

**All applications shall be submitted to the  
Neighborhood Resource Center (NRC) at:**

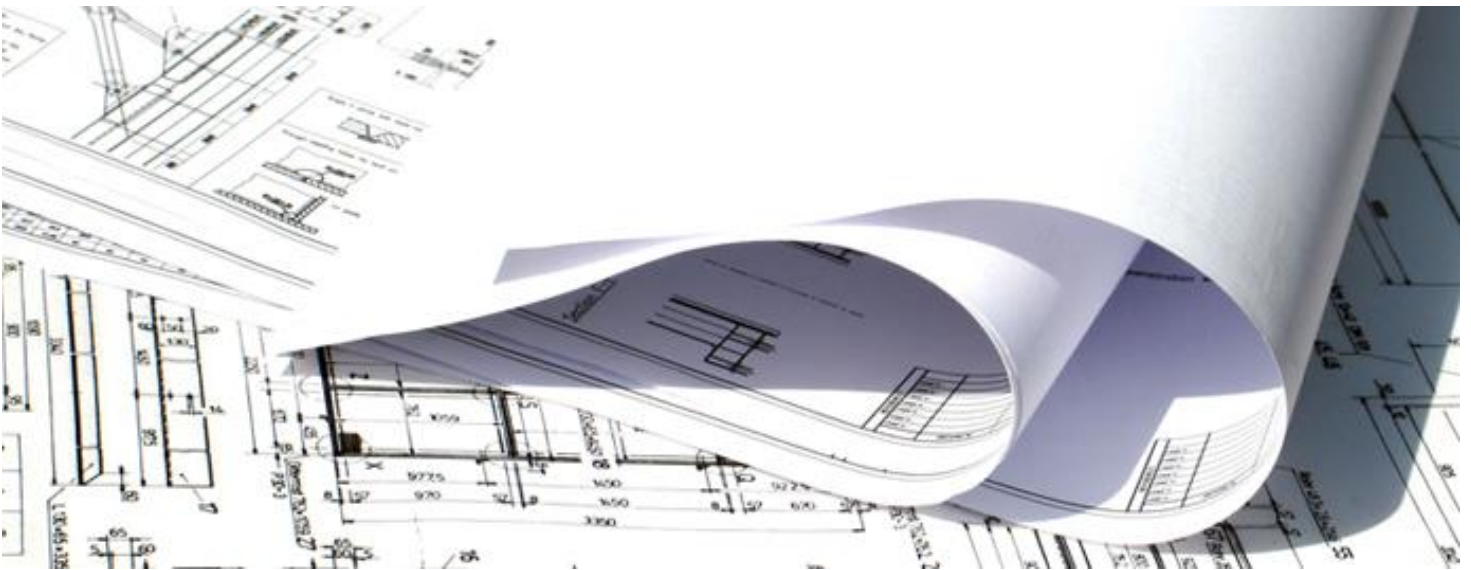
Urban Planning and Land Use – Annex

4953 State Avenue

Kansas City, KS 66102

P. (913) 573-8664

[EDR@wycokck.org](mailto:EDR@wycokck.org)



***NOTE: Due to the increased volume of applications, please ensure that your plans are submitted prior to the submittal deadline. All engineering drawings shall be signed and sealed by a Kansas Licensed Professional Engineer. All drawings shall comply with the Kansas City, Kansas Code of Ordinances. If there are deficiencies in these plans, your petition may be held over.***

Thank you.

Urban Planning and Land Use Department Staff



## Urban Planning and Land Use

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701 North 7<sup>th</sup> Street, Room 423  
Kansas City, Kansas 66101  
Email: [planninginfo@wycokck.org](mailto:planninginfo@wycokck.org)

Phone: (913) 573-5750  
Fax: (913) 573-5796  
[www.wycokck.org/planning](http://www.wycokck.org/planning)

### **Change of Zone/Special Use Permit/Preliminary Plan/Master Plan Amendment Package**

Deadline Calendar  
Development Application  
Fees  
Minimum Required Submissions  
Required Copies  
Development Permits –Ordinance excerpt  
Affidavit, property owner consent form  
Neighborhood meeting guidelines  
Affidavit, neighborhood meeting  
Neighborhood meeting places- suggestions only  
Zoning sign placement guidelines  
Detailed application checklist  
Contact list

# DEVELOPMENT APPLICATION

Urban Planning and Land Use Department

701 North 7<sup>th</sup> Street – Suite 423

Kansas City, KS 66101

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

Website: [www.wycokck.org/planning.aspx](http://www.wycokck.org/planning.aspx); Email: [planninginfo@wycokck.org](mailto: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. Application is hereby made to appear before the Planning and Zoning Commission at the MONTH DAY, YEAR meeting requesting:

☐

Rezoning from \_\_\_\_\_ to \_\_\_\_\_

☐

Preliminary Site Development Plan

☐

Final Site Development Plan Approval

☐

Master Plan Amendment

☐

Special Use Permit

☐

Special Use Permit (Home Occ.)

