



Department of Planning + Urban Design

Unified Government of Wyandotte County • Kansas City, Kansas

701 N 7th Street, Suite 423
Kansas City, Kansas 66101
www.wycokck.org/planning

Phone: (913) 573-5750
Fax: (913) 573-5796
Email: planninginfo@wycokck.org

Electronic Document Review: Applicant Users Guide

What is Electronic Document Review?

Electronic Document Review (EDR) is an efficient and cost-effective method of submitting plans to the Unified Government's Department of Planning + Urban Design (Planning Commission/Board of Zoning Appeals) and Development Review Committee (commercial building permit applications). EDR saves applicants time and money by reducing the amount of printed material necessary for navigating the development process. By carefully adhering to the list of required materials, found below, you can help our staff efficiently process and review your application.

What will I need?

You can participate in the EDR process with the free version of Adobe Acrobat Reader ([click here to download](#)). However, your functionality increases if you have an up-to-date version of Adobe Acrobat Pro or DC.

A complete Development Review Committee submittal shall include:

1. DRC permit application.
2. DRC Plan review fee.
3. 1 flash drive or CD containing PDFs of the plan set with electronic seal and signature of all design professionals on all documents. CD shall contain reports, calculations, specs, COMchecks, transmittal letter, etc. Files must be labeled according to the file naming standards in this document.
4. 1 hard set of complete construction plans, signed and sealed by a Kansas-licensed professional(s).

A complete Planning Commission or Board of Zoning Appeals submittal shall include:

1. Development application.
2. Development application fee.
3. 2 individual CDs containing PDFs of the plan set with electronic seal and signature of all design professionals on all documents. The CDs shall contain reports, calculations, specs, COMchecks, transmittal letter, etc. Additionally, the CDs will include a legal description of the property in MS Word format. Files must be labeled according to the file naming standards in this document.
4. Reference the submittal checklist for additional submittal requirements, such as, material palette, affidavits, etc. This document only applied to plan set submittals.

Electronic plan submittal standards:

1. Individual CDs containing PDFs of the plan set shall follow the File Plan Naming Standard.
 - a. PDF sheets shall be saved as D sheets, 24” x 36”.
 - b. Submittal shall include complete set of the project as a PDF (civil, architectural, MEP, etc).
 - c. Plan set shall have the legend or table of contents hyperlinked to each section/sheet listed.
 - d. **Each sheet shall be required to have the digital seal and signature of the Kansas licensed surveyor, architect, and/or engineer and the seal date. Plans will not be reviewed unless each sheet is sealed and dated. Supporting reports, calculations, COMcheck required seal and signature as well.**
2. Re-submittal shall follow the same schedule for Planning Commission and DRC applications as listed above. CD cover shall be labeled by the project name, address, and submittal date. A PDF detailed transmittal letter specifying how staff comments were addressed shall be included on the CD. The submitted electronic plans shall not use the color “red” for plans, drawings, notations, etc.
3. If revisions are required to the DRC plan set, applicant is responsible for inserting revised sheets into the DRC plan set. This will be a requirement for the submittals and final permitting approvals. This is critical, as it is the set that will be returned to the job site and referenced for inspections.
4. Revised sheets will be accepted via email, with a 150 mb per e-mail limit, at EDR@wycokck.org. If submitting in this manner, send a follow up e-mail to verify receipt. A PDF detailed transmittal letter specifying how staff comments were addressed shall be included on the CD. The submitted electronic plans shall not use the color “red” for plans, drawings, notations, etc. Reference File Plan Naming Standards. Final PDF record of plan sets shall be provided at the time of permit issuance if revised sheets were received via email. Seal date shall match the seal date of the approved sheets. Transmittal letter confirming seal dates and sheets shall be provided by the architect and/or engineer of the record shall be signed and sealed.
5. New electronic submittals and re-submittals shall follow the same submittal process. Submittals shall be provided to the DRC coordinator for distribution:

Neighborhood Resource Center
Attn: DRC Coordinator
4953 State Avenue
Kansas City, Kansas 66102
(913) 573-8664 | edr@wycokck.org

If the electronic submittal is not at the minimal standards listed above, it will not be accepted. Size of your project is taken into consideration and additional printed plan sets may be requested. It shall be at the discretion of the DRC members to accept electronic plan review submittals for DRC projects. If you have a substantially large project, please contact the DRC Coordinator to discuss prior to submittal.

