



DEVELOPMENT GUIDE

CITY OF SHAWNEE, KANSAS • 2024

WELCOME TO SHAWNEE

Thank you for your interest in developing or starting your business in Shawnee!

This Development Guide provides information about the approval processes and application submittal requirements for development projects which require approval from the Planning Commission and/or the City Council.

If you have questions about this guide, please contact the Planning Division of the Community Development Department at planning@cityofshawnee.org.

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Developer's Toolkit

- [Zoning Map](#)
- [Zoning Ordinance](#)
- [Interactive Maps and Open Data Portal](#)
- [Building Codes](#)
- [Subdivision Regulations](#)
- [Sign Code](#)
- [Comprehensive Plan - Future Land Use Framework](#)
- [Strategic Plan](#)
- [Shawnee Design and Construction Manual](#)
- [Stormwater Quality Treatment BMP Manual](#)
- [Architectural Design Standards](#)
 - [Downtown Pedestrian Zone](#)
 - [Downtown South Nieman Zone](#)
 - [Commercial Buildings](#)
 - [Office Buildings](#)
 - [Industrial Buildings](#)
 - [Multi-Family Residential Buildings](#)
 - [Johnson County AIMS](#)



OVERVIEW OF COMMUNITY DEVELOPMENT FUNCTIONS

Planning

The [Planning Division](#) provides staff assistance to the Planning Commission and Board of Zoning Appeals. Staff is responsible for reviewing, updating, and initiating proposals to carry out the Comprehensive Plan, as well as preparing general planning and subdivision ordinances. Other duties include administering City ordinances pertaining to zoning, subdivision activities, and the sign code. This division also administers Community Development Block Grant (CDBG) projects.

Development Engineering

[Development Engineering](#) is responsible for the plan development, construction, and construction observation of the public infrastructure related to public and private development, ensuring that sound engineering and construction practices are being followed. *Note: The Public Works Department reviews engineering aspects of public infrastructure projects.*

Building Codes

The [Building Codes Division](#) is responsible for ensuring that new construction on private property complies with all municipal construction codes. This Division issues building permits, reviews plans, and conducts building inspections.

Business Licensing

[Business Licensing](#) manages licensure for businesses, contractors working within Shawnee, mobile restaurants, fireworks, and parades.

Code Enforcement

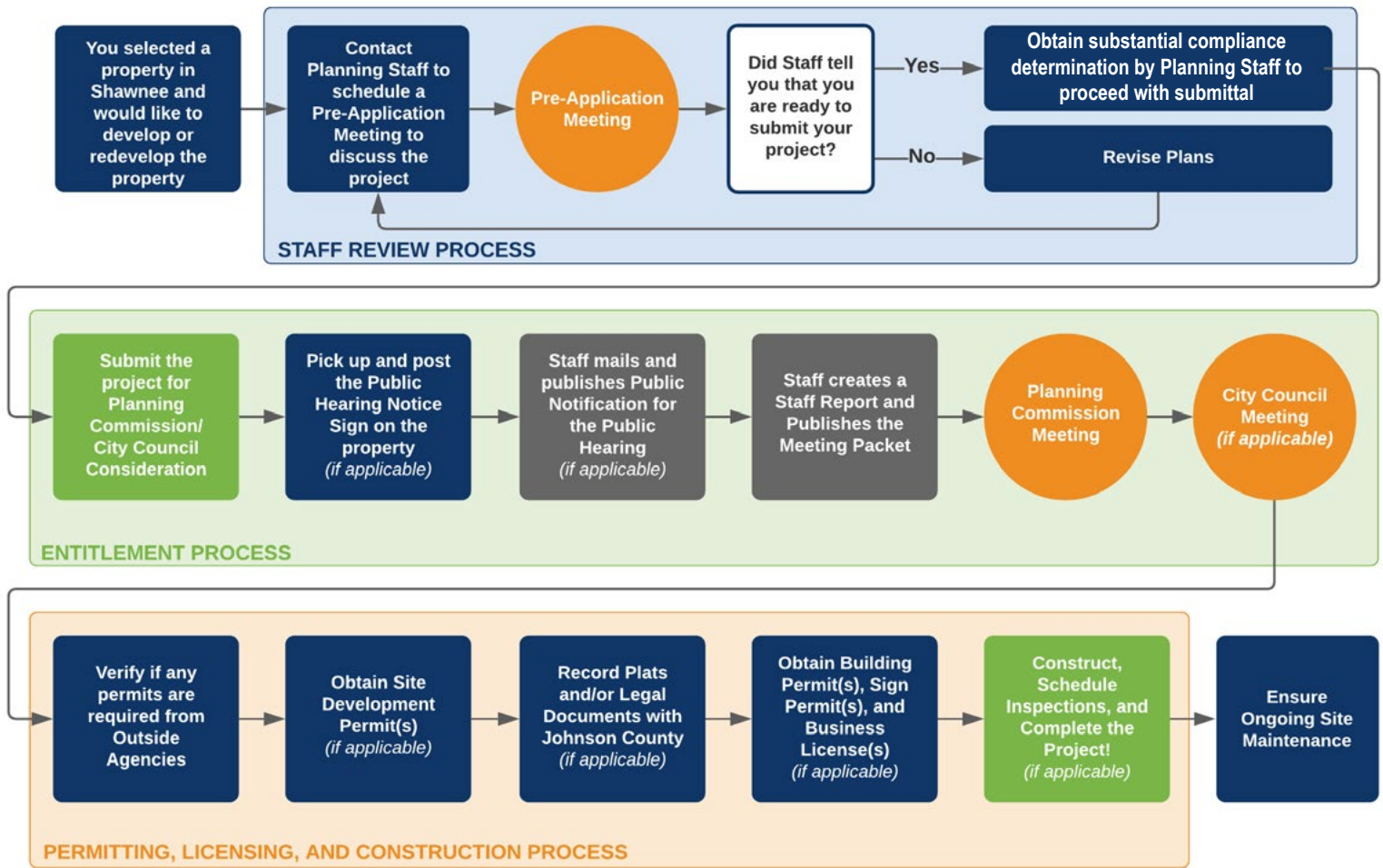
The [Code Enforcement Division](#) responds to complaints of possible code violations, educates the public on City regulations, and works to achieve compliance resulting in citywide property maintenance and beautification.