## 5. 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 Plan:** \_\_\_\_\_ **Contact:** \_\_\_\_\_

Street Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_ E-Mail \_\_\_\_\_

Cellular Telephone ( ) \_\_\_\_\_

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

## 6. Project Location and Size

General location or address of property: \_\_\_\_\_

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

## 7. Project Description/Conformance to Master Plan

Describe the present use and condition of the property:

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What is the proposed use(s) for the applicant's property? \_\_\_\_\_

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Existing Master Plan Land Use: \_\_\_\_\_

Proposed Land Use: \_\_\_\_\_

Does this request require a Master Plan Future Land Use Plan Map amendment? \_\_\_\_\_

If yes, to what? \_\_\_\_\_.

State why, in your opinion, the requested action(s) is justified (Attach additional sheets, if necessary):

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## 8. Project Information (Please complete the table as it applies to this application, leave gray boxes blank)

Land Use	No. of Units/Bldgs		No. of Lots	Bldg square footage	Acres/SQFT
<b>Residential</b> Single Family					
<b>Residential</b> Duplexes					
<b>Residential</b> Multi-family					
Private Open Space					
Stormwater Detention					
<b>Retail</b>					
<b>Office</b>					
<b>Industrial</b>					
<b>Public Right-of-Way</b>					
<b>Other (Specify)</b>					
<b>TOTALS</b>					

**9. Additional Information** Please note any additional information that may assist staff in reviewing this request.

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**10. 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.

**11. 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)

☐ **Completed Application**

☐ **Completed owner(s) consent form**

☐ **Required total fee \$ \_\_\_\_\_**  
(see attached fee chart)

☐ **Attached Legal Description and  
Legal Description in Microsoft Word Document  
format on a CD or flash/thumb drive**

**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 or other 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 Urban Planning and Land Use Department. (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:**

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

**AFFIDAVIT, PROPERTY OWNER CONSENT FORM**

STATE OF \_\_\_\_\_ )  
 ) SS:  
COUNTY OF \_\_\_\_\_ )

Comes now \_\_\_\_\_, of lawful age, sound mind and upon  
(property owner)

his/her oath states as follows:

1. That I am the property owner of \_\_\_\_\_ in Kansas City,  
Kansas. (Address)
2. That I have reviewed the application for \_\_\_\_\_ to  
(Applicant)  
operate/develop \_\_\_\_\_ on my  
(Proposed use)  
property.
3. That after discussing the matter and fully reviewing the application, I authorize this  
application and subsequent applications necessary to accomplish the plan/use noted  
above, to be filed on my behalf.

Further affiant saith not.

\_\_\_\_\_  
Affiant

SUBSCRIBED IN MY PRESENCE AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

My commission expires \_\_\_\_\_ of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

## DETAILED APPLICATION CHECK LIST

### 1. Application

- a. A completed application that has been signed and notarized
- b. On the front page please be sure to designate an official contact
- c. If you do not know your projects proposed land use in the City's Master Plan, please contact the Planning Office for assistance. It is important to know if your project will require a plan amendment prior to application.
- d. Please include the date of your preapplication meeting on Page 3

### 2. Fee

- a. A check in the amount required for the application made out to the Unified Treasurer
- b. If the check is returned, the application will be held until the check is made good

### 3. Affidavit of Ownership/Authorization

- a. If the applicant is not the current fee owner of the property, an affidavit from the owner or a contract with the owner authorizing the application must be presented with the application (form available)

### 4. Title Report

- a. If the owner appears as the owner in county records, no title report is necessary. The name/entity must match exactly or a title report showing the current owner or prepared on behalf of the current owner is required.

### 5. Digital Pictures (JPEG/PDF/TIFF)

- a. If the site is currently raw land, submit 4-6 pictures giving the overall condition of the property
- b. If there are structures, provide pictures of all 4 sides of each building as well as pictures showing the overall site.

### 6. Density Calculations (When Applicable)

- a. On page 2 of the application, there is a density chart to fill out. Please contact the Planning Department if you need assistance.

### 7. Storm Water Drainage Calculations (Where Applicable)

- a. Preliminary:
  - i. Gross detention calculations for 100 year storm
  - ii. Stick map with proposed location and routing
  - iii. Indicate the tie in point to the existing system
  - iv. Information on any portion of the system that is not gravity flow
- b. Final:
  - i. Obtain from Public Works a copy of *STORM DRAINAGE DESIGN CRITERIA FOR PRIVATE DEVELOPMENTS* be sure to ask for a copy that includes the review check list. The standard book includes the criteria, directions and sample charts/graphs.
  - ii. Submit drawings in accordance with the criteria



- iii. Submit as soon as possible as storm water review is typically the most time consuming

**8. Preliminary Grading Plan**

- a. Show Areas of slope less than 5 percent
- b. Show Areas of slope between 5 and 10 percent
- c. Show Areas of slope greater than 10 percent
- d. Show preliminary erosion control plan

**9. Final Grading Plan**

- a. Show existing and proposed 2' contours
- b. Show final site balance calculations
- c. Show final erosion control plan
- d. Indicate where any excess/shortage of dirt is going to/coming from

**10. Zoning Map**

- a. The Preliminary Plat or Plan can act as a zoning map if accompanied by a legal description
- b. A proposal with more than one zoning category proposed may either be divided into multiple applications, or must provide legal descriptions for each proposed zoning category

