



# PUBLIC WORKS

ONE MCDOWELL PLAZA

701 NORTH 7<sup>TH</sup> STREET, KANSAS CITY, KANSAS 66101

(913) 573-5400

## Land Disturbance Checklist (section 4-page 2 of application)

- Completed Application Site Development/Land Owner Authorization/Utility Authorization (for a utility)
- Copy of NOI from KDHE
- Copy of SWPPP with sample inspection/Final stabilization/BMP checklist
- Copy of Erosion Control Plans with construction entrance detail
- Copy of UG Occupational Tax License for General (all others provide with pertinent application) contact UG Business License Division- 913-573-8780  
BusinessLicense@wycokck.org
- Copy of Erosion Control Plans sealed, dated and signed by a Professional Engineer registered in the State of Kansas



**Please read carefully and complete**  
**All sections**

**Land Disturbance/Site Development  
Permit Application**

**Engineering Division**

**913-573-5700**

**Section 1  
Project Information**

Date: \_\_\_\_\_ Project Start Date \_\_\_\_\_ Project Completion Date \_\_\_\_\_

Name of Project: \_\_\_\_\_

Address of Work: \_\_\_\_\_

Permit Applying for:                      Land Disturbance – (Grading Only)                      Site Development

*Note:* Land Disturbance permits authorize grading and utility construction only (excluding any storm sewers). Site development permits authorize grading and all other private site infrastructure.

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**Section 2**

**Project Type**

**Work Type:** Indicate type of work requested under this permit (*Note:* only check items for work shown on the plans – other work can be added by amending the plans/permit). Circle the appropriate item

**Single Family Subdivision**  
**Commercial Development**  
**Other (specify)** \_\_\_\_\_

**Multifamily Development**  
**Utility Extension**

**Duplex Development**  
**City Project**

Is the proposed utility work within the public street right-of-way? **Yes/No** (Circle One)

If yes, utility work within the public street right-of-way also requires a separate right-of-way work permit. This permit can be obtained from the Public Works Department, 701 N. 7<sup>th</sup> St., 913-573-5700.

Does work include construction of any site-work, filling or construction/remodeling of any building area in the FEMA regulated floodplain? **No Yes** If yes, a floodplain development permit is required and must be submitted.

**Disturbance Area:** Land disturbance of one acre or more (43,560 SF) may require a Surety prior to issuance.

Land Area Disturbed \_\_\_\_\_ Acres.



**Section 3**

**Contact Information**

**Applicant information:** For Land Disturbance permits only, applicant must be the developer/owner for work related to development projects, or the utility company for non-development related utility work.

Applicant: \_\_\_\_\_ Contact Name \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Responsible Contractor(s):** Include all contractors responsible for land disturbance activities – example, sanitary sewer, paving, storm sewer, grading, street-lighting. **Attach additional sheets if necessary.**

**Contractor 1:** \_\_\_\_\_ Type of Work: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Contractor 2:** \_\_\_\_\_ Type of Work: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Project Designer:**

Designer: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

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**Section 4**

**Plans**

Attach drawings showing all proposed work, limits of construction and proposed erosion and sediment control plan. This application must be accompanied by a completed Land Disturbance Plan Checklist.

Office Use Only -	Date: _____
Pre-Construction Meeting: _____	Permit Number: _____
Permit Fee: _____	Owner Authorization: _____
Reviewed by: _____	



**Land Disturbance Permit  
Owner Authorization**

I (we) hereby certify that as owners of the property described as \_\_\_\_\_

\_\_\_\_\_  
(Name and or Address of Project or Property)

Authorize \_\_\_\_\_ to obtain a land disturbance permit.  
(Contractor/Applicant's Business Address)

\_\_\_\_\_  
(Please Print) Owner's Signature Owner's Name

\_\_\_\_\_  
Name (Please Print) Second Owner's Signature Second Owner's

\_\_\_\_\_  
City, State, Zip Code Owner's Address

\_\_\_\_\_  
Number Date Owner's Phone

I understand that I am authorizing the above contractor/applicant to obtain a Land Disturbance Permit on my (our) behalf and that I (we) will be held responsible for ensuring all necessary inspections are performed and that the Unified Government's sediment and erosion control requirements are met on this project. I understand that this work may also require filing a Notice of Intent (NOI) from the Kansas Department of Health and Environment (KDHE). I (we) also understand that until a Certificate of Completion is issued and the Land Disturbance Permit is closed, funds and/or letters of credit used for erosion and sediment control surety requirements will not be released by the Unified Government.

State Of \_\_\_\_\_, County Of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary's Signature

My Appointment Expires: \_\_\_\_\_, 20\_\_\_\_\_



**Land Disturbance Permit  
Utility Authorization**

**Project Name:** \_\_\_\_\_

**Project Location:** \_\_\_\_\_

As representative/agent of the utility described as \_\_\_\_\_, I hereby authorize

\_\_\_\_\_  
(Name of Contractor or Applicant)

\_\_\_\_\_  
(Name of Business)

\_\_\_\_\_  
(Address of Business)

to obtain a Land Disturbance Permit on the utility's behalf.

I understand that the utility is the permit holder and will be held responsible for ensuring that all necessary inspections are performed and that the Unified Government's sediment and erosion control requirements will be met on this project. I understand that this work may also require filing a Notice of Intent (NOI) from the Kansas Department of Health and Environment (KDHE). I have made the contractor aware of the Sediment and Erosion Control Plan for this project and the Unified Government's requirements. I am aware that the utility may be held responsible for contractor violations of the Unified Government's Land Disturbance Ordinance, 8-610.

\_\_\_\_\_  
Utility Representative's Name (Please print)

\_\_\_\_\_  
Utility Representative's Signature

\_\_\_\_\_  
Utility Representative's Position (Please print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date

State of \_\_\_\_\_, County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
Notary's Signature

\_\_\_\_\_  
My appointment expires