Economic Development

Staff from multiple City departments work together with the [Shawnee Chamber of Commerce](#) and [Shawnee Economic Development Council](#) to attract and retain developments, businesses, and residents. Information about [economic development incentives](#) is available on the City website.



OVERVIEW OF THE DEVELOPMENT PROCESS



STAFF REVIEW PROCESS

Pre-Application Meetings

Pre-Application Meeting(s) are required prior to submittal. In order for an Applicant to submit a project, City Staff must agree in writing that the project achieves Substantial Compliance with City codes and plans. Pre-Application Meetings can be scheduled through the Planning Division. These meetings typically occur in 30 or 60 minute time slots on Thursday mornings virtually via Microsoft Teams. If you have not reached out to a Planner yet, please contact us at planning@cityofshawnee.org to request a Pre-Application Meeting.

Substantial Compliance Requirement

Staff will complete a final review of the draft submittal at the conclusion of the Staff Review Process and acknowledge that the plans comply with City codes. As part of this acknowledgement, you will receive an email with a unique code that you will need to enter in the [CitizenServe Portal](#) order to submit an application for the project. Separate applications are required for each requested approval type.

ENTITLEMENT PROCESS: PLANNING APPLICATION TYPES

There are several different types of entitlement approvals reviewed by the City's Planning Commission, City Council, and sometimes administratively through Community Development Staff. The chart below shows the planning application types and the types of processes, meetings, and governmental approvals are required.

Planning Application Type	Admin. Approval Possible	Pre-Application Meeting(s) with Staff	Requires a Public Hearing	Requires Planning Commission Approval	Requires City Council Approval	Requires Documents to be Recorded by Johnson County
Preliminary Site Plan		X		X		
Final Site Plan		X		X		
Revised Site Plan	X	X		X		
Code Deviation*		X		X		
Facade Revision*	X	X		X		
Modification from Sign Code	X	X		X		
Special Use Permit		X	X	X	X	
Rezoning		X	X	X	X	
Planned Unit Development		X	X	X	X	X
Preliminary Plat		X		X		
Final Plat		X		X	X	X

*As part of a Site Plan

ENTITLEMENT PROCESS: REZONING & SPECIAL USE PERMIT CONSIDERATIONS

Applicants seeking Rezoning or a Special Use Permit should review the following considerations that will be evaluated by the Planning Commission and City Council.

- Existing uses and zoning classifications within the general area of the property in question;
- Suitability of the property to uses permitted under the existing zoning classification;
- The character of the neighborhood;
- The length of time the subject property has remained vacant as zoned;
- The relative gain to the public health, safety, and welfare by the destruction of the value of the owners' property as compared to the hardship imposed upon individual landowners;
- The extent to which the removal of the restriction will detrimentally affect nearby property;
- The recommendations of professional staff; and
- Conformance of the requested change to the adopted Comprehensive Plan.

ENTITLEMENT PROCESS: 2024 PLANNING COMMISSION SUBMITTAL SCHEDULE

The following table outlines the 2024 Planning Commission Submittal Schedule, delineating all timings in Central Standard Time (CST). Please note that this schedule is subject to potential adjustments. The Planning Commission meetings are set to commence promptly at 7:00pm.

SUBMITTAL DEADLINE (12:00pm)	Planning Commission Meeting Date (7:00pm)	City Council Meeting Date (6:00pm)
Tuesday, December 26, 2023	Wednesday, January 03, 2024*	Monday, January 08, 2024
Tuesday, December 19, 2023	Wednesday, January 17, 2024*	Monday, January 22, 2024
Tuesday, January 09, 2024	Monday, February 05, 2024	Monday, February 12, 2024
Tuesday, January 23, 2024	Monday, February 21, 2024	Monday, February 26, 2024
Tuesday, February 06, 2024	Monday, March 04, 2024	Monday, March 11, 2024
Tuesday, February 20, 2024	Monday, March 18, 2024	Monday, March 25, 2024
Tuesday, March 05, 2024	Monday, April 01, 2024	Monday, April 08, 2024
Tuesday, March 19, 2024	Monday, April 15, 2024	Monday, April 22, 2024
Tuesday, April 09, 2024	Monday, May 06, 2024	Monday, May 13, 2024
Tuesday, April 23, 2024	Monday, May 20, 2024	Tuesday, May 28, 2024*
Tuesday, May 07, 2024	Monday, June 03, 2024	Monday, June 10, 2024
Tuesday, May 21, 2024	Monday, June 17, 2024	Monday, June 24, 2024
Tuesday, June 04, 2024	Monday, July 01, 2024	Monday, July 08, 2024
Tuesday, June 18, 2024	Monday, July 15, 2024	Monday, July 22, 2024
Tuesday, July 09, 2024	Monday, August 05, 2024	Monday, August 12, 2024
Tuesday, July 23, 2024	Monday, August 19, 2024	Monday, August 26, 2024
Tuesday, August 06, 2024	Wednesday, September 04, 2024*	Monday, September 09, 2024
Tuesday, August 20, 2024	Monday, September 16, 2024	Monday, September 23, 2024
Tuesday, September 10, 2024	Monday, October 07, 2024	Monday, October 14, 2024
Tuesday, September 24, 2024	Monday, October 21, 2024	Monday, October 21, 2024
Tuesday, October 08, 2024	Monday, November 04, 2024	Tuesday, November 12, 2024*
Tuesday, October 22, 2024	Monday, November 18, 2024	Monday, November 25, 2024
Tuesday, November 05, 2024	Monday, December 02, 2024	Monday, December 09, 2024
Tuesday, November 19, 2024	Monday, December 16, 2024	Monday, December 23, 2024

* Rescheduled from the regular meeting date due to a holiday.

ENTITLEMENT PROCESS: PLANNING COMMISSION PUBLIC NOTICE REQUIREMENTS

All projects that require a Public Hearing are required to have proper legal notification for the requested zoning action. In accordance with Shawnee Municipal Code [17.88.020](#) and [17.92.030.C.](#) and Kansas State Statute K.S.A. 12-757 certain public notices are required.

