

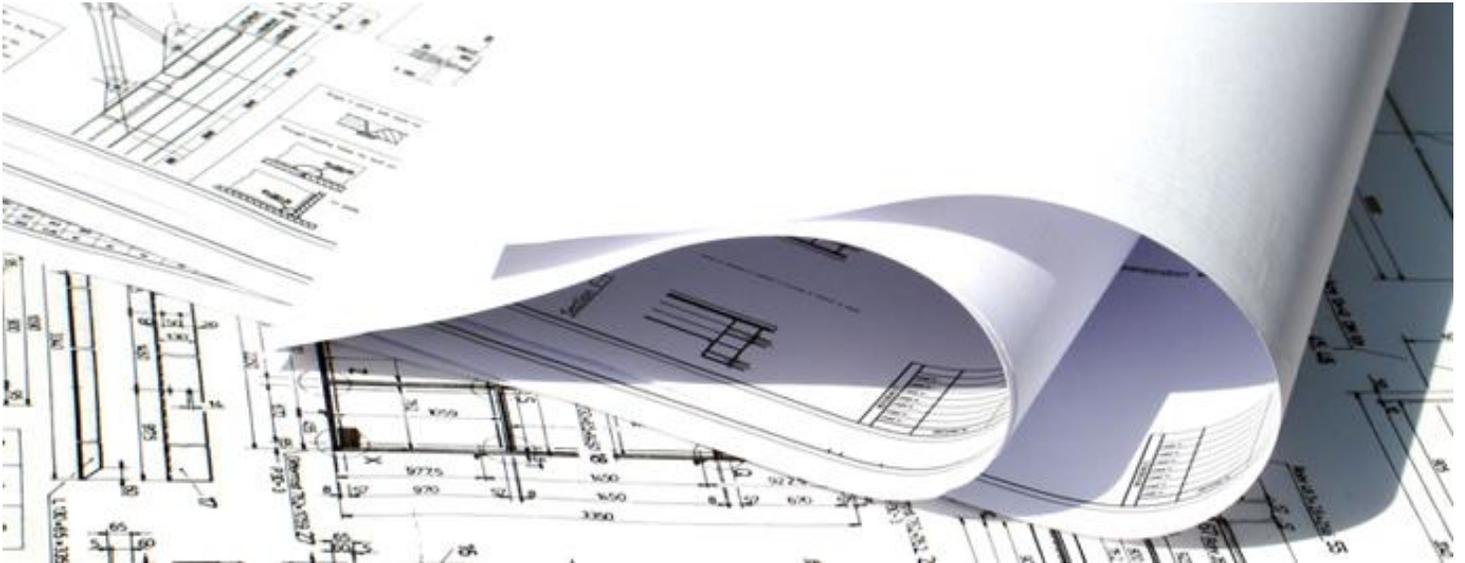
**All applications shall be submitted to the
Neighborhood Resource Center (NRC) at:**

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



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

Special Use Permit-Home Occupation Package

- Deadline Calendar
- Development Application
- Fees
- Minimum Required Submissions
- Affidavit, property owner consent form
- Neighborhood meeting guidelines
- Affidavit, neighborhood meeting
- Neighborhood meeting places- suggestions only
- Zoning sign placement guidelines
- 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:

- | | | | |
|--------------------------|--------------------------------------|--------------------------|--------------------------------|
| <input type="checkbox"/> | Rezoning from _____ to _____ | <input type="checkbox"/> | Master Plan Amendment |
| <input type="checkbox"/> | Preliminary Site Development Plan | <input type="checkbox"/> | Special Use Permit |
| <input type="checkbox"/> | Final Site Development Plan Approval | <input type="checkbox"/> | 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 <input type="checkbox"/> Property Owner <input type="checkbox"/> Firm <input type="checkbox"/>	

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)

- | | |
|---|--|
| <input type="checkbox"/> Completed Application | <input type="checkbox"/> Completed owner(s) consent form |
| <input type="checkbox"/> Required total fee \$ _____
(see attached fee chart) | <input type="checkbox"/> 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) _____ (Date) _____
- The information presented and contained within this application completed as required by this application and the required submission list is true and correct to the best of the undersigner(s) knowledge.

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

Signature: _____ **Printed Name:** _____

Date: _____

Subscribed and sworn before me on this _____ day of _____, 20__, in the
County of _____, State of _____.

