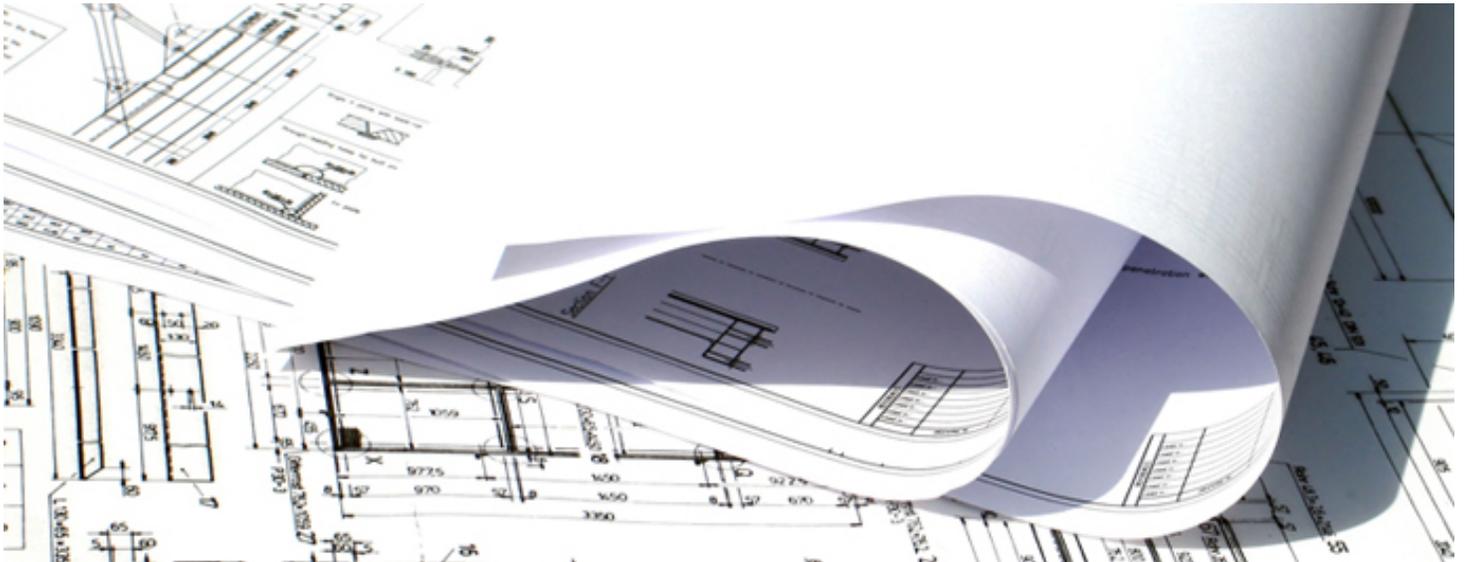


**All applications shall be submitted to the  
Neighborhood Resource Center (NRC) at:**

Urban Planning and Land Use – Annex  
4953 State Avenue  
Kansas City, KS 66102



***NOTE: Due to the increased volume of applications, please ensure that your plans are submitted prior to the 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. If there are deficiencies in these plans, your petition may be held over.***

Thank you.

Urban Planning and Land Use Department Staff



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## Urban Planning and Land Use

701 North 7<sup>th</sup> Street, Room 423  
Kansas City, Kansas 66101  
Email: [planninginfo@wycokck.org](mailto:planninginfo@wycokck.org)

Phone: (913) 573-5750  
Fax: (913) 573-5796  
[www.wycokck.org/planning](http://www.wycokck.org/planning)

### **PRE-APPLICATION MEETING CHECKLIST BOARD OF ZONING APPEALS**

Application

- Owner affidavit
- Five (5) State Statutory requirements

Submission schedule

Check list

- Detailed check list applicable zoning district

Neighborhood Meeting

Contact List

Elevations (color or black & white – scale)

Discuss potential opposition/pitfalls

Discuss process, schedule and firm deadlines

\*NOTE: Typically these are in person meetings. If the applicant is out of town the meeting can be held by tele-conference if sketches can be mailed or e-mailed in advance of the meeting.