City Responsibilities

1. The City will publish a legal notice within the local newspaper at least twenty (20) days before the Public Hearing.
2. The City will obtain the list of property owners within 200 feet of the proposed project.
3. The City will mail information about the proposed project and the date of the Public Hearing to all property owners within 200 feet of the development project location at least twenty (20) days before the Public Hearing.
4. The City will provide sign(s) for the Applicant to post at the project location. The City will include all required project and public hearing information on the sign(s).
5. The City will provide a map identifying the recommended sign(s) posting locations on the project site.

Applicant Responsibilities

1. The Applicant must pick up the sign(s) from Shawnee City Hall (11110 Johnson Drive) and post the sign(s) at the development project location at least twenty (20) days before the Public Hearing.
2. The signs must be maintained until the Public Hearing is complete.
3. The Applicant must provide pictures of the posted signs at 20 days before the public hearing to City staff. Email photographs showing sign(s) on display to Melissa Fennesy at mfennesy@cityofshawnee.org.
4. The Applicant must remove the sign(s) no more than thirty (30) days after the Public Hearing.



Rezoning Public Hearing Sign
(Provided by City)



Photo of Posted Public Hearing Sign
(Provided by Applicant)

ENTITLEMENT PROCESS: APPLICATION & DEVELOPMENT FEES

Application Fees

The following fees are located within [Shawnee Policy Statement 56](#) (PS-56). Fees are subject to change and are amended from time to time. If there is a conflict between this document and PS-56, the fees listed within PS-56 supersede. Application fees are paid at the time of application via the [CitizenServe Portal](#).

PRELIMINARY AND FINAL PLAT FEES	
Base Fee:	\$150
1-10 Lots:	Plus \$6 per lot
11-50 Lots:	Plus \$5 per lot
51-150 Lots:	Plus \$4 per lot
151-500 Lots:	Plus \$3 per lot
501+ Lots:	Plus \$2 per lot

REZONING FEES	
10 acres or less:	\$750
10.1 to 20.0 acres:	\$1,000
20.1 to 40.0 acres:	\$1,250
40.1 to 80.0 acres:	\$1,500
80.1+ acres:	\$1,750

SITE PLAN FEES	
Preliminary Site Plan:	\$300
Final Site Plan:	\$500
Revised Site Plan:	\$175
Façade Changes:	\$175
Administrative Site Plan:	\$175

SPECIAL USE PERMIT FEES	
In-Home Day Care:	\$100
All Other Special Uses:	\$375

Excise Tax

Certain developments are subject to the provisions of [Shawnee Municipal Code Chapter 12.26](#), which pertains to the City's Excise Tax on new subdivision plats. Excise Tax must be paid prior to obtaining the Mayor's signature on the Plat. The current rate is \$0.215 per SF of lot area.

Open Space Fees

Certain developments are subject to the provisions of [Shawnee Municipal Code 12.14](#) (Park and Recreational Land Use Fund). The Open Space Fee must be paid prior to the issuance of a Building Permit. The current rates are:

- \$0.04 per SF of lot area for lots zoned for a commercial use
- \$0.025 per SF of lot area for lots zoned for an industrial use
- \$400 per dwelling unit for lots zoned for residential use

Benefit District Assessments

Certain developments are subject to Benefit District Assessments. Contact the Planning Division at planning@cityofshawnee.org to see if your property is within a Benefit District with an outstanding balance.

Stormwater Detention Fees

If a development is not required to have stormwater detention then the following fees must be paid prior to the issuance of a Building Permit:

- Single-Family and Duplex Lots - \$350 per lot
- All Other Lot Types - \$7,000 per impervious acre (prorated by acre)

Other Fees

This development is also subject to any applicable permit fees, County Recording fees, utility connection fees, etc. This is not a comprehensive list of applicable fees and this list is only intended to make the Applicant aware of potential fees.

ENTITLEMENT PROCESS: PLANNING COMMISSION SUBMITTAL REQUIREMENTS

Overview

This section provides detailed project submittal requirements, which are broken into the following subsections:

- A. General Submittal Requirements
- B. Project Narrative
- C. Existing Conditions/Survey
- D. Site Plan
- E. Engineering/Civil Plans
- F. Landscape Plan
- G. Architecture/Elevations
- H. Photometric Plan
- I. Plats
- J. Traffic/Circulation
- K. Fire Sheet

Depending on the project, some requirements listed within this guide may not apply. Staff may also request additional information not listed within the submittal requirements within this packet in order to better understand unique development projects. The Applicant is responsible for submitting the required and requested information. Incomplete submittals may result in alterations in the project timeline.

If you have questions about what you need to submit, please contact the Planner serving as Project Manager for your development project.

Separate planning applications are required for each requested approval type; however, when multiple application types for the same project are submitted at the same time they will be grouped together for simultaneous review through the Planning Commission and City Council processes.



**ALL applications MUST be submitted
via the Shawnee CitizenServe Portal.**

Notice Regarding Codes & Permits

The Applicant is subject to all applicable City codes within the Municipal Code – whether specifically stated in this document or not – including, but not limited to, Zoning, Buildings and Construction, Subdivisions, and Sign Code. The Applicant is also subject to all applicable local, State, and Federal laws.

Following the entitlement stage, various City permits and/or licenses may be required in order to complete this project. The project may also be subject to obtaining permits, licenses, and/or other approvals from other local, County, State, or Federal agencies. Applicants are responsible for contacting these agencies and obtaining necessary approvals and documentation.