Notary Public: _____

Stamp:

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

URBAN PLANNING AND LAND USE FEE STRUCTURE

CHANGE OF ZONE APPLICATIONS

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

SPECIAL USE PERMIT APPLICATIONS

SPECIAL USE PERMIT

Not specifically listed below

TRACT SIZE

COST

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

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

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 through the online modular.

A complete Planning Commission or Board of Zoning Appeals submittal shall include:

1. Development application.
2. Development application fee.
3. 2 individual CDs containing PDFs of the plan set with electronic seal and signature of all design professionals on all documents. CD shall contain reports, calculations, transmittal letter, etc. Reference files naming standards.
4. Reference the submittal checklist for additional submittal requirements, such as, material pallet, affidavits, etc. This document only applies to plan set submittals.

Electronic plan submittal standards:

1. Individual CDs containing PDFs of the plan set shall follow the File Plan Naming Standard.
 - a. PDF sheets shall be saved as D sheets, 24"x36".
 - b. Submittal shall include complete set of the project as a PDF (civil, architectural, MEP, etc).
 - c. Plan set shall have the legend or table of contents [hyperlinked](#) to each section/sheet listed.
 - d. **Each sheet shall be required to have the digital seal and signature of the Kansas licensed surveyor, architect, and/or engineer and the seal date. Plans will not be reviewed unless each sheet is sealed and dated. Supporting reports, calculations, COMcheck required seal and signature as well.**
2. Resubmittal shall follow the same schedule for Planning Commission and DRC applications as listed above. CD cover shall be labeled by the project name, address, and submittal date. **A PDF detailed transmittal letter specifying how staff comments were addressed shall be included on the CD.** The submitted electronic plans shall not use the color "red" for plans, drawings, notations, etc.
3. If revisions are required to the DRC plan set, applicant is responsible for inserting revise sheets into the DRC plan set. This will be a requirement for resubmittals and final permitting approvals. This is critical, as it is the set that will be returned to the job site and referenced for inspections.
4. **Revised sheets will be accepted via email if less than 4 sheets at EDR@wycokck.org. A PDF detailed transmittal letter specifying how staff comments were addressed shall be included on the CD. The submitted electronic plans shall not use the color "red" for plans, drawings, notations, etc. Reference File Plan Naming Standards. Final PDF record of plan sets shall be provided at the time of permit issuance if revised sheets were received via email. Seal date shall match the seal date of the approved sheets. Transmittal letter confirming seal dates and sheets shall be provided by the architect and/or engineer of record and shall be signed and sealed.**
5. New electronic submittals and resubmittals shall follow the same submittal process. Submittals shall be provided to the DRC Coordinator for distribution:

Neighborhood Resource Center
Attn: DRC Coordinator
4953 State Avenue
Kansas City, Kansas 66102
(913) 573-8664 | melmitchell@wycokck.org

If the electronic submittal is not at the minimal standards listed above, it will not be accepted. Size of your project is taken into consideration and additional printed plan sets may be requested. It shall be at the discretion of the DRC members to accept electronic plan review submittals for DRC projects. If you have a substantially large project, please contact the DRC Coordinator to discuss prior to submittal.

NEW TO DRC

- EDR Submittal Guidelines
- DRC Certificate of Occupancy Inspection Request Guidelines
- Track the status of your DRC plan review online at www.wycokck.org/DRC
- DRC building permits will not be issued until all fees/permits are acquired with the Public Works Department
- Credit card payments are now accepted with the Department of Urban Planning and Land Use and the Neighborhood Resources Center. *There is a 2.5% transaction fee.

Follow us at www.wycokck.org/DRC

File Plan Naming Standards for EDR

EDR Applicant Users Guide

When preparing your plan sheets for an Electronic Document Review (EDR) submittal, please follow the file naming structure shown below. All file names will begin with a letter(s) designation followed by two numbers. **Example:** Architectural drawings would be designated as A01 through A99.

Exception: The applicant's cover sheet must always start with the number 0 (zero) followed by the letters cs (cover sheet) and then a number: 0cs1, 0cs2, etc. Using the number 0 (zer0) will ensure that your cover sheet will always be alphabetically on top of the list in EDR.

Cover sheet index/legend for your plan set shall be labeled to these standards, in addition to each sheet of your plans. Each set of your supporting documents will be a separate file and must be clearly named.