# BOARD OF ZONING APPEALS APPLICATION

Urban Planning and Land Use Department  
701 North 7<sup>th</sup> Street – Room 423  
Kansas City, KS 66101

Phone: 913-573-5750; Facsimile 913-573-5796

Website: [www.wycokck.org/planning](http://www.wycokck.org/planning); Email: [planninginf4kncw@wv.org](mailto:planninginf4kncw@wv.org)



**For Office Use Only:** Case Number: \_\_\_\_\_ Staff Planner: \_\_\_\_\_ Filing Fee: \_\_\_\_\_  
Date Fee Paid: \_\_\_\_\_ Anticipated BOZA Date(s): \_\_\_\_\_

**1. Application is hereby made to appear before the Board of Zoning Appeals at the**  
**MONTH \_\_\_\_\_ DAY \_\_\_\_\_, YEAR \_\_\_\_\_ meeting requesting:**

- Carport Appeal** - \$25.00
- Appeal of an Administrative (Staff) Decision**
  - \$100.00
  - \$200.00
- Variance from the Zoning Ordinance**
  - Agricultural/Residential - \$100.00
  - Commercial/Industrial - \$200.00

## 2. Applicant/Property Owner Information

**Applicant(s) Name** \_\_\_\_\_ **Company** \_\_\_\_\_  
**Street Address** \_\_\_\_\_ **City/State** \_\_\_\_\_ **Zip** \_\_\_\_\_  
**Telephone ( )** \_\_\_\_\_ **Fax ( )** \_\_\_\_\_ **E-Mail** \_\_\_\_\_

**Property Owner(s) Name (if different than applicant)** \_\_\_\_\_  
**Street Address** \_\_\_\_\_ **City/State** \_\_\_\_\_ **Zip** \_\_\_\_\_  
**Telephone ( )** \_\_\_\_\_ **Fax ( )** \_\_\_\_\_ **E-Mail** \_\_\_\_\_

**Firm Preparing the Plan (optional)** \_\_\_\_\_ **Contact:** \_\_\_\_\_  
**Street Address** \_\_\_\_\_ **City/State** \_\_\_\_\_ **Zip** \_\_\_\_\_  
**Telephone ( )** \_\_\_\_\_ **Fax ( )** \_\_\_\_\_ **E-Mail** \_\_\_\_\_  
**Cellular Telephone ( )** \_\_\_\_\_

\* All correspondence on this case should be sent to (check one): Applicant \_\_\_ Property Owner \_\_\_ Firm \_\_\_

## 3. Project Location and Size

General location or address of property: \_\_\_\_\_

Land Area in acres and square feet. \_\_\_\_\_ (Attach a legal description of the property)

#### 4. Project Description/Explanation:

Describe the present use and condition of the property:

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If an **appeal** is required, explain the Staff (Administrative) Decision: \_\_\_\_\_

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If a **variance** is requested, explain the reason for your request and the proposed use: \_\_\_\_\_

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**5. Applicant(s) Declaration** My application consists of the following items and information necessary for a complete application. Please check all that apply: (See the coversheet for explanation of the following items)

- |   |   |
|---|---|
| <input type="checkbox"/> <b>Completed Application</b>   | <input type="checkbox"/> <b>Completed owner(s) consent form</b>   |
| <input type="checkbox"/> <b>Dimensioned plans that illustrate the variance required (plot plan Required for residential setback variance)</b> | <input type="checkbox"/> <b>Attached Legal Description and Legal Description in Microsoft Word Document format</b>  |
| <input type="checkbox"/> <b>BZA explanation of why/how request meets Statutory criteria (see attached required submission list)</b>           | <input type="checkbox"/> <b>Elevations are requested for all building additions, accessory structures and signs</b> |

#### The following declarations are hereby made:

- The undersigned is the owner or authorized agent of the owner or the officers 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 Urban Planning and Land Use Department. (Planner)\_\_\_\_\_ (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.

