

# Administrative Review Application & Process

See Unified Development Ordinance 18.40.125

**1**  
**Pre-Application  
Meeting**



**2**  
**Application  
Checklist**



**3**  
**Submit  
Application**



**4**  
**Development  
Review Committee**



**5**  
**Approval**



## **Step 1 – Pre-Application Process**

The applicant is required to meet with City Planning staff prior to submitting an application. There are two types of pre-application meetings, depending on the scope of the project: (A) a Discovery meeting; and (B) a Project Evaluation meeting. More than one pre-application meeting may be required by staff as needed.

### **A) Discovery Meeting**

*This meeting gives staff the opportunity to identify issues that may be addressed prior to the application being submitted and identify special studies needed in conjunction with the application. In addition, the meeting allows the applicant to explain issues that shaped the initial design of the project and ask questions about the application procedures. This exchange of information can often make the process go more smoothly. It is not necessary to have detailed plans drawn prior to the meeting. However, the more information brought to the meeting (even in sketch form), the more thorough and specific the staff can be in response. Depending on the complexity of the project, this meeting may be waived at the discretion of the Planning representative.*

#### **Purpose**

- Acquaint the applicant with the procedural requirements.
- Provide for an exchange of information regarding the proposed development and the regulations, restrictions and requirements, the *Comprehensive Plan* and other development requirements.
- Advise the applicant of any public sources of information that may aid the application, identify policies and regulations that create opportunities or pose significant restraints for the proposed development.
- Review proposed concept plans and provide the applicant with opportunities to enrich the development plan to mitigate any undesirable project consequences;
- Review the compatibility with adjacent land uses, either proposed or existing; and
- Provide general assistance by City staff on the overall design of the proposed development.

### **B) Project Evaluation Meeting**

*This meeting allows staff to meet with the applicant and discuss the changes made to the project up to this point, as well as additional concerns both parties may have during the remainder of the process. At the conclusion of this meeting, the applicant should be aware of all materials needed for filing the application and the correct format for all documents. Additional staff comments and revisions may be required as a result of this meeting. Depending on the changes required by City staff, it may be necessary to have a second project evaluation meeting prior to filing the application.*

#### **Purpose**

- Provide a more in-depth review of the plans with the applicant prior to filing the application;
- Review plan corrections based on comments made by the applicant with respect to staff's comments during the discovery meeting;
- Advise the applicant of any additional revisions that are necessary prior to filing the application; and
- Provide general assistance by City staff on the overall design of the plan.

#### **Schedule a Meeting**

Applicants may schedule a meeting by creating an account and submitting a request at: <https://energov.olatheks.org>. For more information contact the Planning Division at 913-971-8750, Monday through Friday, 8 a.m. to 5 p.m.

*Please be aware that the meetings are not intended to cover all issues related to the development process, and decisions/discussions during the pre-application process are subject to change based on information submitted at the time the application is filed.*

## **Step 2 – Administrative Review Submittal Requirements**

*Applications missing any of the following items will be considered incomplete and rejected.*

- **Application Form** complete with signatures
- **Ownership Affidavit form**
- **Legal Description** of the property in print and on disk (Microsoft Word)
- **Filing Fee** (See [Planning Application Fees](#))
- **Digital File** of all documents submitted for review (PDF format).
- **Photometric Plan** (if applicable)
- **Assurance of Adequate Facilities** as required by Section UDO 18.30.040
- **Statement of Purpose**
- **Completed Checklist** (received during pre-application meeting)

## **Step 3 – Submit Application**

An application for Administrative Review must be completed and submitted to the Planning Division, with the proper filing fee, payable to the City of Olathe. See the Schedule of Fees and Charges for the applicable application fee. An application may be withdrawn at any time upon written request; however, no refund will be made after the application has been accepted. A complete application consists of all items identified in the Submittal Requirements checklist.

## **Step 4 – Development Review Committee**

Every application goes through a detailed staff review. Representatives from various City departments shall review each item, identify relevant issues, and prepare written comments on the proposed application. The staff comments will be sent to all parties listed on the application form (via fax or email).

The comments prepared by staff are intended to be a complete list of changes required by the applicant. However, some circumstances may warrant additional staff comments to ensure compliance with city codes and ordinances. For example, if a change is requested by city staff and the solution presented by the applicant creates an unforeseen issue, staff may provide additional comments to correct the problem. Staff comments will be sent to the applicant within twenty-one (21) days from the date the application was submitted and accepted by staff.

