



# Department of Planning + Urban Design

Unified Government of Wyandotte County • Kansas City, Kansas

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## 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: ocs1, ocs2, etc. Using the number 0 (zero) will ensure that your cover sheet will always be alphabetically on top of the list in EDR.

Cover sheet index/legend for your plan set shall be labeled to these standards, in addition to each sheet of your plans. Each set of your supporting documents will be a separate file and must be clearly named.

**Example:** Z01 COMcheck Building Envelope  
Z02 Retaining Wall Calculations

Resubmitted plan sheets shall designate R behind the sheet title and include the revision date. Example: Original sheet titled A01 and revised sheet titled A01R\_1\_12\_14. For DRC Electronic Document Review (EDR) submittal requirements reference Electronic Document Review Submittal Requirements.

We have referenced a standard naming practice for construction plan sets. **Plan set shall have the legend or table of contents hyperlinked to each section/sheet listed.**

Abbreviation	Definition	Examples
Ocs	Your Cover Sheet(s)	Ocs1, Ocs2, 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.