

FORT HARRISON REUSE AUTHORITY

DEVELOPMENT PLAN APPLICATION & CHECKLIST

Please fill out this form completely, supplying the necessary information and documentation to support your request. **Your application will not be placed on FHRA Board of Director's agenda or the FRHA's Architectural Review Committee agenda until this application is complete.**

Application:

List one contact person for this request: _____ Applicant _____ Representative

Applicant (person making request):

Representative (engineer, surveyor, architect, etc.):

Name:

Name:

Address:

Address:

Email:

Email:

Phone:

Phone:

(____) _____

(____) _____

Site Address/Location: _____

FHRA Land Use Designation: _____ Proposed Zoning District: _____

Total Acreage: _____ Number of Lots (Res.)/Gross Building SF (Non-res.) _____

APPLICANT: I certify that the foregoing statements, to the best of my knowledge and belief, are true and correct. I understand that submitting incorrect or false information is grounds for invalidation of this application or approval of the request(s) contained herein. I also authorize the representative listed in this application to represent me in correspondence and meetings with the Fort Harrison Reuse Authority or its representatives.

Name of APPLICANT (printed):

Date:

Signature of APPLICANT:

Name of REPRESENTATIVE (printed):

Date:

Signature of REPRESENTATIVE:

Project Description:

Describe request for incentives from the FHRA and insert the financial request in the table below (attach additional sheets if necessary):

Project/Task	Cost Estimate
	\$
	\$
	\$
	\$
	\$
Total Request	\$

Describe additional sources of funding for the project including funds contributed by the applicant (attach additional sheets if necessary):

Provide the following:

1. The current number of full time and part-time employees: _____
2. The number of full time and part-time employees when the project is complete: _____
3. Annual TIF/property tax revenue when the project is complete: _____
4. Annual estimate of debt payment when the project is complete: _____
5. Annual estimate of local income tax revenue: _____

Checklist:

Attach the following items to this application:

1. Legal description of property (may be found on deed or current survey of property).
2. Five (5) copies of the plat, elevations, and plans for the project including the information listed in the checklist requirements.
3. Preliminary Plat or Development Plan showing the following:
 - Names, Addresses, and Contact Information for Developer(s)
 - North arrow & bar scale
 - Legal Description of project boundary
 - Phase numbers and boundaries (if applicable)
 - For residential projects, the lot/unit count (per phase, if applicable)
 - For non-residential projects, the gross floor area by use & associated parking requirements
 - Lot layout with lot dimensions and areas
 - Building setbacks
 - Proposed street layout with centerline information, right of way, and street width
 - Existing streets and rights of way adjacent to the project
 - Existing topography with at least 2-ft contour intervals
 - Floodplain/floodway boundaries, if applicable
 - Proposed utility layout (water & sewer)
 - Proposed storm drainage system layout, including location of detention facilities, if required
 - For non-residential projects, existing buildings within 100 feet of the project boundary.
 - For non-residential projects, locations of proposed buildings and parking areas.
 - Location & size of proposed signage.
4. Landscape Plan showing the following:
 - a. Buffer widths and proposed plantings (species, count, and location) where applicable along street right of ways and adjacent properties;
 - b. Common Area landscape plantings (species, count, and location); and
 - c. For non-residential project, parking lot landscape plantings (species, count, and location);
5. Residential Projects:
 - a. Representative example floor plans of proposed units/homes. The floor plans shall convey the general size and planned structures.
 - b. Representative color elevations with materials noted or photographs of proposed units/homes. The images shall convey the exterior quality and materials of the planned structures.

- c. Draft of property owners association and restrictive covenant documents that specify minimum building size, exterior construction requirements, parking & fencing regulations, and accessory structure requirements.
 - d. Representative sketch or photo of proposed signage.
 - e. Cut sheets for proposed public space items such as: street lights; mailboxes; street sign poles and other items as planned by the developer to be placed within the public space.
 - f. Plans and/or narrative describing any proposed amenities within the project. (Amenities may not necessarily be required but they are encouraged.)
6. Non-residential Projects:
- a. One large, color rendered elevation board showing any elevation of the proposed project which is visible from a public right of way.
 - b. 5 color elevations showing all four sides of each proposed building with materials noted.
 - c. Representative sketch or photo of proposed signage.
 - d. Cut sheets for proposed public space items such as: street lights; street sign poles; other items as planned by the developer to be placed within the public space.
7. Financial Information:
- a. Construction budget summarizing sources and uses.
 - b. Annual operating profit and loss statement of the applicant for the past 3 years.
 - c. Projected balance sheet and income statement for the next fiscal year of the applicant.
8. If requested by the FHRA, a Business Plan for the Project with the following information:
- a. Financial projections – 3 years, with debt coverage (payback) and profitability (breakeven) projections.
 - b. Other information not covered by this Application and requested in writing by the FHRA.

Applicants may attach additional information to support the request that they deem to be relevant but not requested in this form.

Note: The FHRA's review and approval of this application does not constitute a building permit, nor approval by the Department of Metropolitan Development's Office of Current Planning or approval by the engineering, or public works departments of the City of Lawrence. This review is only to confirm compliance with the Fort Harrison Reuse Authority Development Guidelines.

Each applicant is required to secure all necessary planning and local governmental approvals in addition to the FHRA approval of the project prior to beginning any construction.