**11. Preliminary Development Plan**

- a. Preliminary site plan
- b. Preliminary landscape plan
- c. Preliminary utility plan including storm water
- d. Preliminary 4 sided elevations
- e. If the proposal EXACTLY replicates another Wyandotte County Project, Pictures may be substituted for preliminary elevations.
- f. Preliminary list of materials and colors.
- g. Preliminary lighting plan if abutting a residential property or residential zone
- h. A traffic study may be required. This should be discussed at the preapplication meeting

**12. Final Development Plan**

- a. Site plan
- b. Landscape plan
- c. Utility plan including storm water
- d. 4 sided elevations
- e. Material Pallatte including sample materials and colors (a small board 11X17 is sufficient).
- f. Lighting plan if abutting a residential property or residential zone otherwise showing the proposed light poles is sufficient
- g. Detail sheets on other amenities and open spaces

**13. Preliminary Plat**

- a. See code

**14. Final Plat**

- a. See code

### **15. Preliminary Engineering**

- a. See #7 above for storm water
- b. Street layout with preliminary line and grade over proposed grading
- c. Sewer layout (stick map) with location and routing to the existing system.
- d. Any plans for sewer systems other than a gravity system
- e. Water and electric are designed by the Board of Public Utilities
- f. Reference the following documents:
  - I. *TECHNICAL PROVISIONS AND STANDARD DRAWINGS*
  - II. *MINIMUM DESIGN STANDARDS FOR SANITARY SEWERS*

### **16. Final Engineering**

- a. See #7 above for storm water
- b. Complete street documents
- c. Complete Sewer documents
- d. Complete plans for sewer systems other than a gravity system
- e. Reference the following documents:
  - I. *TECHNICAL PROVISIONS AND STANDARD DRAWINGS*
  - II. *MINIMUM DESIGN STANDARDS FOR SANITARY SEWERS*

### **17. Lighting Plan**

- a. When abutting a residence or other than a commercial or industrial zoning district a lighting plan indicating the foot candles at the property line is required
- b. All exterior light fixtures should be 180 degree cut off fixtures unless other specialty lighting is approved.

### **18. Landscape Plan**

- a. Landscape plan sheet
- b. Include planting details
- c. Locate any statuary or art
- d. List in table format types and quantities of plant materials
- e. Include Irrigation plan
- f. Include details of perennial or annual planting areas

### **19. Sign Plan and Details**

- a. Sign plan showing each sign and accessory sign location
- b. Detail of the size and dimension of each sign

**(a) Purpose.** A Development Plan may be required as part of another application or approval process to ensure that the proposed development conforms to these regulations and incorporates a compatible arrangement of buildings, parking, lighting, signage, landscaping, circulation, drainage, and open spaces.

**(b) Applicant.** Where no rezoning is required, a Development Plan is submitted by the applicant to the Director. Where other applications or permits are sought, a Development Plan is submitted in conjunction with those development application processes.

**(c) Applicability.**

(1) Development Plan shall be required for all new non-residential or multifamily construction, exterior additions/changes that expand the building footprint or envelope for non-residential or multifamily construction, or changes in use to any structure used for multi-family, commercial, industrial, or public use.

(2) A Development Plan is submitted in two phases: preliminary plan and final plan. A Preliminary Development Plan may be used as a Preliminary Plat where all of the information required of Preliminary Plat has been included on the Preliminary Development Plan.

**(d) Submission Requirements: Preliminary Development Plan.** The size, scale and number of copies (paper and digital) submitted shall be established by the Department of Urban Planning and Land Use. The Department of Urban Planning and Land Use shall establish a list of Preliminary Development Plan requirements, which shall include at least the following:

(1) Name, address, phone number, cell phone number, and e-mail address of record of landowner and architect/engineer/surveyor/ planner/contractor, and an affidavit from the property owner acknowledging and approving of the application.

(2) Date, north arrow, scale, existing zoning classification and proposed classification;

(3) Vicinity map at a scale of not less than 1" = 2000';

(4) Location and size by survey of existing and proposed rights-of-way, easements, and infrastructure—sewer, water mains, gas mains, culverts, or other underground installations, with pipe size, grade, and location shown.

- (5) Size, use and location of existing and proposed structures and drives on the subject property, and existing zoning, structures, and drives within 200 feet of the property;
- (6) A legal description of the property, showing the location and type of boundary evidenced and including a statement of the total area of the property;
- (7) Existing topography with a maximum contour interval of 2 feet, except where existing ground is on a slope of less than 2%, then either one foot contours or spot elevations shall be provided;
- (8) Location of floodplain areas subject to flooding, centerlines of drainage courses, and finished floor elevations of proposed buildings;
- (9) The height, number of floors, proposed square footage of buildings, both above and below or partially below the finished grade;
- (10) The yard dimensions from the development boundaries and adjacent streets and alleys;
- (11) The traffic and pedestrian circulations system, including the location and width of all streets, driveways, entrances to parking areas and parking structures, walkways and bicycle paths;
- (12) Off-street parking and loading areas, including dimensions or proposed drives and parking spaces, and structures and landscaping for parking areas;
- (13) Green belt and other active recreation space areas, together with proposed private recreation areas, specifying the proposed improvement of all such areas, and delineating those areas proposed for specific types of recreation facilities.
- (14) When the development is to be constructed in stages or units, a final sequence of development schedule showing the order of construction of such stages or units and approximate completion date for the construction of each stage or unit. In any case, subsequent phases shall be initiated within 24 months of the issuance of a certificate of occupancy on the entire preceding phase;
- (15) Preliminary architectural elevations of proposed structures and an initial list of proposed building materials, a material palette (actual exterior material and color samples), and for non-residential projects written design guidelines;

