



Department of Planning + Urban Design

Unified Government of Wyandotte County • 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

Development Application

Welcome to the Unified Government’s land entitlement 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 2-4);
 - Signed Declaration and Property Owner's Consent Form (Pages 5-6);
 - 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);
 - Building elevations and/or renderings (if applicable); and,
 - Subdivision Exhibit (for plats and lot splits only).

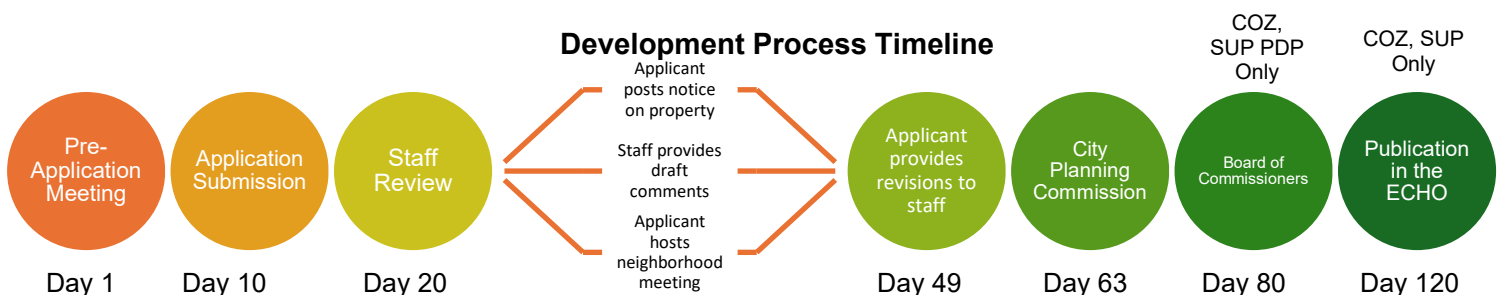
3

- **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 [Section 27-198](#), 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 [Chapter 27](#) of the Unified Government Code of Ordinances.

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

Development Process Timeline





Department of Planning + Urban Design

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

Development Application

Office Use Only	Case Number: _____ Date Received: _____ Fee: _____	
	Anticipated CPC Date: _____ Anticipated BOC Date: _____	
1	<input type="checkbox"/> Change of Zone From: _____ to: _____ <input type="checkbox"/> Master Plan Amendment <input type="checkbox"/> Development Plan <input type="checkbox"/> Preliminary <input type="checkbox"/> Final <input type="checkbox"/> Plat <input type="checkbox"/> Preliminary <input type="checkbox"/> Final Plat Name: _____	<input type="checkbox"/> Special Use Permit <input type="checkbox"/> General <input type="checkbox"/> Keeping Animals <input type="checkbox"/> Grading <input type="checkbox"/> Group Dwelling <input type="checkbox"/> Home Occupation <input type="checkbox"/> Other <input type="checkbox"/> Temporary Use of Land <input type="checkbox"/> Vacation <input type="checkbox"/> Street <input type="checkbox"/> Alleyway <input type="checkbox"/> Utility <input type="checkbox"/> Lot Split (Administrative Review)
2	Applicant(s) Name: _____ Company: _____ Street Address: _____ City/State: _____ Zip: _____ Telephone: _____ Email: _____	
	Applicant's Representative: _____ Company: _____ Street Address: _____ City/State: _____ Zip: _____ Telephone: _____ Email: _____	
	Property Owner(s) Name (if different than applicant): _____ Street Address: _____ City/State: _____ Zip: _____ Telephone: _____ Email: _____	
3	Address or general location of property: _____ Land area (acres): _____ Land area (square feet): _____	

4	<p>Project Description (Provide as much information as possible, as it will assist staff in reviewing this request, including alterations, additions, demolitions, architectural styles, uses on the site, etc.):</p> <p>Describe the present use and condition of the property: _____</p> <p>_____</p> <p>_____</p> <p>What is the proposed use(s) for the property? _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
---	--

