

# 2020 City of Tonganoxie, Kansas: Application and Review Schedule (1 of 4)

## PUBLIC HEARING APPLICATIONS

### Rezoning, Special Use Permits, Preliminary Plans, Preliminary Plats, Community Unit Plans, Planned Residential Districts (PUD-R), & Zoning Text Amendments

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

**Note: Preliminary Plat applications are reviewed and approved by the Planning Commission and are not considered by the City Council.**

Planning Commission Meeting Date	Pre-Application Meeting <sup>1</sup>	Application Submittal Deadline	Notice of Acceptance	Staff Review Complete <sup>2</sup>	Materials for Public Notice and Notification Letters Submitted by:	Revision Submittal Cutoff	PC Packets Mailed	City Council Considers On:
Meeting/Public Hearing (1st Thursday)	8 Weeks Prior to Planning Commission Consideration	2 Weeks After Pre-Application Meeting	Within 7 Days of Receipt of Complete Application	Within 14 Days of Receipt of Complete Application	Within 21 Days of Public Hearing Notices/Mailing	14 Days Prior to Planning Commission Consideration	7 Days Prior to Planning Commission Consideration	2nd Council Meeting After P.C. Action (1st Monday)
January 2, 2020	November 7, 2019	November 21, 2019	November 28, 2019	December 5, 2019	December 6, 2019	December 19, 2019	December 26, 2019	January 21, 2020
February 6, 2020	December 12, 2019	December 26, 2019	January 2, 2020	January 9, 2020	January 10, 2020	January 23, 2020	January 30, 2020	March 2, 2020
March 5, 2020	January 9, 2020	January 23, 2020	January 30, 2020	February 6, 2020	February 7, 2020	February 20, 2020	February 27, 2020	April 6, 2020
April 2, 2020	February 6, 2020	February 20, 2020	February 27, 2020	March 5, 2020	March 6, 2020	March 19, 2020	March 26, 2020	April 20, 2020
May 7, 2020	March 12, 2020	March 26, 2020	April 2, 2020	April 9, 2020	April 10, 2020	April 23, 2020	April 30, 2020	June 1, 2020
June 4, 2020	April 9, 2020	April 23, 2020	April 30, 2020	May 7, 2020	May 8, 2020	May 21, 2020	May 28, 2020	July 6, 2020
July 2, 2020	May 7, 2020	May 21, 2020	May 28, 2020	June 4, 2020	June 5, 2020	June 18, 2020	June 25, 2020	August 3, 2020
August 6, 2020	June 11, 2020	June 25, 2020	July 2, 2020	July 9, 2020	July 10, 2020	July 23, 2020	July 30, 2020	September 8, 2020
September 3, 2020	July 9, 2020	July 23, 2020	July 30, 2020	August 6, 2020	August 7, 2020	August 20, 2020	August 27, 2020	September 21, 2020
October 1, 2020	August 6, 2020	August 20, 2020	August 27, 2020	September 3, 2020	September 4, 2020	September 17, 2020	September 24, 2020	October 19, 2020
November 5, 2020	September 10, 2020	September 24, 2020	October 1, 2020	October 8, 2020	October 9, 2020	October 22, 2020	October 29, 2020	December 3, 2020
December 3, 2020	October 8, 2020	October 22, 2020	October 29, 2020	November 5, 2020	November 6, 2020	November 19, 2020	November 25, 2020**	December 21, 2020
January 7, 2021	November 12, 2020	November 26, 2020	December 3, 2020	December 10, 2020	December 11, 2020	December 24, 2020	December 31, 2020	February 1, 2021

<sup>1</sup>Pre-application meetings are required for all matters except text amendments. Pre-application meeting dates are flexible based on availability of staff.

<sup>2</sup> Certified list of property owners to be notified of a public hearing (200' or 1,000' as applicable) must be submitted by this date.

**Notes:**

1. All required materials must be received prior to the close of business on the cut-off date. Failure to submit all required information, documents and fees will result in the item being tabled to the next regularly scheduled meeting regardless of prior publication.

2. Pre-application meeting shall be held during the afternoon prior to the regularly scheduled planning commission meeting and must be scheduled prior to the available meeting dates. The requirement for pre-application conference may be waived for preliminary plans submitted, following approval of an associated preliminary development plan. Major revisions may require additional review time as determined to be necessary by staff.

\*\* - Alternative meeting time TBD for City observance of Holiday

**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**

## 2020 City of Tonganoxie, Kansas: Application and Review Schedule (2 of 4)

### NON-PUBLIC HEARING ITEMS

#### Site Plans, Final Development Plans (with minor changes), Final Plats, and Annexation Referrals from 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. Site Plan applications are reviewed and approved only by the Site Plan Review Committee (Planning Commission). If the submittal is denied, the applicant may request a review by the City Council.