**Signature of Owner(s) or Applicant(s):**

**Signature:** \_\_\_\_\_ **Printed Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Subscribed and sworn before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ in the  
County of \_\_\_\_\_, State of \_\_\_\_\_.**

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

**Stamp:**

**NOTE: If the owner is not the applicant, an affidavit consenting to the application on their behalf is required.**

**AFFIDAVIT, PROPERTY OWNER CONSENT FORM**

STATE OF \_\_\_\_\_ )  
 ) SS:  
COUNTY OF \_\_\_\_\_ )

Comes now \_\_\_\_\_, of lawful age, sound mind and upon  
(property owner)

his/her oath states as follows:

1. That I am the property owner of \_\_\_\_\_ in Kansas City,  
Kansas. (Address)
2. That I have reviewed the application for \_\_\_\_\_ to  
(Applicant)  
operate/develop \_\_\_\_\_ on my  
(Proposed use)  
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 to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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

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



**2. The granting of the permit for the variance will not adversely affect the rights of adjacent property owners or residents.**

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**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.**

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**4. The variance desired will not adversely affect the public health, safety, morals, order, convenience, prosperity, or general welfare.**

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**5. The granting of the variance desired will not be opposed to the general spirit and intent of the zoning ordinance.**

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# UNIFIED GOVERNMENT DEADLINE CALENDAR 2016 (approx 80 day process)

**Requested Actions: Zone Change, Preliminary Zoning Plan, Final Zoning Plan, Special Use Permit, Vacation, Preliminary Plat, Final Plat, Appeals**

## APPLICATIONS/RESUBMISSIONS DUE 12:00 NOON

Preapplication Meeting Deadline	Submission Deadline Dates - <b>DUE BY 12:00 NOON</b>	Comments to Applicant and Comment Review Meeting Date	Post Notice on Property	Last day for continuance/engineering approval / <b>Final Revisions Due 12:00 Noon</b>	City Planning Commission Meeting/Board of Zoning Appeals Public Hearing - <b>Meets at 6:30 PM (CPC) and 6:00 PM (BOZA)</b>	Last day to comply with stipulations	Board of Commissioners/ Public Hearing - <b>Meets at 7:00 PM</b>
12/18/2015	12/28/2015	1/19/2016	1/19/2016	1/25/2016	2/8/2016	2/17/2016	2/25/2016
1/19/2016	1/29/2016	2/22/2016	2/23/2016	2/29/2016	3/14/2016	3/23/2016	3/31/2016
2/16/2016	2/26/2016	3/21/2016	3/22/2016	3/28/2016	4/11/2016	4/20/2016	4/28/2016
3/15/2016	3/25/2016	4/18/2016	4/19/2016	4/25/2016	5/9/2016	5/18/2016	5/26/2016
4/19/2016	4/29/2016	5/24/2016	5/24/2016	5/31/2016	6/13/2016	6/22/2016	6/30/2016
5/17/2016	5/27/2016	6/20/2016	6/21/2016	6/27/2016	7/11/2016	7/20/2016	7/28/2016
6/14/2016	6/24/2016	7/18/2016	7/19/2016	7/25/2016	8/8/2016	8/17/2016	8/25/2016
7/19/2016	7/29/2016	8/22/2016	8/23/2016	8/29/2016	9/12/2016	9/21/2016	9/29/2016
8/16/2016	8/26/2016	9/19/2016	9/20/2016	9/26/2016	10/10/2016	10/19/2016	10/27/2016
9/20/2016	9/30/2016	10/24/2016	10/25/2016	10/31/2016	11/14/2016	11/23/2016	12/1/2016
10/18/2016	10/28/2016	11/21/2016	11/22/2016	11/28/2016	12/12/2016	12/27/2017	1/5/2017
11/18/2016	11/28/2016	12/20/2016	12/20/2016	12/27/2016	1/9/2017	1/18/2017	1/26/2017
12/20/2016	12/30/2016	1/23/2017	1/24/2017	1/30/2017	2/13/2017	2/22/2017	3/2/2017
1/17/2017	1/27/2017	2/21/2017	2/21/2017	2/27/2017	3/13/2017	3/22/2017	3/30/2017
2/14/2017	2/24/2017	3/20/2017	3/21/2017	3/27/2017	4/10/2017	4/19/2017	4/27/2017

