

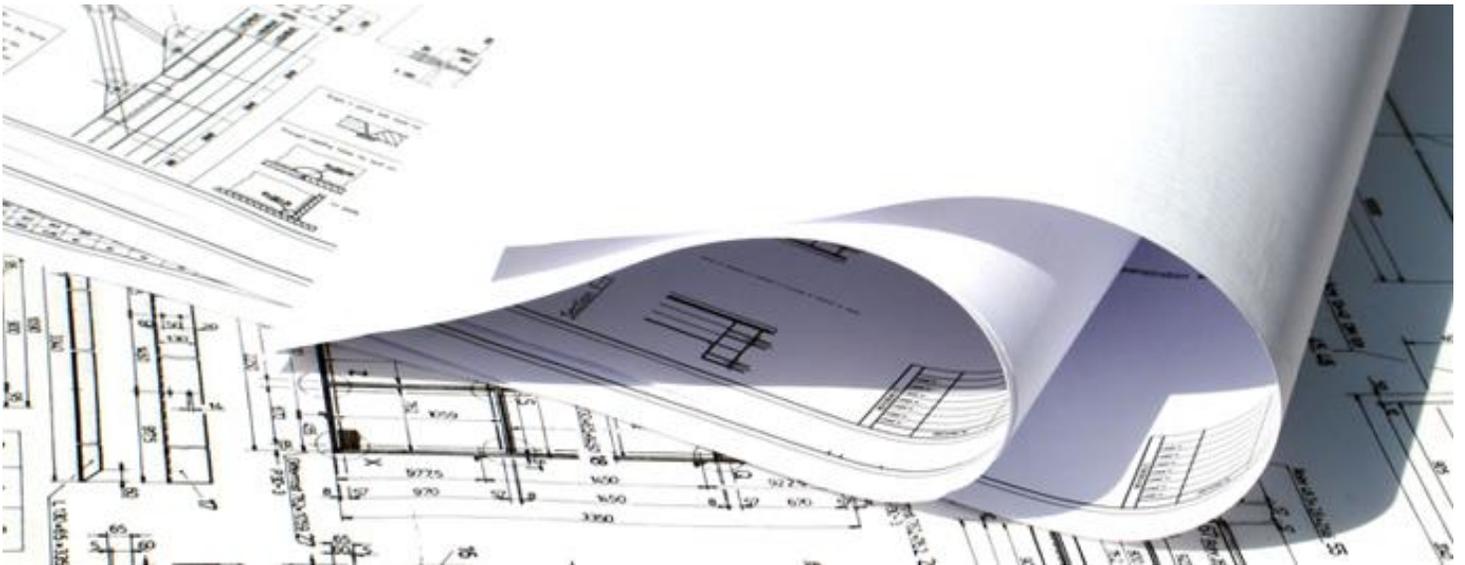
**All applications shall be submitted to the  
Neighborhood Resource Center (NRC) at:**

Urban Planning and Land Use – Annex

4953 State Avenue

Kansas City, KS 66102

P. (913) 573-8664



***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)

### **Preliminary and Final Subdivision Plat Package**

Deadline Calendar  
Subdivision Application  
Minimum Required Submissions  
Required Copies  
Subdivision Process  
Affidavit, property owner consent form  
Contact list

# SUBDIVISION 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: [planninginfo@wycokck.org](mailto:planninginfo@wycokck.org)



**For Office Use Only:** Case Number: \_\_\_\_\_ Staff Planner: \_\_\_\_\_ Filing Fee: \$ \_\_\_\_\_

Date Fee Paid: \_\_\_\_\_ Anticipated PC Date: \_\_\_\_\_ Anticipated BOC Date(s): \_\_\_\_\_

1. **Subdivision Name:** \_\_\_\_\_

2. **Filing for:** Preliminary Plat  Final Plat  Administrative Land Division Approval   
Vacation  (Agriculture/Residential - \$100.00) (Commercial/Industrial - \$300.00)

