

SUBDIVISION APPLICATION

Urban Planning and Land Use Department
701 North 7th Street – Suite 423
Kansas City, KS 66101

Phone: 913-573-5750; Facsimile 913-573-5796

Website: www.wycokck.org/planning.aspx; Email: planninginfo@wycokck.org



For Office Use Only: Case Number: _____ Staff Planner: _____ Filing Fee: \$ _____

Date Fee Paid: _____ Anticipated PC Date: _____ Anticipated BOC Date(s): _____

1. Have you ever worked through a Planning and Zoning process before? • Yes • No
If yes, where? _____
2. Have you worked in a UG Planning and Zoning Process in the last year? • Yes • No
If yes, please explain? _____
3. Have you worked in a UG Planning and Zoning Process in the last five years? • Yes • No
If yes, please explain? _____

4. **Subdivision Name:** _____

5. **Filing for:** Preliminary Plat Final Plat Administrative Land Division Approval (Lot Split)
Vacation (Agriculture/Residential - \$100.00) (Commercial/Industrial - \$300.00)

6. Applicant/Property Owner Information

Applicant(s) Name _____ **Company** _____

Street Address _____ City/State _____ Zip _____

Telephone () _____ Fax () _____ E-Mail _____

Property Owner(s) Name (if different than applicant) _____

Street Address _____ City/State _____ Zip _____

Telephone () _____ Fax () _____ E-Mail _____

Firm Preparing the Plat: _____ **Contact:** _____

Street Address _____ City/State _____ Zip _____

Telephone () _____ Fax () _____ E-Mail _____

Cellular Telephone () _____

* All correspondence on this plat should be sent to (check one): Applicant Property Owner
Firm

7. Project Location and Size

General location or address of property: _____

Describe the present use and condition of the property: _____

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

Land Area in acres and square feet. _____. (*Attach a legal description of the property*)

Existing Zoning: _____ Previous Action or Cases if known: _____

Existing Master Plan Land Use: _____

Proposed Land Use: _____

Does this request require a Growth Management Plan Future Land Use Plan Map amendment? _____
If yes, to what? _____

State why, in your opinion, the requested action(s) are justified? _____

8. Project Subdivision Contains: Please complete the table as it applies to the application

Land Use	No. of Dwellings	No. of Lots	Acres
Residential -Single family			
Residential -Duplexes			
Residential -Multi-family			
Condominium			
Commercial			
Industrial			
Public Street Right-of Way			
Private Tracts (open space, detention, etc.)			
Other (Please Specify)			
TOTAL			

9. Traffic Impact Analysis Development Application: A Traffic Study may be required to be submitted by the applicant /developer with the preliminary plat and/or zoning application.

7. Filing Fee(s): Make check/instrument payable to the UNIFIED TREASURER

8. Required Submittals. Failure to enclose the following items will result in an incomplete application and will delay the application, development and approval process (see attached required submission list.)

9. Applicant(s) Declaration My application consists of the following items and information necessary for a complete application. Please check all that apply: (See the coversheet for explanation of the following items)

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 the Zoning and Subdivision 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 Urban Planning and Land Use Department. (Planner)_____ (Date)_____
- The information presented and contained within this application 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:

NOTE: If the owner is not the applicant, an affidavit consenting to the application on their behalf is required.

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
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 (material samples and paint chips)		✓	✓							*	*
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.



Deadline Calendar 2021

Unified Government of Wyandotte County • Kansas City, Kansas

Approximately an 80 day process

Requested Actions: Master Plan Amendment, Zone Change, Preliminary Plan, Final Plan, Special Use Permit, Vacation, Preliminary Plat, Final Plat, Appeals,

