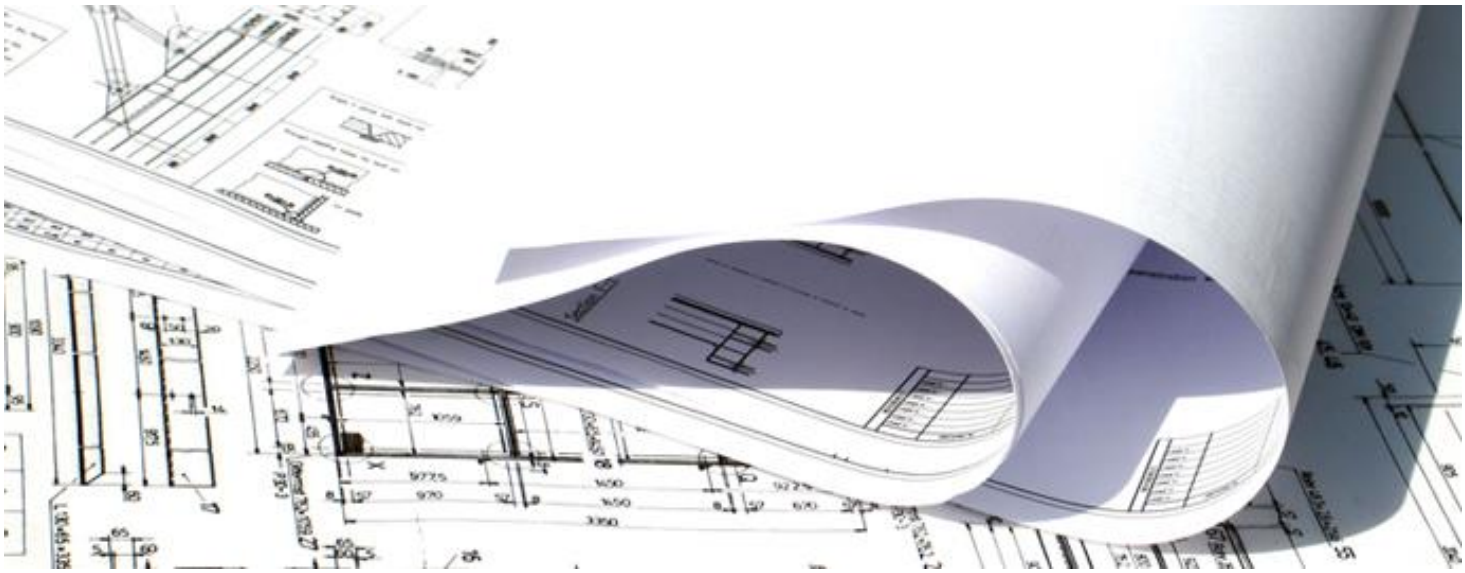
All applications shall be submitted to the Neighborhood Resource Center (NRC) at:

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

P. (913) 573-8664



<u>NOTE:</u> 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

Urban Planning and Land Use

701 North 7th Street, Room 423
Kansas City, Kansas 66101
Email: planninginfo@wycokck.org

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

Final Plan Package

Deadline Calendar
Development Application
Fees
Minimum Required Submissions
Required Copies
Development Permits –Ordinance excerpt
Affidavit, property owner consent form
Detailed application checklist
Contact list

DEVELOPMENT APPLICATION

Urban Planning and Land Use Department
701 North 7th Street – Room 423
Kansas City, KS 66101
Phone: 913-573-5750; Facsimile 913-573-5796
Website: www.wycokck.org/planning; Email: planninginfo@wycokck.org

For Office Use Only: Case Number: _____ Staff Planner: _____ Filing Fee: _____

Date Fee Paid: _____ Anticipated PC Date: _____ Anticipated BOC Date(s): _____

1. Application is hereby made to appear before the Planning and Zoning Commission at the MONTH DAY, YEAR meeting requesting:

- ☐ Rezoning from _____ to _____
- ☐ Preliminary Site Development Plan
- ☐ Final Site Development Plan Approval
- ☐ Master Plan Amendment
- ☐ Special Use Permit
- ☐ Special Use Permit (Home Occ.)

