



Commercial - Plan Submittal Checklist for Land Disturbance and Site Development Permits

Planning and Development Services Department, **Engineering Services**

913/895-6223

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INTRODUCTION

The following checklist has been designed as a tool to assist the applicant with the land disturbance/site development permitting process. The checklist identifies the items needed for City staff to do a complete review.

A land disturbance permit is needed for any land disturbance activity that creates bare soil except where exempted by Chapter 18.130.012 of the Municipal Code. The Land Disturbance Permit authorizes land disturbance activities only. Separate permits are needed for building construction, site infrastructure, public improvements, or work in the right-of-way as required. The Land Disturbance Permit must be obtained by the landowner.

This checklist must be filled out and included as part of the initial submittal for a Land Disturbance/Site Development Permit. Plans submitted for a Land Disturbance/Site Development Permit that are intended to be approved for other required permits DO NOT need to be submitted separately; however, this checklist must be completed in order to receive a permit.

In the space provided left of each item, enter the page number(s) of the plans that contain the listed item. All items shown in this checklist must be provided as indicated. If an item is deemed not applicable please indicate by placing "N/A" in the space provided. Incomplete submittals will be returned for completion prior to review.

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I. GENERAL REQUIREMENTS FOR ALL SUBMITTALS

- _____ 1. Final development plans must have been approved by the Planning Commission or Planning Department when required.
- _____ 2. Civil/Site plans sealed by a Kansas Registered Professional Engineer.
- _____ 3. A total of six copies of the complete plans and two copies of any supporting reports or specifications.
- _____ 4. The Kansas Department of Health and Environment (KDHE) require that any project that disturbs more than one acre obtain a permit. Submit a copy of the permit, if available, or submit a copy of the permit application for City records.
- _____ 5. A final storm water management plan (separately bound report) for projects that included a preliminary storm water study must be submitted concurrent with or prior to submittal of construction plans directly to the Engineering Services Division.
- _____ 6. Final detention plans, if applicable, must be submitted concurrent with or prior to submittal of construction plans directly to the Engineering Services Division. Storm water detention plans must be submitted as a separate set of plans from the building or site development plans.
- _____ 7. Public street, street light, and/or storm sewer plans, if applicable must be submitted concurrent with or prior to submittal of construction plans directly to the Engineering Services Division. Public street and/or public storm sewer plans must be submitted as a separate set of plans from the building construction plans and will be issued a separate public improvement permit.

II. LAND DISTURBANCE (GRADING) PERMITS ONLY

A Land Disturbance permit allows clearing and grubbing and earthwork moving operations only. The requirements for Land Disturbance permits include the following:

A. Soils Report

- _____ 1. Excavation and fill material placement procedures to be used.
- _____ 2. A statement indicating what special inspections will be done for the placement of prepared fill and who will be performing these inspections.

B. Plan Information

- _____ 1. General construction notes in conformance with City standards.
- _____ 2. Finished grading plan with contours and/or spot elevations showing existing and proposed drainage patterns on-site and 50 feet beyond.

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- _____ 3. Site vicinity map showing location of site in relation to nearby public streets.
- _____ 4. Future building locations and finished floor elevations when nonresidential buildings are proposed.
- _____ 5. Legal description of site including the location of all property lines.
- _____ 6. Location and dimensions of all easements and existing utilities on the site.
- _____ 7. Location of any future public roads.
- _____ 8. Floodplain locations and elevations. **Note:** Any grading in the floodplain will also require a floodplain development permit.
- _____ 9. Existing public street lighting and traffic signal equipment, cable and conduit locations shall be shown. Call Public Works at 913/327-6600 for locations and show the results on the plans.
- _____ 10. Tree preservation plan, if required.
- _____ 11. A plan for the ingress/egress from the public right-of-way into the private site.
- _____ 12. Where access to the site is through a thoroughfare or collector street, include a traffic control plan sheet. Plan must address both construction and non-construction periods. Include traffic control plans for any encroachment of roadways by construction workers or equipment.
- _____ 13. Storm drainage map showing the size (in acres) and outline of the drainage area tributary to each on- or off-site inlet receiving runoff from the site.
- _____ 14. Erosion and sediment control (ESC) plans and notes on a separate plan sheet(s).
- _____ 15. Delineation of required stream corridors along with locations of protective fencing and/or other measures to prevent unnecessary clearing, grading or other disturbance to the stream corridor area.
- _____ 16. Delineation of wetlands and Corp of Engineers jurisdictional waters.