3. **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 Plat:** \_\_\_\_\_ **Contact:** \_\_\_\_\_

Street Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_ E-Mail \_\_\_\_\_

Cellular Telephone ( ) \_\_\_\_\_

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

**4. Project Location and Size**

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

Describe the present use and condition of the property: \_\_\_\_\_

\_\_\_\_\_

What is the proposed use(s) for the applicant property? \_\_\_\_\_

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

Existing Zoning: \_\_\_\_\_ Previous Action or Cases if known: \_\_\_\_\_

Existing Master Plan Land Use: \_\_\_\_\_

Proposed Land Use: \_\_\_\_\_

Does this request require a Growth Management Plan Future Land Use Plan Map amendment? \_\_\_\_\_  
If yes, to what? \_\_\_\_\_

State why, in your opinion, the requested action(s) are justified? \_\_\_\_\_

\_\_\_\_\_

**5. Project Subdivision Contains:** Please complete the table as it applies to the application

Land Use	No. of Dwellings	No. of Lots	Acres
<b>Residential</b> -Single family			
<b>Residential</b> -Duplexes			
<b>Residential</b> -Multi-family			
<b>Condominium</b>			
<b>Commercial</b>			
<b>Industrial</b>			
Public Street Right-of Way			
Private Tracts (open space, detention, etc.)			
Other (Please Specify)			
<b>TOTAL</b>			

**6. 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.

**7. Filing Fee(s):** Make check/instrument payable to the UNIFIED TREASURER

**8. Required Submittals.** Failure to enclose the following items will result in an incomplete application and will delay the application, development and approval process (see attached required submission list.)

**9. 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)

**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 and Subdivision 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 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

## PLAT FEES

<b>Preliminary and Final Plat Application</b>	No Charge
<b>Kansas City, Kansas Plat Recording</b>	First 10 Lots \$6.00/Lot Lots 11 & up \$5.00/Lot

## ROW VACATION APPLICATIONS

<b>Agricultural/Residential</b>	\$100.00
<b>Commercial/Industrial</b>	\$300.00

## MISCELLANEOUS

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

# 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

# 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](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)

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 1<sup>st</sup>, all DRC and Planning Department submittals shall follow the EDR guidelines. Hard copy submittals will be accepted up to August 29<sup>th</sup> only.** Follow our updates at [www.wycokck.org/DRC](http://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](http://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](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 | [melmitchell@wycokck.org](mailto: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](http://www.wycokck.org/DRC)
- DRC building permits will not be issued until all fees/permits are acquired with the Public Works Department
- Credit card payments are now accepted with the Department of Urban Planning and Land Use and the Neighborhood Resources Center. \*There is a 2.5% transaction fee.

*Follow us 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.

## **Sec. 27-215. Subdivision.**

(a) *Purpose.* The purpose of subdivision is to provide for the orderly and efficient development of land by assuring the following:

- (1) Development of such character that it can be used safely without danger to health, or peril from fire, flood, erosion, excessive noise or other adversity.
- (2) Provision is made for drainage, erosion, water supply, sewage disposal and other appropriate utility services.
- (3) Streets are designed so as to provide a safe, convenient and functional system for vehicular traffic, including access to major streets, proper ingress and egress, and traffic controls, and having such width, gradient, location and structural quality as to accommodate prospective traffic as determined by existing and probable future land and building uses.
- (4) Assurance that buildings, lots, blocks, parcels and streets are so arranged as to afford adequate light, open space or air, to facilitate fire protection, and to provide for long-term sustained real estate values.
- (5) Development patterns are designed with due regard to topography and floodplains, so that the natural features of the land and vegetation shall be protected and enhanced.
- (6) Adequate sites are provided for schools, parks, playgrounds, and other community services and facilities so that residents of all neighborhoods shall have convenient access to such facilities.

(b) *Applicant.* A subdivision application may be initiated by the unified government board of commissioners, planning commission, or upon application of the property owner or owner's agent.