ENTITLEMENT PROCESS: PLANNING COMMISSION SUBMITTAL REQUIREMENTS

A. GENERAL SUBMITTAL REQUIREMENTS

1. All plans and supporting documents must be submitted in PDF form unless otherwise specified.
2. All plan sheets must include:
 - a. The property address/location.
 - b. A north arrow.
 - c. A scale (1"=50' or larger).
 - d. Sheet number.
 - e. Sheet title.
 - f. Date of plan preparation and revision date(s).
 - g. Name of the company that created the sheet.
3. Include a "Submitted Plans" Table in Microsoft Word format with the Sheet Number, Sheet Title, Company Submitted By, and Latest Revision Date. Example:

SUBMITTED PLANS			
Sheet #	Title	Submitted By	Date on Document
PP-1	PRELIMINARY PLAT	SEG	01/12/2020
C1.0	SITE PLAN	SEG	01/12/2020
A1.0	COLOR ELEVATIONS	SA	01/12/2020
L1.0	LANDSCAPE PLAN	SLA	01/12/2020

SEG: Sample Engineering Firm ■ SA: Sample Architecture Firm ■ SLA: Sample Landscape Architecture Firm

B. PROJECT NARRATIVE

1. General Requirements

- a. Provide a short explanation of the project. Think of this as a written explanation of what you would say to a citizen next door that wants to know more about the project and/or how you would describe your project at a public meeting. Include information such as: the scope of construction work, what the business does, anticipated hours of operation, number of employees, building occupancy, projected busy times, possible impacts on surrounding properties, benefits to the community, the anticipated project construction and completion timeline, and any other information that you think will be helpful for someone to understand the project.
- b. Note any instances where the proposed plans do not meet City codes and address why the City should approve an exception from the code requirement.
- c. If applicable, include information about other locations of the business that could help provide context.
- d. If applicable, discuss how the project relates to the Rezoning and/or Special Use Permit Considerations.
- e. This will be part of the Planning Commission packet, so please be sure to make it look like a professional document and submit it in PDF form.

C. EXISTING CONDITIONS/SURVEY

1. General Requirements

- a. Provide a sheet that shows the existing conditions of the site. Include property lines, dimensions, building footprint(s), parking, mechanical/utility locations, easements, and any other relevant and important information.
- b. Show the existing zoning and ownership of adjacent properties within 100' of the subject site.
- c. Show the location of all structures within 100' of the subject site.

ENTITLEMENT PROCESS: PLANNING COMMISSION SUBMITTAL REQUIREMENTS

D. SITE PLAN

1. General Requirements

- a. Provide a clear Site Plan sheet that focuses on the elements listed below (if applicable). Show dimensions for the elements.
 1. Show general layout of structures, parking, vehicular and pedestrian access, and landscape areas.
 2. Show required setback lines
 3. Show existing and proposed easements
 4. Show existing and proposed lot/tract lines
 5. Show existing and proposed utility lines
 6. Show proposed pavement surfacing
 7. Show location, height, and material of existing and proposed walls/fences
 8. Show trash enclosure location
 9. Show location and height of proposed lighting
 10. Show outdoor seating areas
 11. Show phasing plans.
2. Include line work showing conditions on adjacent properties. This may include adjacent building footprints, adjacent parking layout, adjacent driveway alignment, street markings, fire hydrants, inlets, ground mechanical/utility boxes, etc. The extent of the adjacent line work varies depending on the proposed development, so talk to Staff if you need clarification.
3. Provide a data table on this sheet with the following information (if applicable):
 - a. Current/requested zoning.
 - b. Number of lots and tracts.
 - c. Lot and tract areas in square feet.
 - d. Building, parking, and landscape setback requirements and proposed setbacks.
 - e. Parking requirement calculation and proposed parking count.
 - f. Number of truck docks/garage doors.
 - g. Maximum allowable building height and proposed building height.
 - h. Proposed building square footage by building.
 - i. Proposed number of dwelling units.
4. Provide a Color Site Plan sheet that depicts structures, paved areas, and green spaces.
5. Provide a sheet that incorporates the Color Site Plan onto an aerial image that shows the site in context with nearby properties and roadways.

ENTITLEMENT PROCESS: PLANNING COMMISSION SUBMITTAL REQUIREMENTS

E. ENGINEERING/CIVIL PLANS

1. Plan Sheets

- a. Civil plans may include the following sheets (depending on project scope):
 - Site Plan (see previous section)
 - Demolition Plan
 - Grading Plan
 - Existing Drainage Area Map
 - Proposed Drainage Area Map
 - Stormwater Treatment Plan
 - Private Storm Plan
 - Public Improvement Plan

2. General Requirements

- a. Include information about proposed street improvements.
 1. Street type (public or private).
 2. Street name, location, width, and curb return radii at intersections.
 3. If applicable: improvements to turning lanes, travel lanes, medians, traffic signals, etc.
 4. Existing and proposed rights-of-way.
- b. Note existing and proposed sanitary sewer information. *Contact Johnson County Wastewater (if applicable).*
- c. Note existing and proposed water service information. *Contact Water One (if applicable).*

3. Stormwater Drainage

- a. Show all existing drainage open channels and stream corridors within the site and within a 1,000 foot radius of the site boundaries. Show the channel centerline, the top of both banks, and the limits of the 100-year floodplain.
- b. Provide preliminary drainage calculation summary tables for the required design storm. Include the following data:
 1. Time of concentration.
 2. Runoff coefficient.
 3. Rainfall intensity.
 4. Accumulative acreage.
 5. Pipe size and slope.
 6. Pipe capacity.
 7. Velocity.
 8. Incremental tributary acreage (including off-site tributary areas).

4. Stormwater Detention

- a. Contact the Development Engineering Manager to determine if stormwater detention is required for the development project.
- b. Show all existing and proposed stormwater detention facilities within the site.
- c. Provide a preliminary detention calculation summary table with the following information:
 1. Total site area (acres).
 2. Design storm frequency.
 3. Runoff coefficient (pre-and post-development).
 4. Allowable release rate (CFS).
 5. Required detention volume.

ENTITLEMENT PROCESS: PLANNING COMMISSION SUBMITTAL REQUIREMENTS

5. Stormwater Treatment

- a. Contact the Development Engineering Manager to determine if stormwater treatment is required for the development project.
- b. Provide Level of Service (LOS) calculations (Worksheet 1 in the BMP Manual).
- c. Proposed Stormwater Treatment (Worksheet 2 in the BMP Manual).
- d. Create a plan sheet that identifies the location and type of each proposed stormwater treatment facility and the drainage area.
- e. Include preliminary stormwater treatment calculations to size the proposed facilities and show the limits of the water quality storm.
- f. Provide a written summary of maintenance requirements and identify the responsible parties.

