





## INSTRUCTIONS FOR SITE PLAN REVIEW

Augusta City Hall  
113 East 6<sup>th</sup> Avenue  
P.O. Box 489  
Augusta, Kansas 67010

 (316) 775-4505  
 (316) 775-4566  
 [www.augustaks.org](http://www.augustaks.org)  
 [ssmith@augustagov.org](mailto:ssmith@augustagov.org)

*FOR PROPERTY LOCATED WITHIN THE JURISDICTION OF THE CITY OF AUGUSTA, KANSAS*

In order to process your request for a Site Plan, this Site Plan Review Application Packet must be completed in its entirety and submitted to Susan Smith, Community Development Administrative Assistant, a minimum of 20 days prior to hearing by the Augusta Planning Commission.

**In order to process your request in a timely manner, please complete the included design checklist and submit with the Site Plan.**

1. The Site Plan Review Application Packet must be completed in its entirety, including the design checklist. **Incomplete application packets will not be accepted.**
2. Filing Fee (to be paid at the Community Development Department):

**SITE PLAN                      \$500**

3. A PDF copy of the sealed Site Plan (24 x 36 inches) must be submitted to Susan Smith in the Community Development Office at Augusta City Hall. Copies will be provided to the Augusta Planning Commission, applicable city and/or county departments, and public and private utility providers. Agencies will have ten (10) days to review and provide comments before the Site Plan is presented to the Planning Commission for final approval.
4. If the proposed project is located within the Growth Area of the City of Augusta, it will be the responsibility of the property owner/developer to coordinate with Butler County to obtain the necessary building/trade and sanitation permits pursuant to county policy. Road design and other infrastructure requirements shall be determined by the County Engineer.
5. In the following checklists, the engineer or surveyor producing the Site Plan shall initial each requirement in the first column (“Engr”) to indicate the step has been completed before submitting to the Community Development Department. The Community Development Department – Inspection Division will review the Site Plan and initial each requirement in the second column (“City”) to verify completion of the requirement. If any requirement is found to be missing or incomplete, a note of the missing/incomplete information will be presented to the Planning Commission for their determination as to

whether the Site Plan meets the standards and requirements of the Subdivision Regulations, the Comprehensive Plan, and/or the Zoning Regulation of the City of Augusta.

6. The Planning Commission shall review the Site Plan at the first available regularly scheduled meeting after the Site Plan has been properly reviewed by the Zoning Administrator. If the Planning Commission is satisfied, it shall approve the Site Plan and no further action is required. If dissatisfied, the Planning Commission shall specify what improvements need to be made to the plan before approval will be granted.
  
7. The property owner/developer or design professional who produced the Site Plan shall file a sealed copy with the Butler County Register of Deeds after the Planning Commission provides final approval. Proof of filing must be submitted to the Community Development Office before building and trade permits will be issued.

**THE FOLLOWING INFORMATION SHALL BE SHOWN ON THE SITE PLAN:**

Engr	City	
		1. Site Plans shall be prepared by a registered professional civil engineer, architect, or landscape architect at a scale of one (1) inch equals 20 feet, on standard 24 x 36 inch sheets.
		2. Name of project, address, boundaries, date, north arrow and scale of the plan.
		3. Name and address of the owner of record, developer, and seal of the engineer, architect or landscape architect.
		4. Name and address of all owners of record of abutting parcels.
		5. All existing lot lines, easements and right-of-way. Include area in acres or square feet, abutting land uses and structures.
		6. The location and use of all existing and proposed structures within the development. Include all dimensions of height and floor area, and show all exterior entrances and all anticipated future additions and alterations. For development in the Commercial District (C), indicate design details to make new construction compatible with existing structures.
		7. The location of all present and proposed public and private ways, parking areas, driveways, sidewalks, ramps, curbs and fences. Location, type and screening details for all waste disposal containers shall also be shown.
		8. The Community Development Department – Inspection Division may require location, height, intensity, and bulb type of all external lighting fixtures. The direction of illumination and methods to eliminate glare onto adjoining properties must also be shown.
		9. The location, height, size, materials and design of all proposed signage.

