



Building & Zoning Department  
215 S. Broadway, Louisburg, KS 66053  
913-837-5811 · louisburgkansas.gov  
rwhitham@louisburgkansas.gov

## **SITE PLAN STANDARDS**

Site plans for lots within the City of Louisburg are required to be prepared by a registered surveyor.

1. Site Plan shall be drawn to scale and the scale shall be shown.
2. North shall be indicated by an arrow on the drawing.
3. Dimensions for all property lines shall be shown. Area of the property shall be shown in square feet.
4. The location of public or private roads should be shown. Name or number of the road shall be shown. Road right-of-ways shall be shown.
5. The location of the driveway entrance in relationship to an established property line shall be shown. Width of the driveway shall be shown.
6. The locations of creeks, streams, and drainage easements shall be shown. Boundaries of flood hazard zones shall be indicated.
7. The location of utilities and easements shall be shown.
8. The location of all existing buildings shall be shown with the distance between the buildings and property lines. Dimensions of existing buildings and their use shall be shown on the site plan.
9. The location of proposed building(s) with the distance between the proposed building and existing structures and property lines shall be shown.
10. Finished drainage contours shall be shown on the plot plan. This shall include the FF elevation and finished grade at lot corners. Lot drainage shall be designed such that storm water is not discharged to the adjacent lots.

## ARTICLE 12

### SITE PLAN REVIEW

The Codes Administrator shall require that all applications for building permits for new buildings or expansion of any existing buildings in multi-family, commercial and industrial zoning districts be subject to Site Plan Review in accordance with these regulations. Developments shall implement the applicable regulations and requirements specified in the zoning regulation, shall be encouraged to implement the objectives of the City's Comprehensive Plan and to foster compatibility among land uses in the City of Louisburg.

The provisions specified for site plan applications within this procedures manual are intended to only be a summary of the requirements specified in the adopted zoning regulations for the City of Louisburg and the City of Louisburg Growth Area. Developers should consult the applicable zoning regulations for a complete list of submittal requirements for site plan applications.

An application fee and deposit shall be paid at the time the site plan application is submitted. The deposit shall be used to cover expenses incurred by the city in the processing and review of the application. If the city's processing and review costs exceed the amount of the initial deposit, the applicant shall be required to pay the additional amount.

In order to request approval of a site plan application:

1. The applicant shall first meet with the Codes Administrator, the city's planning consultant, the city engineer and all other applicable city staff members to receive a complete explanation of the zoning requirement in question, the site plan application procedure and the application form and to discuss all relevant issues relating to the site plan application.
2. The applicant shall submit a completed site plan application form along with 15 copies of the proposed site plan and payment of the appropriate application fee and deposit. The Site Plan shall include data, details, and supporting plans which are found relevant to the proposal as specified in Section 616 of the City of Louisburg Zoning Regulations and Section 616 of the City of Louisburg Growth Area Zoning Regulations, whichever is applicable. The number of pages submitted will depend on the proposal's size and complexity. The applicant shall make notations explaining the reasons for any omissions. An application shall not be processed unless it has been fully completed, the site plan submitted and the application fee and deposit paid.
3. Site Plans shall be prepared by a registered professional engineer, architect, land surveyor or landscape architect at a scale of 1 inch equals 20 feet, on standard 24" x 36" sheets. In addition, the site plan is required to comply with all other applicable provisions of the zoning regulations. The additional provisions include, but are not limited to, Design Standards specified in Section 618 of the City of Louisburg Zoning Regulations and the City of Louisburg Growth Area Zoning Regulations and the Landscape and Buffer Requirements specified in Section 620 of the City of Louisburg Zoning Regulations.
4. Review of the site plan shall be performed by the Codes Administrator or the city's planning consultant, and submitted to the Planning Commission for approval. The Planning Commission shall perform their review of the site plan and staff findings at the next regularly scheduled meeting of the Planning Commission for which the item may be scheduled and shall adjourn and reconvene as is determined necessary.
5. Standard of Review: The recommendations of the Codes Administrator or the city's planning consultant shall be based on the following standards:
  - A. The extent to which the proposal conforms to the provisions of the City of Louisburg Zoning Regulations or City of Louisburg Growth Area Zoning Regulations, whichever is applicable.
  - B. The extent to which the development would be compatible with the surrounding area.