III. SITE DEVELOPMENT PERMITS ONLY

A Site Development permit allows clearing and grubbing, earthmoving, construction of storm sewers, parking lots, curbs, entrances, detention basins, retaining walls, including any private infrastructure. A Site Development permit can be issued allowing construction of all site improvements, or can be phased to limit work to clearing, grubbing and earthmoving operations only. The requirements for Site Development permits include the following:

A. Landscaping and Screening Plans

- _____ 1. Size, species, location and number of all proposed landscape materials.
- _____ 2. All existing landscaping to remain on-site.
- _____ 3. Notation of all lawn areas to be seeded or sodded and any underground sprinkler system proposed.
- _____ 4. Location, size and materials to be used for all screening, including screening for all ground-mounted mechanical equipment and trash enclosure areas.
- _____ 5. Landscaping/screening plan that meets sight-distance requirements for drive entrances and intersections. Trees shall be positioned 3 or more feet from public sidewalks and street curbs. Overflow swales shall remain open and be free of shrubs or other low vegetation.

B. Site Plans/Civil Plans

- _____ 1. Location, width and limits of all existing, proposed or modified sidewalks, including where applicable:
 - _____ a. Standard sidewalk ramp (3 types available).
 - _____ b. ADA sidewalk passing squares (required every 200 feet where not interrupted by a street or drive entrance if walk is less than 5 feet wide).
 - _____ c. Standard sidewalk dimensions and cross section.
 - _____ d. Traffic control for sidewalks; i.e., any street construction encroachment and any pedestrian traffic lane closures and/or sidewalk closures.



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- ____ 2. Storm sewer profiles, if more than two pipe segments.
- ____ 3. Storm drainage map showing the size (in acres) and outline of the drainage areas tributary to each on or off site inlet receiving runoff from the site.
- ____ 4. Storm drainage calculations. Calculations include drainage areas, runoff coefficients (matched to actual land uses or master plan land uses, whichever is more intense use, and matched to storm frequency), rainfall intensity, storm frequency, runoff rate (cfs), pipe size, pipe slope and pipe length. Distinguish between overland flow and pipe flow and pipe flow to a curb or area inlet.
- ____ 5. Photometrics showing location, height, candle power and type of outside private lighting fixtures for buildings and parking lots (Planning Commission Resolution No. 76).
- ____ 6. Location of all buildings, existing and proposed on the same lot. Distance between all buildings, between buildings and property lines, between all parking and driveway areas and property lines and location of all fire separation lanes.
- ____ 7. Location and dimensions of all easements and utilities that will serve the building(s) including any existing or proposed fire hydrants and water lines.
- ____ 8. Location and dimensions, number of stories and area in gross square feet of all existing or proposed buildings.
- ____ 9. Location, limits, dimensions, top elevation, grade elevation and description of material used in all existing and proposed retaining walls.
- ____ 10. Location and dimensions of all driveways, parking lots, parking stalls, aisles, loading and service areas and decks. Include curb radii of all landscape areas within parking areas.
- ____ 11. Driveway entrance construction details for entrances off public streets. Include width of driveway, radii of curb returns and top-of-curb elevations at the quarter points of curb return radii, including the top-of-curb elevation where the curb returns meet the existing curb.
- ____ 12. Location of all ADA accessible parking spaces, curb ramps and accessible route to all building(s).
- ____ 13. Traffic control plan for all drives or street connections to a thoroughfare or collector street. Plan must address both construction and non-construction periods and conform to the City's Traffic Control Handbook for Street Maintenances and Construction Operations. Include traffic control plans for any encroachment on roadways by construction workers or equipment when constructing items such as traffic signals, sanitary sewers, water lines, gas line, sidewalks and when placing sod.
- ____ 14. Modifications to existing street lighting/traffic signal systems shall be addressed on the plans when there are conflicts with the proposed site improvements, including utility relocations/additions.
- ____ 15. Stabilized roadways to access all buildings at fire hydrants for fire and emergency medical service vehicles.
- ____ 16. The following details shall be included, as applicable:
 - ____ a. Curb inlets (standard or modified), area inlets.
 - ____ b. Manholes, junction boxes.
 - ____ c. Inlet frames (of the proper height).
 - ____ d. Manhole covers (delete "City" and City logo from private covers).
 - ____ e. Curbs and gutters.
 - ____ f. Street sections.
 - ____ g. Applicable street light details.