Example: Z01 COMcheck Building Envelope
Z02 Retaining Wall Calculations

Resubmitted plan sheets shall designate R behind the sheet title and include the revision date. **Example:** Original sheet titled **A01** and revised sheet titled **A01R_1_12_14**. For DRC Electronic Document Review (EDR) submittal requirements reference [Electronic Document Review Submittal Requirements](#).

We have referenced a standard naming practice for construction plan sets. **Plan set shall have the legend or table of contents hyperlinked to each section/sheet listed.**

Abbreviation	Definition	Examples
Ocs	Your Cover Sheet(s)	Ocs1, Ocs2, etc. (zerocs1)
A	Architectural Drawing	A01, A02, etc.
C	Civil Engineering & Site Work	C01, C02, etc.
D	Demolition Drawings	D01, D02, etc.
Dt	Details	Dt01, Dt02, etc.
E	Electrical Drawings	E01, E02, etc.
Eq	Equipment Plan	Eq01, Eq02, etc.
F	Fire (Fire Protection) Drawings	F01, F02, etc.
G	Grading Plans	G01, G02, etc.
Gen	General Project Requirements	Gen01, Gen02, etc.
H	Hazardous Materials	H01, H02, etc.
I	Interior Plans	I01, I02, etc.
Irr	Irrigation Plans	I01, I02, etc.
L	Landscape Plans	L01, L02, etc.
M	Mechanical Plans	M01, M02, etc.
P	Plumbing Drawings	P01, P02 etc.
PI	Plant Drawings	PI01, PI02, etc
S	Structural Drawings	S01, S02, etc.
Sec	Section Drawings	Sec01, Sec02, etc.
SP	Site Plan (plot plan)	SP1, SP2, etc.
T	Telecommunications Plan	T01, T02, etc.
X	Existing Plan	X01, X02, etc.
W	Water Plan	W01, W02, etc.
Z	Supporting Documents	Z01 Name of Document, Z02 Name of Document, etc.



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

NEIGHBORHOOD MEETING GUIDELINES

CRITERIA:

Neighborhood Meeting are required to be conducted fourteen (14) days prior to the City Planning Commission meeting for the following applications:

- Change of Zone Applications
- Special Use Permit Applications – Examples:
 - Fill Permits
 - Kennels
 - Temporary Use of Land for Commercial or Industrial Purposes (i.e. parking of heavy trucks, temporary trailers, etc.)
 - Live Entertainment
- Preliminary Plan Review Applications

NOTE: Although a neighborhood meeting is not required for home occupation or livestock special use permit applications, it is strongly recommended that one be conducted.

INFORMATION PROVIDED BY URBAN PLANNING AND LAND USE DEPARTMENT TO HELP YOU WITH YOUR NEIGHBORHOOD MEETING:

- Instructions/Sample Letter to send out for meeting.
- Affidavit to be signed that the neighborhood meeting was held.
- List of people to be notified of the meeting (property owners within 200' of the property in question, staff, District Commissioner.) NOTE: List will be mailed one (1) week after the deadline for submission of applications.
- List of possible neighborhood meeting locations.
- Sample minutes to follow when taking minutes at the neighborhood meeting (attached).

NOTICE OF NEIGHBORHOOD MEETING:

- Determine location of your meeting. **NOTE:** **The meeting must be held in Kansas City, Kansas and in close proximity to the proposed project.**
- Opt for a public meeting place
- Meetings should be in late afternoon/early evening
- Use attached letter as a **SAMPLE** to write your letter.
- Notices should be mailed ten (10) days prior to the date of the neighborhood meeting. Although notices are not required to be sent certified mail, it is **recommended** so the applicant has a record that the notices were sent.

NEIGHBORHOOD MEETING:

- Provide a sign-in sheet
- If no one shows up for the neighborhood meeting at the scheduled time it is recommended that the applicant wait 30 minutes before leaving.
- Presentation:
 - Provide accurate details/photos/plans for review
 - Answer/address questions and concerns
 - Detail who will be involved (clients, customers, buyers, etc.)
 - Detail operational activity (residential, use, noise, traffic, etc)

AFTER NEIGHBORHOOD MEETING:

- The following shall be sent to the Urban Planning and Land Use Department via e-mail, fax, U. S. mail or in person (two (2) business days after your meeting (twelve (12) days before the City Planning Commission Meeting):
 - Sign-in sheet
 - Minutes from meeting
 - Affidavit confirming that the neighborhood meeting was conducted.

