

Unified Government of Wyandotte County • Kansas City, Kansas

701 N 7<sup>th</sup> Street, Suite 423 Kansas City, Kansas 66101 www.wycokck.org/planning Phone: (913) 573-5750 Fax: (913) 573-5796 Email: planninginfo@wycokck.org

### **Board of Zoning Appeals Application**

Welcome to the Unified Government's variance process. We look forward to working with you on your proposed project. Start here:

1

- Set up a pre-application meeting:
  - Call: (913) 573-5750 or Email: planninginfo@wycokck.org
  - Include contact information, project address, and project details

2

- Complete and gather required information (See required submission materials below):
  - Completed application (Pages 2-5);
  - Signed Declaration and Property Owner's Consent Form (Pages 6-7);
  - Required application fee (See attached Fee Schedule);
  - Legal description of the property in Microsoft Word Document format, emailed to EDR@wycokck.org;
  - Photographs of the existing property;
  - Dimensioned site, floor, and landscape plans;
  - Civil Engineering Plans (if applicable); and,
  - · Elevations and/or renderings (if applicable).

3

- Submit your application, either:
  - In person: Planning + Urban Design Office: 701 North 7th Street, Suite 423, Kansas City, Kansas 66101; or,
  - Online: Email documents to EDR@wycokck.org.

NOTE: Per <u>Section 27-198</u>, your application and plans must be submitted prior to the monthly submittal deadline. All engineering drawings shall be signed and sealed by a Kansas Licensed Professional Engineer. All drawings shall comply with <u>Chapter 27</u> of the Unified Government Code of Ordinances.

Any incomplete applications WILL NOT be processed per Sec. 27-198(d).

### **Appeals Process Timeline**





Unified Government of Wyandotte County and Kansas City, Kansas

701 N 7th Street, Suite 423 Kansas City, Kansas 66101 www.wycokck.org/planning Phone: (913) 573-5750 Fax: (913) 573-5796 Email: planninginfo@wycokck.org

### **Board of Zoning Appeals Application**

| Office<br>Use | Case Number:  |               | Date Received:       |       |
|---------------|---|---------------|----------------------|-------|
| Only          | Anticipated BOZA Date:  |               | Fee:                 | _     |
| 1             | ☐ Variance ☐ Appeal of an Administrative S ☐ Carport Appeal Property Type: ○ Agricultural |               | ◯ Commercial/Industr | rial  |
|               | Applicant(s) Name:  |               | Company:             |       |
| 2             | Street Address:   | City/State: _ |                      | _Zip: |
|               | Telephone:  | _ Email:      |                      |       |
|               | Applicant's Representative: _   |               | Company: _           |       |
|               | Street Address:   | City/State: _ |                      | _Zip: |
|               | Telephone:  | _ Email:      |                      |       |
|               | Property Owner(s) Name (if o  | lifferentthan | applicant):          |       |
|               | Street Address:   | City/State: _ |                      | _Zip: |
|               | Telephone:  | _ Email:      |                      |       |
| 3             | Address or general location of prop<br>Land area (acres):                                 | •             |                      |       |
|               |   |               |                      |       |

| 4 | Project Description  Describe the present use and condition of the property:  |
|---|---|
|   | What is the proposed use(s) for the property?   |
|   |   |
| 5 | Explain the reason for your variance request or appeal of the staff administrative decision:                            |
|   |   |
|   |   |
|   |   |
|   |   |
| 6 | Have you been through a land entitlement process before? Yes No  If so, where? KC Metro State of Kansas/Missouri Other: |
|   | Have you been through a land entitlement process with the Unified Government before?  Yes No                            |
|   | If so, when was the last time?  O Within the past six (6) months O Within the past one (1) year                         |
|   | ○ Within the past five (5) years ○ More than five (5) years   |

### **Kansas State Statutes**

This section outlines the five (5) statutes in which variances are reviewed upon. The applicant must review these statutes and explain how their application applies and conforms to these five (5) statutes in as much detail as possible.

| 1 | The variance requested arises from such condition which is unique to the property in question and which is not ordinarily found in the same zone or district; and which is not created by an action or actions of the property owner or the applicant. |
|---|--|
| 2 | The granting of the permit for the variance will not adversely affect the rights of adjacent property owners or residents.   |

| 3 | The strict application of the provisions of the zoning ordinance of which variance is requested will constitute unnecessary hardship upon the property owner represented in the application. |
|---|--|
| 4 | The variance desired will not adversely affect the public health, safety, morals, order, convenience, prosperity, or general welfare.  |
| 5 | The granting of the variance desired will not be opposed to the general spirit and intent of the zoning ordinance.   |

### End of Application Please review again to ensure all applicable fields are completed.

Please review again to ensure all applicable fields are completed.

<u>Any incomplete or insufficent fields may result in your application not being processed, per Section 27-198.</u>

See other required materials and information in the remaining pages of this packet.

