



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

Short-Term Rental Application

Welcome to the Unified Government's land entitlement process. We look forward to working with you on your proposed project. Start here:

1

- **Set up a pre-application meeting:**
 - Call: (913) 573-5750 or Email: planninginfo@wycokck.org
 - Include contact information, project address, and project details

2

- **Complete and gather required information** (See required submission materials below):
 - Completed application (Pages 2-6);
 - Signed Declaration and Property Owner's Consent form (Pages 7-8);
 - Required application fee (See attached fee schedule);
 - Legal description of the property in Microsoft Word Document format, emailed to EDR@wycokck.org.
 - Photographs of the existing property;
 - Dimensioned site, floor, and landscape plans;
 - Proof of liability insurance;
 - Home Inspection Report;
 - Guest book for the proposed rental

3

- **Submit your application, either:**
 - **In person:** Planning + Urban Design Office: 701 North 7th Street, Suite 423, Kansas City, Kansas 66101; or,
 - **Online:** Email documents to EDR@wycokck.org.

NOTE: Per [Section 27-198](#), your application and plans must be submitted prior to the monthly submittal deadline. All engineering drawings shall be signed and sealed by a Kansas Licensed Professional Engineer. All drawings shall comply with [Chapter 27](#) of the Unified Government Code of Ordinances.

Any incomplete applications WILL NOT be processed per [Sec. 27-198\(d\)](#).

Short-Term Rental Timeline





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Short-Term Rental Application

	Case Number: _____ Date Received: _____ Fee: _____
	Anticipated CPC Date: _____ Anticipated BOC Date: _____
	☐ Administrative Review Only ☐ Special Use Permit
1	Applicant(s) Name: _____ Company: _____
	Street Address: _____ City/State: _____ Zip: _____
	Telephone: _____ Email: _____
	Applicant's Representative: _____ Company: _____
	Street Address: _____ City/State: _____ Zip: _____
	Telephone: _____ Email: _____
	Property Owner(s) Name (if different than applicant): _____
	Street Address: _____ City/State: _____ Zip: _____
	Telephone: _____ Email: _____
2	Address or general location of property: _____
	Land area (acres): _____ or Land area (square feet): _____

3	Does the property owner live at the property for at least 272 days per year? ☐ Yes ☐ No Will the property owner be on site while the tenants are staying? ☐ Yes ☐ No Is the property owner the operator of the rental unit? ☐ Yes ☐ No Will there be an on-site manager? ☐ Yes ☐ No If not, how quickly can the off-site manager be present? _____ min. Type of Property: ☐ Single Family ☐ Duplex ☐ Multi Family ☐ Mixed-Use Will the entire property be available for rental? ☐ Yes ☐ No If no, describe the areas that will be rented out: _____ Number of Units Used for Short-Term Rental: _____ Total Number of Units _____ Parking Information: • Total Off-Street Covered (garage or carport) parking spots _____ + • Total Off-Street Uncovered (driveway) parking spots _____ = • Total Parking Spots _____
4	Rental Description Describe the manner in which the property will be used for a short-term rental, including areas of the residence that will be rented, if the whole property will be rented, how the property will be managed, and any other information which may assist in the review of your application.

Short-Term Rental Guidelines, Safety, and Habitation Standards:

Initial next to each guideline to demonstrate that you have read and acknowledged the guidelines for short-term rentals within the Unified Government.

