



# 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)

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

**1**

**Prior to submitting your application, you must schedule a pre-application meeting with a member of Planning + Urban Design staff:**

**To set up a pre-application meeting you may:**

**Call:** (913) 573-5750 or **Email:** [planninginfo@wycokck.org](mailto:planninginfo@wycokck.org)

**2**

**After your pre-application meeting, complete the application and refer to the application checklist to ensure all required attachments and documents have been included.**

**3**

**You may submit a completed application in one of two (2) ways:**

1. **Electronically** by email, at [EDR@wycokck.org](mailto:EDR@wycokck.org)
2. **In person** at the Planning + Urban Design Annex, located in the Neighborhood Resource Center at 4953 State Avenue, Kansas City, Kansas 66102

**NOTE: 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 the Kansas City, Kansas Code of Ordinances.**

**Any incomplete applications WILL NOT be processed.**

**If you have any questions or need assistance, please contact us at  
(913) 573-5750 or [Planninginfo@wycokck.org](mailto:Planninginfo@wycokck.org).**



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**Bienvenidos a Unified Government's proceso a derecho de propiedad. Tenemos ganas de trabajar y colaborar contigo en tu proyecto.**

**1**

**Antes de enviar tu aplicación, debes de programar una cita Pre-aplicacion con un miembro de Planificación + Urbanismo y Diseño:**

**Para programar una cita de pre-aplicacion:**  
**Marcar:** (913) 573-5750 **o Correo electrónico:**  
[planninginfo@wycokck.org](mailto:planninginfo@wycokck.org)

**2**

**Después de su reunión previa a la solicitud, complete la solicitud y consulte la lista de verificación de la solicitud para asegurarse de que se hayan incluido todos los archivos adjuntos y documentos requeridos.**

**3**

**Usted puede enviar una aplicación completa en dos formas:**

1. **Electrónicamente** por correo electrónico, a [EDR@wycokck.org](mailto:EDR@wycokck.org)
2. **En persona** en el edificio de Planificación + Urbanismo y Diseño, ubicado en el Centro de Recursos para Vecindarios en 4953 State Avenue, Kansas City, Kansas 66102

**NOTA: Tus planos deben ser enviados antes del plazo mensual. Todos los dibujos hechos por un ingeniero deben tener una firma y sello por un Ingeniero Profesional Autorizado por el estado de Kansas. Todos los dibujos deben cumplir con el Código de Ordenanzas de Kansas City, Kansas.**

**TODAS Las aplicaciones incompletas no van a hacer procesadas.**

**Si tienes preguntas o necesitas ayuda, por favor de contactarnos  
(913) 573-5750 or [Planninginfo@wycokck.org](mailto:Planninginfo@wycokck.org).**



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## Short-Term Rental Application

	Case Number: _____ Staff Planner: _____ Anticipated CPC Date(s): _____
	Fee Total: _____ Date Fees Paid: _____ Anticipated BOC Date(s): _____
	<input type="checkbox"/> Administrative Review Only <input type="checkbox"/> Special Use Permit Received: Date: _____ Time: _____
1	<b>Applicant(s) Name:</b> _____ <b>Company:</b> _____
	Street Address: _____ City/State: _____ Zip: _____
	Telephone: _____ Email: _____
	<b>Property Owner(s) Name (if different than applicant):</b>
	Street Address: _____ City/State: _____ Zip: _____
	Telephone: _____ Email: _____
	<b>Property Manager (if applicable):</b> _____ <b>Company:</b> _____
	Street Address: _____ City/State: _____ Zip: _____
	Telephone: _____ Email: _____
2	Address or general location of property: _____
	Land area (acres): _____ or Land area (square feet): _____
	*A legal description of the property must be attached when submitting this application.*