- (16) A master sign plan, detailing all proposed signage for the site;
- (17) A conceptual landscape and screening plan that includes basic sizes and quantities;
- (18) Preliminary drainage and erosion control information sufficient to meet Unified Government requirements;
- (19) A chart describing the following, as applicable:
  - (a) Total number of dwelling units;
  - (b) Residential density and units per acre;
  - (c) Total floor area (in square feet) and floor area ratio for each structure;
  - (d) Total area in open space;
  - (e) Total number of off-street parking spaces required and number provided

**(e) Application and Review Procedures.**

- (1) Determination of Completeness. Applications shall be submitted to the Director for a determination of completeness pursuant to Section 27-253.
- (2) Neighborhood Meeting.
- (3) Notice.

**(f) Preliminary Development Plan Review – No Additional Applications**

- (1) Director Review. If the Preliminary Development Plan is submitted as a single application in a conventional (non-planned) district, the Director or his/her designee shall review the application. If the Director determines that the application meets the terms of these Regulations, s/he shall approve the application through the Development Review Committee.
- (2) Additional Applications. If the Preliminary Development Plan is submitted in conjunction with any supplemental or additional applications (e.g., rezoning) or as a requirement of a planned district, the Preliminary Development Plan shall be reviewed by the Planning Commission.
- (3) Appeal. Determinations made by the Director or his/her designee may be appealed to the Planning Commission.

**(g) Submission Requirements: Final Development Plan**

The final development plan shall include the following information, with separate sheets for each category below:

(1) A site plan showing the following:

- (a) Dimensions of all elements
- (b) Outline of buildings
- (c) All drives, streets and parking spaces
- (d) Curb and pavement details
- (e) Location and width of sidewalks

(2) A grading plan showing the following:

- (a) Natural contours and finish contours
- (b) Floor grades

(3) A landscape plan showing the following:

- (a) turf areas with approximate dimensions
- (b) shrubs, ornamental trees and shade trees
- (c) botanical names, sizes when planted, quantities
- (d) trash bin enclosure(s)
- (e) details of screening
- (f) lighting and sign locations, elevations, dimensions and descriptions
- (g) irrigation, with a note specifying that final irrigation plans may be submitted by the contractor at the time of installation.

(4) Architectural plans showing the following:

- (a) Floor plans with gross square footage and total number of floors
- (b) All four (4) elevations with dimensions
- (c) Location of mechanical equipment, screening details if on roof, building materials, and if pertinent, colors, signs and other details.
- (d) Trash enclosures and grease traps.
- (e) Other information as deemed appropriate by the Director of Planning.

(5) Final Engineering Plans

- (a) Sanitary sewer
- (b) Streets
- (c) Storm water control
- (d) Any necessary revisions to a previously submitted traffic study

(2) Final Utility Plans

- (a) Water
- (b) Electric
- (c) Phone
- (d) CATV
- (e) Gas

**(g) Final Development Plan Review – No Additional Applications**

(1) Director Review. If the Final Development Plan is submitted as a single application in a conventional (non-planned) district, the Director or his/her designee shall review the application. If the Director determines that the application meets the terms of these Regulations and conforms to the approved Preliminary Development Plan, the Director or his/her designee shall approve the application.

(2) Additional Applications. If the Final Development Plan is submitted in conjunction with any supplemental or additional applications (e.g., rezoning) or as a requirement of a planned district, the Final Development Plan shall be reviewed by the Planning Commission.

(3) Appeal. Determinations made by the Director or his/her designee may be appealed to the Planning Commission.

<b>27-251</b>	<b>Development Permits: General Requirements</b>
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**27-251** The policies and regulations in this Code apply to the use and development of land. Any person proposing a land use or development shall comply with the procedures of this Chapter. Table 27-251(a) summarizes the procedures, agencies and public bodies involved in the development proposal process. Detailed information about general procedures and applications are further discussed in this Chapter.

R = Review/Recommendation    D = Decision    A = Appeal    • Required

**Table 27-251(a)**

Application Process	Preapp Conf.	Neighborhood Meeting	Acting Body				Notices		
			Staff	PC	BC	BZA	Pub.	Mail	Sign
Rezoning – Conventional	•	•	R	R	D		•	•	•
Rezoning - Planned	•	•	R	R	D		•	•	•
Preliminary Plan	•	•	R	R	D		•	•	•
Final Plan			R	D	A		•	•	
Development Plan			D	A					
Zoning Text Amend			R	R	D		•		
Comprehensive Plan Amendment	•	•	R	R	D		•	•	•
Subdivision – Preliminary Plat	•		R	D				•	
Subdivision – Final Plat			R	D				•	
Special Use Permit	•	•	R	R	D		•	•	•
Variance	•	•	R			D	•	•	•
Interpretation			D			A		•	

<b>27-252 Pre-Application Conference</b>
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**(a) When Required.** A pre-application conference with a representative of the Department of Urban Planning and Land Use is required for certain development applications, as identified in Table 27-251(a) and indicated in the individual application type sections below. The purpose of this meeting is to:

- (1) Review the requirements of these regulations;
- (2) Review the requirements of the Comprehensive Plan;
- (3) Discuss the nature and design of the proposed development; and
- (4) Discuss the procedures for development application review and approval.