	Initial
Guest reservations must be for a minimum of 24-hours.	
Guest reservation information must be maintained and documented for a period of not less than one (1) year.	
If this is a non-owner occupied short-term rental, liability insurance in the amount of \$1,000,000 must be maintained through the duration of the permit. If this is an actively owner-occupied short-term rental, homeowner's insurance must be maintained through the duration of the permit.	
Sleeping quarters for short term tenants or guests shall not be in non-residential areas within buildings that do not contain finished living space (e.g. unfinished garage, unfinished storage shed); or in commercial (office/retail) or industrial (warehouse) spaces.	
The use of short-term rental property for any commercial use or large social events or gatherings, such as weddings, is prohibited.	
The city issued Special Use Permit and Business License numbers shall be used in all rental marketing materials.	
No meals shall be prepared for or served to the renter by the owner or the owner's agents without an approved Food Handler's License.	
The owner or owner's agent will provide information within the dwelling unit to inform and assist renters/guests in the event of a natural disaster, power outage, or emergency including but not limited to tornado, severe weather or storm, or flash flooding. Information should contain appropriate designation for shelter in place, evacuation, or utility contact information.	
An evacuation diagram identifying all means of egress shall be posted in a conspicuous place near the front door on each unit.	
The guide or manual provided to occupants shall include information for utility service connections, such as location and accessibility, in order to disconnect utilities from service in the event of an emergency.	
There shall be no evidence of pest infestation.	
If there is a fireplace or solid fuel barbecue, the short-term residential rental shall be equipped with a minimum five-gallon heat rated metal container with a tight-fitting lid for ash disposal, which is clearly labeled. Instructions on storage or placement of ashes shall be stated in the rental agreement and on the notice posted within each unit. Do not place can on or near any furniture or other combustible material. Ashes must be wet down thoroughly with water. Ash can must be stored outside with a minimum of three (3) foot clearance from building, porch, trees, etc. A lid must remain on ash can when in use. A proper water source shall be immediately available to the solid fuel BBQ. If fire suspension is in effect in region, all fire codes from local jurisdiction shall be adhered to. Solid fuel barbeques or grills are prohibited on wood decks, landings, or porches.	
For properties built before 1978, there should be notification in the guest book that there could potentially be lead based paint within the residence.	

For properties built before 1978, there should be notification in the guest book that there could potentially be lead based paint within the residence.	
If pets are allowed on the property, the owner and its agents shall maintain that tenants, guests, and occupants keep the pet in accordance to Chapter 7 of the municipal code, particularly Chapter 7 Article VI.	
Each dwelling must be properly cleaned and sanitized after each guest check-out.	
Trash must only be set to the curb on the designated trash days during specified hours and should not accumulate in the front yard or any right of way space outside the designated trash pickup hours.	
Applicant acknowledges that the property may be inspected at any time upon request, complaint, or emergency.	
Property shall be up to date on inspections and related items on the following safety and habitation standards, including but not limited to: • All bedrooms and sleeping quarter must meet egress requirements either by door or by window. • Smoke detectors shall be installed on each floor of the dwelling unit and in hallways adjacent to sleeping areas, in each bedroom, each room that has a fireplace, each room that has a water heater, furnace, clothing dryer, or electrical panel. • CO2 detectors shall be installed on each floor of the dwelling unit, in hallways adjacent to sleeping areas, and in each room that has a water heater, furnace, or electrical panel. • GFCI outlets shall be provided in each bathroom, kitchen, garage, basement, and exterior areas. Windows must be operable, not blocked or boarded. • All glass shall be free of cracks or defects. • Handrails must be provided with four (4) or more risers, including into basement areas, porches, or other walkways. • Where required, guards and guardrails must be maintained to code. • There shall be no exposed wiring, uncovered junction boxes, improper spicing, or overloaded electrical circuits. • The electrical panel(s) should be properly wired, and the panel must not be of any recalled manufacturers such as Zinsco or Federal Pacific Electric. • Dryer vents must be free and clear of any lint or debris. • The residential rental shall be equipped with a minimum of one 5 (five) pound C type extinguisher with 75 feet of travel distance to all portions of the structure; there shall be no less than one such extinguisher per floor. The fire extinguisher(s) shall be mounted in visible locations with the tops of the fire extinguishers mounted between three feet and five feet above the floor and shall be always accessible to occupants. Annual certification tags must be provided and be current on all extinguishers. • There shall be no permanent use of extension cords for appliances, heaters, lamps or other fixtures. • Mechanical flues and associated liners shall be maintained in proper condition and exhaust, including but not limited to furnace and chimney flues. • Faucets and fixtures shall be maintained in working condition. There shall be no leaking fixtures or clogged or leaking wastewater lines. Showers, sinks and bathing facilities shall be clean and shall drain properly. • Hot water tank must be operational at a temperature of no less than 120°F. • All gas shut off valves shall be to current plumbing, mechanical, or fuel gas codes including at water heater, furnace, or fireplace. Copper gas piping is prohibited.	

