

Minimum Required Submittals for Development Applications

	Board of Zoning Appeals	Site Plan	Conditional Use Permit	Rezone	Special Event Permit	Temporary Business Use Permit	Home-Based Business	Agritourism Permit	Sign Permit	Zoning Text Amendment	Vacation Rental	Floodplain Development Permit
Pre-Submittal Meeting (at least 7 days prior to application submittal)	●	●	●	●				●		●	●	
Application	●	●	●	●	●	●	●	●	●	●	●	●
Department to Process Application	Douglas County Zoning and Codes	Lawrence Planning and Development Services	Lawrence Planning and Development Services	Lawrence Planning and Development Services	Douglas County Zoning and Codes	Douglas County Zoning and Codes	Douglas County Zoning and Codes	Douglas County Zoning and Codes	Douglas County Zoning and Codes	Lawrence Planning and Development Services	Douglas County Zoning and Codes	Douglas County Zoning and Codes
Owner Authorization Form	☑	☑	☑	☑	☑	☑	☑	☑	☑		☑	☑
Review Fee	●	●	●		●	●	●	●	●		●	●
Posted Notice		●	●	●								
Certified Property Owner List (obtained from the Douglas County Clerk)	●	●	●	●	●			●			●	
Executed Certificate of Mailing and Copy of Notification Letter	▲	●			●	▲	☑	●			●	
General Location Map	●	☑	●	●	●	●	●	●	●		●	●
Legal Description	●	●	●	●	●	●	●	●	●		●	●
Drainage Study (as needed)		☑	☑		☑	☑		☑	☑			☑
Traffic Study (as needed)		☑	☑		☑	●	☑	☑	☑			
Construction Drawings (For Building Permits)	●	●	●		☑	☑	☑	☑	☑			●
Site Plan (prepared by applicant)						☑			☑		●	●
Site Plan (prepared by a licensed professional)		●	☑						☑			☑
Lighting Plan		☑	☑		☑	☑	☑	☑	☑		☑	
Sign Plan and Details (Provided with sign permit application to Zoning and Codes)		☑	☑		☑	☑	☑	☑	●			
Conceptual Plan Demonstrating Conformance with Plan 2040				●								
Accompanying Data Demonstrating Conformance with Zoning Regulations	☑	●	●	●	●	☑				●		
Lawrence Douglas County Health Department Approval		☑	☑			●	☑	☑			●	

NOTES: ● Mandatory Submission (Applicant Responsibility) ☑ Determined by staff upon review ▲ Staff Responsibility

1. Additional information may be required for unique and/or complex projects

2. All mandatory items must be submitted in proper form by the application deadline. Incomplete applications will be held until complete and then entered into the review process at the next deadline date.