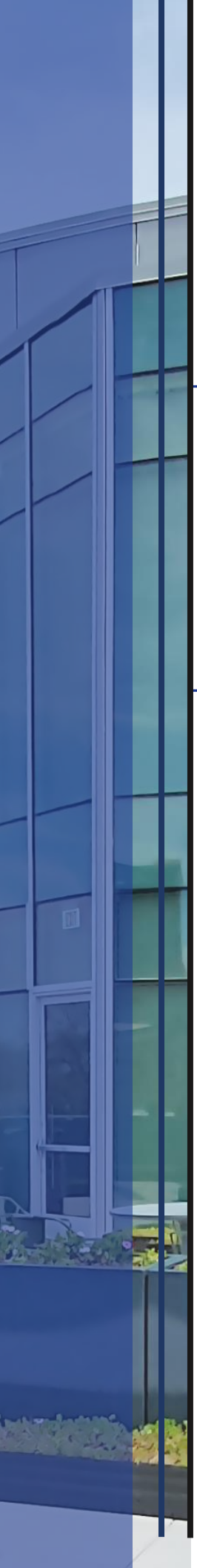

City of Olathe

DEVELOPMENT APPLICATION GUIDE

See Unified Development Ordinance (UDO) 18.40

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STEP 1

Step 1 – Pre-Application Meeting

The applicant is required to hold a Pre-Application Meeting with members of the Development Review Committee (DRC) prior to submitting Development Applications. The DRC is a team of city staff including representatives from the Development Engineering (Streets, Utilities, & Stormwater), Environmental Services, Fire, GIS, Parks and Recreation, Planning, Traffic, and Building Codes Divisions.

Pre-Application Meetings provide an opportunity to exchange information, discuss factors that impact the design of your project, and confirm which Development Applications and Unified Development Ordinance (UDO) procedures are required for your project approval. Staff will provide meeting notes after this meeting.

Depending on the project, staff may require additional Pre-Application Meetings to gather and respond to information and to facilitate a streamlined review process following application submittal. When ready for submittal, staff will provide the Development Application Checklist needed to apply for the pertinent Development Application(s).

To schedule a Pre-Application Meeting, please submit an online application by visiting the Customer Self-Service (CSS) Portal. If you do not already have a CSS account, you will first need to register for one.

Once registered and logged in, select the "Apply" tab and use the Search bar to search for "Pre-Application." Click "Apply" and the website will lead you through the process, which includes writing a brief description of your project and uploading draft plans. Once the Application is submitted, staff will reach out to schedule your Pre-Application Meeting.

STEP 2

Step 2 – Development Application

Applications must be submitted through the Customer Self-Service (CSS) Portal with all required documents, including the Development Application Checklist provided after the Pre-Application Meeting. For reference, a list of documents typically required for each type of application is provided at the end of this document.

All required documents must be uploaded by the submittal deadline listed in the Development Review Schedule on the City of Olathe's Planning webpage; except for administrative applications, which may be submitted for administrative staff review and approval at any time. Applications will be considered complete once all documents listed as required on the Development Application Checklist are uploaded to the CSS Portal.

** Submitting an application by the deadline does not guarantee placement on a specific Planning Commission date (UDO Section 18.40.040). All meeting dates are tentative until final placement is confirmed by the staff Planner upon completion of the project review.*

STEP 3

Step 3 – Development Review

After the application is accepted, a member of the Planning Division will introduce themselves as the assigned Planner and the applicant's main point of contact through the development review process. The assigned Planner will provide a checklist outlining the public notification & neighborhood meetings required for the project. All notice procedures and requirements are found in UDO Chapter 18.40.

Every application is reviewed by the Development Review Committee (DRC). The DRC meets internally to review each application and coordinate relevant issues. From this meeting, the departments may prepare written comments and plan markups (i.e. redlined plans), and the assigned Planner sends these to the applicant and other contacts listed on the application. The comments and plan markups are intended to be a complete list of revisions required by the applicant prior to the Planning Commission meeting. However, staff may provide additional comments if revised plans submitted by the applicant create a different unforeseen issue.

