



REZONING APPLICATIONS

CONDITIONAL USE PERMITS

SPECIAL USE PERMITS

PRELIMINARY PLATS

SITE PLAN APPROVALS

**PRELIMINARY
DEVELOPMENT PLANS**

City staff members are available to assist applicants and residents in the development process. If you have questions, please call City Hall at

913-381-6464



PRAIRIE VILLAGE, KANSAS



**Prairie Village
Planning Commission**

**RESIDENT
PARTICIPATION
POLICY**

Adopted June 6, 2000

PURPOSE

Resident participation in the planning process is essential to the successful growth of the community. Maintenance of property values and protection of the "Village" lifestyle is a long-term goal of both the City Council and the residents of Prairie Village.

This participation policy is designed to inform and involve neighboring residents in the process of community change. It is not intended that complete consensus be achieved on all applications, but neighborhood concerns can be identified early on and addressed to some degree prior to the public hearing.

Specifically the purpose of resident participation is to:

- Ensure that applicants pursue early and effective resident participation in conjunction with their applications, giving them the opportunity to understand and try to mitigate any real or perceived impacts their application may have on the community;
- Ensure that the residents and property owners of Prairie Village have an adequate opportunity to learn about applications that may affect them and to work with applicants to resolve concerns at an early stage of the process; and
- Facilitate ongoing communication between the applicant, interested residents and property owners, city staff and elected officials throughout the application review process.

WHEN REQUIRED

Applicants seeking rezoning, conditional use permits, special use permits, preliminary plat approval, preliminary development plan approval, and site plan approval are required to provide for resident participation.

Failure to comply with the citizen participation policy may delay consideration of an application.

PROCESS

- Applicants shall first request a pre-application meeting with city staff.
- Applicants shall send a courtesy notice to: property owners within two hundred feet with addresses provided by the City; the head of any homeowners association or registered neighborhood within five hundred feet of the application.
- The notice will provide a brief description of the application and will establish a date and location for a meeting to discuss the issues regarding the application. The meeting must be held at least two weeks prior to the Planning Commission Meeting.
- The applicant will submit a written summary report including a list of attendees, the issues raised, and the resolution to issues solved. The report shall be submitted to the Secretary of the Planning Commission at least ten days prior to the date of the Planning Commission Meeting scheduled to discuss the application.