**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. 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 <b>WILL BE DELAYED.</b>
6	Complete submissions will be submitted to the Urban Planning and Land Use Department at 4953 State Avenue 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 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.



# DETAILED APPLICATION CHECK LIST

## 1. Application

- a. A completed application that has been signed and notarized
- b. On the front page please be sure to designate an official contact
- c. If you do not know your projects proposed land use in the City's Master Plan, please contact the Planning Office for assistance. It is important to know if your project will require a plan amendment prior to application.
- d. Please include the date of your preapplication meeting on Page 3

## 2. Fee

- a. A check in the amount required for the application made out to the Unified Treasurer
- b. If the check is returned, the application will be held until the check is made good

## 3. Affidavit of Ownership/Authorization

- a. If the applicant is not the current fee owner of the property, an affidavit from the owner or a contract with the owner authorizing the application must be presented with the application (form available)

## 4. Title Report

- 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 or prepared on behalf of the current owner is required.

## 5. Digital Pictures

- 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.

## 6. Density Calculations

- a. On page 2 of the application, there is a density chart to fill out. Please contact the Planning Department if you need assistance.

## 7. Storm Water Drainage Calculations

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

- iii. Submit as soon as possible as storm water review is typically the most time consuming

**8. Preliminary Grading Plan**

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

**9. Final Grading Plan**

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

**10. Zoning Map**

- a. The Preliminary Plat or Plan can act as a zoning map if accompanied by a legal description
- b. A proposal with more than one zoning category proposed may either be divided into multiple applications, or must provide legal descriptions for each proposed zoning category

**11. Preliminary Development Plan**

- 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. A traffic study may be required. This should be discussed at the preapplication meeting

**12. Final Development Plan**

- a. Site plan
- b. Landscape plan
- c. Utility plan including storm water
- d. 4 sided elevations
- e. Material Pallatte 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

**13. Preliminary Plat**

- a. See code

**14. Final Plat**

- a. See code

### **15. 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
- f. Reference the following documents:
  - I. *TECHNICAL PROVISIONS AND STANDARD DRAWINGS*
  - II. *MINIMUM DESIGN STANDARDS FOR SANITARY SEWERS*

### **16. 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*

### **17. Lighting Plan**

- a. When abutting a residence or other than a commercial or industrial zoning district a lighting plan indicating the foot candles at the property line is required
- b. All exterior light fixtures should be 180 degree cut off fixtures unless other specialty lighting is approved.

### **18. Landscape Plan**

- a. Landscape plan sheet
- b. Include planting details
- c. Locate any statuary or art
- d. List in table format types and quantities of plant materials
- e. Include Irrigation plan
- f. Include details of perennial or annual planting areas

### **19. Sign Plan and Details**

- a. Sign plan showing each sign and accessory sign location
- b. Detail of the size and dimension of each sign

# Electronic Document Review (EDR) Submittal Requirements

## EDR Applicant Users Guide

### DEVELOPMENT REVIEW COMMITTEE

Neighborhood Resource Center  
Unified Government of Wyandotte County/ Kansas City, Kansas  
4953 State Avenue, Kansas City, Kansas 66102  
p. (913) 573-8664 | f. (913) 573-8622 | [www.wycokck.org/DRC](http://www.wycokck.org/DRC)

### DEPT. OF URBAN PLANNING & LAND USE

Unified Government of Wyandotte County/ Kansas City, Kansas  
701 N. 7<sup>th</sup> Street, Room 423, Kansas City, Kansas 66101  
p. (913) 573-5750 | f. (913) 573-5796  
[www.wycokck.org/Planning](http://www.wycokck.org/Planning)

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.

