

PLAN REVIEW APPLICATION

for minor development projects



CITY OF HUTCHINSON
Planning and Development Department
 125 E Avenue B, Hutchinson, KS 67501
 620-694-2639 ph ~ 620-694-2673 fax

<u>FOR OFFICE USE ONLY</u>	NO FEE
DATE RECEIVED: _____	CASE #: _____
DRC MEETING DATE: _____	

PROJECT INFORMATION

Project Address 924 E. 4th, Hutchinson, KS 67502

Applicant Barry Parceleky Company FedEx

Mailing Address P.O. BOX 61684 PHOENIX, ARIZ. 85082

Phone 602-549-0401 E-Mail barry@paceky.net

Property Owner _____

Mailing Address _____

Phone _____ E-Mail _____

Agent Information Lynn Schwantekopf Company MANN & CO., P.A.

Mailing Address 1703 N. LONDON, HUTCHINSON, KS

Phone 620-662-4493 E-Mail lynn@mannaandcompany.com

Surveyor/Engineer/Architect (attach additional pages, if needed)

DAN GARBER Company GARBER SURVEYING

Mailing Address 2908 N. PLUM HUTCHINSON, KS

Phone 620-665-7032 E-Mail dgarber@garbersurveying.com

PROJECT TYPE

At the discretion of the Zoning Administrator, a Plan Review Application may be required for the following project types:

- A minor development project, building, or addition less than 1,000 square feet in size.
- The construction, reconstruction, redesign, or modification of a parking lot or drive-through.
- Removal or replacement of approved landscaping or changes to an approved landscape plan.
- Other projects which do not qualify as a major development project.

PLEASE DESCRIBE THE SCOPE OF YOUR PROJECT:

Scope of Project

Construct a small addition adjacent existing building to accommodate larger truck deliveries. Size of the building is 21' x 17'-4". Building height shall not exceed 16' and be constructed of split face block.



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PLAN REVIEW SUBMITTAL REQUIREMENTS

- Completed and signed Plan Review Application form.**
- 1 full-size copy or PDF of the Site Plan.**
(Site plans must be legible and drawn to scale.)
- 1 full-size copy or PDF of the Landscaping Plan.**
(Landscape plans must be legible and drawn to scale.)
- 1 full-size copy or PDF of Architectural Elevation Drawings.**
(Architectural elevation drawings shall be scaled and shall include all elevations of the structure. Proposed materials and colors shall be included on the elevation drawings.)
- Other documentation, as requested by the Zoning Administrator.**

PLAN REVIEW PROCESS

1. Submit the **Plan Review Application** and supporting materials to the Planning and Development Department.
2. Following receipt of a complete **Plan Review Application**, planning staff will transmit application materials to the Development Review Committee (DRC) for their review.
3. Within 9 business days, the DRC will provide written comments, which will be sent to the applicant.
4. Based upon the comments received, revised plans may be required. Revised plans, once received, will be routed to the DRC for final comment.
5. Once approvable plans are submitted, reviewed and approved, Planning staff will notify the applicant.
6. Following plan approval, the applicant may proceed to obtain the appropriate permits for the project.

We, the undersigned, hereby authorize the submittal of this application and associated documents and certify that all the information contained therein is true and correct.

(Signatures of property owners)

Signature

Signature

Printed Name

Printed Name