Applications/Resubmissions Due 12:00 Noon

Preapplication Meeting Deadline	Submission Deadline Dates - DUE BY 12:00 NOON	Comments to Applicant and Comment Review Meeting Date	Post Notice on Property - Engineering Resubmittals due at 12:00 Noon	Last day for continuance/engineering approval /Final Revisions Due 12:00 Noon	City Planning Commission Meeting/Board of Zoning Appeals Public Hearing	Last day to comply with stipulations	Board of Commissioners/ Public Hearing
11/20/2020	11/30/2020	12/21/2020	12/22/2020	12/28/2020	1/11/2021	1/20/2021	1/28/2021
12/18/2020	12/28/2020	1/18/2021	1/19/2021	1/25/2021	2/8/2021	2/17/2021	2/25/2021
1/12/2021	1/22/2021	2/16/2021	2/16/2021	2/22/2021	3/8/2021	3/17/2021	3/25/2021
2/16/2021	2/26/2021	3/22/2021	3/23/2021	3/29/2021	4/12/2021	4/21/2021	4/29/2021
3/16/2021	3/26/2021	4/19/2021	4/20/2021	4/26/2021	5/10/2021	5/19/2021	5/27/2021
4/20/2021	4/30/2021	5/24/2021	5/25/2021	6/1/2021	6/14/2021	6/23/2021	7/1/2021
5/18/2021	5/28/2021	6/21/2021	6/22/2021	6/28/2021	7/12/2021	7/21/2021	7/29/2021
6/15/2021	6/25/2021	7/19/2021	7/20/2021	7/26/2021	8/9/2021	8/18/2021	8/26/2021
7/20/2021	7/30/2021	8/23/2021	8/24/2021	8/30/2021	9/13/2021	9/22/2021	9/30/2021
8/17/2021	8/27/2021	9/20/2021	9/21/2021	9/27/2021	10/11/2021	10/20/2021	10/28/2021
9/14/2021	9/24/2021	10/18/2021	10/19/2021	10/25/2021	11/8/2021	11/24/2021	12/2/2021
10/19/2021	10/29/2021	11/22/2021	11/23/2021	11/29/2021	12/13/2021	12/29/2021	1/6/2022
11/19/2021	11/29/2021	12/20/2021	12/21/2021	12/27/2021	1/10/2022	1/19/2022	1/27/2022
12/23/2021	1/3/2022	1/24/2022	1/25/2022	1/31/2022	2/14/2022	2/23/2022	3/3/2022
1/18/2022	1/28/2022	2/22/2022	2/22/2022	2/28/2022	3/14/2022	3/23/2022	3/31/2022
2/15/2022	2/25/2022	3/21/2022	3/22/2022	3/28/2022	4/11/2022	4/20/2022	4/28/2022
3/15/2022	3/25/2022	4/18/2022	4/19/2022	4/25/2022	5/9/2022	5/18/2022	5/26/2022

NOTES:

- Review of Final Plat engineering - Final engineering may be submitted after approval of the preliminary plat. Initial review may take up to 30 days. Resubmittals may require up to 21 days for review. Final engineering includes final studies, final design, and construction drawings. All approvals are subject to KDHE review and approval. Applications that include a traffic study, innovative technology, pump station, force main, or low pressure systems may require additional review time. During periods of unusually heavy submissions, review time may be extended. Make scheduling decisions accordingly.
- Change of zone, special use permit, preliminary plan and preliminary plat petitions may be submitted simultaneously.
- Final plan/final plat petitions may be filed after the preliminary plan, preliminary plat and zoning have been approved (UG BOC). Exceptions may be allowed by the Director of Planning for minor plans/plats that do not involve significant public improvements.
- Street construction may begin after the filing of the final plat with the Register of Deeds.
- All meeting dates are contingent upon complete submissions by the progressive deadline schedule. If any deadline is missed, the application **WILL BE DELAYED**.
- Complete submissions will be submitted to the Department of Planning and Urban Design at 4953 State Avenue or EDR@wyockck.org for verification **by 12:00 Noon** on the deadline date.
- The various applications include a checklist indicating the items required to qualify as a complete submission.
- Residential building permit applications may be filed after the final plat is approved (UG BOC) and streets are accepted by Public Works.
- Commercial building permits may be filed after streets and utilities are accepted and the final plan (if necessary) has been approved.
- 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.
- Final plats will not be placed on a Planning Commission agenda unless Planning Engineering has been approved.
- It is highly recommended that the applicant schedule a comment review meeting to review comments with staff.
- Incomplete, sloppy or technically deficient plans may be returned without complete review.
- In cases where a variance is required, the item will be stayed pending BOZA action.



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.