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: _____ 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/Conformance to Master Plan

Describe the present use and condition of the property:

_____

_____

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

_____

Existing Master Plan Land Use: _____

Proposed Land Use: _____

Does this request require a Master Plan Future Land Use Plan Map amendment? _____
If yes, to what? _____.

State why, in your opinion, the requested action(s) is justified (Attach additional sheets, if necessary):

_____

5. Project Information (Please complete the table as it applies to this application, leave gray boxes blank)

Land Use	No. of Units/Bldgs		No. of Lots	Bldg square footage	Acres/ SQFT
Residential Single Family					
Residential Duplexes					
Residential Multi-family					
Private Open Space					
Stormwater Detention					
Retail					
Office					
Industrial					
Public Right-of-Way					
Other (Specify)					
TOTALS					

6. Additional Information Please note any additional information that may assist staff in reviewing this request.

_____

_____

_____

_____

_____

7. Traffic Impact Analysis Development Application: A Traffic Study may be required to be submitted by the applicant /developer with the preliminary plat and/or zoning application.

8 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)

- ❑ **Completed Application**
- ❑ **Completed owner(s) consent form**
- ❑ **Required total fee $_____**
  (see attached fee chart)
- ❑ **Attached Legal Description and**
  Legal Description in Microsoft Word Document format on a CD

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) None_____ (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: _____

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 _____.

Notary Public:_____

Stamp:

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

URBAN PLANNING AND LAND USE FEE STRUCTURE

CHANGE OF ZONE APPLICATIONS

DISTRICT SOUGHT	TRACT SIZE	COST
A. Agricultural Zones	All sizes	$150.00
B. Low Density Residential Zones		
R-1, R-2, R-1(B), R-2(B),	0 – 5 acres	$150.00
RP-1, RP-1(B), RP-2	5.1 - 10 Acres	$200.00
RP-2(B), R, RP	10.1 - 20 Acres	$250.00
	over 20 Acres	$300.00
C. Medium and High Density Residential Zones		
R-3, R-4, R-5, R-6, R-M,	0 - 5 Acres	$250.00
RP-3, RP-4, RP-5, RP-6,	5.1 - 10 Acres	$350.00
RP-M	10.1 - 20 Acres	$450.00
	over 20 Acres	$450.00 plus $50.00 for each 5 acres over 20
D. Office Zones and Multiple District Applications		
C-O and CP-O	0 - 5 Acres	$250.00
	15.1 - 20 Acres	$550.00
	over 20 Acres	$550.00 plus $50.00 for each 5 acres over 20
E. Commercial Zones		
C-1, C-D, C-2, C-3, CP-1,	0 - 5 Acres	$350.00
CP-D, CP-2, CP-3,	5.1 - 10 Acres	$500.00
TND	10.1 - 15 Acres	$600.00
	15.1 - 20 Acres	$700.00
	over 20 Acres	$700.00 plus $50.00 for each5 acres over 20
F. Industrial Zones		
M-1, M-2, M-3, MP-1,	0 - 5 Acres	$400.00
MP-2, MP-3,	5.1 - 10 Acres	$500.00
B-P	10.1 - 15 Acres	$600.00
	15.1 - 20 Acres	$700.00
	over 20 Acres	$700.00 plus $50.00 for each 5 acres over 20

SPECIAL USE PERMIT APPLICATIONS

SPECIAL USE PERMIT	TRACT SIZE	COST
Not specifically listed below		
	0 - 5 Acres	$350.00
	5.1 - 10 Acres	$450.00
	10.1 - 15 Acres	$550.00
	15.1 - 20 Acres	$650.00
	over 20 Acres	$650.00 plus $50.00 for each 5 acres over 20