- C. The extent to which the proposal conforms to the provisions of the Louisburg, Kansas Subdivision Regulations or City of Louisburg Growth Area Subdivision Regulations, whichever is applicable.
- D. The extent to which the proposal conforms to the Goals, Objectives and Policies of the Comprehensive Plan.
- E. The extent to which the proposal conforms to customary engineering standards used in the city or in Louisburg Growth Area, whichever is applicable.
- F. The extent to which the location of streets, paths, walkways, and driveways are located so as to enhance safety and minimize any adverse traffic impact on the surrounding area.
- G. The extent to which the buildings, structures, walkways, roads, driveways, open space (if any), and parking lots have been located to achieve the following objectives:
  - (1) Preserve existing off-site views and create desirable on-site views.
  - (2) Conserve natural resources and amenities including prime agricultural land.
  - (3) Minimize any adverse flood impact;
  - (4) Ensure that proposed structures are located on suitable soils;
  - (5) Minimize any adverse environmental impact; and
  - (6) Minimize any present or future cost to the City and private providers of utilities in order to adequately provide public utility services to the site

**CITY OF LOUISBURG, KANSAS  
SITE PLAN APPLICATION**

Return Form To:  
Codes Administrator  
City of Louisburg  
215 S. Broadway  
Louisburg, KS 66053  
(913) 837-5811 · (913) 837-5374 (fax)

For Office Use Only  
Case No. \_\_\_\_\_  
Filing Fee: \_\_\_\_\_  
Deposit: \_\_\_\_\_  
Dated Filed: \_\_\_\_\_

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**APPLICANT INFORMATION:**

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Zip: \_\_\_\_\_  
Owner: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Zip: \_\_\_\_\_

**PROPERTY INFORMATION:**

Address of Property: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Present Zoning Classification: \_\_\_\_\_ Acreage: \_\_\_\_\_

Present Use of Property: \_\_\_\_\_

Proposed Use of Property: \_\_\_\_\_

**ADJACENT ZONING AND LAND USE:**

	<u>Land Use</u>	<u>Zoning</u>
North	_____	_____
South	_____	_____
East	_____	_____
West	_____	_____

Does the proposed site plan meet the following criteria? If yes, attach a separate sheet explaining why. (To be completed by the applicant.)	Yes	No
1. Does the proposal conform with the provisions of the City's Zoning regulations?		
2. Will the development be compatible with the surrounding area?		
3. Does the proposal conform with the provisions of the City's Subdivision Regulations?		
4. Does the proposal conform to the goals, objectives and policies of the Comprehensive Plan?		
5. Does the proposal conform with the customary engineering standards used in the City?		
6. Are the streets, paths, walkways, and driveways located such that they enhance safety and minimize any adverse traffic impact on the surrounding area?		
7. Have the proposed buildings, structures, walkways, roads, driveways, open space (if any), and parking lots been located to preserve existing off-site views and create desirable on-site views, conserve natural resources and amenities including prime agricultural land, minimize any adverse flood impact, ensure that proposed structures are located on suitable soils, minimize any adverse environmental impact, and minimize any present or future cost to the City and private providers of utilities in order to adequately provide public utility services to the site.		

ATTACHMENTS REQUIRED:

- X Site Plan Review Checklist
- X 15 copies of site plan

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**CITY OF LOUISBURG, KANSAS  
SITE PLAN CHECKLIST**

Return Form To:

Codes Administrator, City of Louisburg  
215 S. Broadway  
Louisburg, KS 66053  
(913) 837-5811 · (913) 837-5374 (fax)

For Office Use Only:

Date Filed: \_\_\_\_\_  
Date of Meeting: \_\_\_\_\_  
Filing Fee: \_\_\_\_\_  
Deposit: \_\_\_\_\_

1. Name of Project: \_\_\_\_\_
2. Location of Project: \_\_\_\_\_
3. Name of Owner: \_\_\_\_\_
4. Name of Person who prepared the Site Plan: \_\_\_\_\_
5. Instructions:

The following checklist is to be completed by the Codes Administrator. The Site Plan shall include the following data, details and supporting information which are found to be relevant to the proposal. All site plans shall be prepared by an architect or landscape architect registered in the State of Kansas, or by a professional engineer licensed in the State of Kansas. The number of pages submitted will depend on the proposal's size and complexity.

A. Site Plan Content Requirements: Does the Site Plan comply with or show the following?

	<u>Yes</u>	<u>No</u>
1. Name of the project, address, boundaries, date, north arrow and scale of the plan.	_____	_____
2. Name and address of the owner of record, developer, and seal of the engineer, architect or landscape architect.	_____	_____
3. Name and address of all owners of record of abutting parcels.	_____	_____
4. All existing lot lines, easements, and rights-of-way. Include area in acres or square feet, abutting land uses and structures.	_____	_____
5. The location and use of all existing and proposed buildings and structures within the development, including all dimensions of height and floor area, show all exterior entrances and all anticipated future additions and alterations, and typical elevations and building materials.	_____	_____
6. The location of all present and proposed public and private ways, driveways, sidewalks, ramps, curbs and fences. Location type and screening details for all waste disposal containers shall also be shown.	_____	_____