New to DRC

- EDR Submittal Guidelines
- DRC Certificate of Occupancy Inspection Request Guidelines
- Track the status of your DRC plan review online at www.wycokck.org/DRC
- DRC building permits will not be issued until all fees/permits are acquired with the Public Works Department
- Credit card payments are now accepted with the Department of Planning + Urban Design. A 2.5% transaction fee will be applied.

File Plan Naming Standards for EDR

When preparing your plan sheets for an Electronic Document Review (EDR) submittal, please follow the file naming structure shown below. All file names will begin with a letter(s) designation followed by two numbers. Example: Architectural drawings would be designated as A01 through A99.

Exception: The applicant's cover sheet must always start with the number 0 (zero) followed by the letters cs (cover sheet) and then a number: 0cs1, 0cs2, etc. Using the number 0 (zero) will ensure that your cover sheet will always be alphabetically on top of the list in EDR.

Cover sheet index/legend for your plan set shall be labeled to these standards, in addition to each sheet of your plans. Each set of your supporting documents will be a separate file and must be clearly named.

Example: Z01 COMcheck Building Envelope
 Z02 Retaining Wall Calculations

Resubmitted plan sheets shall designate R behind the sheet title and include the revision date. Example: Original sheet titled A01 and revised sheet titled A01R_1_12_14. For DRC Electronic Document Review (EDR) submittal requirements reference Electronic Document Review Submittal Requirements.

We have referenced a standard naming practice for construction plan sets. Plan set shall have the legend or table of contents hyperlinked to each section/sheet listed.

Abbreviation	Definition	Examples
0cs	Your Cover Sheet(s)	0cs1, 0cs2, etc. (zerocs1)
A	Architectural Drawing	A01, A02, etc.
C	Civil Engineering & Site Work	C01, C02, etc.
D	Demolition Drawings	D01, D02, etc.
Dt	Details	Dt01, Dt02, etc.
E	Electrical Drawings	E01, E02, etc.
Eq	Equipment Plan	Eq01, Eq02, etc.
F	Fire (Fire Protection) Drawings	F01, F02, etc.
G	Grading Plans	G01, G02, etc.
Gen	General Project Requirements	Gen01, Gen02, etc.
H	Hazardous Materials	H01, H02, etc.
I	Interior Plans	I01, I02, etc.
Irr	Irrigation Plans	Irr01, Irr02, etc.
L	Landscape Plans	L01, L02, etc.
M	Mechanical Plans	M01, M02, etc.
P	Plumbing Drawings	P01, P02, etc.
PI	Plant Drawings	PI01, PI02, etc.
S	Structural Drawings	S01, S02, etc.
Sec	Section Drawings	Sec01, Sec02, etc.
SP	Site Plan (plot plan)	SP01, SP02, etc.
T	Telecommunications Plan	T01, T02, etc.
X	Existing Plan	X01, X02, etc.
W	Water Plan	W01, W02, etc.
Z	Supporting Documents	Z01, Z02, etc.



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Contact List

The land development process frequently requires input from a variety of people and organizations. This can include utility companies, local school districts and many departments of the Unified Government. This contact list has been included in the application packet to better facilitate collaboration between you and the other entities involved in the development process. If you can't find a contact you need in this list, feel free to reach out to the Department of Planning + Urban Design and we'll be happy to assist you.

Board of Public Utilities

Water Engineering
Jenny Li
540 Minnesota Avenue
Kansas City, KS 66101-2930
913-573-9845
Fax – 913-573-9851
jl@bpu.com

Gloria Barnett, Water Services Clerk
New Water Services and Maintenance
913-573-9843
gbarnett@bpu.com

Electric Engineering

Courtney Connor, Supervisor
Transmission and Distribution Engineering
6742 Riverview Avenue
Kansas City, KS 66102
913-573-9538
Fax – 913-573-9579
cconnor@bpu.com

Mathew Kreig
6742 Riverview Avenue
Kansas City, KS 66102
913-573-9842
mkreig@bpu.com

Mike Quimby, Electric Service Clerk
New Electric Services and Temporary Services
6742 Riverview Avenue
Kansas City, KS 66102
913-573-9531
Fax – 913-573-9579
mquimby@bpu.com

Building Inspection Department

Anthony Hutchingson, Chief Building Inspector
Neighborhood Resource Center
4953 State Avenue
Kansas City, KS 66102
913-573-8620
Fax – 913-573-8622
buildinginspection@wycokck.org

