

2025 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. 7, 2024	Nov. 21, 2024	Dec. 19, 2024	Jan 2	Jan. 21
Dec. 12, 2024	Dec. 26, 2024	Jan 23	Feb 6	Mar 3
Jan 9	Jan 23	Feb 20	Mar 6	Apr 7
Feb 6	Feb 20	Mar 20	Apr 3	Apr 21
Mar 6	Mar 20	Apr 17	May 1	May 19
Apr 10	Apr 24	May 22	Jun 5	July 7
May 8	May 22	Jun 19	July 3	Jul 21
Jun 12	Jun 26	Jul 24	Aug 7	Sept 2
July 10	July 24	Aug 21	Sept 4	Oct 6
Aug 7	Aug 21	Sept 18	Oct 2	Oct 20
Sept 11	Sept 25	Oct 23	Nov 6	Dec 1
Oct 9	Oct 23	Nov 20	Dec 4	Jan. 5, 2026
Nov 6	Nov 20	Dec 18	Jan. 2, 2026	Jan. 19, 2026

*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 2025 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. 4th Street, P.O. Box 326, Tonganoxie, KS 66086 or www.tonganoxie.org, or call 913-845-2620 for more information

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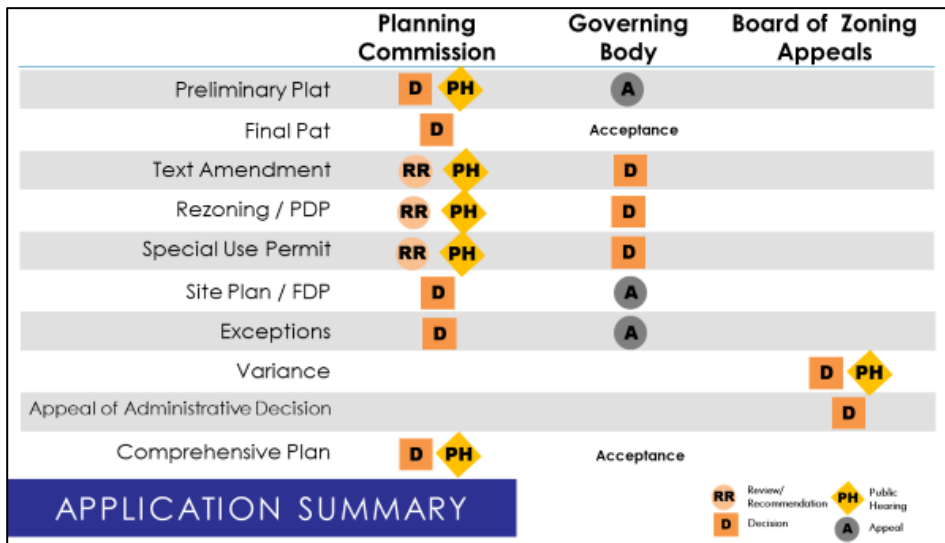
NON PUBLIC HEARING APPLICATIONS

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. 7, 2024	Nov. 21, 2024	Dec. 19, 2024	Jan 2	Jan 21
Dec. 12, 2024	Dec. 26, 2024	Jan 23	Feb 6	Mar 3
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July 10	July 24	Aug 21	Sept 4	Oct 6
Aug 7	Aug 21	Sept 18	Oct 2	Oct 20
Sept 11	Sept 25	Oct 23	Nov 6	Dec 1
Oct 9	Oct 23	Nov 20	Dec 4	Jan. 5, 2026
Nov 6	Nov 20	Dec 18	Jan. 2, 2026	Jan. 19, 2026
*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 2025 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. 4th Street, P.O. Box 326, Tonganoxie, KS 66086 or 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"> • 4 folded copies of all required materials. <p>Although encouraged to be submitted prior, materials may be submitted at the time of the meeting.</p>	<ul style="list-style-type: none"> • 4 folded copies of all required materials. • 1 electronic copy. • 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. 	<ul style="list-style-type: none"> • 4 folded copies of all required materials. • 1 electronic copy. • 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. 	<ul style="list-style-type: none"> • 1 electronic copy • 1-11" x 17" copy of both the final plat and the address plat. • 3 mylar originals and 11 paper prints shall be submitted for all Final Plats.

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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