	<u>Yes</u>	<u>No</u>
7. The location of required parking areas including parking stalls, setbacks and loading and service areas.	_____	_____
8. The location, height, intensity, and bulb type (e.g., fluorescent, sodium incandescent) of all external lighting fixtures. The direction of illumination and methods to eliminate glare onto adjoining properties.	_____	_____
9. The location, height, size, materials, and design of all proposed signage.	_____	_____
10. A landscape plan showing all existing open space, trees forest cover and water sources, and all proposed changes to these features including the size and type of plant material. Water sources will include ponds, lakes, brooks, streams, wetlands, flood plains, and drainage retention areas.	_____	_____
11. The location of all existing and proposed utility systems including:		
a. sewer lines and manholes;	_____	_____
b. water lines and fire hydrants;	_____	_____
c. telephone, cable and electrical systems; and	_____	_____
d. storm drainage system including existing and proposed drain lines, culverts, catch basins, head walls, end walls, hydrants, manholes, and drainage swales.	_____	_____
12. Plans to prevent the pollution of surface or groundwater, the 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 elevation shall refer to United States Geodetic Survey (U.S.G.S.) datum. No building shall be located in the 100-year flood plain.	_____	_____
14. Existing and proposed 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.	_____	_____

		<u>Yes</u>	<u>No</u>
16.	A detailed traffic study for mixed use and multi-tenant developments, or for developments in heavy traffic areas if required by the Codes Administrator to include:		
a.	The projected number of motor vehicle trips to enter or exit the site, estimated for daily and peak hour traffic level.	_____	_____
b.	The projected traffic flow pattern including vehicular movements at all major intersections likely to be affected by the proposed use of the site; and	_____	_____
c.	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.	_____	_____
B.	Design Standards:		
1.	Is the proposed development located within an R-3, C-O, C-1, C-3, C-S, B-P, I-1, or I-2 zoned area? <i>If the answer to letter B.1 above is no, go to letter C below.</i>	_____	_____
2.	Does the building roof top have at least two of the following features: Parapets concealing flat roofs and roof top equipment; overhanging eaves; sloped roofs; and three or more roof slope planes?	_____	_____
3.	Are roof mounted equipment, including ventilators and satellite dishes, screened from view (100 percent opacity) or isolated so as to not be visible from ground level of any adjacent public thorough-fare or residentially-zoned area, up to a maximum of 300 feet away and is the appearance of the roof screens coordinated with the building to maintain a unified appearance?	_____	_____
4.	Are all electrical and mechanical equipment located adjacent to the building and visible from any adjacent public thoroughfare or residentially-zoned area screened from view (100 percent opacity), up to a maximum of 300 feet away and are such screens and enclosures treated as integral elements of the buildings appearance?	_____	_____
5.	Except for meters, electric and telephone service pedestals, transformers, three-phase feeder lines, subtransmission and transmission lines (34.5kv and above), electrical substations and such other facilities as the utility may deem necessary to install utilizing "overhead" type construction, are all telephone and cable television lines, electrical services and distribution lines placed underground?	_____	_____
6.	Are all gas meters in any front yards, located within three feet of the building foundation?	_____	_____



	<u>Yes</u>	<u>No</u>
7. Is the form and proportion of buildings consistent or compatible with the scale, form and proportion of existing development in the immediate area?	_____	_____
8. Pedestrian access shall be an integral part of the overall design of each multi-family, commercial, and industrial development.		
a. Does the pedestrian access provide safe and convenient access to and from off-street parking areas?	_____	_____
b. Does the pedestrian access connect with abutting properties and developments so as to create an alternative means of transportation for residents of the city?	_____	_____
c. Are sidewalks at least 5 feet in width provided along all sides of a lot abutting a dedicated public or private street?	_____	_____
d. Is there a continuous internal pedestrian sidewalk provided from the perimeter public sidewalk to the principal customer entrance(s)?	_____	_____
e. Does the internal sidewalk feature landscaping, benches, and other such materials and facilities for no less than 50 percent of its length?	_____	_____
f. Are sidewalks provided along the full length of the building along any facade featuring a customer entrance and along any facade abutting a public parking areas?	_____	_____
g. Are sidewalks located at least five feet away from the building facade to provide planting areas for landscaping along the foundation of the building?	_____	_____
h. Are internal pedestrian sidewalks distinguished from driving surfaces through the use of special pavers, bricks, or scored concrete to enhance pedestrian safety and the attractiveness of the sidewalks?	_____	_____
9. Architectural design should create visual interest through the use of different textures, complementary colors, shadow lines and contrasting shapes.		
a. Will the buildings have a variation of detail, form, and siting to provide visual interest?	_____	_____
b. Are loading docks, trash enclosures, outdoor storage and similar facilities and functions incorporated into the over-all design of the building and the landscaping so that the visual and acoustic impacts of these functions are reduced to as great an extent as possible		