3	<p><b>Does the property owner live at the property for at least 272 days per year?</b>  Yes    No</p> <p><b>Will the property owner be on site while the tenants are staying?</b>    Yes    No</p> <p><b>Will there be an on-site manager?</b>    Yes    No</p> <p><b>If not, how quick can the off-site manager be present?</b> _____ min.</p> <p><b>Type of Property:</b>    Single Family    Duplex    Multi Family    Mixed-Use</p> <p><b>Will the entire property be available for rental?</b>    Yes    No</p> <p><b>If no, describe the areas that will be rented out:</b> _____</p> <p><b>Number of Units Used for Short-Term Rental:</b> _____</p> <p><b>Total Number of Units</b> _____</p> <p><b>Parking Information:</b></p> <ul style="list-style-type: none"> <li>• Total Off-Street Covered (garage or carport) parking spots _____ +</li> <li>• Total Off-Street Uncovered (driveway) parking spots _____ =</li> <li>• Total Parking Spots _____</li> </ul>
4	<p><b>Rental Description</b> 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.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
5	<p><b>Additional Information</b> Please note any additional information that may assist staff in reviewing this request. (i.e. builder and/or architect, architectural style, date(s) of construction and major alterations, previous ownership and/or occupants)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

## 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.

6		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.	

# 6

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.	
<p><b>Property shall be up to date on inspections and related items on the following safety and habitation standards, including but not limited to:</b></p> <ul style="list-style-type: none"> <li>• All bedrooms and sleeping quarter must meet egress requirements either by door or by window.</li> <li>• 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.</li> <li>• 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.</li> <li>• GFCI outlets shall be provided in each bathroom, kitchen, garage, basement, and exterior areas. Windows must be operable, not blocked or boarded.</li> <li>• All glass shall be free of cracks or defects.</li> <li>• Handrails must be provided with four (4) or more risers, including into basement areas, porches, or other walkways.</li> <li>• Where required, guards and guardrails must be maintained to code.</li> <li>• There shall be no exposed wiring, uncovered junction boxes, improper spicing, or overloaded electrical circuits.</li> <li>• 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.</li> <li>• Dryer vents must be free and clear of any lint or debris.</li> <li>• 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.</li> <li>• There shall be no permanent use of extension cords for appliances, heaters, lamps or other fixtures.</li> <li>• Mechanical flues and associated liners shall be maintained in proper condition and exhaust, including but not limited to furnace and chimney flues.</li> </ul>	

<div>6</div>	<ul style="list-style-type: none"> <li>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.</li> <li>Hot water tank must be operational at a temperature of no less than 120°F.</li> <li>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.</li> <li>Fireplaces shall be equipped with screens which are adequate to prevent sparks or rolling logs from escaping the fireplace opening.</li> <li>All outlets shall have properly fitting faceplates.</li> <li>Double-keyed locks are not allowed.</li> <li>All exterior doors, landings, and stairs must be well lit.</li> <li>Sidewalks and exterior pathways must be free of trip hazards such as cracks or other defects.</li> <li>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.</li> <li>All powerlines must meet current BPU standards.</li> </ul>	
<div>7</div>	<p>Have you been through a Planning and Zoning process before?    Yes    No</p> <p>If so, where?   <input type="checkbox"/> KC Metro   <input type="checkbox"/> State of Kansas/Missouri   <input type="checkbox"/> Other: _____</p> <p>Have you been through a Planning and Zoning process with the Unified Government before?</p> <p>                         Yes    No</p> <p>If so, when was the last time?</p> <p>                         Within the past six (6) months      Within the past one (1) year</p> <p>                         Within the past five (5) years      More than five (5) years</p>	
<div> <div>End of Questionnaire</div> <p>Please review the application to ensure all applicable fields are filled out.  <u>Any incomplete fields may result in your application not being processed.</u></p> </div>		

# 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. (Planner Name) \_\_\_\_\_  
(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.
- 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.
- The applicant has provided proof of applicable an insurance policy.
- The property satisfies the safety and habitability standards attested to above in section #6,

My application consists of the following items and information necessary for a complete application. Please check all that apply.

