



Department of Planning + Urban Design

Unified Government of Wyandotte County • Kansas City, Kansas

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Detailed Application Checklist

ITEMS REQUIRED FOR ALL APPLICATIONS

1. Pre-Application Meeting Completed

- a. PLEASE NOTE: All applicants MUST have a pre-application meeting prior to submitting an application. If a pre-application has not been held then the submittal will not be accepted.

2. Application

- a. Completed Application
- b. Signed Application Declaration
- c. Signed Owner Consent Form

3. Application Fee

- a. Check
- b. Credit Card
- c. Cash

4. Legal Description

- a. The legal description is on the deed to the property. If you can not find the legal description, please reach out to the Register of Deeds at (913) 573-2841.

5. 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 is required.

6. 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.

ITEMS REQUIRED FOR SPECIFIC APPLICATIONS

- 1. Change of Zone (Section 27-211), Special Use Permit (Section 27-214) and Short-Term Rental (Section 27-214 and Section 27-623)**
 - a. Preliminary site plan;
 - b. Preliminary landscape plan;
 - c. Floor Plan; (if applicable)
 - d. Zoning Map; (Change of Zone Only)
 - e. Business Plan (if applicable) (Special Use Permit only)
 - f. Security Plan (if applicable) (Special Use Permit only)
 - g. 3rd party home inspection (Short-Term Rentals Only)
 - h. Proof of Liability Insurance Policy of \$1,000,000 (Short-Term Rentals Only)

- 2. Preliminary and Final Plats (Section 27-215)**
 - a. See Code Section 27-215 for detailed list

- 3. Preliminary Development Plan (Section 27-212)**
 - 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. Preliminary Engineering; and,
 - i. A traffic study may be required. This should be discussed at the preapplication meeting.

- 4. Final Development Plan (Section 27-212)**
 - a. Site plan;
 - b. Landscape plan;
 - i. Landscape Plan Sheet
 - ii. Include Planting Details
 - iii. Locate any statuary or art
 - iv. List in table format types and quantities of plant materials
 - v. Include Irrigation Plan
 - vi. Include details of perennial or annual planting areas
 - c. Utility plan including storm water;
 - d. Four (4) sided elevations;
 - e. Material Palette 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; and,
 - h. Final Engineering and Civil Plans. (See Below)
 - i. Sign Plan and Details
 - i. Sign Plan showing each sign location; and,
 - ii. Detail of the size and dimension of each sign.

ENGINEERING ITEMS (if applicable)

1. Storm Water Drainage Calculations

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

2. Preliminary Grading Plan

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

3. Final Grading Plan

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

4. 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; and,
- f. Reference the following documents:
 - i. TECHNICAL PROVISIONS AND STANDARD DRAWINGS
 - ii. MINIMUM DESIGN STANDARDS FOR SANITARY SEWERS

5. 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