



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

Landmarks Commission Application

Office Use Only	Case Number: _____ Anticipated LMC Date(s): _____ Staff Planner: _____ Anticipated BOC Date(s): _____																		
1	Check any and all that apply. <input type="checkbox"/> Certificate of Appropriateness - Addition/Alterations <input type="checkbox"/> Certificate of Appropriateness - Demolition <input type="checkbox"/> Designation of an Historic District <input type="checkbox"/> Designation of an Historic Landmark <input type="checkbox"/> Environs Review, in the environs of _____ <div style="text-align: right; font-size: small;">(Name of Historic District or Landmark)</div>																		
2	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Applicant(s) Name _____</td> <td style="width: 50%;">Company _____</td> </tr> <tr> <td>Street Address _____</td> <td>City/State _____ Zip _____</td> </tr> <tr> <td>Telephone _____ Fax _____</td> <td>Email _____</td> </tr> <tr style="background-color: #cccccc;"> <td colspan="2">Property Owner(s) Name (if different than applicant) _____</td> </tr> <tr> <td>Street Address _____</td> <td>City/State _____ Zip _____</td> </tr> <tr> <td>Telephone _____ Fax _____</td> <td>Email _____</td> </tr> <tr> <td colspan="2">Firm Preparing the Plan (optional) _____ Contact _____</td> </tr> <tr> <td>Street Address _____</td> <td>City/State _____ Zip _____</td> </tr> <tr> <td>Telephone _____ Fax _____</td> <td>Email _____</td> </tr> </table>	Applicant(s) Name _____	Company _____	Street Address _____	City/State _____ Zip _____	Telephone _____ Fax _____	Email _____	Property Owner(s) Name (if different than applicant) _____		Street Address _____	City/State _____ Zip _____	Telephone _____ Fax _____	Email _____	Firm Preparing the Plan (optional) _____ Contact _____		Street Address _____	City/State _____ Zip _____	Telephone _____ Fax _____	Email _____
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Telephone _____ Fax _____	Email _____																		
3	Address or general location of property _____ <hr/> <p>* In addition to the address, a legal description of the property must be attached when submitting this application. A legal description is the geographical description of real estate that identifies its precise location, boundaries and any easements. A legal description is kept with the deed and filed with the county clerk or county tax assessor.*</p>																		

4

Describe the present use and condition of the property.

What is the proposed use(s) for the property?



Complete **Step 5** for Certificate of Appropriateness for Additions/Alterations and Demolitions
Complete **Step 6** for an Environs Reivew
Complete **Step 7** for Designation of Historic Landmarks or Districts

5

Secretary of the Interior Standards for Rehabilitation Review

These are the standards by which your proposal will be assessed, please review them for your understanding.

Do plans for the property meet these standards?

	Yes	No
A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.		
The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.		
Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.		
Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.		
Distinctive features, finishes and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.		
Deteriorated historic features shall be repaired and replaced. Where the severity of deterioration requires replacement of a distinctive feature, a new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical or pictorial evidence.		
Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.		
Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.		
New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.		
New additions and adjacent or related new constructions shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.		

Standards for an Environs Review

These are the standards by which your proposal will be assessed, please review them for your understanding.

6

Do plans for the property meet these standards?

	Yes	No
The character of a historic property's environs should be retained and preserved. The removal or alteration of distinctive buildings, structures, site or landscape features, spatial relationships, etc. that characterize the environs should be avoided.		
The environs of a property should be used as it has been historically or allow the inclusion of new uses that require minimal change to the environs' distinctive materials, architectural features, site characteristics and spatial relationships.		
The environs of each property will be recognized as a physical record of its time, place, and use. Changes to the environs that have acquired historic significance in their own right should be retained and preserved.		
Demolition of character-defining buildings, structures, site and landscape features, etc. in a historic property's environs should be avoided. When the severity of deterioration requires removal within the environs, compatible reconstruction shall occur. (All demolitions require landmark commission approval.)		
Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures shall be undertaken.		
New additions, exterior alterations, infill construction, or related new construction should not destroy character-defining features or spatial relationships that characterize the environs of a property. New development shall be compatible with the historic materials, character-defining features, size, scale and proportion, and massing of the environs. New development should not create conditions that increase the discharge of surface water runoff, the need for additional screening, light pollution or similar adverse impacts on adjacent properties.		
Moved or relocated historic structures that have not retained or acquired historic significance in their new environs shall be considered as artifacts without environs.		