(c) *Applicability.*

- (1) No division of land into two or more parts, any part of which contains less than 20 acres or 600 feet of street frontage, or other activities included in the definition of subdivisions, as defined herein, shall be made prior to approval of a plat by the planning commission and unified government board of commissioners, except as specifically exempted in subsection (c)(2) of this section. No subdivision shall be filed with the register of deeds, and no building permit shall be issued unless an appropriate plat has been approved by the planning commission and unified government board of commissioners, and recorded, except as specifically exempted in subsection (c)(2) of this section.
- (2) The following subdivisions are not required to be platted or replatted, but do require administrative review and approval prior to recordation:
  - a. Administrative review shall be required for some applications. This shall include the submission of a survey with any previous divisions

shown in dashed lines. The survey shall include a signature box in the lower right corner of the document that states "Approved by Director of Planning" with a signature line and date line.

b. Administrative review is required for these subdivisions:

1. Residential lot splits, meaning the division of a residential platted lot into two lots or portions thereof, provided each lot conforms to these regulations and all of the provisions of the zoning ordinances. All such lot splits shall conform to the requirements of section 27-280
2. Industrial and commercial lot splits, meaning the division of a platted lot utilized or zoned for commercial or industrial use into two or more lots or portions thereof that each conforms to the provisions of the zoning and subdivision regulations, shall not be required to be replatted, unless a new street or streets are laid out or are proposed over vacated streets or alleys, or when the proposed development pattern or ownership pattern and the existing lot pattern bear no reasonable relationship to each other.
3. Any movement of property lines between agreeing owners, provided such movement does not create a nonconformity or any additional lots.
4. A single division for an immediate family member (son, daughter, mother, father, brother, or sister), provided the tract is one acre with 150 feet of frontage on existing or dedicated future right-of-way; the tract must be restricted to ownership by the immediate family member for at least ten years, provided it meets sanitary waste disposal requirements of the unified government and state.

c. No administrative review is required for these subdivisions:

1. Any division of land ordered by a court of competent jurisdiction, provided the court order accompanies the metes and bounds application.
2. Any division of land where all divided parcels will contain more than 35 acres.
3. Any division necessitated as a matter of probate, provided the probate documents accompany the metes and bounds application.

d. A building permit shall not be issued for any nonagricultural building or structure on land not required to be platted which abuts a street having less than 25 feet of right-of-way in the case of a local street or 30 feet for a street of other classification, measured from the centerline, until the

necessary right-of-way has been set aside by one of the following procedures:

1. Where existing right-of-way has previously been dedicated by plat, not more than five feet of the required additional right-of-way may be provided by utility and sidewalk easement, the balance by deed of dedication.
2. Where the lot has not been platted, the additional right-of-way shall be dedicated by way of a plat, deed of dedication, or agreement with the unified government.
3. A right-of-way over and above 30 feet as may be required for class A, B, or C thoroughfares need not be dedicated unless the property must be platted, but shall be reserved for future street use. Where existing local streets or major streets pass through or along a developed area where extensive development indicates that the required width cannot be achieved within a reasonable time at a reasonable cost, a lesser dedication of land may be approved. Such approval shall be by an agreement with the unified government approved by the unified government board of commissioners after recommendation by the county engineer. In this case, building setback will be measured from the line established by the reservation.

(d) *Preapplication conference.* A preapplication conference is required pursuant to section 27-197.