6. Floodplain Management

- a. Contact the Development Engineering Manager to determine compliance with the City's floodplain management regulations.
- b. If the entire development site is outside of the 500-year floodplain then a note shall be provided on the Site Plan indicating:
 1. The site is within Zone X (unshaded).
 2. The applicable Flood Insurance Rate Map (FIRM) panel(s).
- c. Show location of all areas located within the 100-year floodplain based on ultimate development (future) conditions.
- d. Clearly show the floodway, floodway fringe, and floodplain setback.
- e. Identify zone classification(s) and Flood Insurance Rate Map (FIRM) map panel (s).

7. Stormwater Narrative

- a. Summarize the existing and proposed storm drainage systems within and adjacent to the site.
- b. Determine the need for stormwater detention. Analyze potential flooding in the watershed to a point downstream where the watershed is draining 5,000 acres.
- c. Determine the need for stormwater treatment.
- d. Provide information about how the upstream drainage system will be routed through the development site and locations where the system will discharge downstream.
- e. Include any points of interest directly downstream of the development site that might be viewed as areas of concern by adjacent landowners. Specific improvements used to mitigate negative impacts must be identified.

F. LANDSCAPE PLAN

1. General Requirements

- a. Show location, size, and species of proposed and plant material.
- b. Show the location, size, and species of all existing plant materials to be preserved on the site. If a large area is proposed to be preserved, call out the general area and describe the plant material generally found within the area.
- c. Include procedures for preserving existing trees during construction.

ENTITLEMENT PROCESS: PLANNING COMMISSION SUBMITTAL REQUIREMENTS

- d. Show the location of all trees, 12” caliper or larger (measured at four and one-half (4½) feet above ground level) that are proposed to be removed.
- e. Include a plant schedule that indicates the species (common and botanical), quantity, and planting size of all proposed plant material.
- f. Demonstrate how the City’s [Landscape Requirements](#) are met. Include a table with the required tree/shrub quantity calculations and the proposed quantities. Existing plant material that will be preserved may count toward required quantities.
- g. Identify areas for sod, seed, groundcover, mulch, and other impervious materials.
- h. Show the location, size, and surface of materials of all existing and proposed structures, parking lots and drives, sidewalks, fences, property lines, and curbs of adjacent public and private streets.
- i. Show the location, size, and type of all above-ground and underground utilities, storm drainage systems, associated easements, mechanical equipment, trash enclosures, structures, and other features as determined necessary by City staff, with proper notation, where appropriate, as to any safety hazards to avoid during landscape installation.
- j. Show topographic information and final grading adequate to identify and properly specify planting for areas needing slope protection.
- k. Show the location proposed berms at one-foot intervals.
- l. The location of irrigation systems, hose connections, spigots, and other watering sources.

G. ARCHITECTURE/ELEVATIONS

1. General Requirements

- a. Provide a Color Elevations sheet.
 - 1. Show scaled elevation views of all sides of all existing and proposed structures, including the trash enclosure.
 - 2. Apply colors, textures, and patterns that depict the proposed material and color palette.
 - 3. At the side of the elevations, include a digital “sample board” of the proposed building material palette. Include an image of the proposed building materials, the colors, and the manufacturer of the materials.
 - 4. Provide a table with the percentage of each building material by elevation.
 - 5. Show proposed wall sconce lighting on the elevations and provide a cut sheet or call out box showing details for the proposed fixtures.
 - 6. Include a detail of any proposed fencing. Note fence height, style, material, and color.
- b. Provide a Color Rendering sheet.
 - 1. A rendering depicts a 3D view of the structure. Provide at least one Color Rendering view.
 - 2. Include digital building material palette that depicts a sample of the proposed building material, the color, and the manufacturer of the material.

H. PHOTOMETRIC PLAN

1. General Requirements

- a. Show proposed light levels (in footcandles) throughout the site and extending twenty-five feet (25’) beyond the site.
- b. Provide a cut sheet of all freestanding light fixtures and poles.
- c. Note proposed pole height.
- d. Note maximum footcandle measurement at property lines.
- e. Note average maintained luminance for all paved areas.

ENTITLEMENT PROCESS: PLANNING COMMISSION SUBMITTAL REQUIREMENTS

I. PLATS

1. General Requirements for Preliminary Plats

- a. Name of the plat with "Preliminary Plat" noted in title.
- b. The name, address, and telephone number of the developer and engineer preparing the plat.
- c. Date of preparation and/or revisions.
- d. Vicinity map to scale (1"=2,000') showing an outline of the entire development (if this is a phase).
- e. Legal description of the boundaries of the subdivision.
- f. Location, width, condition of and name of each existing or platted street right-of-way or other public way, railroad and utility rights-of-way, parks and other public open spaces, and permanent buildings, within or adjacent to the proposed subdivision.
- g. All existing sanitary sewers, water mains, gas mains, culverts, or other underground installations within the proposed subdivision or immediately adjacent thereto, with pipe size and locations shown.
- h. The locations of water courses, ravines, bridges, lakes, wooded areas, approximate acreage and such other features as may be pertinent.
- i. Location of all existing property boundaries on and adjacent to the site.
- j. Name and lot numbers of adjacent platted subdivisions and owners name of adjacent parcels of unplatted land.
- k. Existing zoning (and proposed zoning if applicable) of subject property and zoning of adjacent property.
- l. Topography with contour intervals of not more than two feet (2') for sites less than ten acres (10), with benchmark(s) to USGS or AIMS datum. Contours shall extend a minimum of one hundred feet (100') around the entire site.
- m. Dimensions shall be provided in feet and decimals of feet. Distance and bearings shall be shown on all lot lines. Dimensions shall be shown from all angle points of curve to lot lines. Provide the length of radii and/or arcs of all curves.
- n. Show outside plat boundaries in heavy solid lines. Outside boundaries must match the legal description. Boundary lines of subdivision extend to the centerline of any unplatted street right-of-way.
- o. Show street rights-of-way in solid lines.
- p. Show easements and setbacks with dashed lines.
- q. Provide a data table with a breakdown of the square footage of all lots tracts, and right-of-way.
- r. Clearly show and label the location of:
 1. Lots. Lots shall be numbered.
 2. Tracts. Tracts shall be identified with letters.
 3. Public rights-of-way. Include street name and the width of the street.
 4. Proposed Easements. Include the type and width. Provide dimensions.
 5. Existing Easements. Identify the recorded book and page numbers for reference. Provide dimensions.
 6. Sidewalks.
 7. Front yard building setback lines (including corner lots). Provide dimensions.
 8. Any other features.