HOME OCCUPATION SPECIAL USE PERMIT APPLICATIONS

Home occupations	$75.00
Keeping of farm animals	$75.00
Kennel permits	$350.00
Temporary Use of Land	$350.00

MISCELLANEOUS SPECIAL USE PERMIT APPLICATIONS

Fill or removal of earth materials	$75.00
Short term permit / Special event permits (10 DAYS OR LESS)	$300.00
Uses of educational, religious, philanthropic or eleemosynary in nature	$350.00
Group dwellings	$250.00

Permits under section 27-259(b) (Excluding group dwellings)

0 - 5 Acres	$ 750.00
5.1 - 10 Acres	$ 900.00
10.1 - 15 Acres	$1,100.00
15.1 - 20 Acres	$1,300.00
over 20 Acres	$1,300.00 plus $100.00 for each 5 acres over 20

PRELIMINARY AND FINAL REVIEW APPLICATIONS

Plan Review Fees	$100.00

MISCELLANEOUS

Ordinance Publication Fee	$ 50.00
(For Successful Change of Zone/Vacation Petitions)	
Planning Maps (zoning, historic, master plan, land use)	Varies
Copies	First 5 Free
	6 & up $0.25/copy
Hourly rate for copies	Varies
Public Hearing Meeting Tapes	$25.00/Tape

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

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 - **DUE BY 12:00 NOON**	Comments to Applicant and Comment Review Meeting Date	Post Notice on Property	Last day for continuance/engineering approval /**Final Revisions Due 12:00 Noon**	City Planning Commission Meeting/Board of Zoning Appeals Public Hearing - **Meets at 6:30 PM (CPC) and 6:00 PM (BOZA)**	Last day to comply with stipulations	Board of Commissioners/ Public Hearing - **Meets at 7:00 PM**
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 **WILL BE DELAYED.**
	6	Complete submissions will be submitted to the Urban Planning and Land Use Department at 4953 State Avenue for verification by **12:00 Noon** 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.

UNIFIED GOVERNMENT DEVELOPMENT APPLICATION 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	Land Mark Designation	Certificate of Appropriateness
Application	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Fee (check made to *UNIFIED TREASURER*)	✓	✓	✓	✓	✓	✓			✓		
Legal description **(electronically - MS Word File)**	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
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 palate (material samples and paint chips)			✓			✱				✱	✱
Checklist	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Paper copies	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Electronic copy (CD-ROM MS WORD / 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 the 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.

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 plat 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

NEW

Electronic Document Review 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

DEPT. OF URBAN PLANNING & LAND USE
Unified Government of Wyandotte County/ Kansas City, Kansas
701 N. 7th Street, Room 423, Kansas City, Kansas 66101
p. (913) 573-5750 | f. (913) 573-5796
www.wycokck.org/Planning

August 2014

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 though 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 additional 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
0cs	Your Cover Sheet(s)	0cs1, 0cs2, 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.

27-251 Development Permits: General Requirements

27-251 The policies and regulations in this Code apply to the use and development of land. Any person proposing a land use or development shall comply with the procedures of this Chapter. Table 27-251(a) summarizes the procedures, agencies and public bodies involved in the development proposal process. Detailed information about general procedures and applications are further discussed in this Chapter.

R = Review/Recommendation D = Decision A = Appeal • Required

Table 27-251(a)

Application Process	Preapp Conf.	Neigh-borhood Meeting	Acting Body				Notices		
			Staff	PC	BC	BZA	Pub.	Mail	Sign
[redacted]									
Rezoning – Conventional	•	•	R	R	D		•	•	•
Rezoning - Planned	•	•	R	R	D		•	•	•
Preliminary Plan	•	•	R	R	D		•	•	•
Final Plan			R	D	A		•	•	
Development Plan			D	A					
Zoning Text Amend			R	R	D		•		
Comprehensive Plan Amendment	•	•	R	R	D		•	•	•
Subdivision – Preliminary Plat	•		R	D				•	
Subdivision – Final Plat			R	D				•	
Special Use Permit	•	•	R	R	D		•	•	•
Variance	•	•	R			D	•	•	•
Interpretation			D			A		•	