Standards for Historic Landmark or District Designation

In making a recommendation concerning designation or in designating a historic landmark or historic district, the landmarks commission and the unified government board of commissioners, respectively, shall determine that the proposed landmark or district meets one or more of the criteria in [Chapter 27, Article IV, Division 1, Section 27-147 of the Municipal Code.](#)

7

Answering the following questions will help the landmarks commission and board of commissioners determine the appropriateness of a historic designation

Historic Register nomination description:

7

Continued

Why is this property historically or architecturally significant?

Provide a list of sources that document the historical or architectural significance of the property.

Why is Historic Landmark designation being sought?

Please note any additional information that may assist staff in reviewing this request (i.e. builder and/or architect, architectural style, date(s) of construction and major alterations, previous ownership and/or occupants).

8

Applicant(s) Declaration

My application consists of the following items and information necessary for a complete application. Please check all that apply:

- Completed application
- Completed owner(s) consent form
- Dimensioned plans that illustrate the work to be completed (a site plan is required for new construction and additions)
- Elevations for all additions, alterations, accessory structures and signs
- Explanation of why/how the request meets criteria
- Photographs of the existing site/building (one of each side of the building/property)
- Legal description of the property in MS Word Document format on a CD or USB flash drive (*Historic Designations Only*)
- Structural survey/assessment (*Demolitions Only*)

Attachments

Please include the following information with the completed application:

1. Two (2) sets of elevations, one (1) from before the proposed work and one (1) after the proposed work, showing all four (4) sides of the building, even sides that will have no work being done to it. Elevations must show the dimensions of the façade of the building and must include the dimensions of all windows and doors present on that side of the building;
2. Photographs of all four (4) sides of the building. If work has already started on the building, then two (2) sets of photographs are needed, one (1) set to show the condition of the building's exterior before the work started, including close-up photos of any detail work done (if possible) and one (1) set to show the current condition of the building's exterior;
3. List of materials that will be used. Photographs, screenshots, or print outs of materials and/or spec sheets are acceptable, so long as the proposed materials' color and specifications are accurate. A material palette is not necessary; and
4. Plot plan for the property. The plot plan does not have to be produced by a licensed professional. However, North must be shown on the plan and all dimensions of the parcel, building footprints including decks and/or porches, and distance from buildings to the property boundary must be marked and accurate. If the proposed work includes an addition or expansion of any structure on the property, then two (2) plot plans, one (1) from before the proposed work and one (1) after the proposed work, must be provided.

Scope of Work Questionnaire

NOTE: In order to receive prompt service, be sure to fill out the entire questionnaire.

Section I: Roof

1. Are you replacing the roof or the roofing shingles?

NO Skip to question 2

YES If YES, provide the following items, in order to explicitly identify both the color and material of the proposed roof:

1. Photographs of the current (old) roof;
2. Information sheet or specifications for the current roof, if available;
3. Photographs of the replacement (new) roofing shingles; and
4. Information sheet or specifications for the replacement roof (i.e. a brochure, sales report, or photograph of an online catalog).

Section I: Roof, continued

2. Are you replacing any of the current soffits or fascia?

NO Skip to question 3

YES If YES, will the soffits or fascia change in material or color from the original soffits or fascia?

YES If YES, provide the following items, in order to explicitly identify both the color and material of the proposed roof, in order to explicitly identify both the color and material of the proposed soffits and/or fascia:

1. Photographs of the current (old) soffits/fascia;
2. Information sheet or specifications for the current soffits/fascia, if available;
3. Photographs of the replacement (new) soffits/fascia; and
4. Information sheet or specifications for the replacement soffits/fascia (i.e. a brochure, sales report, or photograph of an online catalog).

NO If NO, provide the following items:

1. Photographs of the current (old) soffits/fascia;
2. Photographs of the replacement (new) soffits/fascia; and,
3. Information sheet or specifications for the replacement soffits/fascia (i.e. a brochure, sales report, or photograph of an online catalog).

3. Are you replacing any other parts of the roof or mounting any additions to the roof (e.g. gutters, solar panels, etc.)?

NO Skip to Section II

YES If YES, will the roof parts or mounted additions change in material or color from the original roof parts?

YES If YES, provide the following items, in order to explicitly identify both the color and material of the proposed roof parts:

1. Photographs of the current (old) roof parts;
2. Information sheet or specifications for the current roof parts, if available;
3. Photographs of the replacement (new) roof parts; and,
4. Information sheet or specifications for the replacement roof parts (i.e. a brochure, sales report, or photograph of an online catalog).