**All DRC and Planning Department submittals shall follow the Electronic Document Review guidelines.**

Follow our updates at [www.wycokck.org/DRC](http://www.wycokck.org/DRC).

**What will I need?** In order to participate in the EDR process you will need to have the free version of Adobe Acrobat Reader ([click here](#) to download) on your digital device. 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. One (1) Electronic Submission in the form of a CD/thumbdrive, FTP link, or Dropbox.com link containing the following:
  - One (1) single PDF of the plan set with electronic seal and signature of all design professionals on all documents, reference Electronic submittal standards.
  - Required reports, calculations (e.g. Stormwater calcs), specs, **COMchecks** (i.e. Mechanical, Electrical Code Compliance reports), transmittal letter giving the scope of work, etc. Reference file naming standards.
4. 1 hard set of complete construction plans, signed and sealed by a Kansas licensed professional(s).

### **Track Your DRC Project ONLINE**

*DRC applicants can access real time plan review status online at the [NRC E-link](#). You will need your DRC permit number to reference your project status. You can access and download your plan review comments on your project. The full NRC E-link guide is at the [bottom](#) of the next page.*

*It is a 2015 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. 1 individual CD/thumbdrive containing a PDF of the plan set with electronic seal and signature of all design professionals on all documents. CD/thumbdrive 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 CD/thumbdrive, FTP link, or Dropbox.com link containing a PDF 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](mailto: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 | [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. If you have a substantially large project, please contact the DRC Coordinator to discuss prior to submittal.

**NRC E-link Guide**

- Go to the NRC E-Link. <http://mauwi.wycokck.org/citizenaccess/>
- Under the Building Permits tab, enter your permit number
- The hyperlink to your permit link will show at the bottom of the page
- Your project page will display Permit Details, Fee History, Inspection History, Permit Status, and Attachments
- Reference the Permit Status for plan review updates and Attachments to access/download your plan review comments from staff. Anticipate plan review comments from each department. It is the applicants responsibility to obtain any approvals/permits from the local Health Department, State, and/or Federal permits as they apply
- Access attachments – notification bar will open. To access your comments, select the drop down menu under "Save" for "Save and Open"
- Contact the DRC Coordinator with any questions that you may have at [EDR@wycokck.org](mailto:EDR@wycokck.org). Submittal and/or resubmittal guidelines are available at [www.wycokck.org/DRC](http://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.



# Urban Planning and Land Use

701 North 7<sup>th</sup> Street, Room 423  
Kansas City, Kansas 66101  
Email: [planninginfo@wycokck.org](mailto:planninginfo@wycokck.org)

Phone: (913) 573-5750  
Fax: (913) 573-5796  
[www.wycokck.org/planning](http://www.wycokck.org/planning)

## 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.

# SAMPLE:

(Please use this sample to develop your letter.)

Date:

Name  
Address  
City/State/Zip

SUBJECT: Neighborhood Meeting

I/We have filed an application with the Department of Urban Planning and Land Use #\_\_\_\_\_. The purpose of this:

**(please use all that applies)**

- change of zone
- special use permit
- preliminary plan review

is for a \_\_\_\_\_

at the following address: \_\_\_\_\_.

I/We am having a neighborhood meeting on \_\_\_\_\_ at  
\_\_\_\_p.m. at the following address \_\_\_\_\_.

The purpose of this meeting is to explain the proposal and to answer any questions/concerns you may have.