- Fireplaces shall be equipped with screens which are adequate to prevent sparks or rolling logs from escaping the fireplace opening.
- All outlets shall have properly fitting faceplates.
- Double-keyed locks are not allowed.
- All exterior doors, landings, and stairs must be well lit.
- Sidewalks and exterior pathways must be free of trip hazards such as cracks or other defects.
- Overhead power lines must be 10 feet above all porches, decks, balconies, and grade. A 3-foot clearance beside or below operable windows must be maintained.
- All powerlines must meet current BPU standards.

Have you been through a land entitlement process before? ☐ Yes ☐ No

If so, where? ☐ KC Metro ☐ State of Kansas/Missouri ☐ Other: _____

Have you been through a land entitlement process with the Unified Government before?

☐ Yes ☐ No

If so, when was the last time?

☐ Within the past six (6) months ☐ Within the past one (1) year

☐ Within the past five (5) years ☐ More than five (5) years

Prior to submitting your application, please ensure you have provided the following items:

- ☐ Completed Application
- ☐ Signed declaration and owner's consent form (Pages 7-8);
- ☐ Required application fee (See attached fee schedule);
- ☐ Legal description of the property in Microsoft Word Document format, sent to EDR@wycokck.org;
- ☐ Photographs of the existing property;
- ☐ Dimensioned site, floor, and landscape plans;
- ☐ Proof of Liability Insurance
- ☐ Home Inspection Report
- ☐ Copy of Proposed Guest Book

These items are required as part of a complete application per Section 27-198. Failure to provide any of the above items (unless otherwise instructed) will result in your application not being processed.

End of Application

Please review again to ensure all applicable fields are completed.

Any incomplete fields may result in your application not being processed, per [Section 27-198](#).

Application Declaration

The following declarations are hereby made:

- The undersigned is the owner or authorized agent of the owner or the offices 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 Department of Planning and Urban Design.
- 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.
- The proposed plan does not violate any existing Conditions, Covenants, or Restrictions and/or any Homeowners Associations agreements that are set forth on the property.

Signature of Applicant(s)

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 _____

My commission expires _____ of _____, 20____.

Notary Public: _____ Stamp:

Property Owner Consent Form

Affidavit, Property Owner Consent Form

State of _____)
County of _____) SS:

Comes now _____.
(Property Owner)

of lawful age, sound mind and upon his/her oath states as follows:

1. That I am the property owner of _____ in Kansas City, Kansas.
2. That I have reviewed that application for _____ to operate/develop
(Applicant)
_____ on my property.
(Proposed Action)
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 before me on this _____, day of _____,
20_____, in the County of _____, State of _____.

My commission expires _____ of _____, 20_____.

Notary Public: _____ Stamp: _____



Submittal Deadline Calendar 2025-2026

Unified Government of Wyandotte County • Kansas City, Kansas

Approximately a 90-120 day process

Applicable to: Change of Zone, Special Use Permit, Plats, Plan Reviews, Master Plan Amendments, Vacations, and Variances

