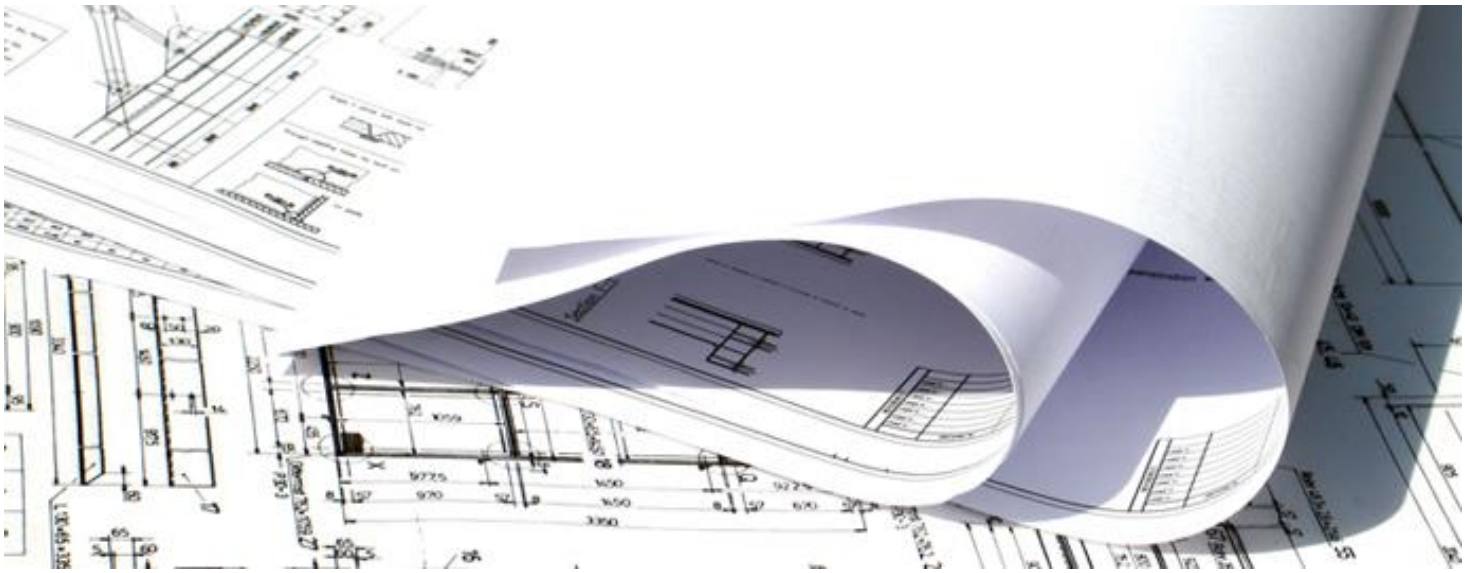
# All applications shall be submitted to the Neighborhood Resource Center (NRC) at:

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

P. (913) 573-8664



***<u>NOTE:</u> Due to the increased volume of applications, please ensure that your plans are submitted prior to the submittal deadline. All engineering drawings shall be signed and sealed by a Kansas Licensed Professional Engineer. All drawings shall comply with the Kansas City, Kansas Code of Ordinances. If there are deficiencies in these plans, your petition may be held over.***

Thank you.

Urban Planning and Land Use Department Staff

# Urban Planning and Land Use

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

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

**Vacation of Right-of-Way Package**

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

# SUBDIVISION 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. **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 |
|---|---|---|---|
| **Residential**-Single family | | | |
| **Residential**-Duplexes | | | |
| **Residential**-Multi-family | | | |
| **Condominium** | | | |
| **Commercial** | | | |
| **Industrial** | | | |
| Public Street Right-of Way | | | |
| Private Tracts (open space, detention, etc.) | | | |
| Other (Please Specify) | | | |
| | | | |
| **TOTAL** | | | |

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) None (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.**

**AFFIDAVIT, PROPERTY OWNER CONSENT FORM**

STATE OF _____ )
) SS:
COUNTY OF _____)

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

his/her oath states as follows:

1. That I am the property owner of _____ in Kansas City, Kansas. (Address)

2. That I have reviewed the application for _____ to
(Applicant)

operate/develop _____ on my
(Proposed use)

property.