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

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



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

Fee Schedule

Effective 03.27.2021

	DESCRIPTION OF SERVICES	UNIT	FEE
I.	MASTER PLAN AMENDMENTS		
	Master Plan Amendment		No Charge
II.	CHANGE OF ZONE APPLICATIONS	TRACT SIZE	
	A. Agricultural Zones	All sizes	\$160.00
	B. Low Density Residential Zones R-1, R-2, R-1(B), R-2(B), RP-1, RP-1(B), RP-2, RP-2(B), R, RP	0-5 acres	\$160.00
		5.1 – 10 acres	\$210.00
		10.1 – 20 acres	\$260.00
		Over 20 acres	\$315.00
	C. Medium and High Density Residential Zones R-3, R-4, R-5, R-6, R-M, RP-3, RP-4, RP-5, RP-6, RP-M	0-5 acres	\$260.00
		5.1 – 10 acres	\$365.00
		10.1 – 20 acres	\$470.00
		Over 20 acres	\$470.00 plus \$55.00 for each 5 acres over 20
	D. Office Zones and Multiple District Applications C-O and CP-O	0-5 acres	\$260.00
		5.1 – 10 acres	\$365.00
		10.1-20 acres	\$470.00
		Over 20 acres	\$550.00 plus \$55.00 for each 5 acres over 20
	E. Commercial Zones C-1, C-D, C-2, C-3, CP-1, CP-2, CP-3, TND	0-5 acres	\$365.00
		5.1 – 10 acres	\$520.00
		10.1 – 15 acres	\$625.00
		15.1 – 20 acres	\$730.00
		Over 20 acres	\$730.00 plus \$55.00 for each 5 acres over 20
	F. Industrial Zones M-1, M-2, M-3, MP-1, MP-2, MP-3, B-P	0-5 acres	\$420.00
		5.1 – 10 acres	\$520.00
10.1 – 15 acres		\$625.00	
15.1 – 20 acres		\$730.00	
Over 20 acres		\$730.00 plus \$55.00 for each 5 acres over 20	

	DESCRIPTION OF SERVICES	UNIT	FEE
III.	SPECIAL USE PERMIT APPLICATIONS		
	<u>Not specifically listed below</u>	0-5 acres	\$365.00
		5.1 – 10 acres	\$470.00
		10.1 – 15 acres	\$575.00
		15.1 – 20 acres	\$680.00
		Over 20 acres	\$680.00 plus \$55.00 for each 5 acres over 20
IV.	HOME OCCUPATION SPECIAL USE PERMIT APPLICATIONS		
	Home occupations		\$80.00
	Keeping of farm animals		\$80.00
	Kennel permits		\$365.00
	Temporary use of land		\$365.00
V.	MISCELLANEOUS SPECIAL USE PERMIT APPLICATIONS		
	Fill or removal of earth materials		\$150.00
	Short term permit/ Special event permits (10 days or less)		\$315.00
	Uses of educational, religious, philanthropic or eleemosynary in nature		\$365.00
	Group dwellings		\$260.00
	Permits under section 27-593(b) (Excluding group dwellings)	0 – 5 acres	\$780.00
		5.1 – 10 acres	\$940.00
		10.1 – 15 acres	\$1,145.00
		15.1 – 20 acres	\$1,355.00
	Over 20 acres	\$1,355.00 plus \$105.00 for each 5 acres over 20	
VI.	VARIANCE (APPEAL) APPLICATIONS		
	Agricultural/Residential		\$105.00
	Commercial/Industrial		\$210.00
	Appeal of Director's Interpretation		\$200.00
VII.	SIGN FEES		
	Wall and attached signs	Per sign	\$30.00
	Detached monument signs	Per sign	\$80.00
	Billboards	Less than 300 s.f.	\$160.00
		More than 300 s.f.	\$315.00
	Flag		\$25.00
	Incidental		\$25.00
VIII.	PLAT FEES		
	Preliminary and final plat application		No Charge
	Kansas City, Kansas Plat Recording	Per lot	First 10 lots- \$7.00
		Per lot	Lots 11 & up- \$6.00
	Lot Split	Per Split	\$25.00

	DESCRIPTION OF SERVICES	UNIT	FEE
IX.	PRELIMINARY AND FINAL REVIEW APPLICATIONS		
	Preliminary Plan Review		\$150.00
	Final Plan Review		\$250.00
	Preliminary/Final Plan Review		\$250.00
X.	VACATION APPLICATIONS		
	Agricultural/Residential		\$105.00
	Commercial/Industrial		\$315.00
XI.	MISCELLANEOUS FEES		
	Ordinance Publication Fee (For Successful Change of Zone/ Special Use, and Vacation Petitions)		\$125.00
XII.	KANSAS OPEN RECORDS ACT		
	<i>See County Clerk "Kansas Open Records Act Fees"</i>		
XIII.	LANDMARKS		
	Historic Designation (District/Landmark)		\$150.00
	Certificate of Appropriateness		\$75.00
	Environs Review		\$50.00