Applications/Resubmissions due by 12:00 Noon

Preapplication Meeting Deadline	Submission Deadline Dates - DUE BY 12:00 NOON	Reviewing Agency Comments Due/Engineering Comments due to applicant	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	BOC Packets Due	Board of Commissioners/ Public Hearing
11/22/2024	12/2/2024	12/17/2024	12/23/2024	12/24/2024	12/30/2024	1/13/2025	1/22/2025	1/24/2025	1/30/2025
12/17/2024	1/27/2025	1/14/2025	1/20/2025	1/21/2025	1/27/2025	2/10/2025	2/19/2025	2/21/2025	2/27/2025
1/14/2025	1/24/2025	2/11/2025	2/17/2025	2/18/2025	2/24/2025	3/10/2025	3/19/2025	3/21/2025	3/27/2025
2/18/2025	2/28/2025	3/18/2025	3/24/2025	3/25/2025	3/31/2025	4/14/2025	4/23/2025	4/25/2025	5/1/2025
3/18/2025	3/28/2025	4/15/2025	4/21/2025	4/22/2025	4/28/2025	5/12/2025	5/21/2025	5/23/2025	5/29/2025
4/15/2025	4/25/2025	5/13/2025	5/19/2025	5/20/2025	5/26/2025	6/9/2025	6/18/2025	6/20/2025	6/26/2025
5/20/2025	5/30/2025	6/17/2025	6/23/2025	6/24/2025	6/30/2025	7/14/2025	7/23/2025	7/25/2025	7/31/2025
6/17/2025	6/27/2025	7/15/2025	7/21/2025	7/22/2025	7/28/2025	8/11/2025	8/20/2025	8/22/2025	8/28/2025
7/15/2025	7/25/2025	8/12/2025	8/18/2025	8/19/2025	8/25/2025	9/8/2025	9/17/2025	9/19/2025	9/25/2025
8/19/2025	8/29/2025	9/16/2025	9/22/2025	9/23/2025	9/29/2025	10/13/2025	10/22/2025	10/24/2025	10/30/2025
9/16/2025	9/26/2025	10/14/2025	10/20/2025	10/21/2025	10/27/2025	11/10/2025	11/26/2025	11/26/2025	12/4/2025
10/14/2025	10/24/2025	11/11/2025	11/17/2025	11/18/2025	11/24/2025	12/8/2025	12/31/2025	1/2/2026	1/8/2026
11/21/2025	12/1/2025	12/16/2025	12/22/2025	12/23/2025	12/29/2025	1/12/2026	1/21/2026	1/23/2026	1/29/2026
12/16/2025	1/26/2026	1/19/2026	1/25/2026	1/26/2026	2/1/2026	2/9/2026	2/18/2026	2/20/2026	2/26/2026
1/13/2026	1/23/2026	2/10/2026	2/16/2026	2/17/2026	2/23/2026	3/9/2026	3/18/2026	3/20/2026	3/26/2026
2/17/2026	2/27/2026	3/17/2026	3/23/2026	3/24/2026	3/30/2026	4/13/2026	4/22/2026	4/24/2026	4/30/2026
3/17/2026	3/27/2026	4/14/2026	4/20/2026	4/21/2026	4/27/2026	5/11/2026	5/20/2026	5/22/2026	5/28/2026
4/14/2026	4/24/2026	5/12/2026	5/18/2026	5/19/2026	5/25/2026	6/8/2026	6/17/2026	6/19/2026	6/25/2026
5/19/2026	5/29/2026	6/16/2026	6/22/2026	6/23/2026	6/29/2026	7/13/2026	7/22/2026	7/24/2026	7/30/2026
6/16/2026	6/26/2026	7/14/2026	7/20/2026	7/21/2026	7/27/2026	8/10/2026	8/19/2026	8/21/2026	8/27/2026
7/12/2026	7/31/2026	8/18/2026	8/24/2026	8/25/2026	8/31/2026	9/14/2026	9/23/2026	9/25/2026	10/1/2026
8/18/2026	8/28/2026	9/15/2026	9/21/2026	9/22/2026	9/28/2026	10/12/2026	10/21/2026	10/23/2026	10/29/2026
9/15/2026	9/25/2026	10/13/2026	10/19/2026	10/20/2026	10/26/2026	11/9/2026	11/25/2026	11/27/2026	12/3/2026
10/20/2026	10/30/2026	11/17/2026	11/23/2026	11/24/2026	11/30/2026	12/14/2026	12/30/2026	12/31/2026	1/7/2027
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 WILL BE DELAYED .							
	6	Complete submissions will be submitted to the Planning + Urban Design Department, 701 North 7th Street, Suite 423 or EDR@wyockck.org for verification by 12:00 Noon 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.							
	11	Final plats will not be placed on a Planning Commission agenda unless Planning Engineering has been approved.							
	12	It is highly recommended that the applicant schedule a comment review meeting to review comments with staff.							
	13	Incomplete, sloppy or technically deficient plans may be returned without complete review.							
	14	In cases where a variance is required, the item will be stayed pending BOZA action.							