Prior to resubmitting the revised plans, the applicant or staff may request to meet to discuss staff's comments and evaluate the applicant's proposed plan revisions to address the comments. If extensive changes are proposed or additional time is needed to address all staff's comments, the application may be "continued" (i.e. rescheduled) to a later Planning Commission meeting date to allow time for the necessary work to be completed.

STEP 4

Step 4 – Planning Commission

All non-administrative review applications are reviewed and/or approved by the Planning Commission. The Planning Commission consists of nine (9) appointed citizens who meet on the second and fourth Monday of each month in the Council Chambers of City Hall at 100 East Santa Fe at 7:00 p.m.

For each item placed on the consent agenda, no presentation by the applicant is required unless requested by the Planning Commission. For each item listed as a public hearing on the agenda, staff will make a presentation, the applicant will be given an opportunity to make their own presentation, and then the public will be given time for comments. Applicant presentations should be a brief description of the proposed project and include responses to any concerns raised in the staff's report and any additional information that the applicant wishes to bring to the meeting (for example, color renderings, maps, photographs, or petitions). Please note that videos and/or audio are generally not permitted at the meeting. Any slideshows or visuals must be provided to staff in advance of the meeting.

The Planning Commission may approve the application, recommend the City Council approve the application, deny the application, or recommend changes to the proposed plans.

STEP 5

Step 5 – City Council

Following the recommendation by the Planning Commission, the application may require approval of the Olathe City Council, which meets on the first and third Tuesday of each month in the Council Chambers of City Hall at 100 East Santa Fe at 7:00 p.m.

The format of the meeting is similar to that used by the Planning Commission, and applicants should be prepared to give a similar presentation. Following the presentation and public comments, the City Council may approve the application, approve with conditions, deny, or remand the application back to the Planning Commission.

If any section of this document conflicts with the City of Olathe Unified Development Ordinance (UDO), the UDO requirements shall prevail.

All Development Applications Require:

- **Online Submittal via the Customer Self-Service (*CSS*) *Portal***
  A separate signed application (PDF) is not required when submitting online.
- **Ownership & Agent Authorization Affidavit**
  Must be signed by the property owner in front of a notary.
- **Legal Description of the Property (*Microsoft Word document format*)**
  Use the recorded subdivision name and lot number when possible.
- **Application Fee**
  Invoice will be available for payment via the CSS Portal after the application is accepted.
  The Application Fee Schedule is available on the Planning Division's website.

Additional Submittal Requirements:

The table below provides a list of documents commonly required with each application type. Additional documents may be required per UDO Chapter 18.94 and as confirmed by staff with a Development Application Checklist provided after the required Pre-App Meeting. The table below will not be accepted in lieu of the required Development Application Checklist, except as indicated below.

	RZ	***SU***	***PR***	***PAR***	***PP***	***FP***	***MP***	***VAC***	***LS***
Dev. App. Checklist from Pre-App	X	X	X	X*****	X	X*****	X*****	X	
Statement of Purpose	X	X							
Survey/Site Exhibit	X	X						X	X
Plat (Preliminary, Final, or Minor)					X	X	X		
Site Development Plans	X	X	X	X					
Color Elevations & 3D Renderings	X	X	X	X					
Landscape & Tree Preservation Plan	X	X	X	X	X	X	X		
Outdoor Lighting Plan				X					
Traffic Study	X	X	X		X				
Stormwater Study	X	X	X	X	X	X	X		
Assurance of Adequate Public Facilities	X	X	X	X	X	X			
Utility Consent Forms								X	X
Fire Wall Affidavit (When Splitting a Building)									X
Shared Sewer Affidavit (When Shared Sewer Proposed)									X
*Public Notice*******	X	X						X	
*Neighborhood Notice & Meeting*******	X	X	X	X	X				

***** This page may be submitted in lieu of the Development Application Checklist if no major change from the approved *PR* or *PP* is proposed. Major change is defined by UDO Chapter 18.40.

****** Notice documents may be submitted after initial application.

Abbreviations: *Rezoning (RZ), Special Use (SU), Preliminary Development Plan (PR), Final/Administrative Development Plan (PAR), Preliminary Plat (PP), Final Plat (FP), Minor Plat (MP), Vacation (VAC), & Lot Split (LS)*