

CHECKLIST FOR DOCKETING PETITION FOR VARIANCE

All items listed below must be filed by _____. **FEE:** _____

The Legal Notice of Public Hearing must be mailed to neighboring property owners and neighborhood organizations by _____. A copy of the Legal Notice of Public Hearing must also be posted on the property.

Hearing will be held on _____ at 7:00 p.m. in the Public Assembly Room of the Lawrence Government Center.

NOTE: The following items must be completed and submitted before the case will be docketed for hearing.

1. Three (3) copies of petition, TYPEWRITTEN OR NEATLY PRINTED, signed by owner(s) of subject property or authorized agent and notarized, must be filed at least 35 days prior to public hearing. Petition must contain a complete explanation of your request.
2. Three (3) copies of the Findings of Fact, TYPEWRITTEN OR NEATLY PRINTED, with responses to each point.
3. Three (3) copies of the Zoning Base Map (Metropolitan Planning and Zoning Department map) with subject property prominently marked.
4. Three (3) copies of plot plans, drawn to scale of 1" = 30', 1" = 20' or 1" = 10'. (For unusually large sites, a scale of 1" = 40' is acceptable.) Indicate scale on plans. Plans shall include the following:

___ The North arrow

___ Address of the site

___ All dimensions of the entire site

___ Names, center-line and right-of-way widths of all streets, alleys and easements (Including: drainage easements, utility easements, etc.)

___ Location and horizontal dimensions of all structures, existing and proposed. Proposed structures indicated by cross-hatching, e.g. /////

___ Use of each structure by labeling. (Such as: residence, garage, existing shed, etc.)

___ Structures to be removed indicated by broken lines, e.g. - - - - -

___ Distance from front, rear and each side of property line to all structures. (This distance is measured from the point where the structure is nearest the property line. The line which represents this measurement must form a right angle with the property line.)

___ Location of proposed or existing driveway and its width at the right-of-way (property) line. (Also show connection to street or alley.)

___ Measurement of curb radius and/or taper.

___ Location, dimensions and use of any other paved areas.

___ Names of legal ditches or streams on or adjacent to the site.

___ Location, type (i.e. ground, pole, projected, wall or other) and dimensions of all signs. Include separate, elevation of proposed sign structures complete with all dimensions and drawn to scale.

___ Location, size and type of all existing and proposed trees and landscaping.

5. Three (3) sets of plans for proposed structures, including floor plans and elevations.
6. If Multi-Family use is requested, three (3) copies of Multiple Dwelling Project Analysis.
7. Check payable to "City of Lawrence" in the amount noted above.