**(b) Timing.** The pre-application conference shall occur at least ten (10) days prior to the submission date unless otherwise specified by the Director or the Director's designate. Applications must be submitted within six months of the conference date or a new conference shall be required.



(c) **Additional Parties.** As necessary, the Department of Urban Planning and Land Use may include representatives of other departments or agencies at the pre-application conference.

<b>27-253</b>	<b>Application Requirements</b>
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(a) **Materials.** Current application forms and submission requirements are available from the Department of Urban Planning and Land Use in the Municipal Office Building and may be obtained during business hours. All materials submitted in support of a development application become part of the public record and are generally not returned to the applicant.

(b) **Technical Studies.** The Director or the Director's designate may require applicants to prepare additional technical studies in support of applications for rezoning, planned rezoning or special use permits. Examples of these studies may include: traffic, noise, light, environmental impact, market, economic impact, engineering, or flood. The cost of the study shall be the applicant's responsibility. Appeal of the Director's determination may be taken to the Planning Commission, who shall be the final decision-maker. No further action will be taken to process the application pending the PC's determination.

(c) **Deadlines.** The Department of Urban Planning and Land Use will establish and make available at its office a list of submission and revision deadlines for the various development applications. Failure to submit a complete or revised application on or before the deadline will preclude the City from placing the application on the scheduled Planning Commission agenda.

(d) **Completeness.** Within five (5) business days of submission, a member of the Department of Urban Planning and Land Use staff will review a submitted application to ensure that it is complete.

- (1) An application is complete when all of the items required by these regulations and on the application form are prepared and/or answered, and any required supplemental or additional applications (e.g., comprehensive plan amendment) are submitted with the appropriate fee to the Department of Urban Planning and Land Use.
- (2) Incomplete applications will be held by the Department of Urban Planning and Land Use with a written explanation of defects provided to the applicant. The Director will take no further action on incomplete applications. Appeal of this determination is made to the Planning Commission, who is the final decision-making body. No further action will be taken to process the application pending the PC's determination. Applications that have been returned to an applicant for

revisions will not be processed until such revisions have been determined to be complete by the Director or Director's designate.

- (3) Complete applications shall be processed in accordance with this Chapter.
- (4) If the Director fails to act within five (5) business days, the application shall be deemed complete.
- (5) Following a determination of completeness, modification of the application by the applicant without approval of the Director or Director's designate, or modification that is not pursuant to the directions of the Planning Commission or Board of Commissioners shall void the determination of completeness and trigger a new ten (10) day review period. All processing of the application shall stop until a new, complete application has been filed.
- (6) A determination of completeness shall not constitute a determination of compliance with the substantive provisions of these regulations.

**(e) Fees.** Application fees shall be set in an amount to recover the costs of processing, publicizing, and reviewing development applications. The County Administrator shall set and may modify the fees, which shall be included as an appendix to this Code.

<b>27-254</b>	<b>Neighborhood Meeting</b>
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**(a) When Required.** A neighborhood meeting is required for certain development applications, as identified in Table 27-251 (a) and indicated in the individual application type sections below. When optional, applicants are encouraged by the Unified Government to meet with property owners who will be affected by the proposed development.

**(b) Neighborhood Identification.** Generally, the neighborhood shall include all parcels located within 200 feet of the boundaries of the parcel proposed for development, and any homeowners association, neighborhood association or merchants association (all as represented by their board of directors or their designate) registered with the Department of Urban Planning and Land Use and with boundaries located within 500 feet of the parcel. These boundaries can be modified by the Director by up to 30% either larger or smaller, depending upon the size, location and density of the proposed development.

**(c) Meeting Arrangements.** The applicant shall be responsible for providing a meeting location and conducting the meeting. Written notice of the location and time of the meeting shall be provided by the applicant to the Department of Urban Planning and Land Use and residents of the area defined as the neighborhood at least fourteen (14) days prior to the meeting.

**(d) Meeting Content.** At the meeting, the applicant shall present a full and accurate description of the proposed development plans, describe projected impacts of development, describe plans to mitigate or off-set impacts, and facilitate a discussion of neighborhood questions and comments. Department of Urban Planning and Land Use staff may attend the meeting, but will not be responsible for organizing the meeting or presenting information about the project.

**(e) Meeting Report.** Following the neighborhood meeting, the applicant shall provide the Department of Urban Planning and Land Use with a list of names of the people who attended the meeting along with a written summary of the discussion and comments. All documents and materials submitted to detail the neighborhood meeting shall become part of the public record for the development application.