- ☐ Completed Application
- ☐ Completed owner(s) consent form (if applicable)
- ☐ Required total fee \$ \_\_\_\_\_
- ☐ Legal description of the property in Microsoft Word Document format on a CD or USB Flash Drive.
- ☐ Photographs of the existing site/building
- ☐ Dimensioned Plans
- ☐ Rental Management Plan
- ☐ Proof of Applicable Insurance Policy
- ☐ 3<sup>rd</sup> Party Home Inspection



# Signatures

## 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 \_\_\_\_\_

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  
(Applicant)

A short-term rental on my 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 before me on this \_\_\_\_\_, day of \_\_\_\_\_,  
20\_\_\_\_, in the County of \_\_\_\_\_, State of \_\_\_\_\_.

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

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

Stamp:



# Submission Deadline Calendar 2023-2024

Unified Government of Wyandotte County • Kansas City, Kansas

**Approximately a 90 day process**

**Requested Actions:** Master Plan Amendment, Change of Zone, Special Use Permits, Preliminary and Final Plans, Vacations, Appeals, Preliminary and Final Plats

## Applications/Resubmissions due by 12:00 Noon

Preapplication Meeting Deadline	Submission Deadline Dates - <b>DUE BY 12:00 NOON</b>	Reviewing Agency Comments Due/Engineering Comments due to applicant	Comments to Applicant and Comment Review Meeting Date	Post Notice on Property - <b>Engineering Resubmittals due at 12:00 Noon</b>	Last day for continuance/engineering approval	City Planning Commission/Board of Zoning Appeals Meeting Hearing	Last day to comply with stipulations	BOC Packets Due	Board of Commissioners/ Public Hearing	
1/17/2023	1/27/2023	2/14/2023	2/20/2023	2/21/2023	2/27/2023	3/13/2023	3/22/2023	3/24/2023	3/30/2023	
2/14/2023	2/24/2023	3/14/2023	3/20/2023	3/21/2023	3/27/2023	4/10/2023	4/19/2023	4/21/2023	4/27/2023	
3/14/2023	3/24/2023	4/11/2023	4/17/2023	4/18/2023	4/24/2023	5/8/2023	5/17/2023	5/19/2023	5/25/2023	
4/18/2023	4/28/2023	5/16/2023	5/22/2023	5/23/2023	5/29/2023	6/12/2023	6/21/2023	6/23/2023	6/29/2023	
5/16/2023	5/26/2023	6/13/2023	6/19/2023	6/20/2023	6/26/2023	7/10/2023	7/19/2023	7/21/2023	7/27/2023	
6/20/2023	6/30/2023	7/18/2023	7/24/2023	7/25/2023	7/31/2023	8/14/2023	8/23/2023	8/25/2023	8/31/2023	
7/18/2023	7/28/2023	8/15/2023	8/21/2023	8/22/2023	8/28/2023	9/11/2023	9/20/2023	9/22/2023	9/28/2023	
8/15/2023	8/25/2023	9/12/2023	9/18/2023	9/19/2023	9/25/2023	10/9/2023	10/18/2023	10/20/2023	10/26/2023	
9/19/2023	9/29/2023	10/17/2023	10/23/2023	10/24/2023	10/30/2023	11/13/2023	11/20/2023	11/22/2023	11/30/2023	
10/17/2023	10/27/2023	11/14/2023	11/20/2023	11/21/2023	11/27/2023	12/11/2023	1/3/2024	1/5/2024	1/11/2024	
11/17/2023	11/27/2023	12/13/2023	12/19/2023	12/19/2023	12/26/2023	1/8/2024	1/17/2024	1/19/2024	1/25/2024	
12/19/2023	12/29/2023	1/16/2024	1/22/2024	1/23/2024	1/29/2024	2/12/2024	2/21/2024	2/23/2024	2/29/2024	
1/16/2024	1/26/2024	2/13/2024	2/19/2024	2/20/2024	2/26/2024	3/11/2024	3/20/2024	3/22/2024	3/28/2024	
2/13/2024	2/23/2024	3/12/2024	3/18/2024	3/19/2024	3/25/2024	4/8/2024	4/17/2024	4/19/2024	4/25/2024	
3/19/2024	3/29/2024	4/16/2024	4/22/2024	4/23/2024	4/29/2024	5/13/2024	5/22/2024	5/24/2024	5/30/2024	
4/16/2024	4/26/2024	5/14/2024	5/20/2024	5/21/2024	5/28/2024	6/10/2024	6/19/2024	6/21/2024	6/27/2024	
5/14/2024	5/24/2024	6/11/2024	6/17/2024	6/18/2024	6/24/2024	7/8/2024	7/17/2024	7/19/2024	7/25/2024	
6/18/2024	6/28/2024	7/16/2024	7/22/2024	7/23/2024	7/29/2024	8/12/2024	8/21/2024	8/23/2024	8/29/2024	
7/16/2024	7/26/2024	8/13/2024	8/19/2024	8/20/2024	8/26/2024	9/9/2024	9/18/2024	9/20/2024	9/26/2024	
8/20/2024	8/30/2024	9/17/2024	9/23/2024	9/24/2024	9/30/2024	10/14/2024	10/23/2024	10/25/2024	10/31/2024	
9/17/2024	9/27/2024	10/16/2024	10/22/2024	10/23/2024	10/29/2024	11/12/2024	11/25/2024	11/27/2024	12/3/2024	
10/15/2024	10/25/2024	11/12/2024	11/18/2024	11/19/2024	11/25/2024	12/9/2024	12/30/2024	1/3/2025	1/9/2025	
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	12/27/2024	1/14/2025	1/20/2025	1/21/2025	1/27/2025	2/10/2025	2/19/2025	2/21/2025	2/27/2025	
NOTES:										
Tuesday	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 KCHE 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.									
	1									
	2	Change of zone, special use permit, preliminary plan and preliminary plat petitions may be submitted simultaneously.								
	3	Final plat/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 Planning + Urban Design Department at 4963 State Avenue or EDR@mycock.org for verification by <b>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.								