(e) *Submission requirements for a preliminary plat.* The preliminary plat shall be drawn at a scale and on a sheet size identified by the director of planning in the subdivision application. The information shall be submitted in the quantity and format identified by the director of planning, containing the following information:

- (1) Proposed name of subdivision.
- (2) A legal description of the property.
- (3) Existing zoning, and if applicable, proposed zoning.
- (4) Names and addresses of the owner of record, developer and registered surveyor, land planner, licensed professional engineer and/or architect in the state.
- (5) Scale, north arrow and date of preparation, and if applicable the dates of any revisions.
- (6) A key map showing the location of the proposed subdivision referenced to existing or proposed streets and to section lines.
- (7) The following existing conditions:

- a. All platted or existing streets, property lines and the names of platted subdivisions for a distance of not less than 200 feet.
  - b. Location, width, and names of all existing streets, easements, utilities, and rights-of-way; public spaces; and permanent buildings within 200 feet of the proposed plat.
  - c. Existing contour lines at two-foot intervals.
  - d. Significant site features, including tree stands, wooded or vegetated areas, wetlands, water bodies, and slopes in excess of ten percent.
  - e. Location of any 100-year flood fringe or floodway boundaries before and after subdivision. In zone A for which no regulatory flood level has been established in addition, an estimate of the regulatory flood level shall be submitted. Any change in the regulatory flood plain must be accomplished prior to review by the planning commission.
  - f. Names and addresses of adjoining property owners and property owners based on information provided by the unified government.
- (8) Proposed development, as follows:
- a. The location and width of proposed rights-of-way, streets, alleys, pedestrian ways and sidewalks, and utility easements.
  - b. Layout, number and dimensions of lots and parcels and the number or letter of each lot, block, or parcel.
  - c. Location, size and identity of areas proposed for dedication to public use or to be reserved by deed or covenant for the use of all property owners in the subdivision, and any conditions of such dedication or reservations.
  - d. The proposed use of land for each lot or outparcel under the same control or ownership.
  - e. Approximate gradients of proposed streets, stormwater facilities and sanitary sewers within the subdivision.
  - f. A written statement relating how liquid wastes are to be handled, whether by sewers and an existing sewer district, a district yet to be formed, private treatment facility, etc.
  - g. Preliminary grading plans for natural drainageways that are to become improved surface drainage channels.
  - h. A copy of a preliminary set of protective covenants to run with the land shall be submitted with all preliminary plats containing five or more lots and designed for single-family and two-family residences. Such restrictions shall have a life of not less than 50 years and contain at least a minimum floor area requirement for residences to be constructed therein, along with a maintenance plan and funding structure for all proposed private open or common areas.

- i. Any additional studies requested by the director of planning or the director's designee, pursuant to section 27-198(b).
- j. Traffic study for all commercial subdivisions and any residential subdivision with 100 or more proposed dwelling units in the preliminary plat.
- k. Preliminary stormwater calculations and best management practice/ detention basin requirements.

(f) *Application and review procedures for a preliminary plat.*

(1) *Determination of completeness.* Applications shall be submitted to the director of planning for a determination of completeness pursuant to section 27-198. 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) *Neighborhood meeting.* The applicant shall comply with the requirements for a neighborhood meeting pursuant to section 27-199.

(3) *Staff review.* Following a determination of completeness, the staff shall review the application pursuant to section 27-200.

(4) *Notice and public hearing.*

a. Following completion of staff review and such neighborhood meetings as are required, the application shall be scheduled for a public hearing before the planning commission.

b. Written notice shall be sent to all property owners within 200 feet of the proposed subdivision not less than ten and not more than 15 days prior to the hearing date.

(5) The planning commission shall consider the following criteria in making a decision:

a. Whether the preliminary plat is consistent with the comprehensive plan, the major street plan and any other adopted plans;

b. Whether the preliminary plat is in compliance with the standards and requirements of the zoning ordinance, subdivision regulations and other applicable unified government policies and regulations;

c. Whether there are adequate public facilities and services available for the proposed lots, including internal and accessing street systems, water, waste water, stormwater, electricity, fire, police, and emergency facilities and services;

d. Whether the proposed subdivision will cause adverse or negative impacts on the natural or social environment;

- e. Whether the subdivision is compatible in lot size, lot-to-structure proportion, building size, and architectural design with existing and proposed development on adjacent properties;
- f. Whether the subdivision does not encourage premature extension of public services, piece-meal or premature development based upon the location of surrounding development and the availability of public facilities and services; and
- g. Whether the subdivision will not cause an undue burden on the unified government for maintenance of land and/or facilities.