# Urban Planning and Land Use

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[www.wycokck.org/planning](http://www.wycokck.org/planning)

## NEIGHBORHOOD MEETING GUIDELINES

### **CRITERIA:**

Neighborhood Meeting are required to be conducted fourteen (14) days prior to the City Planning Commission meeting for the following applications:

- Change of Zone Applications
- Special Use Permit Applications – Examples:
  - Fill Permits
  - Kennels
  - Temporary Use of Land for Commercial or Industrial Purposes (i.e. parking of heavy trucks, temporary trailers, etc.)
  - Live Entertainment
- Preliminary Plan Review Applications

**NOTE:** Although a neighborhood meeting is not required for home occupation or livestock special use permit applications, it is strongly recommended that one be conducted.

### **INFORMATION PROVIDED BY URBAN PLANNING AND LAND USE DEPARTMENT TO HELP YOU WITH YOUR NEIGHBORHOOD MEETING:**

- Instructions/Sample Letter to send out for meeting.
- Affidavit to be signed that the neighborhood meeting was held.
- List of people to be notified of the meeting (property owners within 200' of the property in question, staff, District Commissioner.) NOTE: List will be mailed one (1) week after the deadline for submission of applications.
- List of possible neighborhood meeting locations.
- Sample minutes to follow when taking minutes at the neighborhood meeting (attached).

## **NOTICE OF NEIGHBORHOOD MEETING:**

- Determine location of your meeting. **NOTE:** **The meeting must be held in Kansas City, Kansas and in close proximity to the proposed project.**
- Opt for a public meeting place
- Meetings should be in late afternoon/early evening
- Use attached letter as a **SAMPLE** to write your letter.
- Notices should be mailed ten (10) days prior to the date of the neighborhood meeting. Although notices are not required to be sent certified mail, it is **recommended** so the applicant has a record that the notices were sent.

## **NEIGHBORHOOD MEETING:**

- Provide a sign-in sheet
- If no one shows up for the neighborhood meeting at the scheduled time it is recommended that the applicant wait 30 minutes before leaving.
- Presentation:
  - Provide accurate details/photos/plans for review
  - Answer/address questions and concerns
  - Detail who will be involved (clients, customers, buyers, etc.)
  - Detail operational activity (residential, use, noise, traffic, etc)

## **AFTER NEIGHBORHOOD MEETING:**

- The following shall be sent to the Urban Planning and Land Use Department via e-mail, fax, U. S. mail or in person (two (2) business days after your meeting (twelve (12) days before the City Planning Commission Meeting):
  - Sign-in sheet
  - Minutes from meeting
  - Affidavit confirming that the neighborhood meeting was conducted.

# SAMPLE:

(Please use this sample to develop your letter.)

Date:

Name  
Address  
City/State/Zip

SUBJECT: Neighborhood Meeting

I/We have filed an application with the Department of Urban Planning and Land Use #\_\_\_\_\_. The purpose of this:

**(please use all that applies)**

- change of zone
- special use permit
- preliminary plan review

is for a \_\_\_\_\_

at the following address: \_\_\_\_\_.

I/We am having a neighborhood meeting on \_\_\_\_\_ at  
\_\_\_\_p.m. at the following address \_\_\_\_\_.

The purpose of this meeting is to explain the proposal and to answer any questions/concerns you may have.

I look forward to seeing you at the neighborhood meeting. If you are unable to attend, please contact me at the address/phone number listed below.

Sincerely,

Name and Contact Information

# SAMPLE MINUTES:

Application Number \_\_\_\_\_

Date and Location: \_\_\_\_\_

Meeting called to order at: \_\_\_\_\_

Names of people in attendance:

Introductions:

Presentation by applicant and/or team (explain what information was given to those in attendance and a summary of what the speaker said).

Questions and answers (include the following):

- Who asked question or gave comment
- What was the question or comment
- Who answered the question/comment
- What was the answer given

Meeting adjourned at:

Minutes taken by: \_\_\_\_\_

**AFFIDAVIT – NEIGHBORHOOD MEETING**

STATE OF \_\_\_\_\_)

) SS:

COUNTY OF \_\_\_\_\_)

Comes now \_\_\_\_\_, of lawful age, sound mind and open his/her oath states as follows:

1. That I am the petitioner for Petition #\_\_\_\_\_.
2. That I conducted a neighborhood meeting on \_\_\_\_\_.
3. Attached are the minutes/summary of the meeting and a copy of the notice mailed to the property owners on the list provided by the Urban Planning and Land Use Department.

Further affiant saith not.

\_\_\_\_\_  
Affiant

SUBSCRIBED IN MY PRESENCE AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_. 20\_\_.

My commission expires \_\_\_\_\_ of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public





## Urban Planning and Land Use

701 North 7<sup>th</sup> Street, Room 423  
Kansas City, Kansas 66101  
Email: [planninginfo@wycokck.org](mailto:planninginfo@wycokck.org)

Phone: (913) 573-5750  
Fax: (913) 573-5796  
[www.wycokck.org/planning](http://www.wycokck.org/planning)

### ZONING SIGN PLACEMENT GUIDELINES

When placing a zoning sign, keep in mind the purpose of the sign is to inform the public of a pending public hearing. The following criteria are intended to assist in placing the sign.