Chamber of Commerce

Daniel Silva, President
727 Minnesota Avenue
P.O. Box 171337
Kansas City, KS 66117
913-371-3070
Fax: 913-371-3732
daniel@kckchamber.com
www.kckchamber.com

Convention and Visitors Bureau

Alan Carr, Executive Director
755 Minnesota Avenue
P.O. Box 171517
Kansas City, KS 66117
913-321-5800
Fax – 913-371-0204
alan@VisitKansasCityKS.com

Code Enforcement

Patrick Holton, Division Manager
Neighborhood Resource Center
4953 State Avenue
Kansas City, KS 66102
913-573-8600
Fax – 913-573-8732
pholton@wycokck.org

Fire Department

Harvey Fields
815 North 6th Street
Kansas City, KS 66101
913-573-5550
Fax – 913-551-0490
hfields@kckfd.org

GAS SERVICE

Atmos Energy

Richard Yunghans
25090 West 110th Terrace
Olathe, KS 66061
913-254-6355
richard.yunghans@atmosenergy.com

Kansas Gas Service Company

Christina Murphy
1421 North 3rd Street
Kansas City, KS 66101
913-599-8953
Fax – 913-599-8989

GeoSpatial Services

Chris Cooley, Director
710 North 7th Street, Room 200
Kansas City, KS 66101
913-573-2941
Fax – 913-573-4106
ccooley@wycokck.org

Kansas City Area Transportation Authority

1200 East 18th Street
Kansas City, MO 64108
816-346-0200
metro@kcata.org

Kansas Department of Transportation

Chris Herrick, Director of Planning and Development
Eisenhower State Office Building
700 Southwest Harrison Street
Topeka, KS 66603
785-296-2252

Liveable Neighborhoods

Andrea Generaux, Director
Neighborhood Resource Center
(913) 573-8645
ageneraux@wycokck.org
4953 State Avenue
Kansas City, KS 6610

Public Works Department

Jeff Fisher (Streets)
Sarah White (Sanitary Sewers and Stormwater)
Troy Shaw (Traffic Regulations)
701 North 7th Street, Room 712
Kansas City, KS 66101
913-573-5700
Fax – 913-573-5435
jfisher@wycokck.org
swhite@wycokck.org
tshaw@wycokck.org

Rental Licensing

Rachel Miscek
Neighborhood Resource Center
4953 State Avenue
Kansas City, KS 66102
913-573-8649
Fax – 913-573-8731
rmiscek@wycokck.org

SCHOOL DISTRICTS

Bonner Springs

Unified School District #204

Dan Brungardt, Superintendent
2200 South 138th Street
Bonner Springs, KS 66012
913-422-5600
Fax - 913-422-4193

**Board of Education
of Kansas City Kansas #500**

Dr. Alicia Miguel, Interim Superintendent
2010 N 59th Street
Kansas City, Kansas 66104
913-279-2235
Fax – 913-279-2084
charles.foust@kckps.org

**Kansas City Kansas Community
College**

Dr. Greg Mosier, President
7250 State Avenue
Kansas City, Kansas 66112
913-334-1100
Fax - 913-288-7609
gmosier@kckcc.edu

**Piper Unified School District Office
#203**

Dr. Jessica Dain, Interim Superintendent
3130 N 122nd Street
Kansas City, Kansas 66109
913-721-2088
Fax – 913-721-3573
bmccann@piperschools.com

**Turner Unified School District Board
of Education #202**

Jason Dandoy, Superintendent
800 South 55th Street
Kansas City, Kansas 66106
913-288-4100
Fax – 913-288-3401
dandoyj@turnerusd202.org

TELECOMMUNICATION

AT&T

2121 E. 63rd Street
Kansas City, MO 64130
800-403-3302

Midco

2000 West 31st Street, Suite C
Lawrence, KS 66046
800-888-1300

Spectrum

550 Westport Road
Kansas City, MO 64111
866-874-2389

**Wyandotte County
Economic Development Council**

Greg Kindle
727 Minnesota Avenue
P.O. Box 171337
Kansas City, KS 66117
913-371-3070
Fax: 913-371-3732
gkindle@wyedc.org

**Wyandotte County
Conservation District**

Cheri Miller, District Director
1204 North 79th Street
Kansas City, KS 66112
913-334-6329
Fax – 913-334-6349
wyco.conservation@gmail.com

**Wyandotte County
Health Department**

Juliann VanLiew, Director
619 Ann Avenue
Kansas City, KS 66101
913-573-8855
Fax – 913-321-7932
tgarrison@wycokck.org

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