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

Board of Zoning Appeals Application

Welcome to the Unified Government's variance 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

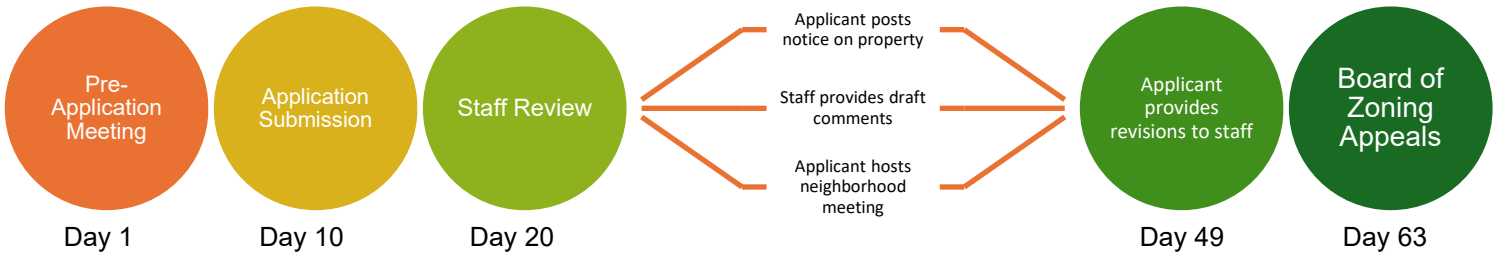
- **Complete and gather required information** **(See required submission materials below):**
  - Completed application (Pages 2-4);
  - Signed Declaration and Owner's Consent Form (Pages 6-7);
  - Required application fee (See attached Fee Schedule);
  - Legal description of the property in Microsoft Word Document format, emailed to Planninginfo@wycokck.org;
  - Photographs of the existing property;
  - Dimensioned site, floor, and landscape plans;
  - Civil Engineering Plans (if applicable); and,
  - Building elevations and/or renderings (if applicable).

3

- **Submit your application by the due date at noon (12:00 PM):**
  - **In person:** Planning + Urban Design Office: 701 North 7th Street, Suite 423, Kansas City, Kansas 66101; or,
  - **Online:** Email documents to Planninginfo@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).

Appeals Process Timeline



Department of Planning + Urban Design

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Board of Zoning Appeals Application

Office Use Only	Case Number:_____ Date Received: _____ Anticipated BOZA Date: _____ Fee: _____
1	☐ Variance ☐ Appeal of an Administrative Staff Decision ☐ Carport Appeal **Property Type:** ◯ Agricultural/Residential ◯ Commercial/Industrial
2	**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: _____
3	Address or addresses of the property: _____ Land area (acres): _____ Land area (square feet): _____

4

Project Description

Describe the present use and condition of the property: _____

_____

_____

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

_____

_____

_____

_____

5

Explain the reason for your variance request or appeal of the staff administrative decision:

_____

_____

_____

_____

_____

_____

_____

_____

_____

6

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

Kansas State Statutes

This section outlines the five (5) statutes in which variances are reviewed upon. The applicant must review these statutes and explain how their application applies and conforms to these five (5) statutes in as much detail as possible.

1	The variance requested arises from such condition which is unique to the property in question and which is not ordinarily found in the same zone or district; and which is not created by an action or actions of the property owner or the applicant.
2	The granting of the permit for the variance will not adversely affect the rights of adjacent property owners or residents.

3	The strict application of the provisions of the zoning ordinance of which variance is requested will constitute unnecessary hardship upon the property owner represented in the application.
4	The variance desired will not adversely affect the public health, safety, morals, order, convenience, prosperity, or general welfare.
5	The granting of the variance desired will not be opposed to the general spirit and intent of the zoning ordinance.

End of Application

Please review again to ensure all applicable fields are completed.
Any incomplete or insufficent fields may result in your application not being processed, per Section 27-198.

See other required materials and information in the remaining pages of this packet.

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_____)
) SS:
County of_____)

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:

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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"		

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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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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 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

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

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

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

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

AT&T
2121 E. 63rd Street Kansas City, MO 64130
800-403-3302

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

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

Kaw Valley Drainage District:
Joe Roth
719 Osage Avenue
Kansas City, KS 66105
kvddwucp@sbcglobal.com

Wolcott Drainage District:
David Knetter
djknetter@gmail.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