## Application Declaration

The following declarations are hereby made:

- The undersigned is the owner or authorized agent of the owner or the offices 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 Department of Planning and Urban Design.
- 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.
- The proposed plan does not violate any existing Conditions, Covenants, or Restrictions and/or any Homeowners Associations agreements that are set forth on the property.

| Signature of Applicant(s)               |                 |
|---|-----------------|
| 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                                |                 |
| My commission expires                   | _of, 20         |
| Notary Public:                          | Stamp:          |

# Property Owner Consent Form

| Affidavit, Property Owner Consent Form       | n  |
|--|--|
| State of)                                    |  |
| County of) SS                                | :  |
| Comes now (Property Owner)                   |  |
| of lawful age, sound mind and upon his/he    | er oath states as follows:   |
| 1. That I am the property owner of           | in Kansas City, Kansas.  |
| 2. That I have reviewed that application for | r to operate/develop (Applicant)   |
| on my prope (Proposed Action)                | rty.   |
|  | y reviewing the application, I authorize this necessary to accomplish the plan/use noted |
| Further affiant saith not.                   |  |
|  | Affiant  |
| Subscribed in my presence and sworn befo     | ore me on this, day of,  |
| 20, in the County of                         | , State of   |
|  |  |
| My commission expires                        | of   |
| Notary Public:                               | Stamp:   |
|  |  |

Submittal Deadline Calendar 2025-2026 Unified Government of Wyandotte County • Kansas City, Kansas

Approximately a 90-120 day process

Applicable to: Change of Zone, Special Use Permit, Plats, Plan Reviews, Master Plan Amendments, Vacations, and Variances

