

NEW

Electronic Document Review Submittal Requirements

EDR Applicant Users Guide

DEVELOPMENT REVIEW COMMITTEE

Neighborhood Resource Center
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4953 State Avenue, Kansas City, Kansas 66102
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In an effort to reduce plan sets and improve communication between the applicant and the plan reviewer, the UG is working towards streamlining the plan review process by adding Electronic Document Review (EDR). EDR will be available for the Department of Urban Planning and Land Use applications (Planning Commission/Board of Zoning Appeals) and the Development Review Committee (commercial building permit applications). Staff will utilize Adobe Pro to review and generate plan review comments for these applications.

EDR will provide substantial benefits to our applicants. It offers an easier and more efficient plan submittal. EDR aims to increase cost savings by reducing printing/paper/delivery costs, reduce staff time for assembly and distribution, serves as a more efficient conduit for the communication of corrections and revisions, and it's green! For example, a large 2012 commercial development spent \$27,000 in printing cost for the DRC building permit review process. Per KC Blueprint, a smaller project with 100 sheets will cost \$60 to print with EDR vs \$480 from traditional DRC submittal with 8 hard sets. EDR will drastically cut printing cost for development projects. *As part of this initiative, the Department of Urban Planning and Land Use and the Neighborhood Resource Center are now accepting credit card payments. Since we are all pioneering this new process, your feedback is appreciated to help improve your next visit.

Effective September 1st, all DRC and Planning Department submittals shall follow the EDR guidelines. Hard copy submittals will be accepted up to August 29th only. Follow our updates at www.wycokck.org/DRC.

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 advanced version of Adobe Acrobat (we currently operate with Adobe Acrobat XL Pro, versions 10 and 11).

A complete DRC submittal shall include:

1. DRC permit application.
2. DRC Plan review fee.
3. 1 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. Reference file naming standards.
4. 1 hard set of complete construction plans, signed and sealed by a Kansas licensed professional(s).
5. 1 hard copy of any support documents/reports; spec books, calculations, [COMcheck](#).

Track Your DRC Project ONLINE

DRC applicants can access real time plan review status online at www.wycokck.org/DRC. You will need your DRC permit number to reference your project status. Plan review comments will be emailed to the application for review and comment.

It is a 2014 goal for plan review comments to be accessible through the online modular.

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. CD shall contain reports, calculations, transmittal letter, etc. Reference files naming standards.
4. Reference the submittal checklist for additional submittal requirements, such as, material pallet, affidavits, etc. This document only applies 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"x36".
 - 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. Resubmittal 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 revise sheets into the DRC plan set. This will be a requirement for resubmittals 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 if less than 4 sheets at EDR@wycokck.org. 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 record and shall be signed and sealed.**
5. New electronic submittals and resubmittals 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 | melmitchell@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
- 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 Urban Planning and Land Use and the Neighborhood Resources Center. *There is a 2.5% transaction fee.

Follow us at www.wycokck.org/DRC

File Plan Naming Standards for EDR

EDR Applicant Users Guide

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: 0cs1, 0cs2, etc. Using the number 0 (zer0) 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	I01, I02, 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)	SP1, SP2, etc.
T	Telecommunications Plan	T01, T02, etc.
X	Existing Plan	X01, X02, etc.
W	Water Plan	W01, W02, etc.
Z	Supporting Documents	Z01 Name of Document, Z02 Name of Document, etc.