



ADMINISTRATIVE DEVELOPMENT PLAN APPROVAL PROCEDURES

For

COMMUNICATION ANTENNA AND COMMUNICATION
TOWERS

For

The UNINCORPORATED AREA OF
JOHNSON COUNTY, KANSAS

A PRE-APPLICATION CONFERENCE WITH THE DEVELOPMENT REVIEW
COMMITTEE IS REQUIRED PRIOR TO SUBMITTAL OF ANY APPLICATION
[Development Review Process Guidebook and Application Questionnaire](#)

ADMINISTRATIVE DEVELOPMENT PLAN APPROVAL PROCEDURES

APPLICANT RESPONSIBILITIES: Submission of less than the following items may delay the review and processing of the application.

- A. A complete Administrative Development Plan Application form (Attachment A-1)
- B. A complete Zoning Permit Application (Attachment A-2)
- C. Payment of filing fee. Make check payable to Johnson County Planning Department. (Attachment B)
- D. Letter of Authorization if not the legal owner of the property (Attachment C).
- E. Two (2) Development Plan drawings in accordance with the requirements of Article 15, Sections 3 and 6 of the Zoning Regulations. (Attachment D)
- F. Legal Description and common street address of the property.
- G. Written narrative description of proposal.

FOR ADDITIONAL INFORMATION PLEASE REFER TO THE *JOHNSON COUNTY ZONING AND SUBDIVISION REGULATIONS*, WHICH INCLUDES THE FOLLOWING ARTICLES APPLICABLE TO ADMINISTRATIVE DEVELOPMENT PLAN APPROVAL.

- 1. Article 5 – Permits
- 2. Article 15 – Development Plan Procedures
- 3. Article 17 – Supplementary Height, Area, and Bulk Regulations
- 4. Article 23 – Conditional Use Permits

PLANNING DEPARTMENT PROCEDURES

The Deputy Director of Planning reviews the development plan request and notifies the applicant whether it is approved or denied. The application may be approved subject to a term and stipulations.

When Administrative Development Plan Approval is received, the applicant may apply for a building permit. A copy of the Administrative Development Plan Approval and Zoning Permit Application will be attached to the building permit.

Prior to or concurrent with the Final building permit inspection, the subject real property will be reviewed to determine whether the actual site development conforms with the requirements of the approved development plan. If the site is in conformance with the approved development plan, then the Zoning Permit will be issued.

The Zoning Permit must be approved before use of the site equipment is allowed.



ADMINISTRATIVE DEVELOPMENT PLAN APPLICATION

OFFICE USE ONLY

Application No. _____
Township _____ Zoning Board _____
Date Received _____ Fee _____ Date Paid _____

SITE ACQUISITION SPECIALIST INFORMATION

OWNER INFORMATION

COMPANY NAME _____	COMPANY/OWNER NAME _____
CONTACT _____	CONTACT _____
ADDRESS _____	ADDRESS _____
CITY/ST/ZIP _____	CITY/ST/ZIP _____
TELEPHONE _____	TELEPHONE _____
EMAIL _____	EMAIL _____

PROPERTY INFORMATION

Legal Description _____
Present Land Use _____
CUP No. _____ Resolution No. _____
Address of Property _____ Site Size _____
Present Improvements or structures _____

PROPOSED USE INFORMATION

Present Zoning District _____
Proposed Land Use _____
Reason for Requesting Administrative Development Plan Approval _____

I, the undersigned am the (**Circle One**) (*owner*), (*duly authorized agent*), of the aforementioned property situated in the unincorporated portion of Johnson County, Kansas. By execution of my signature, I do hereby Officially apply for an Administrative Development Plan Permit as indicated above.