27-252 Pre-Application Conference

(a) When Required. A pre-application conference with a representative of the Department of Urban Planning and Land Use is required for certain development applications, as identified in Table 27-251(a) and indicated in the individual application type sections below. The purpose of this meeting is to:

(1) Review the requirements of these regulations;
(2) Review the requirements of the Comprehensive Plan;
(3) Discuss the nature and design of the proposed development; and
(4) Discuss the procedures for development application review and approval.

(b) Timing. The pre-application conference shall occur at least ten (10) days prior to the submission date unless otherwise specified by the Director or the Director's designate. Applications must be submitted within six months of the conference date or a new conference shall be required.

(c) Additional Parties. As necessary, the Department of Urban Planning and Land Use may include representatives of other departments or agencies at the pre-application conference.

27-253 Application Requirements

(a) Materials. Current application forms and submission requirements are available from the Department of Urban Planning and Land Use in the Municipal Office Building and may be obtained during business hours. All materials submitted in support of a development application become part of the public record and are generally not returned to the applicant.

(b) Technical Studies. The Director or the Director's designate may require applicants to prepare additional technical studies in support of applications for rezoning, planned rezoning or special use permits. Examples of these studies may include: traffic, noise, light, environmental impact, market, economic impact, engineering, or flood. The cost of the study shall be the applicant's responsibility. Appeal of the Director's determination may be taken to the Planning Commission, who shall be the final decision-maker. No further action will be taken to process the application pending the PC's determination.

(c) Deadlines. The Department of Urban Planning and Land Use will establish and make available at its office a list of submission and revision deadlines for the various development applications. Failure to submit a complete or revised application on or before the deadline will preclude the City from placing the application on the scheduled Planning Commission agenda.

(d) Completeness. Within five (5) business days of submission, a member of the Department of Urban Planning and Land Use staff will review a submitted application to ensure that it is complete.

(1) An application is complete when all of the items required by these regulations and on the application form are prepared and/or answered, and any required supplemental or additional applications (e.g., comprehensive plan amendment) are submitted with the appropriate fee to the Department of Urban Planning and Land Use.

(2) Incomplete applications will be held by the Department of Urban Planning and Land Use with a written explanation of defects provided to the applicant. The Director will take no further action on incomplete applications. Appeal of this determination is made to the Planning Commission, who is the final decision-making body. No further action will be taken to process the application pending the PC's determination. Applications that have been returned to an applicant for

revisions will not be processed until such revisions have been determined to be complete by the Director or Director's designate.

(3) Complete applications shall be processed in accordance with this Chapter.

(4) If the Director fails to act within five (5) business days, the application shall be deemed complete.

(5) Following a determination of completeness, modification of the application by the applicant without approval of the Director or Director's designate, or modification that is not pursuant to the directions of the Planning Commission or Board of Commissioners shall void the determination of completeness and trigger a new ten (10) day review period. All processing of the application shall stop until a new, complete application has been filed.

(6) A determination of completeness shall not constitute a determination of compliance with the substantive provisions of these regulations.

(e) Fees. Application fees shall be set in an amount to recover the costs of processing, publicizing, and reviewing development applications. The County Administrator shall set and may modify the fees, which shall be included as an appendix to this Code.

27-254 Neighborhood Meeting

(a) When Required. A neighborhood meeting is required for certain development applications, as identified in Table 27-251 (a) and indicated in the individual application type sections below. When optional, applicants are encouraged by the Unified Government to meet with property owners who will be affected by the proposed development.