### Applications/Resubmissions due by 12:00 Noon

| Preapplication Meeting<br>Deadline | Submission Deadline Dates - DUE BY 12:00 NOON | Reviewing Agency<br>Comments<br>Due/Engineering<br>Comments due to<br>applicant   | Comments to<br>Applicant and<br>Comment Review<br>Meeting Date                            | Post Notice on<br>Property - Engineering<br>Resubmittals due at<br>12:00 Noon                                 | Last day for<br>continuance/engineerin<br>g approval / Final<br>Revisions Due 12:00<br>Noon   | City Planning<br>Commission<br>Meeting/Board of<br>Zoning Appeals Public<br>Hearing    | Last day to comply with stipulations   | BOC Packets Due   | Board of<br>Commissioners/ Public<br>Hearing        |
|------------------------------------|---|---|---|---|---|--|--|---|---|
| 11/22/2024                         | 12/2/2024                                     | 12/17/2024  | 12/23/2024  | 12/24/2024  | 12/30/2024  | 1/13/2025  | 1/22/2025  | 1/24/2025   | 1/30/2025   |
| 12/17/2024                         | 12/27/2024                                    | 1/14/2025   | 1/20/2025   | 1/21/2025   | 1/27/2025   | 2/10/2025  | 2/19/2025  | 2/21/2025   | 2/27/2025   |
| 1/14/2025                          | 1/24/2025                                     | 2/11/2025   | 2/17/2025   | 2/18/2025   | 2/24/2025   | 3/10/2025  | 3/19/2025  | 3/21/2025   | 3/27/2025   |
| 2/18/2025                          | 2/28/2025                                     | 3/18/2025   | 3/24/2025   | 3/25/2025   | 3/31/2025   | 4/14/2025  | 4/23/2025  | 4/25/2025   | 5/1/2025  |
| 3/18/2025                          | 3/28/2025                                     | 4/15/2025   | 4/21/2025   | 4/22/2025   | 4/28/2025   | 5/12/2025  | 5/21/2025  | 5/23/2025   | 5/29/2025   |
| 4/15/2025                          | 4/25/2025                                     | 5/13/2025   | 5/19/2025   | 5/20/2025   | 5/26/2025   | 6/9/2025   | 6/18/2025  | 6/20/2025   | 6/26/2025   |
| 5/20/2025                          | 5/30/2025                                     | 6/17/2025   | 6/23/2025   | 6/24/2025   | 6/30/2025   | 7/14/2025  | 7/23/2025  | 7/25/2025   | 7/31/2025   |
| 6/17/2025                          | 6/27/2025                                     | 7/15/2025   | 7/21/2025   | 7/22/2025   | 7/28/2025   | 8/11/2025  | 8/20/2025  | 8/22/2025   | 8/28/2025   |
| 7/15/2025                          | 7/25/2025                                     | 8/12/2025   | 8/18/2025   | 8/19/2025   | 8/25/2025   | 9/8/2025   | 9/17/2025  | 9/19/2025   | 9/25/2025   |
| 8/19/2025                          | 8/29/2025                                     | 9/16/2025   | 9/22/2025   | 9/23/2025   | 9/29/2025   | 10/13/2025   | 10/22/2025   | 10/24/2025  | 10/30/2025  |
| 9/16/2025                          | 9/26/2025                                     | 10/14/2025  | 10/20/2025  | 10/21/2025  | 10/27/2025  | 11/10/2025   | 11/26/2025   | 11/26/2025  | 12/4/2025   |
| 10/14/2025                         | 10/24/2025                                    | 11/11/2025  | 11/17/2025  | 11/18/2025  | 11/24/2025  | 12/8/2025  | 12/31/2025   | 1/2/2026  | 1/8/2026  |
| 11/21/2025                         | 12/1/2025                                     | 12/16/2025  | 12/22/2025  | 12/23/2025  | 12/29/2025  | 1/12/2026  | 1/21/2026  | 1/23/2026   | 1/29/2026   |
| 12/16/2025                         | 12/26/2025                                    | 1/13/2026   | 1/19/2026   | 1/20/2026   | 1/26/2026   | 2/9/2026   | 2/18/2026  | 2/20/2026   | 2/26/2026   |
| 1/13/2026                          | 1/23/2026                                     | 2/10/2026   | 2/16/2026   | 2/17/2026   | 2/23/2026   | 3/9/2026   | 3/18/2026  | 3/20/2026   | 3/26/2026   |
| 2/17/2026                          | 2/27/2026                                     | 3/17/2026   | 3/23/2026   | 3/24/2026   | 3/30/2026   | 4/13/2026  | 4/22/2026  | 4/24/2026   | 4/30/2026   |
| 3/17/2026                          | 3/27/2026                                     | 4/14/2026   | 4/20/2026   | 4/21/2026   | 4/27/2026   | 5/11/2026  | 5/20/2026  | 5/22/2026   | 5/28/2026   |
| 4/14/2026                          | 4/24/2026                                     | 5/12/2026   | 5/18/2026   | 5/19/2026   | 5/25/2026   | 6/8/2026   | 6/17/2026  | 6/19/2026   | 6/25/2026   |
| 5/19/2026                          | 5/29/2026                                     | 6/16/2026   | 6/22/2026   | 6/23/2026   | 6/29/2026   | 7/13/2026  | 7/22/2026  | 7/24/2026   | 7/30/2026   |
| 6/16/2026                          | 6/26/2026                                     | 7/14/2026   | 7/20/2026   | 7/21/2026   | 7/27/2026   | 8/10/2026  | 8/19/2026  | 8/21/2026   | 8/27/2026   |
| 7/21/2026                          | 7/31/2026                                     | 8/18/2026   | 8/24/2026   | 8/25/2026   | 8/31/2026   | 9/14/2026  | 9/23/2026  | 9/25/2026   | 10/1/2026   |
| 8/18/2026                          | 8/28/2026                                     | 9/15/2026   | 9/21/2026   | 9/22/2026   | 9/28/2026   | 10/12/2026   | 10/21/2026   | 10/23/2026  | 10/29/2026  |
| 9/15/2026                          | 9/25/2026                                     | 10/13/2026  | 10/19/2026  | 10/20/2026  | 10/26/2026  | 11/9/2026  | 11/25/2026   | 11/27/2026  | 12/3/2026   |
| 10/20/2026                         | 10/30/2026                                    | 11/17/2026  | 11/23/2026  | 11/24/2026  | 11/30/2026  | 12/14/2026   | 12/30/2026   | 12/31/2026  | 1/7/2027  |
|                                    | NOTES:  |   |   |   |   |  |  |   |   |
|                                    | 1   | Review of Final Plat engineering - Final engineering may be su studies, final design, and construction drawings. All approvals additional review time. During periods of unusually heavy subm | ing - Final engineering may be struction drawings. All approveriods of unusually heavy si | e submitted after approval of t<br>rals are subject to KDHE revie<br>ubmissions, review time may t            | Review of Final Plat engineering - Final engineering may be submitted after approval of the preliminary plat. Initial review may take up to 30 da studies, final design, and construction drawings. All approvals are subject to KDHE review and approval. Applications that include a traffic stu additional review time. During periods of unusually heavy submissions, review time may be extended. Make scheduling decisions accordingly. | w may take up to 30 days. R that include a traffic study, inr y decisions accordingly. | ibmitted after approval of the preliminary plat. Initial review may take up to 30 days. Resubmittals may require up to 21 days for review. Final engineering includes final 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 ilssions, review time may be extended. Make scheduling decisions accordingly. | 21 days for review. Final eng<br>tion, force main, or low press | gineering includes final<br>ure systems may require |
|                                    | 2   | Change of zone, special use permit, preliminary plan and preli  | permit, preliminary plan and p  | reliminary plat petitions may b   | minary plat petitions may be submitted simultaneously.  |  |  |   |   |
|                                    | 3   | Final plan/final plat petitions m public improvements.  | Final plan/final plat petitions may be filed after the preliminary oublic improvements.   |   | oning have been approved (L   | IG BOC). Exceptions may be   | 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   | nning for minor plans/plats tha                                 | at do not involve significant                       |
|                                    | 4   | Street construction may begin after the filing of the final plat wi   | after the filing of the final pla   | t with the Register of Deeds.   |   |  |  |   |   |
|                                    | 5   | All meeting dates are contingent upon complete submissions  | ent upon complete submission  |   | by the progressive deadline schedule. If any deadline is missed, the application WILL BE DELAY  | nissed, the application WILL I   | BE DELAYED.  |   |   |
|                                    | 9   | Complete submissions will be submitted to the Planning + Urb  | submitted to the Planning + l   | Jrban Design Department, 70   | 1 North 7th Street, Suite 423 of  | or EDR@wycokck.org for verit   | an Design Department, 701 North 7th Street, Suite 423 or EDR@wycokck.org for verification by 12:00 Noon on the deadline date.  | deadline date.  |   |
|                                    | 7   | The various applications include a checklist indicating the item  | de a checklist indicating the it  | ems required to qualify as a complete submission.   | omplete submission.   |  |  |   |   |
|                                    | 8   | Residential building permit ap  | plications may be filed after the   | ne final plat is approved (UG E   | Residential building permit applications may be filed after the final plat is approved (UG BOC) and streets are accepted by Public Works.   | by Public Works.   |  |   |   |
|                                    | 6   | Commercial building permits r   | nay be filed after streets and  | utilities are accepted and the  | Commercial building permits may be filed after streets and utilities are accepted and the final plan (if necessary) has been approved.  | en approved.   |  |   |   |
|                                    | 10  | Complete application submittal will be determined prior to the a  | al will be determined prior to the  | ne application being distribute   | pplication being distributed for review. Applicant will be notified if the application is determined to be incomplete.  | notified if the application is de  | termined to be incomplete.   |   |   |
|                                    | 11  | Final plats will not be placed o  | n a Planning Commission ag  | Final plats will not be placed on a Planning Commission agenda unless Planning Engineering has been approved. | ering has been approved.  |  |  |   |   |
|                                    | 12  | It is highly recommended that the applicant schedule a comme  | the applicant schedule a con  | nment review meeting to review comments with staff.   | w comments with staff.  |  |  |   |   |
|                                    | 13  | Incomplete, sloppy or technica  | ally deficient plans may be ret   | incomplete, sloppy or technically deficient plans may be returned without complete review.                    | ۷.  |  |  |   |   |
|                                    | 14  | In cases where a variance is required, the item will be stayed pending BOZA action.   | equired, the item will be staye   | d pending BOZA action.  |   |  |  |   |   |
|                                    |   |   |   |   |   |  |  |   |   |

