Cost:	\$ 300.00
1 to 10 lots	\$ 8.00 per lot
11 to 50 lots	\$ 6.00 per lot
51 to 150 lots	\$ 4.00 per lot
151 lots to 500 lots	\$ 2.00 per lot
501 lots or more	\$ 1.00 per lot

#### **Final Plat:**

Base Cost:	\$ 300.00
1 to 10 lots	\$ 8.00 per lot
11 to 50 lots	\$ 6.00 per lot
51 to 150 lots	\$ 4.00 per lot
151 lots to 500 lots	\$ 2.00 per lot
501 lots or more	\$ 1.00 per lot

#### **Site Plan Review:**

0 to 10,000 Sq. Ft.	\$ 600.00
10,001 to 25,000 Sq. Ft.	\$ 700.00



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25,001 or more Sq. Ft. \$ 800.00

**Conditional Use Permit Fee:** \$ 600.00

### SITE PLAN SUBMITTAL INFORMATION

*City of Spring Hill, Zoning Ordinance Section 17.340*

- A. APPLICABILITY:** All applications for building permits to construct new building(s) or for the expansion of an existing building(s) that consist of multifamily, commercial and industrial uses shall be subject to site plan review.

Site plan review shall be performed by the Zoning Administrator and presented to the Planning Commission for approval at the first regular Planning Commission meeting for which the application can be scheduled.

The Planning Commission will forward the site plan to the City Council for consideration with recommendation(s).

Approval of a site plan will automatically expire, without revocation, unless a building permit to effectuate the use is obtained within 12 months after the Planning Commission and City Council's date of approval.

- B. AUTHORITY:** Building permits shall not be issued for any use of land or proposed construction on a lot in the zoning districts until the following has been accomplished:
1. Final plat has been recorded with the Register of Deeds of Johnson County or Miami County or approved by the City Council.
  2. Site Plan approval has been granted by the Planning Commission and City Council for any district in which site plan approval is applicable.

- C. SUBMISSION REQUIREMENTS.** See Application flow chart for process details. The Site Plan shall include the following data, details, and supporting plans, which are found relevant to the proposal. **The applicant shall provide 12 legible and complete site plans, along with a PDF digital copy on a flash drive.** The site plans shall be prepared by an architect, engineer, landscape architect, or other qualified professional, unless waved by the Zoning Administrator, at a scale of one inch equals 30 feet for sites of five or fewer acres and be prepared at a scale of one inch equals 40 feet for sites over five acres.

Items required for submission include:

1. Name of project
2. Legal description
3. Date of preparation
4. North arrow

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5. Scale 1 inch = 30 feet (five acres or less) or 40 feet (greater than 5 acres)
6. Name and address of owner of record
7. Name and address of developer
8. Name, address and phone number(s) of preparer
9. Existing lot lines
10. Existing easements
11. Existing rights-of-way
12. Location and dimensions of all existing structures
13. Location and dimensions of all proposed structures
14. Number of stories of all existing structures
15. Gross floor area of all existing structures
16. Entrances to all existing structures
  
17. Number of stories of all proposed structures
18. Gross floor area of all proposed structures
19. Entrances to all proposed structures
20. Typical elevations of all proposed structures
21. Building materials of existing structures
22. Building materials of proposed structures
23. Location and dimensions of existing curb cuts
24. Location and dimensions of proposed curb cuts
25. Location and dimensions of existing aisles
26. Location and dimensions of proposed aisles
27. Location and dimensions of existing off-street parking, loading and walkways
28. Location and dimensions of proposed off-street parking, loading and walkways
29. Location, height and materials for screening walls and fences
30. The type of surfacing and base course for all parking, loading and walkways
  
31. A landscape plan showing all existing open space, trees forest cover and water sources, and all proposed changes to these features including size and type of plant material. Water sources will include ponds, lakes, brooks, streams, wetlands, flood plains, and drainage retention areas located on the site, proposed by the applicant, or identified by the applicant.
  
32. The net public area shall be shown for proposed offices and commercial establishments. The proposed use, the required number of off-street parking spaces, and the number of off-street parking spaces shown shall be listed on the site plan. If the exact use is not known at the time a site plan is submitted for review, the number of minimum parking spaces required by the Zoning District shall calculate the off-street parking requirements.
  
