

## 2024 City of Tonganoxie, Kansas: Application and Review Schedule

### PUBLIC HEARING APPLICATIONS

**Example Applications - Rezoning, Special Use Permits, Preliminary Plans, Preliminary Plats, Community Unit Plans, Planned Residential Districts (PUD-R), & Zoning Text Amendments. Preliminary Plat applications are reviewed and approved by the Planning Commission and are not considered by the City Council.**

The following table lists the submittal and review deadlines and associated scheduled meeting dates for applications that require a public hearing.

Pre-Application Meeting*	Application Submittal Deadline	Revision Submittal Cutoff	Planning Commission Meeting Date	City Council Meeting Date
8 Weeks Prior to Planning Commission Consideration	2 Weeks After Pre-Application Meeting	14 Days Prior to Planning Commission Consideration	Meeting & Public Hearing (1st Thursday)	2nd Council Meeting After P.C. Action (1st Monday)
Nov. 9, 2023	Nov. 23, 2023	Dec. 22, 2023	Jan 4	Feb 5
Dec. 7, 2023	Dec. 21, 2023	Jan 18	Feb 1	Feb 20
Jan 11	Jan 25	Feb 22	Mar 7	Apr 1
Feb 8	Feb 22	Mar 21	Apr 4	May 6
Mar 7	Mar 21	Apr 18	May 2	May 20
Apr 11	Apr 25	May 23	Jun 6	July 1
May 9	May 23	Jun 21	July 5	Aug 5
Jun 6	Jun 20	Jul 18	Aug 1	Aug 19
July 11	July 25	Aug 22	Sept 5	Oct 7
Aug 8	Aug 22	Sept 19	Oct 3	Oct 21
Sept 12	Sept 26	Oct 24	Nov 7	Dec 2
Oct 10	Oct 24	Nov 21	Dec 5	Jan. 6, 2025
Nov 7	Nov 21	Dec 19	Jan. 2, 2025	Jan. 21, 2025

\*Pre-application meetings are required for all matters except text amendments. Pre-application meeting dates are flexible based on availability of staff.

\*\* - Alternative meeting date for City observance of Holiday

\*\*\* - Dates are for the 2024 year unless otherwise noted on the calendar

For detailed information relating to application submittal requirements and the review process, see the City of Tonganoxie, Kansas Zoning and Subdivision Regulations which may be obtained in the City Offices; 526 E. 4<sup>th</sup> Street, P.O. Box 326, Tonganoxie, KS 66086 or [www.tonganoxie.org](http://www.tonganoxie.org), or call 913-845-2620 for more information

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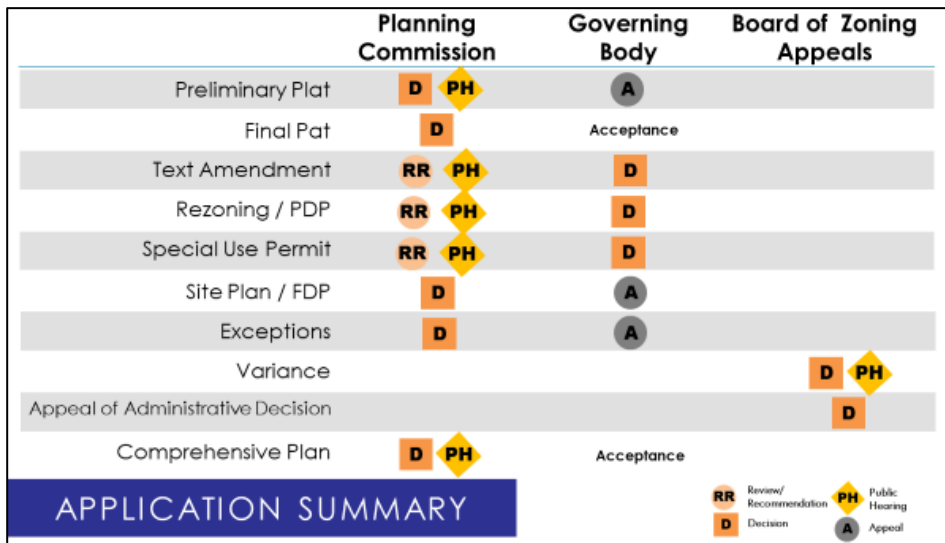
### NON PUBLIC HEARING APPLICATIONS

**Example Applications - Site Plans, Final Development Plans (with minor changes), Final Plats, and Annexation Referrals from City Council. Site Plan applications are reviewed and approved by the Planning Commission and are not considered by the City Council.**

The following table lists the submittal and review deadlines and associated scheduled meeting dates for applications that do not require a public hearing.