NO If NO, provide the following items:

1. Photographs of the current (old) roof parts;
2. Photographs of the replacement (new) roof parts; and,
3. Information sheet or specifications for the replacement roof parts (i.e. a brochure, sales report, or photograph of an online catalog).

Section II: Siding

1. Are you replacing the current siding on the house?

NO Skip to Section III

YES

A) Is the current siding brick, stone or other masonry material?

NO If NO, skip to question B

YES i. If YES, will you be repairing or replacing the existing masonry with the same or comparable masonwork?

YES **NO**

Describe the proposed character of the masonry below and how it will match the historic character:

ii. If the proposed siding is masonry, will you be removing or painting any masonwork?

YES **NO**

Describe how and why you intend to remove and/or paint the masonry to match the historic character.

B) Will the new siding change in color, style, material, or dimensions from the original siding?

YES If YES, provide the following items, in order to explicitly identify both the color and material of the proposed siding:

1. Photographs of the current (old) siding;
2. Information sheet or specifications for the current siding, if available;
3. Photographs of the replacement (new) siding; and,
4. Information sheet or specifications for the replacement siding (i.e. a brochure, sales report, or photograph of an online catalog).

NO If NO, provide the following items:

1. Photographs of the current (old) siding;
2. Photographs of the replacement (new) siding; and,
3. Information sheet or specifications for the replacement siding (i.e. a brochure, sales report, or photograph of an online catalog).

Section III: Windows

1. Are you replacing any of the existing windows?

NO Skip to Question 3

YES A) If YES, provide elevation drawings of each side of the structure, showing all the windows and their current dimensions. Provide elevations even for the sides of the structure that do not have any windows being replaced. These elevation drawings can be combined with other elevation drawings provided in this application.

2. Will any of the windows change in color, dimensions, material, or appearance from the window they are replacing?

NO Skip to Question 3

YES A) If YES, provide the following items:

- i. Photographs of all the current (old) windows (at least one photograph that shows the entire side of the structure. Close up photographs of each window is also encouraged so long as staff can tell where the window is on the structure);
- ii. Measurements of the current windows:
 1. Total height (edge of the top of the frame to edge of the bottom of the frame);
 2. Width (outside edge of one side of the frame to outside edge of the other side of the frame);
 3. Sash width (outside edge of the frame to edge of the glass pane); and,
 4. Number of panes of glass (i.e. one-over-one, three-over-one, six-over-six)

NOTE: When providing measurements to Staff, be sure to identify which measurements belong to which door.
- iii. Information sheet or specifications for the current windows, if available, including if they are single of double hung;
- iv. Photographs of the replacement (new) windows;
- v. Measurements of the new windows:
 1. Total height (edge of the top of the frame to edge of the bottom of the frame);
 2. Width (outside edge of one side of the frame to outside edge of the other side of the frame);
 3. Sash width (outside edge of the frame to edge of the glass pane); and,
 4. Number of panes of glass (i.e. one-over-one, three-over-one, six-over-six)

NOTE: When providing measurements to Staff, be sure to identify which measurements belong to which door.
- vi. Information sheet or specifications for the replacement windows (i.e. a brochure, sales report, or photograph of an online catalog); and,
- vii. Identify the color and material of the new windows.

Section III: Windows, continued

3. Are you adding any new windows that were not there before or changing any windows from their original location?

NO If NO, proceed to Question 4

YES

A) If YES, provide the following items:

- i. Photographs of the replacement (new) windows;
- ii. Measurements of the new windows:
 - 1. Total height (edge of the top of the frame to edge of the bottom of the frame);
 - 2. Width (outside edge of one side of the frame to outside edge of the other side of the frame);
 - 3. Sash width (outside edge of the frame to edge of the glass pane); and,
 - 4. Number of panes of glass (i.e. one-over-one, three-over-one, six-over-six)

NOTE: When providing measurements to Staff, be sure to identify which measurements belong to which door.

- iii. Information sheet or specifications for the replacement windows. (i.e. a brochure, sales report, or photograph of an online catalog);
- iv. Identify the color and material of the new windows; and,
- v. An elevation rendering of the building with the new windows in place.