3. That after discussing the matter and fully reviewing the application, I authorize this application and subsequent applications necessary to accomplish the plan/use noted above, to be filed on my behalf.

Further affiant saith not.

_____
Affiant

SUBSCRIBED IN MY PRESENCE AND SWORN to before me this _____day of _____, 20__.

My commission expires _____ of _____, 20__.

_____
Notary Public

# URBAN PLANNING AND LAND USE FEE STRUCTURE

## PLAT FEES

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

## ROW VACATION APPLICATIONS

| | |
|---|---|
| **Agricultural/Residential** | $100.00 |
| **Commercial/Industrial** | $300.00 |

## MISCELLANEOUS

| | |
|---|---|
| **Ordinance Publication Fee**<br>(For Successful Change of Zone/Vacation Petitions) | $ 50.00 |
| **Planning Maps (zoning, historic, master plan, land use)** | Varies |
| **Copies** | First 5 Free<br>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. |

# UNIFIED GOVERNMENT DEVELOPMENT APPLICATION MINIMUM REQUIRED SUBMISSIONS

| | Change of Zone | Preliminary Development Plan | Final Development Plan | Special Use Permit | SUP (Home Occupation) | Board of Zoning Appeals | Preliminary Plat | Final Plat | Vacation | Land Mark Designation | Certificate of Appropriateness |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Application | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Fee (check to *UNIFIED TREASURER*) | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | | ✓ | | |
| Legal description **(electronically-MS Word File)** | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Affidavit of ownership/authorization | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Title report (if owner does not match UG records) | ✓ | ✓ | ✓ | ✓ | ✱ | ✓ | ✓ | ✓ | ✱ | ✱ | ✱ |
| Digital pictures (.jpg format of all sides/directions) | ✓ | ✓ | ✓ | ✱ | ✱ | ✓ | ✓ | ✓ | ✱ | ✱ | ✱ |
| Density calculations/development summary | ✓ | ✓ | ✓ | ✱ | | ✱ | ✓ | ✓ | | | |
| Storm water/drainage calculations | ✓ | ✓ | ✓ | ✱ | | | ✓ | ✓ | | | |
| Preliminary grading plan | ✓ | ✓ | | ✱ | | | ✓ | | | | |
| Final grading and erosion control plan | | | ✓ | | | | | ✓ | ✱ | ✱ | ✱ |
| Zoning map | ✓ | | | | | | | | | | |
| Preliminary development plan | | ✓ | | ✱ | | | | | | | |
| Final development plan | | | ✓ | ✱ | | ✓ | | | | ✱ | ✱ |
| Preliminary plat | | | | | | | ✓ | | | | |
| Final plat | | | | | | | | ✓ | | | |
| Preliminary engineering | ✱ | ✓ | | | | | ✓ | | | | |
| Final engineering | ✱ | | ✓ | | | | | ✓ | | | |
| Lighting plan | | | ✓ | | | ✱ | | | | ✱ | ✱ |
| Landscape plan | ✱ | ✓ | ✓ | | | ✱ | | | | ✱ | ✱ |
| Sign plan and details | | | ✓ | | | ✱ | | | | ✱ | ✱ |
| Elevations | ✱ | ✓ | ✓ | | | ✱ | | | | ✱ | ✱ |
| Material palate (material samples and paint chips) | | | ✓ | | | ✱ | | | | ✱ | ✱ |
| Checklist | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Paper copies | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Electronic copy (CD-ROM MS WORD / AUTOCAD) | ✓ | ✓ | ✓ | ✱ | ✱ | ✓ | ✓ | ✓ | ✓ | ✱ | ✱ |
| Covenants and restrictions | | | | | | | ✓ | ✓ | | ✱ | |

**NOTES:** ✓ **Mandatory submission** ✱ **Determined by staff at pre-application meeting**

**1. All checked Items must be submitted in proper form by the application deadline. Incomplete applications will be held until complete and the entered into the review process at the next deadline date.**

**2. For small or existing sites the applicant may request a waiver of specific detailed submission requirements in writing to the Director of Planning ten days in advance of the submission deadline.**

