



**City of Merriam, Kansas  
Community Development Department**

**Application Guidelines for Site  
Development Plans**

In commercial and industrial districts, when required, site development plans must be prepared by the applicant and approved by the Planning Commission. Site development plans shall contain information necessary to show compliance with all applicable requirements. No notice to adjoining property owners is required in the administration of site development plans.

**REQUIREMENTS**

Site development plans are required in the following situations:

- Construction of any new building on the site.
- Additions to a building exceeding 5% of the existing floor area.
- Significant changes to a building exterior relative to building construction materials, color, appearance, and/or signage.
- Significant changes to the site relative to drainage, grading, parking and driveway layout, landscaping, fencing, signage or other site improvements.
- When deemed necessary by the Planning Commission.

**FEEES**

An application fee will be charged per the approved City of Merriam Schedule of Fees. Fees: 0.5 acres or less \$75.00, greater than 0.5 acres \$150. The Application will be accepted for processing by the Community Development Department only after the fee has been paid.

**APPLICATION**

An application for approval of a site development plan shall be accompanied by sufficient information and plans to clearly demonstrate the intent of the applicant regarding the development proposed. Site development plans shall include, but not necessarily be limited to, the following information:

- The size and shape of the site.
- The location of adjoining streets and alleys.
- The size, shape, and location of all buildings, fences, and other structures.
- The location of all paved areas including drives, parking areas and other paved areas.
- Building materials and exterior appearance of all buildings, signs, fences, and other structures.
- A landscaping plan.
- A storm water management study or storm water management plan, if required.
- Other information necessary, such as a Traffic Study, in the sole reasonable discretion of the Planning Commission, to fully illustrate the development proposed by the applicant.

In reviewing and approving or disapproving site development plans the Planning Commission shall consider the proposal of the applicant, the minimum requirements of city, state and federal law to the extent applicable, and reasonable aesthetic standards considering best design practices appropriate to the type of building, occupancy, land use, and other factors applicable to the development proposed. New commercial, industrial, and office buildings shall have brick, masonry block or decorative concrete as the primary exposed façade material visible from public rights-of-way, unless, due to special conditions, unusual circumstances, or the nature and extent of the building and occupancy proposed, alternative materials are approved by the Planning Commission.

#### **SCHEDULE**

The process of considering an application requires a minimum of approximately two months. The Planning Commission meets the first Wednesday of each month. Applications must be filed by the first Wednesday of the month to be considered by the Planning Commission during their meeting the following month. The Community Development Department can provide a complete schedule for the processing of applications.

#### **ADDITIONAL INFORMATION**

Additional information is contained in the Zoning Ordinance. A copy of the Zoning Ordinance may be purchased from the City Clerk's office. If you have question or wish to file an application for a re-zoning or conditional use permit, contact:

The City of Merriam  
Community Development Department  
9001 W. 62<sup>nd</sup> St.  
Merriam, Kansas 66202  
Phone (913)322-5520 Fax (913)322-5505

**All property owners are encouraged to review the Zoning Ordinance and discuss their specific situation with Community Development staff prior to filing an application.**



City of Merriam, Kansas  
Community Development Department

Site Development Plan  
Application

OWNER INFORMATION			
Name			
Street Address			
City/State/Zip			
Business Phone		Home Phone	
Email Address			
PROPERTY INFORMATION			
Street Address of Property:			
Legal Description:			
<i>*Include a digital version of legal description</i>			
Present Zoning Classification:			
Is Rezoning Proposed? <input type="checkbox"/> NO <input type="checkbox"/> YES, if so to:			
Present use of the Property:			
Proposed Use of the Property:			
OWNER'S REPRESENTATIVE OR AGENT			
Name			
Street Address			
City/State/Zip			
Business Phone			
Email Address			

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

FOR OFFICE USE ONLY	
Application Number #:	Fees Paid: \$
Fees: 0.5 acres or less <\$75.00, greater> than 0.5 acres \$150	
Public Hearing Date:	



**City of Merriam, Kansas  
Community Development Department**

**Site Development Plan  
Application**

LIST CALL CONTACT PERSONS TO RECEIVE STAFF EMAIL COMMUNICATIONS  
REGARDING PLAN COMMENTS

<b>APPLICANT/REPRESENTATIVE</b>	
Name:	Contact:
Street Address/Suite #:	
City/State/Zip:	
Phone:	Fax:
Email:	

<b>OWNER</b>	
Name:	Contact:
Street Address/Suite #:	
City/State/Zip:	
Phone:	Fax:
Email:	

<b>ARCHITECT</b>	
Name:	Contact:
Street Address/Suite #:	
City/State/Zip:	
Phone:	Fax:
Email:	

<b>ENGINEER</b>	
Name:	Contact:
Street Address/Suite #:	
City/State/Zip:	
Phone:	Fax:
Email:	

While Community Development staff will attempt to send plan comments to all persons listed on this sheet, the City does not guarantee that all parties will receive the emails. It is the responsibility of the applicant/representative to verify that all persons listed on this sheet did receive staff comments.