4. Are you covering up any current windows?

NO If NO, proceed to Section IV

YES

A) If YES, provide the following items:

- i. Explain why you are covering up the window:

- ii. Explain the material that will be used to cover the window opening. This should include information about the siding that will go over the window. The siding should match the rest of the building (if the siding is not being replaced) or the replacement siding (if the siding is being replaced):

- iii. Provide an elevation rendering of the building with the window covered up.

Questionnaire

Section IV: Doors

1. Are you replacing any of the existing exterior doors?

NO If NO, proceed to Question 3

YES A) If YES, provide elevation drawing of each side of the structure, showing all the doors and their current dimensions. Provide elevations even for the sides of the structure that do not have any doors being replaced. These elevation drawings can be combined with other elevation drawings provided in this application.

2. Will any of the doors change in color, dimensions, material, or appearance?

YES A) If YES, provide the following items, in order to explicitly identify the color and material of the proposed door:

- i. Photographs of all the current (old) doors. Close up photographs of each door is also encouraged so long as staff can tell where the doors is on the structure;
- ii. Measurements of the current doors:
 - 1. Total height;
 - 2. Total width; and,
 - 3. Number of panes of glass, if any

NOTE: When providing measurements to Staff, be sure to identify which measurements belong to which door.
- iii. Information sheet or specifications for the current doors, if available,
- iv. Photographs of the replacement (new) doors;
- v. Measurements of the new doors:
 - 1. Total height;
 - 2. Total width;
 - 3. Number of panes of glass if any.

NOTE: When providing measurements to Staff, be sure to identify which measurements belong to which door.
- vi. Information sheet or specifications for the replacement doors (i.e. a brochure, sales report, or photograph of an online catalog)

NO B) If NO, provide the following items,

- i. Photographs of all the current (old) doors. Close up photographs of each door is also encouraged so long as staff can tell where the doors is on the structure;
- ii. Measurements of the current doors:
 - 1. Total height;
 - 2. Total width; and,
 - 3. Number of panes of glass, if any

Continued on next page.

Section IV: Doors, continued

- iv. Photographs of the replacement (new) doors;
- v. Measurements of the new doors:
 - 1. Total height;
 - 2. Total width;
 - 3. Number of panes of glass if any.

NOTE: When providing measurements to Staff, be sure to identify which measurements belong to which door.

3. Are you adding or moving any new doors that were not there before?

NO If NO, proceed to Question 4

YES A) If YES, provide the following items, in order to explicitly identify the color and material of the proposed door:

- i. Photographs of all the replacement (new) doors.
- ii. Measurements of the new doors:
 - 1. Total height;
 - 2. Total width; and,
 - 3. Number of panes of glass, if any.

NOTE: When providing measurements to Staff, be sure to identify which measurements belong to which door.

- iii. Information sheet or specifications for the replacement doors (i.e. a brochure, sales report or photograph of an online catalog
- iv. An elevation rendering of the building with the new door in place.

4. Are you covering up any current doors?

NO If NO, proceed to Section V

YES A) If YES, answer or provide the following:

- i. Explain why you are covering up the door:

- ii. Explain the material that will be used to cover the door. This should include information about the siding that will go over the door. The siding should match the rest of the house (if the siding is not being replaced) or the replacement siding (if the siding is being replaced).

- iii. Provide an elevation rendering of the building with the door covered up.

Questionnaire

Section V: Porch / Deck

1. Are you doing any work on the front, rear, and/or side porch/deck?

NO If NO, proceed to Question 2

YES

A) If YES, will any part of the porch/deck be demolished?

YES **NO** (proceed to question 1B)

i. Will the demolished part be reconstructed?

YES **NO** (proceed to question 1B)

ii. Will the demolished part be reconstructed with different dimensions or materials from the old porch/deck?

YES **NO**

B) Will you be expanding the footprint of the porch/deck?

YES **NO**

C) Will you be adding or replacing a feature on to the porch/deck (railings, banisters, steps, etc.)?

YES **NO** (proceed to question 2)

i. If YES, list what feature will be added replaced:

2. Are you building an additional front, rear, or side porch/deck?

NO

YES

3. If you answered YES to any question in Section V, provide the following:

A) Construction plans for those porch(es)/deck(s);

B) Measurements of the height, width, and length of each porch/deck;

C) An information sheet or specifications for the materials to be used (e.g. a brochure, sales report, or photograph from an online catalog); and,

D) A rendering of the proposed final product.

Section VI: Expansion

1. Are you expanding the footprint area or dimensions, or in any other way adding walled space to any building on the property? This does not include any work on a porch or deck, which should be addressed in Section V.