ENTITLEMENT PROCESS: PLANNING COMMISSION SUBMITTAL REQUIREMENTS

2. General Requirements for Final Plats

- a. Name of the plat.
- b. The name, address, and telephone number of the developer and engineer preparing the plat.
- c. Date of preparation and/or revisions.
- d. Provide a vicinity map to scale (1"=2,000') showing an outline of the entire development (if this is a phase).
- e. Provide the full legal description of the boundaries of the subdivision.
- f. Provide basis of bearings.
- g. Dimensions shall be provided in feet and decimals of feet. Distance and bearings shall be shown on all lot lines. Dimensions shall be shown from all angle points of curve to lot lines. Provide the length of radii and/or arcs of all curves. Provide any additional information necessary to reproduce the plat on the ground.
- h. Show outside boundaries in heavy solid lines. Outside boundaries must match the legal description. Boundary lines of subdivision extend to the centerline of any unplatted street right-of-way.
- i. Show street rights-of-way in solid lines.
- j. Show easements and setbacks with dashed lines.
- k. Do not obstruct text and numbers with shading.
- l. Provide a data table with a breakdown of the square footage of all lots and tracts.
- m. Provide floodplain information, including FIRM panel(s) and flood zones.
- n. Clearly show and label the location of:
 1. Existing and proposed monuments.
 2. Lots. Lots shall be numbered.
 3. Tracts. Tracts shall be identified with letters.
 4. Public rights-of-way. Include street name and the width of the street.
 5. Proposed Easements. Include the type and width. Provide dimensions.
 6. Existing Easements. Identify the recorded book and page numbers for reference. Provide dimensions.
 7. Sidewalks.
 8. Front yard building setback lines (including corner lots). Provide dimensions.
 9. Any other features.

3. Standard Language

- a. Standard Language for various aspects of Plats is available in a separate document. Please contact the Planning Division and request this information.

J. TRAFFIC/CIRCULATION

1. Typical Traffic Study Scope

- a. Introduction
- b. Data Collection
- c. Existing Conditions
- d. Existing + Development Conditions
- e. Future Conditions
- f. Recommendations for Improvements
- g. Conclusions
- h. Appendices with Synchro Results and all raw data collected.