| Minimum F  |             | nb                                    | ie   | 0              | S                 | b              | Tis          | SSi         | Required Submissions  | S                        |                                      |
|--|-------------|---------------------------------------|--|----------------|-------------------|----------------|--------------|-------------|---|--------------------------|--------------------------------------|
| Planning + Urban Design  |             | A                                     | 14 70  | Way.           | MANDE             | (uojjedn       | 6            | 10/2        |   |                          |                                      |
| Minimum Required Submissions   | Jo abueyo   | ierlinilə <sup>19</sup><br>Sendoləvəd | Jeninilar<br>Jandolavad<br>Dyad Ienis<br>Oyad neld | all leizade    | alls<br>030 emorr | Sleaddly Slead | Vienimilera  | jela lenia  | Nacation  | Hollengized<br>Anembre 1 | Sienifical<br>Biendordd <sup>A</sup> |
| Application  | <i>&gt;</i> | >                                     | >  | >              | >                 | >              |              | >           |   | >                        | _                                    |
| Fee (check made to UNIFIED TREASURER)                                      | <i>&gt;</i> | <i>&gt;</i>                           | >  | <i>&gt;</i>    | <i>&gt;</i>       | <i>&gt;</i>    |              |             | >   |                          |                                      |
| Legal description (electronically - MS Word File)                          | <i>&gt;</i> | <i>&gt;</i>                           | <i>&gt;</i>  | ^              | /                 | ^              | /            | <i>&gt;</i> | <i>&gt;</i>   | ^                        | >                                    |
| Affidavit of ownership/authorization                                       | <i>&gt;</i> | ^                                     | ^  | ^              | ^                 | ^              | ^            | ^           | <i>&gt;</i>   | <i>&gt;</i>              | >                                    |
| Title report (if owner does not match UG records)                          | >           | <i>&gt;</i>                           | >  | <i>&gt;</i>    | *                 | <i>&gt;</i>    | <i>&gt;</i>  | >           | *   | *                        | *                                    |
| Digital pictures (.jpg format of all sides/directions)                     | <i>&gt;</i> | ^                                     | ^  | *              | *                 | ^              | ^            | ^           | *   | *                        | *                                    |
| Density calculations/development summary                                   | >           | /                                     | <i>&gt;</i>  | *              |                   | *              | ^            | ^           |   |                          |                                      |
| Storm water/drainage calculations  | >           | ^                                     | ^  | *              |                   |                | ^            | ^           |   |                          |                                      |
| Preliminary grading plan   | <i>&gt;</i> | <i>&gt;</i>                           |  | *              |                   |                | /            |             |   |                          |                                      |
| Final grading and erosion control plan                                     |             |                                       | ^  |                |                   |                |              | <i>&gt;</i> | *   | *                        | *                                    |
| Zoning map   | <i>&gt;</i> |                                       |  |                |                   |                |              |             |   |                          |                                      |
| Preliminary development plan   |             | ^                                     |  | *              |                   |                |              |             |   |                          |                                      |
| Final development plan   | *           |                                       | /  | *              |                   | ~              |              |             |   | *                        | *                                    |
| Preliminary plat   |             |                                       |  |                |                   |                | ^            |             |   |                          |                                      |
| Final plat   |             |                                       |  |                |                   |                |              | <i>&gt;</i> |   |                          |                                      |
| Preliminary engineering  | *           | ^                                     |  |                |                   |                | ^            |             |   |                          |                                      |
| Final engineering  | *           |                                       | <i>&gt;</i>  |                |                   |                |              | <i>&gt;</i> |   |                          |                                      |
| Lighting plan  |             |                                       | >  |                |                   | *              |              |             |   | *                        | *                                    |
| Landscape plan   | *           | >                                     | >  |                |                   | *              |              |             |   | *                        | *                                    |
| Sign plan and details  |             |                                       | >  |                |                   | *              |              |             |   | *                        | *                                    |
| Elevations   | *           | >                                     | >  |                |                   | *              |              |             |   | *                        | *                                    |
| Material palate (material samples and paint chips)                         |             |                                       | >  |                |                   | *              |              |             |   | *                        | *                                    |
| Checklist  | >           | ~                                     | >  | <i>&gt;</i>    | ~                 | ~              | ~            | >           | >   | >                        | >                                    |
| Electronic copy (ADOBE PDF)  | >           | >                                     | >  | >              | >                 | >              | >            | >           | >   | >                        | >                                    |
| Covenants and restrictions   |             |                                       |  |                |                   |                | >            | >           |   | *                        |                                      |
|  |             |                                       |  |                |                   |                |              |             |   |                          |                                      |
| NOTES: < Mandatory submission * Determined by staff at pr                  | re-applica  | e-application meeting                 | ing  |                |                   |                |              |             |   |                          |                                      |
| 1. All checked Items must be submitted in proper form by the application d | eadline.    | complete a                            | pplications v                                      | vill be held ı | until comple      | te and then    | entered into | the review  | Incomplete applications will be held until complete and then entered into the review process at the next deadline date. | ie next dead             | line 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.