NO If NO, proceed to Section VII

YES A) If YES, follow the requirements below.

- i. The plot plan of proposed work must show all additions or expansion and include the following:
 - 1. Dimensions of all windows, doors, siding and roofing that will be added as part of this expansion;
 - 2. Styles to be used for all windows, doors, siding, and roofing that will be added as part of this expansion; and,
 - 3. Materials to be used for all windows, doors, siding, and roofing that will be added as part of this expansion.

Section VII: Demolition

1. Are you demolishing any structure or portion of any structure on the property, including but not limited to, any part of the roof, a wall or portion of a wall, or garage? This does not include any work on a porch or deck, which should be addressed in Section V.

NO If NO, proceed to end of questionnaire

YES A) For every complete demolition of a structure on the property, the plot plan of proposed work must show all demolition.

B) For every partial demolition of a structure on the property, provide a plot plan of proposed work that shows all demolition and include the following:

- i. Labels of all windows, doors, siding and roofing that will be demolished or otherwise removed as part of this demolition;
- ii. Styles to be used for all windows, doors, siding and roofing that will be demolished or otherwise removed as part of this demolition; and,
- iii. Materials to be used for all windows, doors, siding and roofing that will be demolished or otherwise removed as part of this demolition.

Section VIII: Miscellaneous

1. Are you performing any other work, not already mentioned, to the exterior of the property? Please explain.

End of Questionnaire

Proceed to next page for signatures

Applicant(s) Declaration, continued

The following declarations are hereby made:

- The undersigned is the owner or authorized agent of the owner or the officers of a corporation or partnership.
- The submitted plan, if any, contains all of the necessary information required by all applicable ordinance(s). **I will provide any and all omitted information and understand omissions can delay the development process a minimum of thirty (30) days.**
- **The applicant has discussed this application with a staff planner in the Department of Planning + Urban Design.**
Planner _____ Date _____
- The information presented and contained within this application, completed as required by this application and the required submission list, is true and correct to the best of the undersigner(s) knowledge.

Signature of Owner(s) or Applicant(s)

Signature _____ Printed Name _____

Date _____

Signature _____ Printed Name _____

Date _____

Signature _____ Printed Name _____

Date _____

Signature _____ Printed Name _____

Date _____

Subscribed and sworn before me on this _____ day of _____, 20____,

in the County of _____, State of _____.

Notary Public: _____ Stamp:

Deadline Calendar



Deadline Calendar 2021

Unified Government of Wyandotte County and Kansas City, Kansas

Approximately a 60 day process

Requested Actions: Landmarks Commission

Historic Landmarks Applications and Certificates of Appropriateness

Applications/Resubmissions Due 12:00 Noon

Submission Deadline Dates (Preapplication meeting required 10 days prior to submission)	Comments to Applicant	Final Revisions and Board Copies DUE BY 12:00 NOON	Notices to Property Owners	Landmark Commission Meeting	Notices to Property Owners	Last day to comply with stipulations	BOC Packets Due	Board of Commissioners/ Public Hearing
11/24/2020	12/15/2020	12/22/2020	12/28/2020	1/4/2021	1/15/2021	1/20/2021	1/22/2021	1/28/2021
12/22/2020	1/12/2021	1/19/2021	1/25/2021	2/1/2021	2/12/2021	2/17/2021	2/19/2021	2/25/2021
1/19/2021	2/9/2021	2/16/2021	2/22/2021	3/1/2021	3/12/2021	3/17/2021	3/19/2021	3/25/2021
2/23/2021	3/16/2021	3/23/2021	3/29/2021	4/5/2021	4/16/2021	4/21/2021	4/23/2021	4/29/2021
3/23/2021	4/13/2021	4/20/2021	4/26/2021	5/3/2021	5/14/2021	5/19/2021	5/21/2021	5/27/2021
4/27/2021	5/18/2021	5/25/2021	6/1/2021	6/7/2021	6/18/2021	6/23/2021	6/25/2021	7/1/2021
5/26/2021	6/16/2021	6/23/2021	6/29/2021	7/6/2021*	7/16/2021	7/21/2021	7/23/2021	7/29/2021
6/22/2021	7/13/2021	7/20/2021	7/26/2021	8/2/2021	8/13/2021	8/18/2021	8/20/2021	8/26/2021
7/28/2021	8/18/2021	8/25/2021	8/31/2021	9/7/2021*	9/17/2021	9/22/2021	9/24/2021	9/30/2021
8/24/2021	9/14/2021	9/21/2021	9/27/2021	10/4/2021	10/15/2021	10/20/2021	10/22/2021	10/28/2021
9/21/2021	10/12/2021	10/19/2021	10/25/2021	11/1/2021	11/19/2021	11/24/2021	11/24/2021	12/2/2021
10/26/2021	11/16/2021	11/23/2021	11/29/2021	12/6/2021	12/24/2021	12/29/2021	12/31/2021	1/6/2022
11/23/2021	12/14/2021	12/21/2021	12/27/2021	1/3/2022	1/14/2022	1/19/2022	1/21/2022	1/27/2022
12/28/2021	1/18/2022	1/25/2022	1/31/2022	2/7/2022	2/18/2022	2/23/2022	2/25/2022	3/3/2022
1/25/2022	2/15/2022	2/22/2022	2/28/2022	3/7/2022	3/18/2022	3/23/2022	3/25/2022	3/31/2022
2/22/2022	3/15/2022	3/22/2022	3/28/2022	4/4/2022	4/15/2022	4/20/2022	4/22/2022	4/28/2022
3/22/2022	4/12/2022	4/19/2022	4/25/2022	5/2/2022	5/13/2022	5/18/2022	5/20/2022	5/26/2022