33. All lighting for multifamily, office, commercial and industrial uses shall meet the following standards:
  - a. The mounting height for luminaire fixtures shall not exceed 33 feet as measured to the top of the fixture from grade, or 25 feet when located adjacent to residential development.
  - b. All fixtures shall be non-adjustable and shall be fully shielded so no direct light is cast upon a residential property and so no glare is visible to traffic on a public street. The fixtures shall be

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- constructed in such a manner that all light emitted by the fixture, either directly from the lamp or a diffusing element, or indirectly by reflection or refraction from any part of the luminaire, is projected below the horizontal. Floodlights are not permitted.
- c. The maximum maintained lumens per acre shall be 50,000.
  - d. Luminaire fixtures shall be arranged in order to provide uniform illumination throughout the parking lot of not more than a 6:1 ratio of average to minimum illumination and not more than a 20:1 ratio of maximum to minimum illumination.
  - e. A point-by-point calculation to show compliance with the lighting standards is required with all final plan applications. The calculations shall be measured at grade for lighting levels within the parking lot. A cut sheet of the proposed fixtures including a candlepower distribution curve shall also be submitted. A vertical plan foot-candle calculation shall be submitted for property lines abutting residential properties. The maximum maintained vertical foot-candle at an adjoining residential property line shall be 0.2 foot-candles, measured at 5 feet above grade.
  - f. The Planning Commission can recommend to the City Council changes to the lumens per acre if they are satisfied with the overall proposed lighting for a site plan
34. The location height, size, materials, and design of all proposed signage including subdivision monument entrance signs.
35. The location of each outdoor trash storage area and the screening details. Outdoor trash storage must be screened on four sides with either a six foot privacy fence or a masonry wall.
36. Location of existing and proposed utilities as set forth by Section 17.370.F of the Spring Hill Subdivision Regulations including;
- a. sewer or septic system
  - b. water supply system
  - c. telephone, cable and electric systems
  - d. storm drainage system including existing and proposes drain lines, culvert catch basins, head walls, end walls, hydrants, manholes, and drainage swells
37. Plans for erosion and pollution control both during and after construction, excessive runoff, excessive raising or lowering the water table, and flooding of other properties as applicable.
38. Site grading plan including existing and proposed topography at two-foot intervals, and dimensions for all parking lots and sufficient spot elevations on curbs to adequately demonstrate proper drainage.
39. Traffic flow patterns within the site, entrances and exits, loading and unloading areas, curb cuts on the site.

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- a. The Planning Commission may require a detailed traffic study for large uses, mixed use and multi-tenant developments or for developments in heavy traffic areas. See Section 17.340.C.16 of the Spring Hill Subdivision Regulations for additional details.

**D. STANDARDS OF REVIEW:** In addition to the above noted items, site plans will be reviewed by the Zoning Administrator and recommendations forwarded to the Planning Commission and City Council on the following standards:

1. The extent to which the proposal conforms to the provisions of the Code
2. The extent to which the proposal conforms to the provisions of the Spring Hill Subdivision Regulations
3. The extent to which the development would be compatible with the surrounding area
4. The extent to which the proposal conforms to the recommendations of the Spring Hill Comprehensive Plan including but not limited to the Vision Plan, the Community Development Recommendations, and the Planning and Principles and Design Guidelines
5. The extent to which the proposal conforms to customary engineering standards used in the City.
  - a. Sanitary sewer plans approved by the City Engineer, Public Works Director and
  - b. KDHE
  - c. Water plans approved by the City Engineer and Public Works Director
  - d. Storm water plans approved by the City Engineer and Public Works Director
  - e. Approval from KDHE and Notice of Intent for storm water runoff from construction
  - f. activities
6. The extent to which the location of streets, paths, walkways, and driveways are located so as to enhance safety and minimize any adverse traffic impact on the surrounding area
7. The extent to which the location of streets, paths, walkways, driveways, open space (if any), and parking lots have been located to achieve the following objectives:
  - a. Preserve existing off-site views and create desirable on-site views
  - b. Conserve natural resources and amenities including prime agricultural land
  - c. Minimize any adverse flood impact
  - d. Ensure that proposed structures are located on suitable soils
  - e. Minimize any adverse environmental impact
  - f. Minimize any present or future cost to the City and private providers of utilities in order to adequately provide utility service to the site.
8. All structures shall be required to have permanent or continuous footings and foundations