# Minimum Required Submissions



## Development Application Unified Government of Wyandotte County and Kansas City, Kansas Minimum Required Submissions

	Change of Zone	Preliminary Development 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 W ORD / 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.



# 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 April 30, 2023

	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>	<b>FEE</b>
	A. Agricultural Zones	All Sizes	\$160.00
	B. Low Density Residential Zones	0-5 Acres	\$160.00
	R, RP, R-1, RP-1, R-1(B), RP-1(B), R-2, RP-2, R-2(B), RP-2(B)	5.1-10 Acres	\$210.00
		10.1-20 Acres	\$260.00
		Over 20 Acres	\$315.00
	C. Medium and High-Density Residential Zones	0-5 Acres	\$260.00
	R-3, RP-3, R-4, RP-4, R-5, RP-5, R-6, RP-6, RM	5.1-10 Acres	\$365.00
		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-0 and CP-0	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
	C-1, CP-1, C-2, CP-2, C-3, CP-3, TND	5.1-10 Acres	\$520.00
		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
	M-1, MP-1, M-2, MP-2, M-3, MP-3, B-P	5.1-10 Acres	\$520.00
		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> (not specifically listed below)		<b>FEE</b>
	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>		<b>FEE</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>		<b>FEE</b>
	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.	<b>SHORT TERM RENTAL APPLICATIONS</b>		<b>FEE</b>
	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.	<b>VARIANCE (APPEAL) APPLICATIONS</b>		<b>FEE</b>
	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.	<b>PLAT APPLICATIONS</b>	<b>UNIT</b>	<b>FEE</b>
	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.	<b>PLAN REVIEW APPLICATIONS</b>		<b>FEE</b>
	Preliminary Plan Review		\$150.00
	Final Plan Review		\$250.00
	Preliminary and Final Plan Review		\$250.00
X	<b>VACATION APPLICATIONS</b>		<b>FEE</b>
	Agricultural/Residential		\$105.00
	Commercial/Industrial		\$315.00
XI.	<b>HISTORIC LANDMARK REVIEW APPLICATIONS</b>		<b>FEE</b>
	Environs Review		\$50.00
	Certificate of Appropriateness		\$75.00
	Historic Designation (District/Landmark)		\$150.00
XII.	<b>SIGN PERMIT APPLCATIONS</b>	<b>UNIT</b>	<b>FEE</b>
	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.	<b>MISELLANEOUS FEES</b>		<b>FEE</b>
	Ordinance Publication Fees (for successful Change of Zone, Special Use Permits, and Vacation petitions)		\$125.00
XIV.	<b>KANSAS OPEN RECORDS ACT</b>		
	See Wyandotte County Clerks Office for "Kansas Open Records Act Fees"		



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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.