(6) *Planning commission determination.* Upon hearing all interested parties, the planning commission shall approve or deny the preliminary plat as submitted, or may conditionally approve the plat as submitted subject to specified changes.

- a. Following a vote denying an application, each planning commissioner voting against the application shall state their reason for so doing and identify such conditions as would be necessary for the application to be conditionally approved.
- b. If the preliminary plat is disapproved or conditionally approved, the reasons for such actions shall be attached to one copy of the plat and made available to the developer within two weeks of the planning commission meeting.
- c. On conditionally approving a preliminary plat, the planning commission may require the submission of a revised preliminary plat for either staff or planning commission review.
- d. If the preliminary plat is approved, or after the revised preliminary plat is submitted and approved pursuant to subsection (f)(6)c of this section, the applicant may proceed with the public works requirements.

(g) *Public works requirements.*

(1) Upon approval of the preliminary plat by the planning commission, the applicant shall, in the process of preparing a final plat, prepare and submit to the county engineer the following plans (in quantities and sizes specified on the application form) for that portion of the subdivision to be included in the final plat:

- a. Plans and profiles of all public streets to the county engineer.
- b. Plans and profiles of sanitary sewers to the county engineer.
- c. Stormwater plans and drainage calculations, including culverts, bridges, underground pipe, improved channels and natural waterways where appropriate. Drainage easements shall also be shown in preliminary fashion in the plan. Detailed grading plans are required in and adjacent to 100-year floodplain areas.

(2) The plans shall be prepared and sealed by a civil engineer registered in the state and shall be submitted concurrently with the final plat application.

(3) The county engineer and other appropriate officials shall review the documents submitted pursuant to this part. The county engineer shall notify the applicant in writing of the department's findings prior to final consideration by the planning commission. A copy of this notification shall be placed in the records of the planning commission and reference made thereto at the time the final plat is being considered by that body.

(4) The planning commission shall not approve a final plat until all public works requirements have been designed or otherwise stipulated and compliance with these regulations certified by the county engineer and water pollution control director.

(h) *Application for a final plat.*

(1) *Submission.* The final plat shall be submitted according to the schedule established by the planning commission.

(2) *Information required.*

a. *Number of copies.* The applicant shall provide the number of copies at a size and scale as specified by the department of urban planning and land use submission schedule.

b. *All or portion of preliminary plat.* The final plat may include all or a portion of the area approved in the preliminary plat.

c. *Contents.* The final plat shall contain the following information:

1. The name of the subdivision and any adjacent subdivisions, the names of streets which shall conform to the existing pattern, and a system of lot and block numbers in an orderly sequence. A vanity name may be used if:

(i) The street is not a through street and is contained wholly within the proposed preliminary plat;

(ii) The street traverses east to west (all future north/south streets will be a numbered street or terrace);

(iii) No other street has a similar alignment elsewhere in the community;

(iv) The name is related to the subdivision or local history; and

(v) The staff has not yet prepared a street name grid.

2. Location.

(i) Location by section, township, range, county, and state, including a metes and bounds description of the subdivision based on an accurate traverse giving angular and linear dimensions, length and bearing of all tangent lines, and length, radius and central angle for all curves and total acreage of boundary.