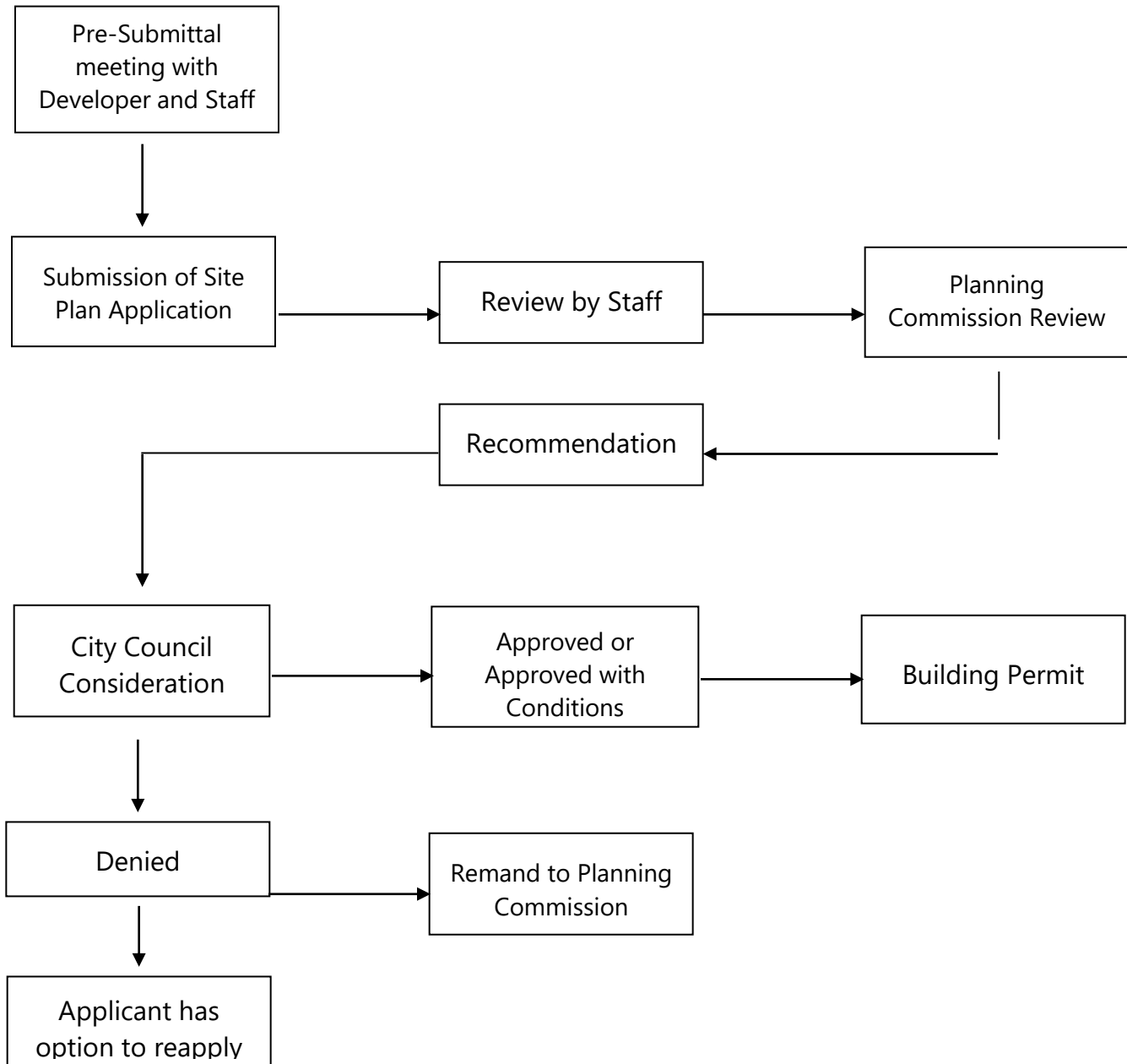
**Submission of Application.** Complete submission of application, including signature by applicant on all documents, is required prior to scheduling on Planning Commission Agenda. All additional information, which is to support the application, must be submitted by the deadline date. Failure to meet the application submittal requirement checklist will result in the application being delayed or rejected.

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### SITE PLAN APPLICATION PROCESS

Minimum time to complete review process = 60 days



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***FIRE DISTRICT #2***  
***FIRE PREVENTION BUREAU***  
***20500 W. 207<sup>th</sup> St.***  
***Spring Hill, Kansas 66083***  
***(913) 592-3926 (Phone)***  
***(913) 592-5330 (Fax)***

### ***THE PROCESS:***

It is suggested that a pre-plan submittal meeting occur with the Fire Prevention Bureau. This meeting takes about an hour and can save you time during the actual plan review process.

### ***GENERAL ITEMS COVERED:***

- 48 hours advanced notice required for **ALL** inspections and tests.
- Above and below ground fuel tank plan approval.
- Approved Central Stations for alarm transmission. ( U.L. Certified)
- Exit and emergency lighting.
- Egress requirements for all commercial occupancies.
- Fire extinguisher locations and requirements.
- Fire flow and fire hydrant requirements.
- Fire apparatus access requirements.
- Fire sprinkler/fire detection requirements.
- Hazardous materials storage requirements and permit system.
- Hazardous occupancy requirements.
- Occupancy load requirements.
- Special occupancy requirements.

### ***RECOGNIZED STANDARDS:***

Any deviation from the adopted fire code shall be subject to the most restrictive national standard. Those standards can be U.L., F.M., National Fire Code-NFPA, NEC or any other nationally accepted standard not addressed by the fire code. Currently, Fire District #2 has adopted the International Fire Code 2000.

### ***ALTERNATE METHODS:***





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Should any party feel the minimum standards of the Fire Code are unrealistic, alternate methods may be suggested, however they must meet or exceed the minimum requirements of the code.