Minimum Required Submissions



Planning + Urban Design

Unified Government of Wyandotte County and Kansas City, Kansas

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 (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	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Electronic copy (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.



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Fee Schedule

Effective April 30, 2023

	DESCRIPTION OF SERVICES	UNIT	FEE
I.	MASTER PLAN AMENDMENTS		
	Master Plan Amendment		No Charge
II.	CHANGE OF ZONE APPLICATIONS	TRACT SIZE	FEE
	A. Agricultural Zones	All Sizes	\$160.00
	B. Low Density Residential Zones	0-5 Acres	\$160.00
		5.1-10 Acres	\$210.00
	R, RP, R-1, RP-1, R-1(B), RP-1(B), R-2, RP-2, R-2(B), RP-2(B)	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, RP-3, R-4, RP-4, R-5, RP-5, R-6, RP-6, RM	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
		5.1-10 Acres	\$365.00
	C-0 and CP-0	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, CP-1, C-2, CP-2, C-3, 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, MP-1, M-2, MP-2, M-3, 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.	SPECIAL USE PERMIT APPLICATIONS (not specifically listed below)		FEE
	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		FEE
	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		FEE
	Fill or removal of earth materials		\$150.00
	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.	SHORT TERM RENTAL APPLICATIONS		FEE
	Special Use Permit Review	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.
	Administrative Review		\$50.00
VII.	VARIANCE (APPEAL) APPLICATIONS		FEE
	Carport Appeals		\$105.00
	Agricultural/Residential Appeals		\$105.00
	Commercial/Industrial Appeals		\$210.00
	Appeal of Director's Interpretation or Administrative Review		\$200.00
	DESCRIPTION OF SERVICES	UNIT	FEE

VIII.	PLAT APPLICATIONS		UNIT	FEE
	Preliminary and Final Plat Application			No Charge
	Kansas City Kansas Plat Recording	Per Lot	First 10 Lots - \$7.00	
			Lots 11 and up - \$6.00	
	Lot Split	Per Split	\$25.00	
IX.	PLAN REVIEW APPLICATIONS			FEE
	Preliminary Plan Review			\$150.00
	Final Plan Review			\$250.00
	Preliminary and Final Plan Review			\$250.00
X	VACATION APPLICATIONS			FEE
	Agricultural/Residential			\$105.00
	Commercial/Industrial			\$315.00
XI.	HISTORIC LANDMARK REVIEW APPLICATIONS			FEE
	Environs Review			\$50.00
	Certificate of Appropriateness			\$75.00
	Historic Designation (District/Landmark)			\$150.00
XII.	SIGN PERMIT APPLCATIONS		UNIT	FEE
	Incidental Signs		Per Sign	\$25.00
	Flags		Per Flag	\$25.00
	Attached Signs		Per Sign	\$30.00
	Detached Signs		Per Sign	\$80.00
	Billboards	Less than 300 SqFt		\$160.00
		More than 300 SqFt		\$315.00
XIII.	MISELLANEOUS FEES			FEE
	Ordinance Publication Fees (for successful Change of Zone, Special Use Permits, and Vacation petitions)			\$125.00
XIV.	KANSAS OPEN RECORDS ACT			
	See Wyandotte County Clerks Office for "Kansas Open Records Act Fees"			