- (ii) Boundary lines shall be mathematically close. The allowable error of closure on any portion of a final plat shall be one-tenth accuracy or better.
  - (iii) The plat shall show bearings and distances of all boundary lines and lot lines. The point of beginning shall be labeled on the plat.
- 3. Closure.
  - (i) The location and description of all section corners and permanent survey monuments in or near the tract, to at least one of which the subdivision shall be referenced.
  - (ii) When any section corner, quarter section corner, or section center is set or reset by a surveyor and when any such corner is located by a surveyor in the course of carrying out a public survey, there shall be recorded with the county register of deeds reference measurements from permanent visible objects to the location of the point as set, reset or located. These reference objects shall be described clearly. In lieu of reference measurements from visible objects, such reference measurements may be made from triangulation stations established by the United States Coast and Geodetic Survey.
- 4. Vicinity sketch showing the relationship of the property to be platted with section lines and existing streets.
- 5. Bearings and distances.
  - (i) Location of lots, streets, public highways, alleys, parks and other features with accurate dimensions in feet and decimals of feet, with the length of radii, arcs, points of tangency, points of intersection and central angles of all curves, and with all other information necessary to reproduce the plat on the ground.
  - (ii) Dimensions shall be from all angle points and points of curve to lot lines.
  - (iii) In the case of a street right-of-way that is intended to extend through to an adjacent area but will be temporarily dead-ended until the adjacent area is developed, a temporary cul-de-sac shall be indicated.
- 6. Identification of all streets, easements, and other areas to be dedicated or reserved for public use.
- 7. Name and address of developer and surveyor making the plat.
- 8. Scale of plat (the scale to be shown graphically and in feet per inch) and north arrow.

9. The location of all building lines, setback lines, and easements for public services or utilities with dimensions showing their location.

10. Locations and elevations of the 100-year floodplain and floodway, whether mapped or unmapped, for all lots within 50 feet.

11. The following certificates that may be combined where appropriate and which shall be executed on the final Mylar copies. The typewritten or printed names of all persons required by this subsection shall appear below the signature of that person.

(i) A certificate signed and acknowledged by all parties having any record, title or interest in the land subdivided, and consenting to the preparation and recording of the subdivision plat.

(ii) Certification of dedication of all streets, highways and other rights-of-way or parcels for public park or other public use, signed by the owners and all other parties who have a mortgage or lien interest in the property; certification that all prior existing easement rights to any person have been absolved on the parcels to be dedicated to public use. The person shall retain such rights as if located in a public street.

(iii) Certification signed by the licensed professional surveyor responsible for the survey and final map. The certification shall contain a statement certifying that the plat represents a survey made by such person and the details of which are correctly shown. The engineer or surveyor shall not sign the plat until he has had all boundary monuments set in accord with this article. The signature shall be accompanied by the surveyor's seal and shall state the month and year such survey was made.

(iv) The acknowledgement of a notary in the following form:

"State of Kansas, County of Wyandotte, SS.

"Be it remembered that on this \_\_\_\_\_ day of \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_, 20 \_\_\_\_\_, before me, a notary public in and for said County and State, came \_\_\_\_\_ to me personally known to be the same person who executed the foregoing instrument of writing and duly acknowledged the execution of same. In testimony whereof I have

hereunto set my hand and affixed my notarial seal  
the day and year above written.

(SEAL)

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

"My Appointment

Expires \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
\_\_\_\_\_."

- (v) The certificate of the planning commission in the following form:

"This plat of

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ has  
been submitted to and approved by the Wyandotte  
County/Kansas City, Kansas Planning Commission.

Dated this \_\_\_\_\_ day of  
\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_, 20  
\_\_\_\_\_.

Wyandotte County/Kansas City, Kansas Planning  
Commission

By \_\_\_\_\_, Chairman  
\_\_\_\_\_, Secretary."

- (vi) The acceptance of dedications by the board of commissioners, in the following form:

"The dedications shown hereon, if any, are  
accepted this \_\_\_\_\_ day of  
\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_, 20  
\_\_\_\_\_.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Unified Clerk."

- (vii) The certificate of the engineer in the following form:

"Recommended for approval by the Wyandotte  
County/Kansas City, Kansas, Engineer, this  
\_\_\_\_\_ day of  
\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_, 20  
\_\_\_\_\_.

\_\_\_\_\_  
Engineer."

(viii) The form of the certification may be modified as necessary with the approval of the unified government legal counsel to meet statutory or other requirements.

