



**Harper County/Cities Joint Planning  
201 N Jennings, 4th Floor  
Anthony, KS 67003  
Phone (620)842-3718**

**Site Plan Application Requirements**

Site plans shall be submitted to the Zoning Administrator 20 days before a regular Review Committee meeting so that they can be distributed to interested parties for review and the resulting comments summarized by the Zoning Administrator for a report to the respective Review Committee. The Administrator shall compile the final approval report and maintain the files.

A minimum of 12 legible copies are needed for proper review with additional ones required when necessary to display the scope of the project as may be determined by the Zoning Administrator. At the discretion of the Applicant, separate plans may be submitted to properly present the design details for such features as landscaping, lighting, etc.

**General Site Plan Requirements:**

1. Oriented to the north with north arrow and scale plus dimensions and boundary lines for the zoning lot with legends for graphic clarity.
2. Show the location and dimensions of all rights of way, access control, easements and setback lines either required by these regulations or by platting.
3. Topography by contour lines required only if slopes exceed 5% or buffer berms are used.
4. Show general direction flow of storm drainage by arrows. Provide pad elevations when sites are located in designated floodplain areas.
5. Locate existing and proposed structures by bulk dimensions plus number of stories, gross floor area and entrances.
6. Show existing and proposed entrances or curb cuts, driveways, off-street parking, loading spaces and walkways, including type of surface and number and dimensions of parking spaces.
7. Indicate location, height and materials for screening walls or fences and landscaped areas, including grass, trees and shrubs.
8. Show location, direction and intensity of proposed lighting.
9. Locate all major signs by type, height and approximate size.
10. Indicate location of outdoor work areas: displays: storage of supplies, equipment and vehicles: and trash disposal areas.

**Approval Certificates:** Site plans must show the following certificates on the drawing:

The Official Site Plan has been (approved) (modified) to the conditions approved by the (City of \_\_\_\_\_ or County) Site Plan Review Committee at their meeting of \_\_\_\_\_, 20\_\_\_\_.

Signed:

\_\_\_\_\_  
Signature Chairperson

ATTEST:

\_\_\_\_\_  
Signature Secretary

Revisions on this Site Plan drawing, as required by the Site Plan Review Committee for approval, have been completed.

ATTEST:

\_\_\_\_\_  
Signature Zoning Administrator Date

**Owner's Certification**

As the developer of the project approved by this Site Plan Review Committee, I do hereby certify that I understand that the project is to be constructed as shown on the final approved plan, and that no Occupancy Certificate under the Zoning Regulations will be approved for the project until all required items have been completed. I further certify that since these requirements run with the project, I will supply a copy of this approved Site Plan to any successors or assignees who may follow me in ownership of this project.

Signed:

\_\_\_\_\_  
Owner's Signature Date

**General Conditions of Approval** All site plans must meet the applicable standards contained in both the joint Zoning and Subdivision Regulations including the following:

1. Proposed uses are permitted or have been approved as a special or conditional use in the district in which the property is located.
2. Proposed arrangement of buildings, off street parking, loading, access, lighting, signage, landscaping, buffering, screening, and drainage is compatible with adjacent land uses.
3. Vehicular ingress and egress to and from the site and circulation within the site provides for safe, efficient and convenient movement of traffic not only within the site but on adjacent roadways as well.
4. Site plan provides for the safe movement of pedestrians within the site and connecting to adjacent land uses when determined to be beneficial to community connectivity.
5. In addition to agricultural cover, there is a sufficient mixture of grass, trees and shrubs within the interior and perimeter (including public right of way) of the site so that the proposed development will be in harmony with adjacent land uses and will provide a pleasing appearance to the public. Any part of the site plan area not used for buildings, structures parking, outdoor activities, loading or access ways shall be landscaped with a mixture of grass, trees and shrubs.
6. All outdoor trash disposal areas are screened and outdoor work and storage areas screened where necessary.

**Assurances** Site Plan performance is assured by issuance of a zoning permit and occupancy certificate. All plant materials shall be healthy and landscaping, screening and/or buffering in place prior to issuance of an occupancy certificate. A temporary certificate may be issued as provided for in Section 9-101B2 without the landscaping installation; provided, that written assurances or sufficient guarantees are submitted satisfactory to the Zoning Administrator that the planting will take place when the proper season arrives.

Landscaping must be maintained in a healthy, disease-free and debris free condition or it will be considered a violation of these regulations and become subject to the following maintenance procedure:

1. It shall be the responsibility of the property owner to maintain in good condition all of the required screening, buffering and landscaping improvements on their property. When it is determined by the Zoning Administrator that required improvements are not being maintained, it is his or her duty to give notice of a violation in writing to the property owner. Such notice shall specify in what manner the improvements are in need of maintenance and a date for compliance. The owner shall have not less than 30 days to comply with the notice: provided, however, that any person aggrieved by any such order and disagreeing with any of the requirements of the notice may file an appeal under Section 10-106 within the 30-day period with the Board of Zoning Appeals.
2. If the owner of the land has failed, refused or neglected to make the necessary maintenance repairs within the time of the notice or time designated by the Board, then the Zoning Administrator shall cause such maintenance to be done to the property. The cost of maintenance shall be certified by the Administrator to the Clerk, who shall cause the costs to be assessed against the property on which the maintenance repairs were made.

City of \_\_\_\_\_ or County

Case No. SP- \_\_\_\_\_ - \_\_\_\_\_

**APPLICATION FOR SITE PLAN REVIEW**

This is an application for a site plan review. The form must be completed and filed with the Zoning Administrator at the Harper County Courthouse.

An incomplete Application cannot be accepted.

1. Name of applicant(s) and/or his/her agent(s)

a. Applicant \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email (if any) \_\_\_\_\_

Agent (if any) \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email (if any) \_\_\_\_\_

b. Applicant \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email (if any) \_\_\_\_\_

Agent (if any) \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email (if any) \_\_\_\_\_

2. The applicant hereby requests a review of a site plan titled \_\_\_\_\_  
\_\_\_\_\_ which is or is proposed to be located in  
the \_\_\_\_\_ District under the (City or County) Zoning  
Regulations.

3. The property is legally described as Lot(s) \_\_\_\_\_ of Block \_\_\_\_\_ in the  
\_\_\_\_\_ or metes and bounds description may be provided in the  
space below or on an attached sheet. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Dimensions of the property are \_\_\_\_\_ feet in depth by \_\_\_\_\_ feet in width  
and \_\_\_\_\_ acres or square feet in area.

5. The general location of the property is (use appropriate section):
- a. The address is \_\_\_\_\_
  - b. At the \_\_\_\_\_ corner of \_\_\_\_\_ Street and \_\_\_\_\_ Street.
  - c. On the \_\_\_\_\_ side of \_\_\_\_\_ Street between \_\_\_\_\_ Street and \_\_\_\_\_ Street.
6. Is this property part of a recorded plat? Circle Yes or No  
If no, has a plat been submitted? \_\_\_\_\_
7. The property is presently used for \_\_\_\_\_  
and the site plan review is requested for the following purpose(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. I (We) realize that this application cannot be processed unless it is complete and is accompanied by 12 copies of the site plan.

_____	_____	_____	_____
Applicant	Date	Applicant	Date

_____	_____	_____	_____
Agent (if any)	Date	Agent (if any)	Date

\*\*\*\*\*

Office Use Only

This application was received by the Zoning Administrator on \_\_\_\_\_, 20\_\_\_. It has been checked and found to be complete and accompanied by the required copies of the site plan.

Cc: Applicant

\_\_\_\_\_  
Zoning Administrator