



REQUEST FOR ANNEXATION

Application Requirements for annexations greater than 10 acres

Application materials must be submitted in both print and electronic format, on disc. If you are unable to provide the materials in electronic format, please contact the Planning Office at 785-832-3150.

This checklist has been provided to assist you, the applicant, as you prepare your application. Submission of less information than necessary to adequately review and process your application will delay the review process.

The applicant shall meet with Planning Staff at least seven (7) working days prior to submittal of the application.

Planning Staff will determine the completeness, accuracy, and sufficiency of the application within five (5) working days of submission. Incomplete applications will be returned to the applicant.

Pre-Application Meeting

The applicant shall meet with Planning Staff at least seven (7) working days prior to submittal of the application.

Pre-submittal Date _____, **20**__.

Planner's Name _____

Target Submission Date _____, **20**__.

Fee: No fee for annexation requests

During the meeting Planning Staff will assist the applicant to determine **if** the following items are Required or Not Applicable:

- | R | NA | |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Consent to Annexation Form |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Legal Description of property. |
| <input type="checkbox"/> | <input type="checkbox"/> | Copy of last recorded deed on the property. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Map of requested annexation area. |
| <input type="checkbox"/> | <input type="checkbox"/> | Any other information as requested by Staff: _____ |



General Request for Annexation Submittal Requirements

❖ **Application Form**

- A complete Application Form, in both print and electronic format, on disc.

❖ **Attachments Required**

- Legal description of property in print and electronic format (MS Word).
- Consent to Annexation Form in print and electronic format.
- Last recorded deed on property in print and electronic format.
- Map of requested annexation area in print and electronic format.
- Other information requested by staff in print and electronic format.

❖ **Other**

- Drawings and data necessary to demonstrate that the proposal is in general conformance with the Comprehensive Plan.



**REQUEST FOR ANNEXATION
DETERMINATION OF COMPLETENESS, ACCURACY, AND SUFFICIENCY
(Completed by Staff)**

The following items apply to annexation applications. Submission of less information than necessary to adequately review and process your application may delay the review process. The following submittal requirements will be deemed either fully completed and Provided (P) or Not Provided (NP) by the applicant. (Circled items have not been reviewed due to time constraints.)

Pre-Application Meeting

P NP

- | | | |
|-------------------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Pre-Application Meeting. The applicant shall meet with Planning Staff at least seven (7) business days prior to submittal of the application. During the meeting Planning Staff will assist the applicant to determine if the following items are required: |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | a). Consent to Annexation Form (See attachment) |
| <input type="checkbox"/> | <input type="checkbox"/> | b). Legal Description (See attachment) |
| <input type="checkbox"/> | <input type="checkbox"/> | c). Copy of last recorded deed. |
| <input type="checkbox"/> | <input type="checkbox"/> | d). Map of requested annexation area. |
| <input type="checkbox"/> | <input type="checkbox"/> | e). Other information requested by staff. |

Other Requirements

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Drawings and data necessary to demonstrate that the proposal is in general conformance with the Comprehensive Plan. |
|--------------------------|--------------------------|---|



**REQUEST FOR ANNEXATION
Application Form**

Pre-Application Meeting
required minimum 7 days
before submission
Planner _____
Date _____
Fee _____

OWNER INFORMATION

Name(s) Kansas Department of Transportation
Contact Jerry Younger (Secretary of Transportation) ; Kris Norton (Road Design Leader)
Address 700 SW Harrison Street
City Topeka State KS ZIP 66603
Phone (785) 368-6429 Fax (____) _____
E-mail knortan@ksdot.org Mobile/Pager (____) _____

APPLICANT/AGENT INFORMATION

Contact Charles F. Soules, Director of Public Works
Company City of Lawrence
Address 6 E. 6th Street
City Lawrence State ~~KS~~ P 66044
Phone (785) 832-3124 Fax (785) 832-3398
E-mail csoules@lawrenceks.org Mobile/Pager (____) _____
Pre-application Meeting Date _____ Planner _____

PROPERTY INFORMATION

Project Name K-10 / Bob Billings Parkway Interchange
Present Zoning District _____ Present Land Use Highway
Proposed Land Use Highway Right-of-Way
Legal Description (*may be attached*) _____
Address of Property _____
Total Site Area 54.31
Number and Description of Existing Improvements or Structures _____



ADDITIONAL INFORMATION

Is the property currently served by:

City water service	YES	NO	N/A
City sanitary sewer service	YES	NO	N/A
Rural water district water service	YES	NO	N/A

If yes, please describe the rural water district facilities

If the property is currently served by rural water district service, state law requires that the City pay the RWD for RWD facilities serving the property upon annexation. City policy requires that this cost be paid by the annexation applicant.

Does the property currently abut City of Lawrence boundaries? YES NO

Is the annexation request contingent upon rezoning or other land use regulatory decisions? If yes, please describe. YES NO

Please describe the existing structures or improvements on the property.

K-10 Highway

Reason for Request:

The City of Lawrence and Douglas County are participating in the cost of construction with the KDOT for the K-10 /Bob Billings Parkway Interchange. The City will be financing its share through the issuance of bonds.

To issue bonds the property and improvements must be within the City limits.



SIGNATURE

I/We, the undersigned am/are the **(owner(s)), (duly authorized agent), (Circle One)** of the
aforementioned property. By execution of my/our signature, I/we do hereby officially Request
Annexation by the City of Lawrence as indicated above.

Signature(s): _____ Date _____

_____ Date _____

_____ Date _____

STAFF USE ONLY

Application No. _____

Date Received _____

Planning Commission Date _____

Fee \$ _____



City of Lawrence
Douglas County
PLANNING & DEVELOPMENT SERVICES

**Lawrence Douglas County
Metropolitan Planning Office**

6 East 6th Street, P.O. Box 708,
Lawrence, KS 66044
(785) 832-3150 Fax (785) 832-3160
<http://www.lawrenceks.org/pds/>

Note to Applicant:

Replace this page with "Exhibit A, Legal Description".



Determination Of Completeness, Accuracy, and Sufficiency

I have reviewed the annexation application submitted by:

Name: _____ Date: _____

Application No. _____

Based upon the submitted information, I find the application to be:

- Complete (based upon the items reviewed)
- Incomplete, inaccurate, or insufficient (circle) for the following reasons:
 - The application or plan contains one or more significant inaccuracies or omissions that hinder timely or competent evaluation of the plan's/application's compliance with Development Code standards.
 - The application contains multiple minor inaccuracies or omissions that hinder timely or competent evaluation of the plan's/application's compliance with Development Code standards.
 - The application or plan cannot be approved without a variance or some other change or modification that the decision-making body for that application or plan does not have the authority to make.
 - Other

Planner Date

Resubmit by _____ to be placed on the agenda for the Planning Commission meeting on _____. (All resubmitted materials must be deemed to be complete, accurate, and sufficient.)