Additional information may be required for unique and/or complex project.
 All plans and documents including studies and reports shall be placed on a CD or USB Flash Drive formatted in Adobe PDF and MS Word.



Unified Government of Wyandotte County • Kansas City, Kansas

701 N 7<sup>th</sup> Street, Suite 423 Kansas City, Kansas 66101 www.wycokck.org/planning Phone: (913) 573-5750 Fax: (913) 573-5796 Email: planninginfo@wycokck.org

### Fee Schedule

Effective April 30, 2023

|     | DESCRIPTION OF SERVICES                            | UNIT          | FEE   |
|-----|--|---------------|---|
| I.  | MASTER PLAN AMENDMENTS                             |               |   |
|     | Master Plan Amendment                              |               | No Charge                                       |
| II. | CHANGE OF ZONE APPLICATIONS                        | TRACT SIZE    | FEE   |
|     | A. Agricultural Zones                              | All Sizes     | \$160.00  |
|     | B. Low Density Residential Zones                   | 0-5 Acres     | \$160.00  |
|     |  | 5.1-10 Acres  | \$210.00  |
|     | R, RP, R-1, RP-1, R-1(B), RP-1(B),                 | 10.1-20 Acres | \$260.00  |
|     | R-2, RP-2, R-2(B), RP-2(B)                         | Over 20 Acres | \$315.00  |
|     | C. Medium and High-Density Residential Zones       | 0-5 Acres     | \$260.00  |
|     |  | 5.1-10 Acres  | \$365.00  |
|     | R-3, RP-3, R-4, RP-4, R-5, RP-5, R-6, RP-6, RM     | 10.1-20 Acres | \$470.00  |
|     |  | Over 20 Acres | \$470.00 plus \$55.00 for each 5 acres over 20. |
|     | D. Office Zones and Multiple District Applications | 0-5 Acres     | \$260.00  |
|     |  | 5.1-10 Acres  | \$365.00  |
|     | C-0 and CP-0                                       | 10.1-20 Acres | \$470.00  |
|     |  | Over 20 Acres | \$550.00 plus \$55.00 for each 5 acres over 20. |
|     | E. Commercial Zones                                | 0-5 Acres     | \$365.00  |
|     |  | 5.1-10 Acres  | \$520.00  |
|     | C-1, CP-1, C-2, CP-2, C-3, CP-3, TND               | 10.1-15 Acres | \$625.00  |
|     |  | 15.1-20 Acres | \$730.00  |
|     |  | Over 20 Acres | \$730.00 plus \$55.00 for each 5 acres over 20. |
|     | F. Industrial Zones                                | 0-5 Acres     | \$420.00  |
|     |  | 5.1-10 Acres  | \$520.00  |
|     | M-1, MP-1, M-2, MP-2, M-3, MP-3, B-P               | 10.1-15 Acres | \$625.00  |
|     |  | 15.1-20 Acres | \$730.00  |
|     |  | Over 20 Acres | \$730.00 plus \$55.00 for each 5 acres over 20. |