SAMPLE:

(Please use this sample to develop your letter.)

Date:

Name
Address
City/State/Zip

SUBJECT: Neighborhood Meeting

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

(please use all that applies)

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

is for a _____

at the following address: _____.

I/We am having a neighborhood meeting on _____ at
____p.m. at the following address _____.

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

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

Sincerely,

Name and Contact Information

SAMPLE MINUTES:

Application Number _____

Date and Location: _____

Meeting called to order at: _____

Names of people in attendance:

Introductions:

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

Questions and answers (include the following):

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

Meeting adjourned at:

Minutes taken by: _____



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

ZONING SIGN PLACEMENT GUIDELINES

When placing a zoning sign, keep in mind the purpose of the sign is to inform the public of a pending public hearing. The following criteria are intended to assist in placing the sign.

1. Place the sign conspicuously
2. Place the face of the sign parallel to the street.
3. If there is a choice of streets, place the sign on the most traveled street
4. Post the sign so that it is legible above grass and shrubs in the area
5. The sign should not be placed in the public right-of-way. The right-of-way usually begins at a fence line, utility line or sidewalk. When in doubt, place the sign at least 10 feet behind the edge of the street.
6. The use of trees near the right-of-way and fences are ideal for posting the notice.
7. If trees and fences are not available the use of two "tomato" stakes or a realty style sign are preferred.
8. The sign must be posted at least 20 days prior to the public hearing and needs to be kept in place until the Planning Commission meeting.

NEIGHBORHOOD MEETING PLACES

(There may be a charge for some of these locations. There are also a variety of hotels throughout the city that can be contacted for room arrangements.)

F.O.P. Lodge #4

7844 Leavenworth Rd
Kansas City, KS 66112
Phone: 913-788-4367

Leavenworth Road Association

6100 Leavenworth Rd Ste H
Kansas City, KS
Phone: 913-788-3988

National Guard Armory

100 South 20th Street
Kansas City, KS 66102
Phone: 913-279-7857

Quindaro Community Center

2726 Brown Avenue
Kansas City, KS 66101
Phone: 913-321-5022

Quindaro Democratic Club

6028 Leavenworth Road
Kansas City, KS 66104
Phone: 913-334-4600

Sanctuary of Hope Retreat Center

2601 Ridge Ave
Kansas City, KS
Phone: 913-321-4673

Rosedale Development Association

1403 Southwest Boulevard
(913) 677-5097
(913) 677-3437 Fax
<http://www.rosedaleassociation.org/index.htm>

CHWC, INC.