1. Place the sign conspicuously
2. Place the face of the sign parallel to the street.
3. If there is a choice of streets, place the sign on the most traveled street
4. Post the sign so that it is legible above grass and shrubs in the area
5. The sign should not be placed in the public right-of-way. The right-of-way usually begins at a fence line, utility line or sidewalk. When in doubt, place the sign at least 10 feet behind the edge of the street.
6. The use of trees near the right-of-way and fences are ideal for posting the notice.
7. If trees and fences are not available the use of two "tomato" stakes or a realty style sign are preferred.
8. The sign must be posted at least 20 days prior to the public hearing and needs to be kept in place until the Planning Commission meeting.

# NEIGHBORHOOD MEETING PLACES

(There may be a charge for some of these locations. There are also a variety of hotels throughout the city that can be contacted for room arrangements.)

**F.O.P. Lodge #4**

7844 Leavenworth Rd  
Kansas City, KS 66112  
Phone: 913-788-4367

**Leavenworth Road Association**

6100 Leavenworth Rd Ste H  
Kansas City, KS  
Phone: 913-788-3988

**National Guard Armory**

100 South 20th Street  
Kansas City, KS 66102  
Phone: 913-279-7857

**Quindaro Community Center**

2726 Brown Avenue  
Kansas City, KS 66101  
Phone: 913-321-5022

**Quindaro Democratic Club**

6028 Leavenworth Road  
Kansas City, KS 66104  
Phone: 913-334-4600

**Sanctuary of Hope Retreat Center**

2601 Ridge Ave  
Kansas City, KS  
Phone: 913-321-4673

**Rosedale Development Association**

1403 Southwest Boulevard  
(913) 677-5097  
(913) 677-3437 Fax  
<http://www.rosedaleassociation.org/index.htm>

**CHWC, INC.**

2 South 14th  
Kansas City, KS 66102  
913-342-7580  
913-342-7581 (fax)

**Wilhelmina Gill Multi-Service Center**

645 Nebraska  
Kansas City, KS  
Phone: 913-621-4690

**Grinter State Historic Site**

1420 South 78th Street  
Kansas City, KS 66112  
Phone: 913-299-0373

**National Agricultural Center and Hall of Fame**

630 Hall of Fame Drive  
Bonner Springs, KS 66012  
Phone: 913-721-1075  
<http://www.aghalloffame.com/>

**Strawberry Hill Museum and Cultural Center**

720 North 4th Street  
Kansas City, KS 66101  
Phone: 913-371-3264  
Meeting facilities seats 80-100.

**Kansas Speedway**

400 Speedway Boulevard  
Kansas City, KS 66111  
Phone: 913-328-3300  
<http://www.kansasspeedway.com/>

**Dub's Dread Golf Course**

12601 Hollingsworth Rd  
Kansas City, KS 66109  
Phone: 913-721-1333

**Painted Hills Clubhouse**

7101 Parallel Parkway  
Kansas City, KS 66112  
Phone: 913-334-1111

**Cabela's**

10300 Cabela Drive  
Kansas City, KS  
Phone: 913-328-0322  
<http://www.cabelas.com>

**Soldiers and Sailors Memorial Hall**

600 North 7th Street  
Kansas City, KS 66101  
Phone: 913-371-7555

**SCHOOL AND LIBRARIES – Contact:****K.C.K. Community College  
Conference Center**

7250 State Avenue  
Kansas City, KS 66112  
Phone: 913-288-7620 -  
<http://www.kckcc.edu>

**Piper Unified School District #203**

12036 Leavenworth Road  
Kansas City, Kansas 66109  
913-721-2088  
Fax – 913-721-3573

**Turner Unified School District #202**

800 South 55<sup>th</sup> Street  
Kansas City, Kansas 66106  
913-288-4100  
Fax – 913-288-3402

**Kansas City, Kansas School  
District #500**

625 Minnesota Avenue  
Kansas City, Kansas 66101  
913-551-3200  
Fax – 913-279-2084

**Wyandotte County Lake and Park (Four  
(4) halls available)**

91st and Leavenworth Road  
Kansas City, KS 66109  
Phone: 913-596-7077

**Pierson Hall**

1800 South 55th Street

**George Meyn Hall**

126th & State Avenue

**James P. Davis Hall**

91st and Leavenworth Road

**Wyandotte County Sports Complex**

10100 Leavenworth Road

# Minimum Required Submissions



	Change of Zone	Preliminary 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 <i>UNIFIED TREASURER</i> )	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Legal description ( <b>electronically - MS Word File</b> )	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
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**

1. 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.
2. 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.
3. Additional information may be required for unique and/or complex project.
4. 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 - <b>DUE BY 12:00 NOON</b>	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:	
1	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.
2	Change of zone, special use permit, preliminary plan and preliminary plat petitions may be submitted simultaneously.
3	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.
4	Street construction may begin after the filing of the final plat with the Register of Deeds.
5	All meeting dates are contingent upon complete submissions by the progressive deadline schedule. If any deadline is missed, the application <b>WILL BE DELAYED</b> .
6	Complete submissions will be submitted to the Department of Planning and Urban Design at 4953 State Avenue or EDR@wycokck.org for verification <b>by 12:00 Noon</b> on the deadline date.
7	The various applications include a checklist indicating the items required to qualify as a complete submission.
8	Residential building permit applications may be filed after the final plat is approved (UG BOC) and streets are accepted by Public Works.
9	Commercial building permits may be filed after streets and utilities are accepted and the final plan (if necessary) has been approved.
10	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.
12	Final plats will not be placed on a Planning Commission agenda unless Planning Engineering has been approved.
13	It is highly recommended that the applicant schedule a comment review meeting to review comments with staff.
14	Incomplete, sloppy or technically deficient plans may be returned without complete review.
15	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 7<sup>th</sup> Street, Suite 423  
Kansas City, Kansas 66101  
[www.wycokck.org/planning](http://www.wycokck.org/planning)