I look forward to seeing you at the neighborhood meeting. If you are unable to attend, please contact me at the address/phone number listed below.

Sincerely,

Name and Contact Information

# SAMPLE MINUTES:

Application Number \_\_\_\_\_

Date and Location: \_\_\_\_\_

Meeting called to order at: \_\_\_\_\_

Names of people in attendance:

Introductions:

Presentation by applicant and/or team (explain what information was given to those in attendance and a summary of what the speaker said).

Questions and answers (include the following):

- Who asked question or gave comment
- What was the question or comment
- Who answered the question/comment
- What was the answer given

Meeting adjourned at:

Minutes taken by: \_\_\_\_\_



# **CONTACT LIST**

## **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 66111  
913-573-9538  
Fax – 913-573-9579  
[cconnor@bpu.com](mailto:cconnor@bpu.com)

Mathew Kreig  
300 North 65<sup>th</sup> Street  
Kansas City, KS 66102  
913-573-9842  
[mkreig@bpu.com](mailto:mkreig@bpu.com)

Ashley Beggs, Electric Service Clerk  
New Electric Services and Temporary Services  
6742 Riverview Avenue  
Kansas City, KS 66111  
913-573-9535  
Fax – 913-573-9579  
[abeggs@bpu.com](mailto:abeggs@bpu.com)

**Building Inspection Department**

Anthony Hutchingson, Chief Building Inspector  
Neighborhood Resource Center  
4601 State Avenue  
Kansas City, KS 66102  
913-573-8620  
Fax – 913-573-8622  
[buildinginspection@wycokck.org](mailto:buildinginspection@wycokck.org)

**Chamber of Commerce**

Greg Kindle, President  
727 Minnesota Avenue  
P.O. Box 171337  
Kansas City, KS 66117  
913-371-3070  
Fax: 913-371-3732  
[greg@kckchamber.com](mailto:greg@kckchamber.com)  
[www.kckchamber.com](http://www.kckchamber.com)

**Code Enforcement**

Wayne Wilson, Director  
Neighborhood Resource Center  
4601 State Avenue, Suite 85  
Kansas City, KS 66102  
913-573-8600  
Fax – 913-573-8732  
[wwilson@wycokck.org](mailto:wwilson@wycokck.org)

**Convention and Visitors Bureau**

Bridgett Jobe, Director  
727 Minnesota Avenue  
P. O. Box 1717337  
Kansas City, KS 66117-0517  
913-321-5800  
Fax – 913-371-3732  
[Bridgette@visitkansascityks.com](mailto:Bridgette@visitkansascityks.com)

**Fire Department**

Allen Thorne  
815 North 6<sup>th</sup> Street  
Kansas City, KS 66101  
913-573-5550  
Fax – 913-551-0490  
[athorne@wycokck.org](mailto:athorne@wycokck.org)

**GAS SERVICE**

**Atmos Energy**

Richard Yunghans  
25090 West 110<sup>th</sup> Terrace  
Olathe, KS 66061  
913-764-0531, Ext. 234  
Fax – 913-766-4924  
[richard.yunghans@atmosenergy.com](mailto:richard.yunghans@atmosenergy.com)

**Kansas Gas Service Company**

Christina Murphy  
1421 North 3<sup>rd</sup> Street  
Kansas City, KS 66101  
913-599-8953  
Fax – 913-599-8989

**GeoSpatial Services**

Chris Cooley  
710 North 7<sup>th</sup> Street, Room 200  
Kansas City, KS 66101  
913-573-2941  
Fax – 913-573-4106  
[ccooley@wycokck.org](mailto:ccooley@wycokck.org)

**Kansas City Area Transportation Authority**

1200 E. 18th Street  
Kansas City, MO 64108  
816-346-0200  
[metro@kcata.org](mailto:metro@kcata.org)

## **Kansas Department of Transportation**

David Gurs  
Eisenhower State Office Building  
700 Southwest Harrison Street  
Topeka, KS 66603  
[dgurss@ksdot.org](mailto:dgurss@ksdot.org)