NOTES:

1 All meeting dates are contingent upon complete submissions by the progressive deadline schedule. If any deadline is missed, the application WILL BE DELAYED by at least one month

2 Complete submissions will be submitted to the Department of Planning and Urban Design at 4953 State Avenue for verification by 12:00 Noon on the deadline date.

3 The various applications include a checklist indicating the items required to qualify as a complete submission.

4 Complete application submittal will be determined prior to the application being distributed for review. Applicant will be notified if the application is determined to be incomplete.

5 Failure to make revisions directly related to an ordinance requirement will result in the item being withheld from the agenda.

6 These deadlines apply to Historic Landmarks Applications

Minimum Required Submissions



	Change of Zone	Preliminary Development Plan	Final Development Plan	Special Use Permit	SUP (Home Occupation)	Board of Zoning Appeals	Preliminary Plat	Final Plat	Vacation	Landmark Designation	Certificate of Appropriateness & Enviro ns
Application	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Fee (check made to UNIFIED TREASURER)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Legal description (electronically - MS Word File)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Affidavit of ownership/authorization	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Title report (if owner does not match UG records)	✓	✓	✓	*	*	✓	✓	✓	*	*	*
Digital pictures (.jpg format of all sides/directions)	✓	✓	✓	*	*	✓	✓	✓	*	*	✓
Density calculations/development summary	✓	✓	✓	*	*	*	✓	✓	✓	✓	✓
Storm water/drainage calculations	✓	✓	✓	*	*	✓	✓	✓	✓	✓	✓
Preliminary grading plan	✓	✓	✓	*	*	✓	✓	✓	✓	✓	✓
Final grading and erosion control plan	✓	✓	✓	*	*	✓	✓	✓	*	*	*
Zoning map	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Preliminary development plan	✓	✓	✓	*	*	✓	✓	✓	✓	✓	✓
Final development plan	✓	✓	✓	*	*	✓	✓	✓	✓	✓	✓
Preliminary plat	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Final plat	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Preliminary engineering	*	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Final engineering	*	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Lighting plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Landscape plan	*	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Sign plan and details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Elevations	*	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Material palette (electronic submission of materials)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Checklist	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Paper copies	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Electronic copy (CD-ROM MS WORD / ADOBE PDF)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Covenants and restrictions	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

NOTES: ✓ Mandatory submission * Determined by staff at pre-application meeting

- All checked items must be submitted in proper form by the application deadline. Incomplete applications will be held until complete and then entered into the review process at the next deadline date.
- For small or existing sites the applicant may request a waiver of specific detailed submission requirements in writing to the Director of Planning ten days in advance of the submission deadline.
- Additional information may be required for unique and/or complex project.
- All plans and documents including studies and reports shall be placed on a CD or USB Flash Drive formatted in Adobe PDF and MS Word.



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

Department of Planning + Urban Design

701 N 7th Street, Suite 423
Kansas City, Kansas 66101
Phone: (913)-573-5750
Fax: (913)-573-5796
planninginfo@wycokck.org
www.wycokck.org/planning