|      | DESCRIPTION OF SERVICES   | UNIT                | FEE  |
|------|---|---------------------|--|
| III. | SPECIAL USE PERMIT APPLICATIONS (not specific                           | cally listed below) | FEE  |
|      | 0-5 Acres   |                     | \$365.00   |
|      | 5.1-10 Acres  |                     | \$470.00   |
|      | 10.1-15 Acres   |                     | \$575.00   |
|      | 15.1-20 Acres   |                     | \$680.00   |
|      | Over 20 Acres   |                     | \$680.00 plus \$55.00 for each 5 acres over 20.    |
| IV.  | HOME OCCUPATION SPECIAL USE PERMIT AP                                   | PLICATIONS          | FEE  |
|      | Home Occupations  |                     | \$80.00  |
|      | Keeping of Farm Animals   |                     | \$80.00  |
|      | Kennel Permits  |                     | \$365.00   |
|      | Temporary Use of Land   |                     | \$365.00   |
| V.   | MISCELLANEOUS SPECIAL USE PERMIT APPL                                   | CATIONS             | FEE  |
|      | Fill or removal of earth materials                                      |                     | \$150.00   |
|      | Special event permits (10 days or less)                                 |                     | \$315.00   |
|      | Uses of educational, religious, philanthropic or eleemosynary in nature |                     | \$365.00   |
|      | Group Dwellings   |                     | \$260.00   |
|      | Permits under section 27-593(b) (excluding                              | 0-5 Acres           | \$780.00   |
|      | group dwellings)  | 5.1-10 Acres        | \$940.00   |
|      |   | 10.1-15 Acres       | \$1,145.00   |
|      |   | 15.1-20 Acres       | \$1,355.00   |
|      |   | Over 20 Acres       | \$1,355.00 plus \$105.00 for each 5 acres over 20. |
| VI.  | SHORT TERM RENTAL APPLICATIONS  |                     | FEE  |
|      | Special Use Permit Review   | 0-5 Acres           | \$365.00   |
|      |   | 5.1-10 Acres        | \$470.00   |
|      |   | 10.1-15 Acres       | \$575.00   |
|      |   | 15.1-20 Acres       | \$680.00   |
|      |   | Over 20 Acres       | \$680.00 plus \$55.00 for each 5 acres over 20.    |
|      | Administrative Review   |                     | \$50.00  |
| VII. | VARIANCE (APPEAL) APPLICATIONS  |                     | FEE  |
|      | Carport Appeals   |                     | \$105.00   |
|      | Agricultural/Residential Appeals  |                     | \$105.00   |
|      | Commercial/Industrial Appeals   |                     | \$210.00   |
|      | Appeal of Director's Interpretation or Administr                        | ative Review        | \$200.00   |

|       | DESCRIPTION OF SERVICES   | UNIT                     | FEE                     |
|-------|---|--------------------------|-------------------------|
| VIII. | PLAT APPLICATIONS   | UNIT                     | FEE                     |
|       | Preliminary and Final Plat Application  |                          | No Charge               |
|       | Kansas City Kansas Plat Recording   | Per Lot                  | First 10 Lots - \$7.00  |
|       |   |                          | Lots 11 and up - \$6.00 |
|       | Lot Split   | Per Split                | \$25.00                 |
| IX.   | PLAN REVIEW APPLICATIONS  |                          | FEE                     |
|       | Preliminary Plan Review   |                          | \$150.00                |
|       | Final Plan Review   |                          | \$250.00                |
|       | Preliminary and Final Plan Review   |                          | \$250.00                |
| x     | VACATION APPLICATIONS   |                          | FEE                     |
|       | Agricultural/Residential  |                          | \$105.00                |
|       | Commercial/Industrial   |                          | \$315.00                |
| XI.   | HISTORIC LANDMARK REVIEW APPLICATIONS   |                          | FEE                     |
|       | Environs Review   |                          | \$50.00                 |
|       | Certificate of Appropriateness  |                          | \$75.00                 |
|       | Historic Designation (District/Landmark)  |                          | \$150.00                |
| XII.  | SIGN PERMIT APPLCATIONS   | UNIT                     | FEE                     |
|       | Incidental Signs  | Per Sign                 | \$25.00                 |
|       | Flags   | Per Flag                 | \$25.00                 |
|       | Attached Signs  | Per Sign                 | \$30.00                 |
|       | Detached Signs  | Per Sign                 | \$80.00                 |
|       | Billboards  | Less than 300 SqFt       | \$160.00                |
|       | More than 300 SqFt  |                          | \$315.00                |
| XIII. | MISELLANEOUS FEES   |                          | FEE                     |
|       | Ordinance Publication Fees (for successful Change of Zone, Special Use P petitions) | ermits, and Vacation     | \$125.00                |
| XIV.  | KANSAS OPEN RECORDS ACT   |                          |                         |
|       | See Wyandotte County Clerks Office  | ce for "Kansas Open Reco | ords Act Fees"          |

Unified Government of Wyandotte County • Kansas City, Kansas

Phone: (913) 573-5750 Fax: (913) 573-5796 Email: planninginfo@wycokck.org

### **Neighborhood Meeting Guidelines**

### Applicability of meeting requirement:

Neighborhood meetings are required for the following application types:

701 N 7th Street, Suite 423

Kansas City, Kansas 66101

www.wycokck.org/planning

- 1. Change of Zone;
- 2. Master Plan Amendments;
- 3. Special Use Permit;
- 4. Non-Owner Occupied Short-Term Rentals;
- 5. Preliminary Plan Reviews; and,
- 6. Variances

Neighborhood meeting notices are sent to the following parties at least 14-days prior to the scheduled meeting:

- 1. Listed property owners within 200 feet of the subject property/project area;
- 2. In-District Commissioner and Commissioner At-Large for the subject property/project area; and,
- 3. Neighborhood groups and neighborhood business revitalization groups that are registered with the UG's Livable Neighborhood Division for the subject property/project area.