Pre-Application Meeting*	Application Submittal Deadline	Revision Submittal Cutoff	Planning Commission Meeting Date	City Council Meeting Date
8 Weeks Prior to Planning Commission Consideration	2 Weeks After Pre-Application Meeting	14 Days Prior to Planning Commission Consideration	Meeting (1st Thursday)	2nd Council Meeting After P.C. Action (1st Monday)
Nov. 9, 2023	Nov. 23, 2023	Dec. 22, 2023	Jan 4	Feb 5
Dec. 7, 2023	Dec. 21, 2023	Jan 18	Feb 1	Feb 20
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Sept 12	Sept 26	Oct 24	Nov 7	Dec 2
Oct 10	Oct 24	Nov 21	Dec 5	Jan. 6, 2025
Nov 7	Nov 21	Dec 19	Jan. 2, 2025	Jan. 21, 2025
*Pre-application meetings are required for all matters except Final Plats, as Preliminary Plats have already required the meeting to occur. Pre-application meeting dates are flexible based on availability of staff. ** - Alternative meeting date for City observance of Holiday *** - Dates are for the 2024 calendar year, unless otherwise noted				

For detailed information relating to application submittal requirements and the review process, see the City of Tonganoxie, Kansas Zoning and Subdivision Regulations which may be obtained in the City Offices; 526 E. 4<sup>th</sup> Street, P.O. Box 326, Tonganoxie, KS 66086 or [www.tonganoxie.org](http://www.tonganoxie.org), or call 913-845-2620 for more information



## Required Publication & Notices Summary

PLANNING ITEM	Newspaper Notice Publication	Neighbor Notice Mailings	Delay Prior to City Council Consideration for Protest Petition
Preliminary Plat	20 days	NONE	N/A
Final Plat/Replat	NONE	NONE	NONE
Rezone - Text Amendment	20 days	20 days - 200 ft proximity*	14-day delay
Special Use Permit	20 days	20 days - 200 ft proximity	14-day delay
Site Plan	NONE	NONE	N/A
Variance	20 days	20 days - 200 ft proximity	N/A
Development Plan	20 days (Prelim only)	20 days (Prelim only) 200 ft proximity*	14-day delay

\*If the subject property is located adjacent to the City limits, the area of notification shall be extended to one-thousand (1,000) feet in the unincorporated area.

### Materials to be Submitted (All Applications as Applicable)

Due at Pre-Application Meeting	Due at time of Application	Due with Submission of Revised Drawings	Following Final Approval
<ul style="list-style-type: none"> <li>• 4 folded copies of all required materials.</li> </ul> <p>Although encouraged to be submitted prior, materials may be submitted at the time of the meeting.</p>	<ul style="list-style-type: none"> <li>• 4 folded copies of all required materials.</li> <li>• 1 electronic copy.</li> <li>• 1-11" x 17" copy of plans, with the exception that only 2 copies of any traffic studies, drainage studies, and/or other details and reports are required unless otherwise requested.</li> </ul>	<ul style="list-style-type: none"> <li>• 4 folded copies of all required materials.</li> <li>• 1 electronic copy.</li> <li>• 1-11" x 17" copy of plans, with the exception that only 2 copies of any traffic studies, drainage studies, and/or other details and reports are required unless otherwise requested.</li> </ul>	<ul style="list-style-type: none"> <li>• 1 electronic copy</li> <li>• 1-11" x 17" copy of both the final plat and the address plat.</li> <li>• 3 mylar originals and 11 paper prints shall be submitted for all Final Plats.</li> </ul>

### Regularly Scheduled Meetings

The **Planning Commission** meets on the **first Thursday** of every month unless otherwise posted, at 7:00 p.m. in Council Chambers, at 303 S. Bury.

The **City Council** meets on the **first and third Monday** of every month unless otherwise posted, at 7:00 p.m. in Council Chambers at 303 S. Bury.

Contacts			
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Lindsay Huntington Planning Clerk	526 E 4 <sup>th</sup> Street Tonganoxie, KS 66086	913-845-2620 Ext 1030	<a href="mailto:lhuntington@tonganoxie.org">lhuntington@tonganoxie.org</a>
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