2 South 14th
Kansas City, KS 66102
913-342-7580
913-342-7581 (fax)

Wilhelmina Gill Multi-Service Center

645 Nebraska
Kansas City, KS
Phone: 913-621-4690

Grinter State Historic Site

1420 South 78th Street
Kansas City, KS 66112
Phone: 913-299-0373

National Agricultural Center and Hall of Fame

630 Hall of Fame Drive
Bonner Springs, KS 66012
Phone: 913-721-1075
<http://www.aghalloffame.com/>

Strawberry Hill Museum and Cultural Center

720 North 4th Street
Kansas City, KS 66101
Phone: 913-371-3264
Meeting facilities seats 80-100.

Kansas Speedway

400 Speedway Boulevard
Kansas City, KS 66111
Phone: 913-328-3300
<http://www.kansaspeedway.com/>

Dub's Dread Golf Course

12601 Hollingsworth Rd
Kansas City, KS 66109
Phone: 913-721-1333

Painted Hills Clubhouse

7101 Parallel Parkway
Kansas City, KS 66112
Phone: 913-334-1111

Cabela's

10300 Cabela Drive
Kansas City, KS
Phone: 913-328-0322
<http://www.cabelas.com>

Soldiers and Sailors Memorial Hall

600 North 7th Street
Kansas City, KS 66101
Phone: 913-371-7555

SCHOOL AND LIBRARIES – Contact:**K.C.K. Community College
Conference Center**

7250 State Avenue
Kansas City, KS 66112
Phone: 913-288-7620 -
<http://www.kckcc.edu>

Piper Unified School District #203

12036 Leavenworth Road
Kansas City, Kansas 66109
913-721-2088
Fax – 913-721-3573

Turner Unified School District #202

800 South 55th Street
Kansas City, Kansas 66106
913-288-4100
Fax – 913-288-3402

**Kansas City, Kansas School
District #500**

625 Minnesota Avenue
Kansas City, Kansas 66101
913-551-3200
Fax – 913-279-2084

**Wyandotte County Lake and Park (Four
(4) halls available)**

91st and Leavenworth Road
Kansas City, KS 66109
Phone: 913-596-7077

Pierson Hall

1800 South 55th Street

George Meyn Hall

126th & State Avenue

James P. Davis Hall

91st and Leavenworth Road

Wyandotte County Sports Complex

10100 Leavenworth Road

CONTACT LIST

Board of Public Utilities

Water Engineering

Jenny Li
540 Minnesota Avenue
Kansas City, KS 66101-2930
913-573-9845
Fax – 913-573-9851
jl@bpu.com

Gloria Barnett, Water Services Clerk
New Water Services and Maintenance
913-573-9843
gbarnett@bpu.com

Electric Engineering

Courtney Connor, Supervisor
Transmission and Distribution Engineering
6742 Riverview Avenue
Kansas City, KS 66111
913-573-9538
Fax – 913-573-9579
cconnor@bpu.com

Mathew Kreig
300 North 65th Street
Kansas City, KS 66102
913-573-9842
mkreig@bpu.com

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

Building Inspection Department

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

Chamber of Commerce

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

Code Enforcement

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

Convention and Visitors Bureau

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

Fire Department

Allen Thorne
815 North 6th Street
Kansas City, KS 66101
913-573-5550
Fax – 913-551-0490
athorne@wycokck.org

GAS SERVICE

Atmos Energy

Richard Yunghans
25090 West 110th Terrace
Olathe, KS 66061
913-764-0531, Ext. 234
Fax – 913-766-4924
richard.yunghans@atmosenergy.com

Kansas Gas Service Company

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

GeoSpatial Services

Chris Cooley
710 North 7th Street, Room 200
Kansas City, KS 66101
913-573-2941
Fax – 913-573-4106
ccooley@wycokck.org

Kansas City Area Transportation Authority

1200 E. 18th Street
Kansas City, MO 64108
816-346-0200
metro@kcata.org

Kansas Department of Transportation

David Gurs
Eisenhower State Office Building
700 Southwest Harrison Street
Topeka, KS 66603
dgurss@ksdot.org

Liveable Neighborhoods

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

Public Works Department

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

Rental Licensing

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

SCHOOL DISTRICTS

Bonner Springs Unified School District #204

Dr. Robert VanMaren, Superintendent

2200 South 138th Street

Bonner Springs, KS 66012

913-422-5600

Fax - 913-422-4193

www.usd204.k12.ks.us

Board of Education of Kansas City Kansas #500

Dr. Cindy Lane, Superintendent

625 Minnesota Av

Kansas City, Kansas 66101

913-551-3200

Fax – 913-279-2084

clane@kckps.org

Kansas City Kansas Community College

Dr. Doris Givens, President

7250 State Avenue

Kansas City, Kansas 66112

913-334-1100

Fax - 913-288-7609

Piper Unified School District Office #203

Tim Conrad, Superintendent

12036 Leavenworth Road

Kansas City, Kansas 66109

913-721-2088

Fax – 913-721-3573

tconrad@piperschools.com

Turner Unified School District Board of Education #202

Michelle Sedler, Superintendent

800 South 55th Street

Kansas City, Kansas 66106

913-288-4100

Fax – 913-288-3402

sedlerm@turnerusd202.org

Southwestern Bell
Doug Holthaus
500 East 8th Street, Room 690
Kansas City, MO 64106

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

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

Wyandotte County Economic Development Council

Greg Kindle
727 Minnesota Avenue
P.O. Box 171337
Kansas City, KS 66117
913-371-3070
Fax: 913-371-3732
gkindle@wyedc.org

Wyandotte County Conservation District

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

Wyandotte County Health Department

Bruce Andersen
619 Ann Avenue
Kansas City, KS 66101
913-573-6705
Fax – 913-573-6760
bandersen@wycokck.org

Department of Urban Planning and Land Use

701 North 7th Street, Room 423
Kansas City, KS 66101
913-573-5750
Fax – 913-573-5796
www.wycokck.org/planning
planninginfo@wycokck.org