(b) Neighborhood Identification. Generally, the neighborhood shall include all parcels located within 200 feet of the boundaries of the parcel proposed for development, and any homeowners association, neighborhood association or merchants association (all as represented by their board of directors or their designate) registered with the Department of Urban Planning and Land Use and with boundaries located within 500 feet of the parcel. These boundaries can be modified by the Director by up to 30% either larger or smaller, depending upon the size, location and density of the proposed development.

(c) Meeting Arrangements. The applicant shall be responsible for providing a meeting location and conducting the meeting. Written notice of the location and time of the meeting shall be provided by the applicant to the Department of Urban Planning and Land Use and residents of the area defined as the neighborhood at least fourteen (14) days prior to the meeting.

(d) Meeting Content. At the meeting, the applicant shall present a full and accurate description of the proposed development plans, describe projected impacts of development, describe plans to mitigate or off-set impacts, and facilitate a discussion of neighborhood questions and comments. Department of Urban Planning and Land Use staff may attend the meeting, but will not be responsible for organizing the meeting or presenting information about the project.

(e) Meeting Report. Following the neighborhood meeting, the applicant shall provide the Department of Urban Planning and Land Use with a list of names of the people who attended the meeting along with a written summary of the discussion and comments. All documents and materials submitted to detail the neighborhood meeting shall become part of the public record for the development application.

27-277 Development Plan

(a) Purpose. A Development Plan may be required as part of another application or approval process to ensure that the proposed development conforms to these regulations and incorporates a compatible arrangement of buildings, parking, lighting, signage, landscaping, circulation, drainage, and open spaces.

(b) Applicant. Where no rezoning is required, a Development Plan is submitted by the applicant to the Director. Where other applications or permits are sought, a Development Plan is submitted in conjunction with those development application processes.

(c) Applicability.

(1) Development Plan shall be required for all new non-residential or multifamily construction, exterior additions/changes that expand the building footprint or envelope for non-residential or multifamily construction, or changes in use to any structure used for multi-family, commercial, industrial, or public use.

(2) A Development Plan is submitted in two phases: preliminary plan and final plan. A Preliminary Development Plan may be used as a Preliminary Plat where all of the information required of Preliminary Plat has been included on the Preliminary Development Plan.

(d) Submission Requirements: Preliminary Development Plan. The size, scale and number of copies (paper and digital) submitted shall be established by the Department of Urban Planning and Land Use. The Department of Urban Planning and Land Use shall establish a list of Preliminary Development Plan requirements, which shall include at least the following:

(1) Name, address, phone number, cell phone number, and e-mail address of record of landowner and architect/engineer/surveyor/ planner/contractor, and an affidavit from the property owner acknowledging and approving of the application.

(2) Date, north arrow, scale, existing zoning classification and proposed classification;

(3) Vicinity map at a scale of not less than 1” = 2000’;

(4) Location and size by survey of existing and proposed rights-of-way, easements, and infrastructure—sewer, water mains, gas mains, culverts, or other underground installations, with pipe size, grade, and location shown.

(5) Size, use and location of existing and proposed structures and drives on the subject property, and existing zoning, structures, and drives within 200 feet of the property;

(6) A legal description of the property, showing the location and type of boundary evidenced and including a statement of the total area of the property;

(7) Existing topography with a maximum contour interval of 2 feet, except where existing ground is on a slope of less than 2%, then either one foot contours or spot elevations shall be provided;

(8) Location of floodplain areas subject to flooding, centerlines of drainage courses, and finished floor elevations of proposed buildings;

(9) The height, number of floors, proposed square footage of buildings, both above and below or partially below the finished grade;

(10) The yard dimensions from the development boundaries and adjacent streets and alleys;

(11) The traffic and pedestrian circulations system, including the location and width of all streets, driveways, entrances to parking areas and parking structures, walkways and bicycle paths;

(12) Off-street parking and loading areas, including dimensions or proposed drives and parking spaces, and structures and landscaping for parking areas;

(13) Green belt and other active recreation space areas, together with proposed private recreation areas, specifying the proposed improvement of all such areas, and delineating those areas proposed for specific types of recreation facilities.