**3. Additional information may be required for unique and/or complex project.**

**4. All plans and documents including studies and reports shall be placed on a CD formatted in Adobe PDF and MS Word.**

# DETAILED APPLICATION CHECK LIST

1. **Application**
    a. A completed application that has been signed and notarized
    b. On the front page please be sure to designate an official contact
    c. If you do not know your projects proposed land use in the City's Master Plan, please contact the Planning Office for assistance. It is important to know if your project will require a plan amendment prior to application.
    d. Please include the date of your preapplication meeting on Page 3
2. **Fee**
    a. A check in the amount required for the application made out to the Unified Treasurer
    b. If the check is returned, the application will be held until the check is made good
3. **Affidavit of Ownership/Authorization**
    a. If the applicant is not the current fee owner of the property, an affidavit from the owner or a contract with the owner authorizing the application must be presented with the application (form available)
4. **Title Report**
    a. If the owner appears as the owner in county records, no title report is necessary. The name/entity must match exactly or a title report showing the current owner or prepared on behalf of the current owner is required.
5. **Digital Pictures**
    a. If the site is currently raw land, submit 4-6 pictures giving the overall condition of the property
    b. If there are structures, provide pictures of all 4 sides of each building as well as pictures showing the overall site.
6. **Density Calculations**
    a. On page 2 of the application, there is a density chart to fill out. Please contact the Planning Department if you need assistance.
7. **Storm Water Drainage Calculations**
    a. Preliminary:
        i. Gross detention calculations for 100 year storm
        ii. Stick map with proposed location and routing
        iii. Indicate the tie in point to the existing system
        iv. Information on any portion of the system that is not gravity flow
    b. Final:
        i. Obtain from Public Works a copy of *STORM DRAINAGE DESIGN CRITERIA FOR PRIVATE DEVELOPMENTS* be sure to ask for a copy that includes the review check list. The standard book includes the criteria, directions and sample charts/graphs.
        ii. Submit drawings in accordance with the criteria

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

8. **Preliminary Grading Plan**
    a. Show Areas of slope less than 5 percent
    b. Show Areas of slope between 5 and 10 percent
    c. Show Areas of slope greater than 10 percent
    d. Show preliminary erosion control plan
9. **Final Grading Plan**
    a. Show existing and proposed 2’ contours
    b. Show final site balance calculations
    c. Show final erosion control plan
    d. Indicate where any excess/shortage of dirt is going to/coming from
10. **Zoning Map**
    a. The Preliminary Plat or Plan can act as a zoning map if accompanied by a legal description
    b. A proposal with more than one zoning category proposed may either be divided into multiple applications, or must provide legal descriptions for each proposed zoning category
11. **Preliminary Development Plan**
    a. Preliminary site plan
    b. Preliminary landscape plan
    c. Preliminary utility plan including storm water
    d. Preliminary 4 sided elevations
    e. If the proposal EXACTLY replicates another Wyandotte County Project, Pictures may be substituted for preliminary elevations.
    f. Preliminary list of materials and colors.
    g. Preliminary lighting plan if abutting a residential property or residential zone
    h. A traffic study may be required. This should be discussed at the preapplication meeting
12. **Final Development Plan**
    a. Site plan
    b. Landscape plan
    c. Utility plan including storm water
    d. 4 sided elevations
    e. Material Pallatte including sample materials and colors (a small board 11X17 is sufficient).
    f. Lighting plan if abutting a residential property or residential zone otherwise showing the proposed light poles is sufficient
    g. Detail sheets on other amenities and open spaces
13. **Preliminary Plat**
    a. See code
14. **Final Plat**
    a. See code