12. All conditions to approval of a subdivision to run with the land and to be forced by the unified government, and all exceptions granted shall be clearly stated on the final plat prior to its being recorded.

13. The following additional data shall be submitted with the final plat:

(i) A copy of all lot area, boundary and other calculations performed on the plat shall be submitted to the engineer.

(ii) Tax certificates from the county shall be submitted stating that all taxes and encumbrances of record have been satisfied.

(iii) A final and complete set of protective covenants shall be submitted with the final plat and shall be recorded concurrently with the plat. No lot may be sold unless the covenants have been recorded. They may be included on the actual plat as appropriate. Such covenants shall have a life of not less than 50 years and shall contain, at the least:

(A) Floor area requirements for single-family and two-family residences that will provide a reasonable transition from residences on adjacent property. In no case shall the minimum habitable floor area in a proposed subdivision be less than 75 percent of the average habitable floor area of dwellings that exist, or do not yet exist but are controlled by covenants, within 200 feet. The distance shall be measured from the boundary line of the proposed subdivision and include any single-family or two-family residential lot any portion of which is within 200 feet. In the Prairie Delaware Piper Planning Area, the square foot guidelines of the plan shall govern each development.

(B) A provision not allowing construction of a driveway with direct access onto a designated thoroughfare on a residential lot.

(3) *Replating*. In the case of replating:

a. If the plat is in any way intended to supersede, replace, or substitute for an existing plat of record, either in whole or in part, the manner in

which the proposed new plat relates to existing platting shall be shown clearly on the final development plat through the use of phantom lines, dimensions, and any other notation determined to be necessary by the engineer.

b. Any plat or part thereof of a street, alley, or other public reservation, including, without limitation, easements, dedicated building setback lines, and access control, shall be vacated both as to use and as to title without any further proceedings upon the filing and recording in accordance with the state law of any plat or replat duly executed in accordance with the law and embracing the same lands as those heretofore embraced by such earlier plat or part thereof or street, alley or other public reservation; provided, however, that the street, alley or other public reservation which may be so vacated shall revert, as provided by the state law.

(4) *Action by planning commission.*

a. Final street, sanitary sewer, storm drainage and any other engineering plans shall be completely approved by the engineer prior to submitting the final plat to the planning commission. The board of public utilities shall have indicated in writing prior to submission that any needed water main extension agreement or any electrical distribution agreement has been executed by the development and that underground wiring will be provided unless otherwise provided as set out herein.

b. A final plat that contains no modifications or additions from the approved preliminary plat shall be approved by the planning commission if the commission determines that all of the submission requirements have been satisfied. Normally, a public hearing is not required; however, the planning commission may require a public hearing where more than six months have passed following preliminary plan approval.

c. A final plat that contains modifications from the approved preliminary plat but which changes are not significant pursuant to section 27-211(h)(1), may be approved by the planning commission without a public hearing, provided the commission determines that all of the submission requirements have been satisfied. The planning commission may require a public hearing where more than six months have passed following preliminary plan approval.

d. If the final plat has significant changes from the preliminary plat, pursuant to section 27-211(h)(1), the application shall not be considered by the planning commission and shall be returned to the applicant.

e. If the final plat is returned to the applicant, the reasons for such action shall be attached to a copy of the final plat and made available to the applicant within two weeks of the meeting.

(5) *Action by unified government board of commissioners.*

a. Before recording the final plat, it shall be submitted to the unified government board of commissioners for acceptance of public ways, service and utility easements, and land dedicated to public use.

b. The acceptance of the public ways, service and utility easements, and land dedicated to the public shall be shown over the signature of the mayor and attested to by the unified clerk or a deputy unified clerk.

(6) *Recordation.* After final approval of the plat and the affixing of all required signatures, the department shall file one copy with the county register of deeds.

(Code 1988, § 27-280; Ord. No. O-27-05, § 1, 3-24-2005; Ord. No. O-61-07, § 1(27-280), 8-30-2007)

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