## **Step 5 –Approval**

After staff comments are sent to the parties listed on the application, the applicant shall submit revised plans to staff for a final review. Following this review, staff may take one of the following actions:

- Approve the revised administrative review as submitted.
- Send revised comments to the applicant indicating outstanding issues not addressed by the applicant or additional comments should the applicant's changes create a new, unforeseen issue.
- Deny the administrative review.

If outstanding issues exist, the planner shall contact the applicant and discuss these issues. The applicant shall then be allowed an opportunity to submit a second set of revised plans to correct issues. In the event an application is denied, the applicant may appeal the decision to the Planning Commission for administrative relief.

---

In the event that any section of this document conflicts with the city's *Unified Development Ordinance (UDO)*, the requirements of the *UDO* shall prevail.



ADMINISTRATIVE REVIEW APPLICATION PLEASE PRINT OR TYPE

FEE: \$150 CASE NO: PAR REC'D BY DATE PLANNER STAFF USE ONLY

Check if Applicable

Final Site Development Plan.

Administrative Review

DESCRIPTION OF PROJECT: NAME OF PLAT/LOT AND BLOCK NO. LOCATION OR ADDRESS OF PROPERTY SITE AREA ACRES/ SQ. FT. ZONING BUILDING AREA/ DWELLING UNITS

PROPERTY OWNER

NAME COMPANY ADDRESS SUITE CITY STATE ZIP PHONE FAX EMAIL ADDRESS

APPLICANT

NAME COMPANY ADDRESS SUITE CITY STATE ZIP PHONE FAX EMAIL ADDRESS

ENGINEER/ARCHITECT

NAME COMPANY ADDRESS SUITE CITY STATE ZIP PHONE FAX EMAIL ADDRESS

NOTE: PLEASE SUBMIT ALL DOCUMENTS DIGITALLY INCLUDING, BUT NOT LIMITED TO: LEGAL DESCRIPTION OF THE PROPERTY (WORD), THE SITE PLAN OR PLAT (PDF), AND ALL REQUIRED STUDIES OR REPORTS (PDF).

SIGNATURE OF OWNER OR AGENT: DATE

NOTE: IF NOT SIGNED BY OWNER, AUTHORIZATION OF AGENT MUST ACCOMPANY APPLICATION

# CITY OF OLATHE

## Ownership Affidavit

---

STATE OF KANSAS            )

SS.

COUNTY OF JOHNSON        )

Comes now \_\_\_\_\_ (owner) who being duly sworn upon his/her  
oath, does state that he/she is the owner of the property legally described as

\_\_\_\_\_  
\_\_\_\_\_.

In the application for \_\_\_\_\_.

(description of application)

Acknowledge the submission of said application and agree to bind the subject property in  
accordance with the plan submitted as part of the above application.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Printed Name

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
My Commission Expires



**CITY OF OLATHE**

**Assurance of Adequate Public Facilities  
Unified Development Ordinance 18.30.040**

---

**Project Name:** \_\_\_\_\_

**Location of Project:** \_\_\_\_\_

**Developer:** \_\_\_\_\_

**Engineer:** \_\_\_\_\_

**Architect:** \_\_\_\_\_

*All applications subject to UDO 18.30.040 must not be approved unless public facilities and services are available, or will be provided as a condition of the application, which are adequate to serve the development. **Infrastructure will be financed by the developer or through a City approved economic incentive program.***

---

***The proposed development is served by the following existing public facilities, or if not on-site, then the facilities will be extended (applicant to include narrative statement for any infrastructure to be added with development):***

**Roads:** (Must include, but not be limited to, road network to serve the development, traffic features to accommodate the demand and roadway safety, pedestrian/cyclist systems and dedication of right-of-way.)

**Wastewater:** (Must include, but not be limited to, service by an adequate public sanitary sewer system or private sewage disposal system.)

City of Olathe       Johnson County Wastewater (JCW)       Other, specify: \_\_\_\_\_

**Water:** *(Must include access to a public water supply. Fire flows from water lines must comply with Title 16 of the Municipal Code.)*

City of Olathe                       WaterOne                       Other, specify: \_\_\_\_\_

**Stormwater:** *(Must include adequate Stormwater management system consistent with Title 17 of the Olathe Municipal Code.)*

**Fire:** *(Fire protection services must comply with Title 16 of the Olathe Municipal Code.)*

**Public Amenities:** *(Including the donation or dedication of land for public recreational facilities, parks and open space, etc.)*

**Public / Private Utilities:** *(Including gas, electric, communications, etc.)*

***It will be the responsibility of the applicant to provide any necessary plans, studies, or models confirming adequate public facilities prior to final approvals per City requirements.***

***All mentioned public facilities must be in accordance with Olathe Municipal Code, Design Criteria and Technical Specifications.***