### Items provided to Applicants by Staff:

The following items will be provided to applicants by staff approximately one (1) to two (2) weeks after the application submission deadline:

- 1. Instructions for hosting a neighborhood meeting;
- 2. List of property owners within 200 feet that must receive an invitation to your meeting (see above);
- 3. Affidavit to be signed, stating that the meeting was conducted;
- 4. Sample meeting letter, which the applicant may fill in with their information; and,
- 5. Sample minutes to follow during the neighborhood meeting.

### Sending Notice of Neighborhood Meeting to Property Owners:

- 1. Determine the location of your neighborhood meeting:
  - a. Your meeting must be within close proximity of the subject property;
  - b. Your meeting may be held online, via Zoom, Microsoft Teams, or Google Meeting. Login information must be included within your letter.
- 2. Determine the time of your neighborhood meeting:
  - a. Meetings must be scheduled after 4:00pm on the weekday, or on the weekend.
- 3. Use the attached sample letter template to write your meeting invitation. Letters shall include the following information:
  - a. Contact information for the applicant(s);
  - b. Petition number(s) of the applicant's request;
  - c. Detailed explanation of the project; and,
  - d. Time, date, location or log-in information for the meeting.
- 4. Letters must be postmarked 14-days prior to the scheduled meeting date.
- 5. Letters are not required to be sent by certified mail, however, the applicant may choose to do so, in order to have a record of when notices were sent/received.

### **Conducting the Neighborhood Meeting**

- 1. Provide a sign-in sheet for attendees (if in-person) or screenshot of the meeting, showing all attendees (if held online).
- 2. Designate a member of the applicant team to take minutes of the meeting. A sample of meeting minutes is provided to applicants.
- 3. The meeting shall be open to the public for at least 30 minutes, so to ensure that potential attendees are able to participate.
- 4. Your presentation of your project shall include the following items:
  - a. Detailed description of the project, including renderings, plans, photos, etc.
  - b. Detailed description of the parties involved with the project, and their roles in the project.
  - c. Details of how the project will operate (hours of operation, type(s) of business, etc)
- 5. After your presentation, the applicant shall allow the public to ask questions or express any potential concerns regarding the proposed project.
  - a. The applicant shall answer all questions or concerns to the best of their ability.

### After the meeting:

After the neighborhood meeting, the following items shall be emailed to staff, including:

- 1. Sign-in sheet from the meeting (or screenshot if meeting held online);
- 2. Minutes from the meeting;
- 3. Affidavit, confirming that the meeting was conducted; and,
- 4. Any comments received by the public, aside from those that attended the meeting.

Phone: (913) 573-5750 Fax: (913) 573-5796 Email: planninginfo@wycokck.org

### **Zoning Sign Placement Guidelines**

### Applicability:

Zoning signs are required to be placed on the property for the following applications:

- 1. Change of Zone;
- 2. Master Plan Amendments;
- 3. Special Use Permit;
- 4. Non-Owner Occupied Short-Term Rentals;
- 5. Preliminary Plan Reviews; and,
- 6. Variances

### Placement:

The purpose of this sign is to inform the public of a pending public hearing. The following criteria below will help in the placement of the sign.

- 1. Zoning sign must be visible from the street;
- 2. Place the sign perpendicular to the street, so that both sides are visible;
- 3. If there is a choice of streets, place the sign along the most traveled street;
- 4. Post the sign so that it is visible above any grass or shrubs in the area;
- 5. The sign should not be placed in the right-of-way. When in doubt, place the sign at least 10-feet away from the edge of the street; and,
- 6. The sign must be posted no later than 21-days prior to the hearing and must be kept in place until after the City Planning Commission, at which point it shall be removed and disposed of properly.