(14) When the development is to be constructed in stages or units, a final sequence of development schedule showing the order of construction of such stages or units and approximate completion date for the construction of each stage or unit. In any case, subsequent phases shall be initiated within 24 months of the issuance of a certificate of occupancy on the entire preceding phase;

(15) Preliminary architectural elevations of proposed structures and an initial list of proposed building materials, a material palette (actual exterior material and color samples), and for non-residential projects written design guidelines;

(16) A master sign plan, detailing all proposed signage for the site;

(17) A conceptual landscape and screening plan that includes basic sizes and quantities;

(18) Preliminary drainage and erosion control information sufficient to meet Unified Government requirements;

(19) A chart describing the following, as applicable:

(a) Total number of dwelling units;
(b) Residential density and units per acre;
(c) Total floor area (in square feet) and floor area ratio for each structure;
(d) Total area in open space;
(e) Total number of off-street parking spaces required and number provided

(e) Application and Review Procedures.

(1) Determination of Completeness. Applications shall be submitted to the Director for a determination of completeness pursuant to Section 27-253.

(2) Neighborhood Meeting.

(3) Notice.

(f) Preliminary Development Plan Review – No Additional Applications

(1) Director Review. If the Preliminary Development Plan is submitted as a single application in a conventional (non-planned) district, the Director or his/her designee shall review the application. If the Director determines that the application meets the terms of these Regulations, s/he shall approve the application through the Development Review Committee.

(2) Additional Applications. If the Preliminary Development Plan is submitted in conjunction with any supplemental or additional applications (e.g., rezoning) or as a requirement of a planned district, the Preliminary Development Plan shall be reviewed by the Planning Commission.

(3) Appeal. Determinations made by the Director or his/her designee may be appealed to the Planning Commission.

(g) Submission Requirements: Final Development Plan

The final development plan shall include the following information, with separate sheets for each category below:

(1) A site plan showing the following:

(a) Dimensions of all elements
(b) Outline of buildings
(c) All drives, streets and parking spaces
(d) Curb and pavement details
(e) Location and width of sidewalks

(2) A grading plan showing the following:

(a) Natural contours and finish contours
(b) Floor grades

(3) A landscape plan showing the following:

(a) turf areas with approximate dimensions
(b) shrubs, ornamental trees and shade trees
(c) botanical names, sizes when planted, quantities
(d) trash bin enclosure(s)
(e) details of screening
(f) lighting and sign locations, elevations, dimensions and descriptions
(g) irrigation, with a note specifying that final irrigation plans may be submitted by the contractor at the time of installation.

(4) Architectural plans showing the following:

(a) Floor plans with gross square footage and total number of floors
(b) All four (4) elevations with dimensions
(c) Location of mechanical equipment, screening details if on roof, building materials, and if pertinent, colors, signs and other details.
(d) Trash enclosures and grease traps.
(e) Other information as deemed appropriate by the Director of Planning.

(5) Final Engineering Plans

(a) Sanitary sewer
(b) Streets
(c) Storm water control
(d) Any necessary revisions to a previously submitted traffic study

(2) Final Utility Plans

(a) Water
(b) Electric
(c) Phone
(d) CATV
(e) Gas

(g) Final Development Plan Review – No Additional Applications

(1) Director Review. If the Final Development Plan is submitted as a single application in a conventional (non-planned) district, the Director or his/her designee shall review the application. If the Director determines that the application meets the terms of these Regulations and conforms to the approved Preliminary Development Plan, the Director or his/her designee shall approve the application.

(2) Additional Applications. If the Final Development Plan is submitted in conjunction with any supplemental or additional applications (e.g., rezoning) or as a requirement of a planned district, the Final Development Plan shall be reviewed by the Planning Commission.

(3) Appeal. Determinations made by the Director or his/her designee may be appealed to the Planning Commission.

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