ENTITLEMENT PROCESS: PLANNING COMMISSION SUBMITTAL REQUIREMENTS

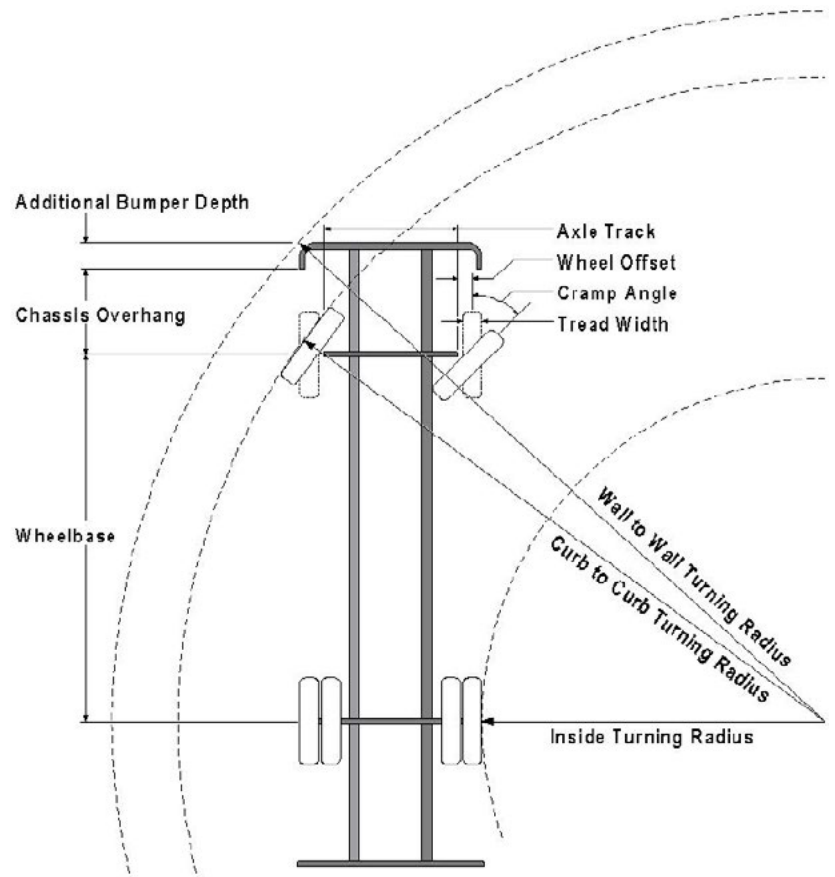
K. FIRE SHEET

1. General Requirements

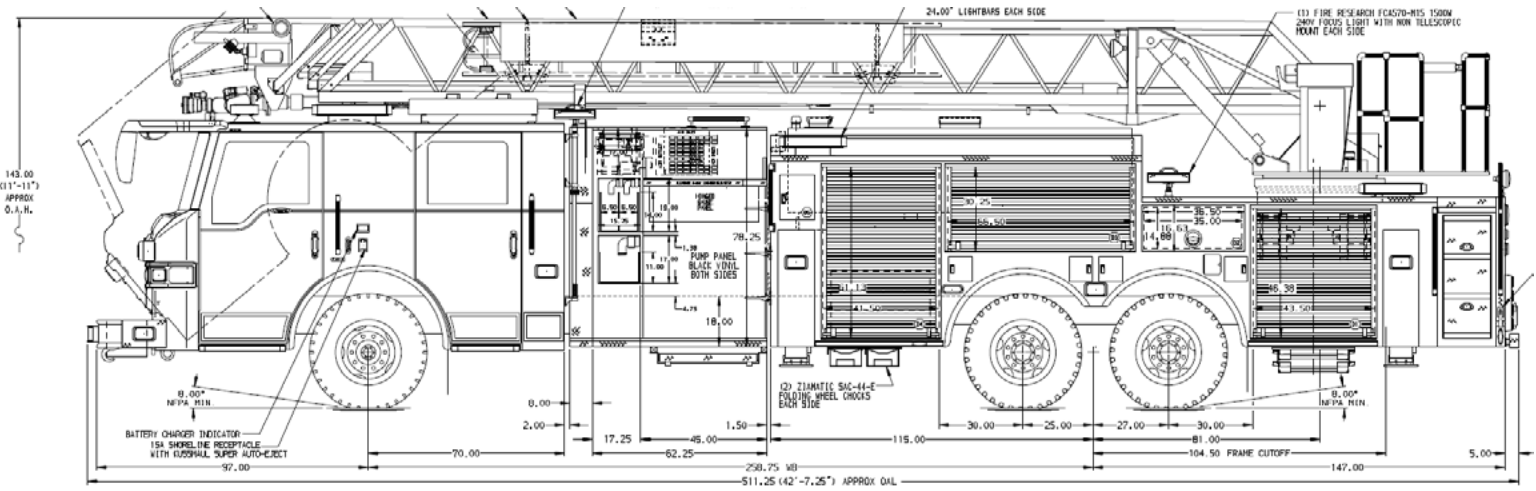
- a. Provide a single sheet titled "Fire Sheet".
- b. Use the Site Plan as a base for this sheet.
- c. The sheet must be sealed by the design professional.
- d. Use specifications for Shawnee Truck 71. Contact the Planning Division to request the full spec sheet and turning analysis information.

Truck 71 Parameters	
Inside Cramp Angle	45°
Axle Track	82.92"
Wheel Offset	4.68"
Tread Width	17.7"
Chassis Overhang	78"
Additional Bumper Depth	19"
Front Overhang	97"
Wheelbase	187"

Truck 71 Calculated Turning Radii	
Inside Turn	14'5"
Curb to Curb	28'6"
Wall to Wall	33'5"



ENTITLEMENT PROCESS: PLANNING COMMISSION SUBMITTAL REQUIREMENTS



Truck 71 Size	
Overall Length	511.25"
Overall Height	143"
Overall Width	96"

2. Show compliance for codes relating to Fire Apparatus Access Roads. Label dimensions and call out the following elements:
 - a. Number of required access roads. (IFC Appendix D)
 - b. Aerial access roads. (IFC Section D105)
 - c. Distance to structure. (IFC Section 503.1.1)
 - d. Width. (IFC Section D101.1)
 - e. Vertical clearance. (IFC Section 503.2.1)
 - f. Gates. (IFC Amended Section 503.6)
 - g. Fire lanes. (IFC Amended Section 503.3)

3. Show compliance for codes relating to Water Supply.
 - a. Fire flow. Show calculations on a code block on this sheet. (IFC Section B105)
 - b. Fire hydrants. Determine quantity required and identify locations. (IFC Section C101, Amended Section 507.5.1.1)
 - c. Show hose reach to all points of the building.
 - d. Show hose reach to fire hydrants.

4. Show compliance relating to Access to a Public Way and from Fire Department Access Roads.
 - a. See IFC Section 1028.5
 - b. Required Access (IFC Section 504.1)
 - c. Show a turning analysis for Truck 71.

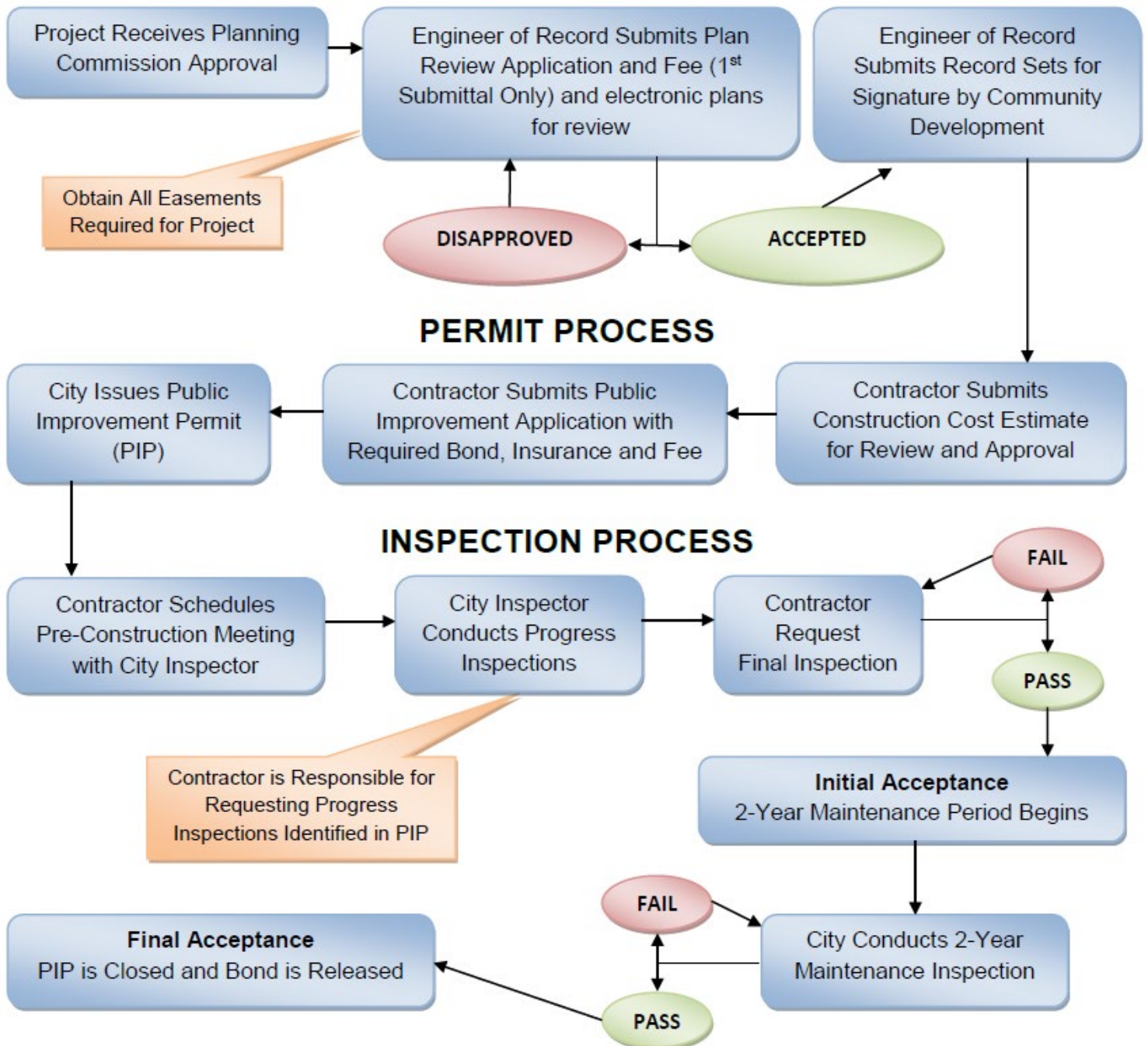
PERMITTING, LICENSING, & CONSTRUCTION PROCESS