		<u>Yes</u>	<u>No</u>
	and are out of view from adjacent properties and public streets?	_____	_____
c.	Do building facades 100 feet or greater in length incorporate recesses and projections along at least 20 percent of the length of the building facade?	_____	_____
d.	Do windows, awnings, and arcades total at least 60 percent of the facade length abutting any public street?	_____	_____
e.	Does any building facade 100 feet or greater in length abutting a residential district, have an earth berm of at least six feet in height installed between the building facade and the abutting residential district and is the earth berm landscaped with evergreen trees at intervals of at least 20 feet on center, or in clusters?	_____	_____
10.	Minimum Exterior Building Material Standards: Does a minimum of 50% of each exterior wall consist of one or more of the following materials?:		
a.	Masonry: Masonry construction which include solid cavity faced or veneered-wall construction, or similar materials.	_____	_____
b.	Glass Walls: Glass walls shall include glass curtain walls or glass block construction.	_____	_____
c.	Wood other than exposed plywood paneling.	_____	_____
d.	Concrete finish or precast concrete panel (tilt wall) that has exposed aggregate, hammered, sandblasted or covered with a cement-based acrylic coating.	_____	_____
e.	Metal panels with a depth of one inch or more; or a thickness of U.S. Standard 26 gauge or more.	_____	_____
C.	Landscape and Buffer Requirements:		
1.	Is the proposed development located in the Louisburg Growth Area or on a lot or tract of land that is zoned C-2?	_____	_____
<b><i>If the answer to question C.1 above is yes, the following questions do not need to be completed.</i></b>			
2.	Open Space Landscaping:		
a.	At least three plant units provided for each 1,000 square feet of lot area or fraction thereof?	_____	_____
b.	The open space plant units required are located in required front and side yard setback areas to the maximum extent possible.	_____	_____

		<u>Yes</u>	<u>No</u>
3.	<b>Parking Lot Landscaping:</b>		
a.	Off-street parking areas are screened from all public rights-of-way and from adjacent residentially zoned lots.	_____	_____
b.	The amount of landscaping provided in the interior portion of the off-street parking area complies with the requirements of Section 620.C(2) of the zoning regulations.	_____	_____
c.	Landscaping between the parking lot and the building is a minimum of 10 feet deep.	_____	_____
d.	The parking lot landscaping is reasonably dispersed throughout the off-street parking area.	_____	_____
e.	The interior dimensions of any planting area within an off-street parking area is of sufficient size to protect plant materials and to ensure proper growth and planting areas which contain trees are a minimum of seven feet in width.	_____	_____
f.	All planting areas within off-street parking areas are protected by raised curbs or wheel stops to prevent damage by vehicles and vehicle overhang.	_____	_____
4.	<b>Right-of-way and Transition Buffers:</b>		
a.	Based upon the requirements specified in Section 620.D of the City of Louisburg Zoning Regulations, what type of right-of-way buffer is required?		
	Type A                      Type B                      Type C                      Type D		
b.	Based upon the requirements specified in Section 620.D of the City of Louisburg Zoning Regulations, what type of transition buffer is required?		
	Type A                      Type B                      Type C                      Type D		
		<u>Yes</u>	<u>No</u>
c.	The right-of-way buffer proposed on the site plan contains the required number of plant units.	_____	_____
d.	The transition buffer on the proposed site plan contain the required number of plant units.	_____	_____

		<u>Yes</u>	<u>No</u>
5.	Landscape Material Standards:		
	a. The plants proposed conform to or exceed the plant quality standards of the most recent edition of <i>American Standard for Nursery Stock</i> , published by the American Association of Nurserymen.	_____	_____
	b. The trees proposed on the site are of a ornamental, evergreen, or large deciduous type.	_____	_____
	c. If more than 10 trees are required to be planted, a mix of species has been provided to meet the requirements of Section 620.E(4)b specified in the City of Louisburg Zoning Regulations.	_____	_____
	d. Medium and large deciduous trees proposed to be installed have a minimum caliper of two inches.	_____	_____
	e. Small deciduous and ornamental trees proposed to be installed have a minimum height of four feet.	_____	_____
	f. Conifers proposed to be installed have a minimum height of five feet.	_____	_____
	g. Upright evergreens proposed to be installed have a minimum height of four feet	_____	_____
	h. The ground area within the required landscape areas have appropriate landscape treatment and present a finished appearance and reasonably complete coverage upon planting.	_____	_____