# Department of Planning + Urban Design

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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

**Livable Neighborhoods**

Kayla Hower, Director  
Neighborhood Resource Center  
(913) 573-8645  
[kjhower@wycokck.org](mailto:kjhower@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  
rmiskec@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. Anna Stubblefield, 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, 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**

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planninginfo@wycokck.org  
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## Planning and Urban Design

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## 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.



## Urban Planning and Land Use

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[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.





# 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)

## **Detailed Application Checklist**

### **ITEMS REQUIRED FOR ALL APPLICATIONS**

#### **1. Pre-Application Meeting Completed (Section 27-197)**

- a. PLEASE NOTE: All applicants MUST have a pre-application meeting prior to submitting an application. If a pre-application has not been held then the submittal will not be accepted.

#### **2. Application (Section 27-198)**

- a. Completed Application
- b. Signed Application Declaration
- c. Signed Owner Consent Form

#### **3. Application Fee (Section 27-198)**

- a. Check
- b. Credit Card
- c. Cash

#### **4. Legal Description (Section 27-198)**

- a. The legal description is on the deed to the property. If you can not find the legal description, please reach out to the Register of Deeds at (913) 573-2841.

#### **5. Title Report (Section 27-198)**

- 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 is required.

#### **6. Digital Pictures (Section 27-198)**

- 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.

## **ITEMS REQUIRED FOR SPECIFIC APPLICATIONS**

### **1. Change of Zone (Section 27-211), Special Use Permit (Section 27-214) and Short-Term Rental (Section 27-214 and Section 27-623)**

- a. Preliminary site plan;
- b. Preliminary landscape plan;
- c. Floor Plan; (if applicable)
- d. Zoning Map; (Change of Zone Only)
- e. Business Plan (if applicable) (Special Use Permit only)
- f. Security Plan (if applicable) (Special Use Permit only)
- g. 3<sup>rd</sup> party home inspection (Short-Term Rentals Only)
- h. Proof of Liability Insurance Policy of \$1,000,000 (Short-Term Rentals Only)

### **2. Preliminary and Final Plats (Section 27-215)**

- a. See Code Section 27-215 for detailed list

### **3. Preliminary Development Plan (Section 27-212)**

- 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. Preliminary Engineering; and,
- i. A traffic study may be required. This should be discussed at the preapplication meeting.

### **4. Final Development Plan (Section 27-212)**

- a. Site plan;
- b. Landscape plan;
  - i. Landscape Plan Sheet
  - ii. Include Planting Details
  - iii. Locate any statuary or art
  - iv. List in table format types and quantities of plant materials
  - v. Include Irrigation Plan
  - vi. Include details of perennial or annual planting areas
- c. Utility plan including storm water;
- d. Four (4) sided elevations;
- e. Material Palette 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; and,
- h. Final Engineering and Civil Plans. (See Below)
- i. Sign Plan and Details
  - i. Sign Plan showing each sign location; and,
  - ii. Detail of the size and dimension of each sign.

## **ENGINEERING ITEMS (if applicable)**

### **1. Storm Water Drainage Calculations**

- a. Preliminary:
  - i. Gross detention calculations for 100-year floodplain;
  - ii. Stick map with proposed location and routing;
  - iii. Indicate the tie in point to the existing system; and,
  - 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.

### **2. Preliminary Grading Plan**

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

### **3. Final Grading Plan**

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

### **4. 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; and,
- f. Reference the following documents:
  - i. TECHNICAL PROVISIONS AND STANDARD DRAWINGS
  - ii. MINIMUM DESIGN STANDARDS FOR SANITARY SEWERS

### **5. 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