Planning Commission Meeting Date	Application Submittal Deadline	Notice of Acceptance	PC Packets Mailed	City Council Considers On:
Meeting/Public Hearing (1st Thursday)	2 Weeks After Pre-Application Meeting	Within 7 Days of Receipt of Complete Application	7 Days Prior to Planning Commission Consideration	2nd Council Meeting After P.C. Action (1st Monday)
January 2, 2020	November 21, 2019	November 28, 2019	December 26, 2019	January 21, 2020
February 6, 2020	December 26, 2019	January 2, 2020	January 30, 2020	March 2, 2020
March 5, 2020	January 23, 2020	January 30, 2020	February 27, 2020	April 6, 2020
April 2, 2020	February 20, 2020	February 27, 2020	March 26, 2020	April 20, 2020
May 7, 2020	March 26, 2020	April 2, 2020	April 30, 2020	June 1, 2020
June 4, 2020	April 23, 2020	April 30, 2020	May 28, 2020	July 6, 2020
July 2, 2020	May 21, 2020	May 28, 2020	June 25, 2020	August 3, 2020
August 6, 2020	June 25, 2020	July 2, 2020	July 30, 2020	September 8, 2020
September 3, 2020	July 23, 2020	July 30, 2020	August 27, 2020	September 21, 2020
October 1, 2020	August 20, 2020	August 27, 2020	September 24, 2020	October 19, 2020
November 5, 2020	September 24, 2020	October 1, 2020	October 29, 2020	December 3, 2020
December 3, 2020	October 22, 2020	October 29, 2020	November 25, 2020**	December 21, 2020
January 7, 2021	November 26, 2020	December 3, 2020	December 31, 2020	February 1, 2021
<sup>1</sup> Pre-application meetings are required for all matters unless waived by the City Planner. Pre-application meeting dates are flexible based on availability of staff.				

**Notes:**

All required materials must be received prior to the close of business on the cut-off date. Failure to submit all required information, documents and fees will result in the item being tabled to the next regularly scheduled meeting regardless of prior publication.

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

# 2020 City of Tonganoxie, Kansas: Application and Review Schedule (3 of 4)

## Board of Zoning Appeals

The following table lists the submittal and review deadlines and associated scheduled meeting dates for applications to the Board of Zoning Appeals.

Planning Commission Meeting Date	Application Submittal Deadline	Staff Review Complete <sup>1</sup>	Materials for Public Notice and Notification Letters Submitted by:	Revision Submittal Cutoff	PC Packets Mailed
Meeting/Public Hearing (1st Thursday)	2 Weeks After Pre-Application Meeting	Within 14 Days of Receipt of Complete Application	Within 21 Days of Public Hearing Notices/Mailing	14 Days Prior to Planning Commission Consideration	7 Days Prior to Planning Commission Consideration
January 2, 2020	November 21, 2019	December 5, 2019	December 6, 2019	December 19, 2019	December 26, 2019
February 6, 2020	December 26, 2019	January 9, 2020	January 10, 2020	January 23, 2020	January 30, 2020
March 5, 2020	January 23, 2020	February 6, 2020	February 7, 2020	February 20, 2020	February 27, 2020
April 2, 2020	February 20, 2020	March 5, 2020	March 6, 2020	March 19, 2020	March 26, 2020
May 7, 2020	March 26, 2020	April 9, 2020	April 10, 2020	April 23, 2020	April 30, 2020
June 4, 2020	April 23, 2020	May 7, 2020	May 8, 2020	May 21, 2020	May 28, 2020
July 2, 2020	May 21, 2020	June 4, 2020	June 5, 2020	June 18, 2020	June 25, 2020
August 6, 2020	June 25, 2020	July 9, 2020	July 10, 2020	July 23, 2020	July 30, 2020
September 3, 2020	July 23, 2020	August 6, 2020	August 7, 2020	August 20, 2020	August 27, 2020
October 1, 2020	August 20, 2020	September 3, 2020	September 4, 2020	September 17, 2020	September 24, 2020
November 5, 2020	September 24, 2020	October 8, 2020	October 9, 2020	October 22, 2020	October 29, 2020
December 3, 2020	October 22, 2020	November 5, 2020	November 6, 2020	November 19, 2020	November 25, 2020**
January 7, 2021	November 26, 2020	December 10, 2020	December 11, 2020	December 24, 2020	December 31, 2020

<sup>1</sup>Certified list of property owners to be notified of a public hearing within 200' must be submitted by this date.

### Notes:

All required materials must be received prior to the close of business on the cut-off date. Failure to submit all required information, documents and fees will result in the item being tabled to the next regularly scheduled meeting regardless of prior publication.

**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, PO Box 326, Tonganoxie, KS 66086, or [www.tonganoxie.org](http://www.tonganoxie.org), or call 913-845-2620 for more information**

## 2020 City of Tonganoxie, Kansas: Application and Review Schedule (4 of 4)

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

The following is a list of submittal requirements for each general application stage. Please note that additional copies may be required by staff as needed.

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 321 S. Delaware.

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 321 S. Delaware.

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