15. **Preliminary Engineering**
    a. See #7 above for storm water
    b. Street layout with preliminary line and grade over proposed grading
    c. Sewer layout (stick map) with location and routing to the existing system.
    d. Any plans for sewer systems other than a gravity system
    e. Water and electric are designed by the Board of Public Utilities
    f. Reference the following documents:
        I. *TECHNICAL PROVISIONS AND STANDARD DRAWINGS*
        II. *MINIMUM DESIGN STANDARDS FOR SANITARY SEWERS*
16. **Final Engineering**
    a. See #7 above for storm water
    b. Complete street documents
    c. Complete Sewer documents
    d. Complete plans for sewer systems other than a gravity system
    e. Reference the following documents:
        I. *TECHNICAL PROVISIONS AND STANDARD DRAWINGS*
        ii. *MINIMUM DESIGN STANDARDS FOR SANITARY SEWERS*
17. **Lighting Plan**
    a. When abutting a residence or other than a commercial or industrial zoning district a lighting plan indicating the foot candles at the property line is required
    b. All exterior light fixtures should be 180 degree cut off fixtures unless other specialty lighting is approved.
18. **Landscape Plan**
    a. Landscape plan sheet
    b. Include planting details
    c. Locate any statuary or art
    d. List in table format types and quantities of plat materials
    e. Include Irrigation plan
    f. Include details of perennial or annual planting areas
19. **Sign Plan and Details**
    a. Sign plan showing each sign and accessory sign location
    b. Detail of the size and dimension of each sign

# NEW

# Electronic Document Review Submittal Requirements

EDR Applicant Users Guide

**DEVELOPMENT REVIEW COMMITTEE**
Neighborhood Resource Center
Unified Government of Wyandotte County/ Kansas City, Kansas
4953 State Avenue, Kansas City, Kansas 66102
p. (913) 573-8664 | f. (913) 573-8622 | www.wycokck.org/DRC

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

August 2014

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

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

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

**What will I need?** You can participate in the EDR process with the free version of Adobe Acrobat Reader (click here to download). However, your functionality increases if you have an advanced version of Adobe Acrobat (we currently operate with Adobe Acrobat XL Pro, versions 10 and 11).

**A complete DRC submittal shall include:**

1. DRC permit application.
2. DRC Plan review fee.
3. 1 CD containing PDFs of the plan set with electronic seal and signature of all design professionals on all documents. CD shall contain reports, calculations, specs, COMchecks, transmittal letter, etc. Reference file naming standards.
4. 1 hard set of complete construction plans, signed and sealed by a Kansas licensed professional(s).
5. 1 hard copy of any support documents/reports; spec books, calculations, COMcheck.

***Track Your DRC Project ONLINE***

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

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

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

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

**Electronic plan submittal standards:**

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

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

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

**NEW TO DRC**

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

*Follow us at www.wycokck.org/DRC*

# File Plan Naming Standards for EDR

EDR Applicant Users Guide

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

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

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

**Example:** Z01 COMcheck Building Envelope
Z02 Retaining Wall Calculations

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

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

| Abbreviation | Definition | Examples |
|---|---|---|
| 0cs | Your Cover Sheet(s) | 0cs1, 0cs2, etc. (zerocs1) |
| A | Architectural Drawing | A01, A02, etc. |
| C | Civil Engineering & Site Work | C01, C02, etc. |
| D | Demolition Drawings | D01, D02, etc. |
| Dt | Details | Dt01, Dt02, etc. |
| E | Electrical Drawings | E01, E02, etc. |
| Eq | Equipment Plan | Eq01, Eq02, etc. |
| F | Fire (Fire Protection) Drawings | F01, F02, etc. |
| G | Grading Plans | G01, G02, etc. |
| Gen | General Project Requirements | Gen01, Gen02, etc. |
| H | Hazardous Materials | H01, H02, etc. |
| I | Interior Plans | I01, I02, etc. |
| Irr | Irrigation Plans | I01, I02, etc. |
| L | Landscape Plans | L01, L02, etc. |
| M | Mechanical Plans | M01, M02, etc. |
| P | Plumbing Drawings | P01, P02 etc. |
| PI | Plant Drawings | PI01, PI02, etc |
| S | Structural Drawings | S01, S02, etc. |
| Sec | Section Drawings | Sec01, Sec02, etc. |
| SP | Site Plan (plot plan) | SP1, SP2, etc. |
| T | Telecommunications Plan | T01, T02, etc. |
| X | Existing Plan | X01, X02, etc. |
| W | Water Plan | W01, W02, etc. |
| Z | Supporting Documents | Z01 Name of Document, Z02 Name of Document, etc. |

# 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 Gurss
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