Site Development Permits

The Development Engineering Division may require various Site Development Permits (listed below).

- Land Disturbance Permits
- Floodplain Development Permits
- Public Improvement Permits

These permits may be obtained prior to entitlement in some instances or the permit request may be reviewed concurrently with or after the entitlement and building permit process. Please review the Planning Commission Staff Report for your project and/or contact the Development Engineering Division if you have questions about these permits. A flow chart of these permit processes is included below.



PERMITTING, LICENSING, & CONSTRUCTION PROCESS

Right-of-Way Permits

Some development projects require Right-of-Way Permits. Please review the Planning Commission Staff Report for your project and/or contact the Right-of-Way Program Manager if you have questions about these permits. Please visit the City's [Right-of-Way Management webpage](#) for more information.

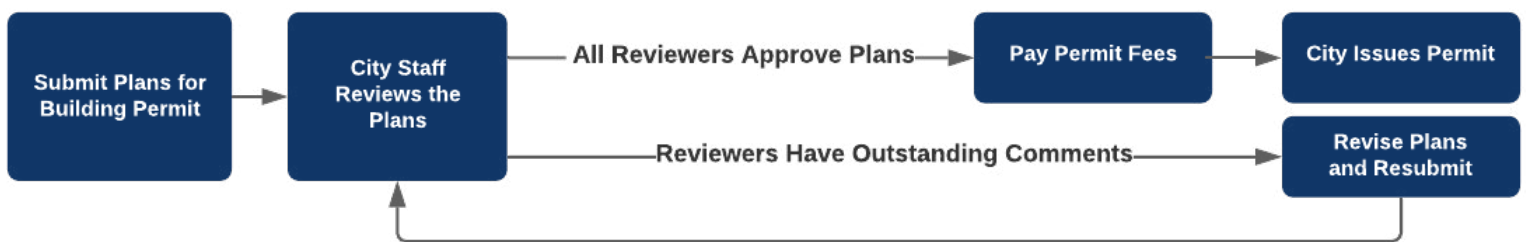
Recording a Plat

If the development project includes a Final Plat, you will need to be sure that it is legally recorded. Building permits cannot be released until the Final Plat is recorded by the County. These are the steps to record the Plat:

1. Obtain Plat Approval from the Planning Commission.
2. Obtain Plat Approval from the City Council.
3. Email the final version of the Plat to Planning Division for review.
4. Planning Division provides final review comments.
5. Print two (2) copies of the Plat for signature.
6. Planning Division obtains signatures.
7. Planning Division delivers Plat copies to the County for recording.
8. County notifies the Planning Division that the Plat is ready for recording.
9. Planning Division notifies Applicant that the Plat is ready for recording and obtains recording fees from the Applicant.
10. Planning Division goes to the County to record the Plat and any associated documents related to the Plat.
11. Planning Division receives a certified copy of the recorded Plat from the County for City files.

Building Permits

A Building Permit is required for construction projects. Please visit the City's [Building Permit webpage](#) for more information about applicable codes and information. A flow chart of the permit review process is included below. Inspections occur throughout the construction stage after permit issuance.



Sign Permits

If your development includes signage, please note that a Sign Permit may be required. Please visit the City's [Sign Permit webpage](#) to review information about the Sign Code and permit requirements.

Business Licenses

Businesses operating or performing a service within Shawnee are required to obtain a Business License. Please visit the City's [Business Licensing webpage](#) for more information about licensing.

CONTACTS

City of Shawnee Development Review Team

Doug Allmon, Community Development Director
Lauren Grashoff, Community Development Deputy Director
Mark Zielsdorf, Planner III
Development Engineering Division
Kevin Manning, Deputy Public Works Director
Corey Sands, Deputy Fire Chief
Steve Hauck, Business Liaison
Tonya Lecuru, Parks and Recreation Director

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Other City of Shawnee Contacts

Development Review Specialist – Melissa Fennesy
Business Licensing – Mary Crissman
City Clerk – Stephanie Zaldivar
Planning Division
Building Codes Division
Public Works

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codes@cityofshawnee.org
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Johnson County Records & Tax Administration

Plat Review Specialist – Carla Polfer Blaylock

carla.polferblaylock@jocogov.org

Johnson County Parks & Recreation (JCPRD)

Superintendent of Parks & Golf Courses – Bill Maasen

bill.maasen@jocogov.org

Johnson County AIMS

Mapper of the Day

mapper@jocogov.org

Johnson County Wastewater (JCW)

Contact JCW

Johnson County Health & Environment

913.826.1200

WaterOne

WaterOne Developer Services

Evergy

Contact Evergy

Kansas Gas Service

Contact Kansas Gas Service

Southern Star Central Gas Pipeline

Contact Southern Star

Atmos Energy

Contact Atmos Energy

BNSF Railroad

Contact BNSF

Kansas Department of Transportation (KDOT)

Contact KDOT

Kansas 811 Utility Locate

kansas811.com/request-a-locate/

Shawnee

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