		10. The Community Development Department – Inspection Division may require a landscape plan showing all existing open space, trees, forest cover and water sources, and all proposed changes to these features including size and type of plant material. Water sources will include ponds, lakes, brooks, streams, wetlands, flood plains, drainage retention areas and wells.
		11. The location of all present and proposed utility systems, including: sanitary sewage system, water supply system, telephone, cable and electrical systems, storm drainage system including existing and proposed drain lines, culverts, catch basins, headwalls, end walls, hydrants, manholes and drainage swales.
		12. Plans to prevent pollution of surface or groundwater, erosion of soil both during and after construction, excessive run-off, excessive raising or lowering of the water table, and flooding of other properties, as applicable.
		13. Existing and proposed topography shown at not more than two-foot contour intervals. All elevations shall refer to the United States Geodetic Survey (USGS) datum. If any portion of the parcel is within the 100-year flood plain, the area shall be shown, with base flood elevations; and the developer shall present plans for meeting Federal Emergency Management Agency (FEMA) requirements.
		14. Zoning district boundaries adjacent to the site’s perimeter shall be drawn and identified on the plan.
		15. Traffic flow patterns within the site, entrances and exits, loading and unloading areas, curb cuts on the site and within 100 feet of the site. The City Engineer may require a detailed traffic study for mixed use and multi-family developments, or for developments in heavy traffic areas to include: <ol style="list-style-type: none"> <li>1. The projected number of motor vehicle trips to enter or leave the site, estimated for daily and peak hour traffic levels;</li> <li>2. The projected traffic flow pattern including vehicular movements at all major intersections likely to be affected by the proposed use of the site; and</li> <li>3. The impact of this traffic upon existing abutting public and private ways in relation to existing road capacities. Existing and proposed daily and peak hour traffic levels, as well as road capacity levels, shall also be given.</li> </ol>


**CONTACT INFORMATION**

Cody Sims	Assistant City Manager	(316) 775-4505	<a href="mailto:csims@augustagov.org">csims@augustagov.org</a>
Susan Smith	Administrative Assistant	(316) 775-4505	<a href="mailto:ssmith@augustagov.org">ssmith@augustagov.org</a>



## APPLICATION FOR SITE PLAN

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**SELECT ONE**

City Limits

Growth Area

<b>NAME OF SUBDIVISION:</b>	
<b>GENERAL LOCATION:</b>	

<b>NAME OF PROPERTY OWNER:</b>					
Address:					
City:		State:		Zip:	
Phone:		E-Mail:			

<b>NAME OF AGENT:</b>					
Address:					
City:		State:		Zip:	
Phone:		E-Mail:			

<b>NAME OF ENGINEER / SURVEYOR:</b>					
Address:					
City:		State:		Zip:	
Phone:		E-Mail:			

<b>PROPERTY INFORMATION:</b>								
Address:			City:		State:	KS	Zip:	
Lot(s):		Block:		Subdivision:				
Total Size of Site to be Developed:				Acres		Square Feet		
Existing Zoning:				Proposed Zoning:				

The applicant or their duly authorized agent HEREBY ACKNOWLEDGES that a Certificate of Occupancy cannot be issued for a building until all aspects of development depicted on the Site Plan are completed in accordance with adopted building and trade codes, the zoning and subdivision regulations, and have been approved by the Zoning Administrator or designee.

\_\_\_\_\_  
Owner Signature & Date

OR

\_\_\_\_\_  
Agent Signature & Date

\*\*\*\*\*

This application packet was received by the Community Development Department on \_\_\_\_\_,  
2017. The packet has been checked and verified complete and accompanied by the required fee of \$\_\_\_\_\_.

\_\_\_\_\_  
Zoning Administrator or Designee

\_\_\_\_\_  
Date