Signature _____ Date _____
Please Print Name _____

ATTACHMENT A-1



ZONING PERMIT APPLICATION

OFFICE USE ONLY

Date Sent: _____ CUP Application No: _____

Final Dev. Plan No: _____ BOCC Resolution No: _____

Building Permit No: _____ Applicant/Project Name: _____ Map # _____

PROPERTY INFORMATION

Site Address: _____

Use: _____ Administrative Accessory Dwelling Unit Certificate

Disposition: _____ Date: _____

Signature: _____ Title: _____

Comments: _____

APPLICANT INFORMATION

Applicant Name: _____

Company Name: _____

Address: _____ City/St/Zip: _____

Contact Person: _____

Telephone _____ Email _____

I, the undersigned, am the (*Circle One*) owner/duly-authorized-agent of the aforementioned property situated in the unincorporated portion of Johnson County, Kansas. By execution of my signature, I do hereby officially apply for Zoning Permit Approval.

Signature: _____ Date: _____

ATTACHMENT A-2



ZONING FEE SCHEDULE

Rezoning		
Rural or Residential Districts	\$300	0-5 acres
\$350		5.1-10 acres
\$400		10.1-20 acres
\$450		>20 acres
Planned Retail Business Districts	\$300	0-5 acres
\$350		5.1-10 acres
\$400		10.1-20 acres
\$450		>20 acres
Planned Employment Center Districts	\$600	0-5 acres
\$750		5.1-15 acres
\$900		15.1-25 acres
\$1,050		25.1-50 acres
\$1,200		>50 acres
Conditional Use Permit		\$375 or \$75*
<p>*The seventy-five-dollar (\$75.00) fee applies to:</p> <ul style="list-style-type: none"> ✓ Keeping animals on less than 10 acres in accordance with the Zoning and Subdivision Regulations ✓ Preschools and Day-Care Centers in a residence or accessory building to a residence ✓ Accessory buildings or structures larger than or in greater quantities than permitted by Article 18 of the Zoning and Subdivision Regulations ✓ Kennels 		
Accessory Dwelling Unit Permit (Public Hearing Required)		\$375
Special Permit (Public Facilities/Utilities)		\$375
Development Plan (Site Plans)		
Preliminary	\$300 + \$7.50 per lot	
Final		\$300
Plat		
Preliminary	\$300 + \$7.50 per lot	
Final		\$300
Board of Zoning Appeals		
Variance		\$150
Appeal		\$100
Airport Plan Review		\$50
Sign Permit		\$75
Tract/Lot Split or Lot Line Adjustment		\$150
Grading Plan		\$225
Flood Plain Development Permit		\$75
Administrative Plan Review (Includes Accessory Dwelling Unit Certificate)		\$150
Nonconforming Use, Lot, or Structure Review		\$100



OWNER AUTHORIZATION

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 the lawful, owner(s) in fee simple absolute of the following described real property
See Exhibit A attached hereto and incorporated herein by reference.
- 2. I/We the undersigned, have previously authorized and hereby authorize _____
_____ (Hereinafter referred to as "Applicant"), to act on my/our behalf for the purpose of making application with the Planning Office of Johnson County, Kansas, _____
_____ (common address) the subject real property, or portion thereof, and which authorization includes, but is not limited to, all acts or things whatsoever necessarily required of Applicant in the application process.
- 3. I/We the Undersigned, hereby agree to protect, defend, indemnify and hold the Board of County Commissioners of Johnson County, Kansas, its officers employees and agents (hereinafter collectively referred to as the 'County'), free and harmless from and against any and all claims, losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities, whether false, fraudulent, meritless or meritorious, of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind and character (hereinafter "claims"), in connection with, relating to, or arising directly or indirectly out of this authorization and the actions taken by the Applicant and the County in reliance thereof. I, the Undersigned, hereby further agree to investigate, handle, respond to, provide defense for and defend any such claims at my sole expense and agree to bear all other costs at my sole expense and agree to bear all other costs and expenses related thereto, even if such claims are groundless, false or fraudulent.
- 4. 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 below.

OWNER
STATE OF KANSAS
COUNTY OF JOHNSON

OWNER

The foregoing instrument was acknowledged before me on this ___day of _____, 20____,
by_____.