### **Liveable Neighborhoods**

Andrea Generaux, Director  
Neighborhood Resource Center  
4601 State Avenue, Suite 84  
Kansas City, KS 66102  
913-573-8645  
Fax – 913-573-8733

### **Public Works Department**

Bill Heatherman (streets)  
John Menkhus (sanitary sewers and storm water)  
Lideana Laboy (traffic regulations)  
701 North 7<sup>th</sup> Street  
7<sup>th</sup> Floor  
Kansas City, KS 66101  
913-573-5700  
Fax – 913-573-5435  
[bheatherman@wycokck.org](mailto:bheatherman@wycokck.org)  
[jmenkhus@wycokck.org](mailto:jmenkhus@wycokck.org)  
[llaboy@wycokck.org](mailto:llaboy@wycokck.org)

### **Rental Licensing**

Debby Graber  
Neighborhood Resource Center  
4601 State Avenue, Suite 86  
Kansas City, KS 66102  
913-573-8649  
Fax – 913-573-8731  
[dgarber@wycokck.org](mailto:dgarber@wycokck.org)

## **SCHOOL DISTRICTS**

### **Bonner Springs Unified School District #204**

Dr. Robert VanMaren, Superintendent

2200 South 138<sup>th</sup> Street

Bonner Springs, KS 66012

913-422-5600

Fax - 913-422-4193

[www.usd204.k12.ks.us](http://www.usd204.k12.ks.us)

### **Board of Education of Kansas City Kansas #500**

Dr. Cindy Lane, Superintendent

625 Minnesota Av

Kansas City, Kansas 66101

913-551-3200

Fax – 913-279-2084

[clane@kckps.org](mailto:clane@kckps.org)

### **Kansas City Kansas Community College**

Dr. Doris Givens, President

7250 State Avenue

Kansas City, Kansas 66112

913-334-1100

Fax - 913-288-7609

### **Piper Unified School District Office #203**

Tim Conrad, Superintendent

12036 Leavenworth Road

Kansas City, Kansas 66109

913-721-2088

Fax – 913-721-3573

[tconrad@piperschools.com](mailto:tconrad@piperschools.com)

### **Turner Unified School District Board of Education #202**

Michelle Sedler, Superintendent

800 South 55<sup>th</sup> Street

Kansas City, Kansas 66106

913-288-4100

Fax – 913-288-3402

[sedlerm@turnerusd202.org](mailto:sedlerm@turnerusd202.org)

**Southwestern Bell**  
Doug Holthaus  
500 East 8<sup>th</sup> Street, Room 690  
Kansas City, MO 64106

**WOW!**  
1 Riverfront Plaza, Suite 301  
Lawrence, KS 66044  
785-312-6960

**Time Warner Cable**  
Richard Sieger  
Public Affairs Official  
6550 Winchester  
Kansas City, MO 64133  
816-222-5821

**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](mailto:gkindle@wyedc.org)

**Wyandotte County Conservation District**

Cheri Miller, District Director  
9400 State Avenue  
Kansas City, KS 66112  
913-334-6329  
Fax – 913-334-6349  
[wyco.conservation@gmail.com](mailto:wyco.conservation@gmail.com)

**Wyandotte County Health Department**

Bruce Andersen  
619 Ann Avenue  
Kansas City, KS 66101  
913-573-6705  
Fax – 913-573-6760  
[bandersen@wycokck.org](mailto:bandersen@wycokck.org)

**Department of Urban Planning and Land Use**

701 North 7<sup>th</sup> Street, Room 423  
Kansas City, KS 66101  
913-573-5750  
Fax – 913-573-5796  
[www.wycokck.org/planning](http://www.wycokck.org/planning)  
[planninginfo@wycokck.org](mailto:planninginfo@wycokck.org)