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### **Planning Entitlement Contact List**

The land development process frequently requires input from a variety of people and organizations. This can include utility companies, local school districts and many departments of the Unified Government. This contact list has been included in the application packet to better facilitate collaboration between you and the other entities involved in the development process. If you can't find a contact you need in this list, reach out to the Department of Planning + Urban Design and we'll be happy to assist you:

### **Building Inspection**

Jim Neath, Chief Building Inspector Neighborhood Resource Center 4953 State Avenue Kansas City, KS 66102 913-573-8620 buildinginspection@wycokck.org

### **Livable Neighborhoods**

Kayla Hower, Director Neighborhood Resource Center 4953 State Avenue Kansas City, KS 66102 (913) 573-8645 kjhower@wycokck.org

### **Code Enforcement**

Patrick Holton, Division Manager Neighborhood Resource Center 4953 State Avenue, Kansas City, KS 66102 913-573-8600 pholton@wycokck.org

### **Business Licensing**

Jason Haworth, Division Manager Neighborhood Resource Center 4953 State Avenue, Kansas City, KS 66102 913-573-8600 businesslicense@wycokck.org

### **Rental Licensing**

Neighborhood Resource Center 4953 State Avenue Kansas City, KS 66102 913-573-8649 rentallicensing@wycokck.org

### **Department of Planning + Urban Design**

Gunnar Hand, AICP, Director 701 N 7th Street, Suite 423 Kansas City, Kansas 66101 Phone: (913)-573-5750 Fax: (913)-573-5796 planninginfo@wycokck.org

### **Public Works**

Troy Shaw, Interim Director 701 North 7th Street, Suite 712 Kansas City, KS 66101 913-573-5700 tshaw@wycokck.org

### **Wyandotte County Health Department**

Juliann VanLiew, Director 619 Ann Avenue Kansas City, KS 66101 913-573-8855 tgarrison@wycokck.org

### **GeoSpatial Services**

Chris Cooley, Director 710 North 7th Street, Suite 200 Kansas City, KS 66101 913-573-2941 ccooley@wycokck.org

### **Transit**

Desiray Bush, Director Fleet Complex 5033 State Avenue, Kansas City, Kansas 66102 (913) 573-8312 dbush@wycokck.org

### **BPU Electric Engineering**

Courtney Connor, Supervisor
Transmission and Distribution Engineering 6742
Riverview Avenue
Kansas City, KS 66102
913-573-9538
cconnor@bpu.com

Mathew Kreig 6742 Riverview Avenue Kansas City, KS 66102 913-573-9842 mkreig@bpu.com

### **BPU Electric Services Clerk New Electric**

Mike Quimby 6742 Riverview Avenue Kansas City, KS 66102 913-573-9531 mquimby@bpu.com

### **Kansas Gas Service Company**

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

### Fire Department

Harvey Fields 815 North 6th Street Kansas City, KS 66101 913-573-5550 hfields@kckfd.org

### AT&T

2121 E. 63rd Street Kansas City, MO 64130 800-403-3302

### Midco

2000 West 31st Street, Suite C Lawrence, KS 66046 800-888-1300

### Fairfax Drainage District:

Andrew Dailey, PE 3201 Fairfax Trafficway Kansas City, KS 66115 adailey@fddwyco.org

### **Wolcott Drainage District:**

David Knetter djknetter@gmail.com

### **BPU Water Engineering**

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

### **BPU Water Services Clerk New Water**

Gloria Barnett, Services and Maintenance 913-573-9843 <a href="mailto:gbarnett@bpu.com">gbarnett@bpu.com</a>

### **Atmos Energy**

Richard Yunghans 25090 West 110th Terrace Olathe, KS 66061 913-254-6355 richard.yunghans@atmosenergy.com

### **Police Department**

700 Minnesota Avenue, Kansas City, Kansas 66101 (913) 596-3000 pio@kckpd.org

### **Spectrum**

550 Westport Road Kansas City, MO 64111 866-874-2389

### **Kaw Valley Drainage District:**

Joe Roth 719 Osage Avenue Kansas City, KS 66105 kvddwucp@sbcglobal.com

### **Kansas City Kansas USD #500**

Dr. Anna Stubblefield, Superintendent 2010 N 59th Street Kansas City, Kansas 66104 913-279-2235 anna.stubblefield@kckps.org

### Piper USD #203

Dr. Jessica Dain, Superintendent 3130 N 122nd Street Kansas City, Kansas 66109 913-721-2088 bmccann@piperschools.com

### Turner USD #202

Jason Dandoy, Superintendent 800 South 55th Street Kansas City, Kansas 66106 913-288-4100 dandoyi@turnerusd202.org

### **Kansas City Area Transportation Authority**

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

### **Convention and Visitors Bureau**

Alan Carr, Executive Director 755 Minnesota Avenue P.O. Box 171517 Kansas City, KS 66117 913-321-5800 alan@VisitKansasCityKS.com

### **Wyandotte County Conservation District**

Cheri Miller, District Director 1204 North 79th Street Kansas City, KS 66112 913-334-6329 wyco.conservation@gmail.com

### **Bonner Springs USD #204**

Rick Moulin, Superintendent 2200 South 138th Street Bonner Springs, KS 66012 913-422-5600

### **Kansas City Kansas Community College**

Dr. Greg Mosier, President 7250 State Avenue Kansas City, Kansas 66112 913-334-1100 gmosier@kckcc.edu

### **Kansas Department of Transportation**

Chris Herrick, Director of Planning and Development Eisenhower State Office Building 700 Southwest Harrison Street Topeka, KS 66603 785-296-2252

### **Chamber of Commerce**

727 Minnesota Avenue P.O. Box 171337 Kansas City, KS 66117 913-371-3070 www.kckchamber.com

### Wyandotte County Economic Development Council

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