Phone: (913) 573-5750  
Fax: (913) 573-5796  
Email: [planninginfo@wycokck.org](mailto: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](mailto: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](mailto: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](http://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:**     Zo1 COMcheck Building Envelope

                  Zo2 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 7<sup>th</sup> Street, Suite 423  
Kansas City, Kansas 66101  
[www.wycokck.org/planning](http://www.wycokck.org/planning)

Phone: (913) 573-5750  
Fax: (913) 573-5796  
Email: [planninginfo@wycokck.org](mailto: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](mailto:jl@bpu.com)

Gloria Barnett, Water Services Clerk  
New Water Services and Maintenance  
913-573-9843  
[gbarnett@bpu.com](mailto: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](mailto:cconnor@bpu.com)

Mathew Kreig  
6742 Riverview Avenue  
Kansas City, KS 66102  
913-573-9842  
[mkreig@bpu.com](mailto: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](mailto: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](mailto: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](mailto:daniel@kckchamber.com)  
[www.kckchamber.com](http://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 Miskec  
Neighborhood Resource Center  
4953 State Avenue  
Kansas City, KS 66102  
913-573-8649  
Fax – 913-573-8731  
rmiscec@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  
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planninginfo@wycokck.org  
www.wycokck.org/planning



# Department of Planning + Urban Design

## Unified Government of Wyandotte County • Kansas City, Kansas

701 N 7<sup>th</sup> Street, Suite 423  
 Kansas City, Kansas 66101  
[www.wycokck.org/planning](http://www.wycokck.org/planning)

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

# Fee Schedule

Effective 03.27.2021

	DESCRIPTION OF SERVICES	UNIT	FEE
I.	<b>MASTER PLAN AMENDMENTS</b>		
	Master Plan Amendment		No Charge
II.	<b>CHANGE OF ZONE APPLICATIONS</b>	<b>TRACT SIZE</b>	
	A. Agricultural Zones	All sizes	\$160.00
	B. Low Density Residential Zones	0-5 acres	\$160.00
		5.1 – 10 acres	\$210.00
	R-1, R-2, R-1(B), R-2(B), RP-1, RP-1(B), RP-2, RP-2(B), R, RP	10.1 – 20 acres	\$260.00
		Over 20 acres	\$315.00
	C. Medium and High Density Residential Zones	0-5 acres	\$260.00
		5.1 – 10 acres	\$365.00
	R-3, R-4, R-5, R-6, R-M, RP-3, RP-4, RP-5, RP-6, RP-M	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	0-5 acres	\$260.00
	C-O and CP-O	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	0-5 acres	\$365.00
		5.1 – 10 acres	\$520.00
	C-1, C-D, C-2, C-3, CP-1, CP-2, CP-3, TND	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	0-5 acres	\$420.00
		5.1 – 10 acres	\$520.00
	M-1, M-2, M-3, MP-1, MP-2, MP-3, B-P	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.	<b>SPECIAL USE PERMIT APPLICATIONS</b>		
	<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.	<b>HOME OCCUPATION SPECIAL USE PERMIT APPLICATIONS</b>		
	Home occupations		\$80.00
	Keeping of farm animals		\$80.00
	Kennel permits		\$365.00
	Temporary use of land		\$365.00
V.	<b>MISCELLANEOUS SPECIAL USE PERMIT APPLICATIONS</b>		
	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.	<b>VARIANCE (APPEAL) APPLICATIONS</b>		
	Agricultural/Residential		\$105.00
	Commercial/Industrial		\$210.00
	Appeal of Director's Interpretation		\$200.00
VII.	<b>SIGN FEES</b>		
	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.	<b>PLAT FEES</b>		
	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.	<b>PRELIMINARY AND FINAL REVIEW APPLICATIONS</b>		
	Preliminary Plan Review		\$150.00
	Final Plan Review		\$250.00
	Preliminary/Final Plan Review		\$250.00
X.	<b>VACATION APPLICATIONS</b>		
	Agricultural/Residential		\$105.00
	Commercial/Industrial		\$315.00
XI.	<b>MISCELLANEOUS FEES</b>		
	Ordinance Publication Fee (For Successful Change of Zone/ Special Use, and Vacation Petitions)		\$125.00
XII.	<b>KANSAS OPEN RECORDS ACT</b>		
	<i>See County Clerk "Kansas Open Records Act Fees"</i>		
XIII.	<b>LANDMARKS</b>		
	Historic Designation (District/Landmark)		\$150.00
	Certificate of Appropriateness		\$75.00
	Environs Review		\$50.00