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

Neighborhood Meeting Guidelines

Applicability of meeting requirement:

Neighborhood meetings are required for the following application types:

1. Change of Zone;
2. Master Plan Amendments;
3. Special Use Permit;
4. Non-Owner Occupied Short-Term Rentals;
5. Preliminary Plan Reviews; and,
6. Variances

Neighborhood meeting notices are sent to the following parties at least 14-days prior to the scheduled meeting:

1. Listed property owners within 200 feet of the subject property/project area;
2. In-District Commissioner and Commissioner At-Large for the subject property/project area; and,
3. Neighborhood groups and neighborhood business revitalization groups that are registered with the [UG's Livable Neighborhood Division](#) for the subject property/project area.

Items provided to Applicants by Staff:

The following items will be provided to applicants by staff approximately one (1) to two (2) weeks after the application submission deadline:

1. Instructions for hosting a neighborhood meeting;
2. List of property owners within 200 feet that must receive an invitation to your meeting (see above);
3. Affidavit to be signed, stating that the meeting was conducted;
4. Sample meeting letter, which the applicant may fill in with their information; and,
5. Sample minutes to follow during the neighborhood meeting.

Sending Notice of Neighborhood Meeting to Property Owners:

1. Determine the location of your neighborhood meeting:
 - a. Your meeting must be within close proximity of the subject property;
 - b. Your meeting may be held online, via Zoom, Microsoft Teams, or Google Meeting. Login information must be included within your letter.
2. Determine the time of your neighborhood meeting:
 - a. Meetings must be scheduled after 4:00pm on the weekday, or on the weekend.
3. Use the attached sample letter template to write your meeting invitation. Letters shall include the following information:
 - a. Contact information for the applicant(s);
 - b. Petition number(s) of the applicant's request;
 - c. Detailed explanation of the project; and,
 - d. Time, date, location or log-in information for the meeting.
4. Letters must be postmarked 14-days prior to the scheduled meeting date.
5. Letters are not required to be sent by certified mail, however, the applicant may choose to do so, in order to have a record of when notices were sent/received.

Conducting the Neighborhood Meeting

1. Provide a sign-in sheet for attendees (if in-person) or screenshot of the meeting, showing all attendees (if held online).
2. Designate a member of the applicant team to take minutes of the meeting. A sample of meeting minutes is provided to applicants.
3. The meeting shall be open to the public for at least 30 minutes, so to ensure that potential attendees are able to participate.
4. Your presentation of your project shall include the following items:
 - a. Detailed description of the project, including renderings, plans, photos, etc.
 - b. Detailed description of the parties involved with the project, and their roles in the project.
 - c. Details of how the project will operate (hours of operation, type(s) of business, etc)
5. After your presentation, the applicant shall allow the public to ask questions or express any potential concerns regarding the proposed project.
 - a. The applicant shall answer all questions or concerns to the best of their ability.

After the meeting:

After the neighborhood meeting, the following items shall be emailed to staff, including:

1. Sign-in sheet from the meeting (or screenshot if meeting held online);
2. Minutes from the meeting;
3. Affidavit, confirming that the meeting was conducted; and,
4. Any comments received by the public, aside from those that attended the meeting.



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Fax: (913) 573-5796

Email: planninginfo@wycokck.org

Zoning Sign Placement Guidelines

Applicability:

Zoning signs are required to be placed on the property for the following applications:

1. Change of Zone;
2. Master Plan Amendments;
3. Special Use Permit;
4. Non-Owner Occupied Short-Term Rentals;
5. Preliminary Plan Reviews; and,
6. Variances

Placement:

The purpose of this sign is to inform the public of a pending public hearing. The following criteria below will help in the placement of the sign.