My Commission Expires:

Notary Public _____

ATTACHMENT C

EXCERPT ARTICLE 15 DEVELOPMENT PLAN PROCEDURES

Section 3. PRELIMINARY DEVELOPMENT PLAN APPLICATION REQUIREMENTS:

Ten (10) copies of a Preliminary Development Plan shall be submitted to the Johnson County Planning Office at least thirty (30) days before the meeting date of the Zoning Board which will consider the plan. The Preliminary Development Plan shall be drawn at a minimum scale of 1" = 100' and shall contain at least the following information:

- A. Location by common street address and legal description.
- B. Names, addresses and telephone numbers of the applicant, owner, and designer of the plan.
- C. Date and North Arrow.
- D. Existing and proposed contours at no greater than five-foot (5') intervals.
- E. The boundary lines of the area included in the development plan, including approximate angles, dimensions and reference to a section corner, quarter-section corner, or point on a recorded plat.
- F. For both the area included in the development plan and the area within two hundred (200) feet of the boundaries thereof:
 1. The location, widths and names of all existing or platted streets, railroad and utility rights-of-way, parks and other public open spaces and permanent easements.
 2. The location and dimensions of permanent buildings, structures, or houses and natural features, such as woodlots, streams and lakes or ponds, and any land area subject to the 100-year flood.
 3. Locations of existing sewers, water mains, culverts and other underground facilities, indicating pipe sizes, grades, manholes and locations of record.
- G. General location arrangement and dimensions of proposed buildings and structures.
- H. Lists, text or tables indicating:
 1. The total floor area of buildings, the area of the site, and the percent of building coverage of the site.
 2. The number of building sites or lots and the number of parking spaces to be provided.
 3. Any other quantities needed to describe or quantify the proposed development or to determine compliance with the zoning regulations.

- I. Preliminary Development Plan Analysis Report which is consistent with the requirements for Preliminary Plat Analysis Reports as provided in Article 26, Section 3 of these regulations and which discusses and describes the general concepts and plans for signage and for controlling outside lighting, stormwater drainage, sanitary waste disposal, traffic impacts and capacities of nearby roads, and the expected minimum stopping sight distances at proposed road access points in accordance with the then applicable County standards when the application is submitted.
- J. Preliminary sketches of building elevations depicting the general style, size and exterior construction materials of the buildings proposed in sufficient detail to exhibit the relative compatibility of the proposed development with the character of the neighborhood.
- K. General location, arrangement and dimensions of parking spaces, width of aisles, width of bays, angle of parking and other similar information (see Article 19, Off-Street Parking Requirements).
- L. General location and dimensions of vehicular drives, entrances, exits, acceleration and deceleration lanes, location and dimensions of pedestrian entrances, exits, walks and walkways.
- M. Location, height and general materials to be used for walls, fences and landscaping.
- N. Indication of proposed schedule, sequencing and location of each development phase if the project is to be developed in phases.

Section 6. FINAL DEVELOPMENT PLAN APPLICATION REQUIREMENTS:

The Final Development Plan shall consist of a site plan and supporting documents which conform to all requirements and conditions placed on approval of the Preliminary Development Plan by the Board. At the request of the Zoning Administrator, the applicant may be required to submit details of portions of the Final Development Plan at a scale greater than 1" = 100'. The Final Development Plan shall contain the items listed below and all items required in Section 3, Items A through N of this Article, in final form.

- A. Location, number, and direction of illumination and intensity of all exterior lighting fixtures.
- B. Location, quantity and specifications of landscape materials.
- C. Drawings indicating the location, dimensions, materials and design of all signs.
- D. Construction plans for storm water retention and detention facilities, streets, vicinity streets (public or private), storm drainage, and any other facilities to be dedicated to the public in accordance with the approved Preliminary Development Plan and the then applicable County standards.

ATTACHMENT D