1. Zoning sign must be visible from the street;
2. Place the sign perpendicular to the street, so that both sides are visible;
3. If there is a choice of streets, place the sign along the most traveled street;
4. Post the sign so that it is visible above any grass or shrubs in the area;
5. The sign should not be placed in the right-of-way. When in doubt, place the sign at least 10-feet away from the edge of the street; and,
6. The sign must be posted no later than 21-days prior to the hearing and must be kept in place until after the City Planning Commission, at which point it shall be removed and disposed of properly.



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Planning Entitlement 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, reach out to the Department of Planning + Urban Design and we'll be happy to assist you:

Building Inspection

Jim Neath, Chief Building Inspector
Neighborhood Resource Center
4953 State Avenue Kansas City, KS 66102
913-573-8620
buildinginspection@wycokck.org

Livable Neighborhoods

Kayla Hower, Director
Neighborhood Resource Center
4953 State Avenue Kansas City, KS 66102
(913) 573-8645
kjhower@wycokck.org

Code Enforcement

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

Business Licensing

Jason Haworth, Division Manager
Neighborhood Resource Center
4953 State Avenue, Kansas City, KS 66102
913-573-8600
businesslicense@wycokck.org

Rental Licensing

Neighborhood Resource Center
4953 State Avenue Kansas City, KS 66102
913-573-8649
rentallicensing@wycokck.org

Department of Planning + Urban Design

Gunnar Hand, AICP, Director
701 N 7th Street, Suite 423 Kansas City, Kansas 66101
Phone: (913)-573-5750
Fax: (913)-573-5796
planninginfo@wycokck.org

Public Works

Troy Shaw, Interim Director
701 North 7th Street, Suite 712 Kansas City, KS 66101
913-573-5700
tshaw@wycokck.org

Wyandotte County Health Department

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

GeoSpatial Services

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

Transit

Desiray Bush, Director
Fleet Complex
5033 State Avenue, Kansas City, Kansas 66102
(913) 573-8312
dbush@wycokck.org

BPU Electric Engineering

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

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

BPU Electric Services Clerk New Electric

Mike Quimby
6742 Riverview Avenue Kansas City, KS 66102
913-573-9531
mquimby@bpu.com

Kansas Gas Service Company

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

Fire Department

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

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

Fairfax Drainage District:

Andrew Dailey, PE
3201 Fairfax Trafficway
Kansas City, KS 66115
adailey@fddwyco.org

Wolcott Drainage District:

David Knetter
djknetter@gmail.com

BPU Water Engineering

Jenny Li
540 Minnesota Avenue Kansas City, KS 66101 913-573-9845
jl@bpu.com

BPU Water Services Clerk New Water

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

Atmos Energy

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

Police Department

700 Minnesota Avenue, Kansas City, Kansas 66101
(913) 596-3000
pio@kckpd.org

Spectrum

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

Kaw Valley Drainage District:

Joe Roth
719 Osage Avenue
Kansas City, KS 66105
kvddwucp@sbcglobal.com

Kansas City Kansas USD #500

Dr. Anna Stubblefield, Superintendent
2010 N 59th Street
Kansas City, Kansas 66104
913-279-2235
anna.stubblefield@kckps.org

Piper USD #203

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

Turner USD #202

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

Kansas City Area Transportation Authority

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

Convention and Visitors Bureau

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

Wyandotte County Conservation District

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

Bonner Springs USD #204

Rick Moulin, Superintendent
2200 South 138th Street
Bonner Springs, KS 66012
913-422-5600

Kansas City Kansas Community College

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

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

Chamber of Commerce

727 Minnesota Avenue
P.O. Box 171337 Kansas City, KS 66117
913-371-3070
www.kckchamber.com

Wyandotte County Economic Development Council

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