5	<p>Project Conformance to the Comprehensive Plan:</p> <p>Plan area the property is located in: _____</p> <p>Does this request require a Master Plan Amendment? <input type="radio"/> Yes <input type="radio"/> No</p> <p>Current Master Plan Designation: _____</p> <p>Proposed Master Plan Designation (if applicable): _____</p>
---	---

6	<p>Project Details (Fill in all that apply):</p> <p>Number of Single-Family or Duplex Units: _____</p> <p>Number of Multi-Family Units: _____</p> <p>Number of Lots: _____</p> <p>Square Footage of Commercial: _____</p> <p>Square Footage of Industrial: _____</p> <p>Square Footage of Right of Way: _____</p> <p>Square Footage of Private Open Space: _____</p> <p>Square Footage of Stormwater Detention: _____</p>
---	--

7

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?

Within the past six (6) months Within the past one (1) year

Within the past five (5) years More than five (5) years

8

Prior to submitting your application, please ensure you have provided the following items:

Completed Application

Signed declaration and owner's consent form (Pages 5-6);

Required application fee (See attached fee schedule);

Legal description of the property in Microsoft Word Document format, sent to EDR@wycokck.org;

Photographs of the existing property;

Dimensioned site, floor, and landscape plans;

Civil Plans (if applicable);

Elevations and/or renderings (if applicable); and,

Subdivision Exhibit (for plats and lot splits only).

These items are required as part of a complete application per Section 27-198. Failure to provide any of the above items (unless otherwise instructed) will result in your application not being processed.

End of Application

Please review again to ensure all applicable fields are completed.

Any incomplete fields may result in your application not being processed, per [Section 27-198](#).

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

State of _____)
County of _____) SS:

Comes now _____
(Property Owner)

of lawful age, sound mind and upon his/her oath states as follows:

1. That I am the property owner of _____ in Kansas City, Kansas.
2. That I have reviewed that application for _____ to operate/develop
(Applicant)
_____ on my property.
(Proposed Action)
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 before me on this _____, day of _____,
20_____, in the County of _____, State of _____.

My commission expires _____ of _____, 20_____.

Notary Public: _____ Stamp:



Department of Planning + Urban Design

Unified Government of Wyandotte County • 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

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 R, RP, R-1, RP-1, R-1(B), RP-1(B), R-2, RP-2, R-2(B), RP-2(B)	0-5 Acres	\$160.00
			5.1-10 Acres	\$210.00
			10.1-20 Acres	\$260.00
			Over 20 Acres	\$315.00
	C.	Medium and High-Density Residential Zones R-3, RP-3, R-4, RP-4, R-5, RP-5, R-6, RP-6, RM	0-5 Acres	\$260.00
			5.1-10 Acres	\$365.00
			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 C-0 and CP-0	0-5 Acres	\$260.00
			5.1-10 Acres	\$365.00
			10.1-20 Acres	\$470.00
			Over 20 Acres	\$550.00 plus \$55.00 for each 5 acres over 20.
	E.	Commercial Zones C-1, CP-1, C-2, CP-2, C-3, CP-3, TND	0-5 Acres	\$365.00
			5.1-10 Acres	\$520.00
			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 M-1, MP-1, M-2, MP-2, M-3, MP-3, B-P	0-5 Acres	\$420.00	
		5.1-10 Acres	\$520.00	
		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 specifically 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 APPLICATIONS		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 APPLICATIONS		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 group dwellings)	0-5 Acres	\$780.00
		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 Administrative Review		\$200.00

	DESCRIPTION OF SERVICES	UNIT	FEE
VIII.	PLAT APPLICATIONS		UNIT
	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
	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 Permits, and Vacation petitions)		\$125.00
XIV.	KANSAS OPEN RECORDS ACT		
	See Wyandotte County Clerks Office for "Kansas Open Records Act Fees"		



Submission 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 Deadline	Submission Deadline Dates - DUE BY 12:00 NOON	Reviewing Agency Comments Due/Engineering Comments due to applicant	Comments to Applicant and Comment Review Meeting Date	Post Notice on Property - Engineering Resubmittals due at 12:00 Noon	Last day for continuance/engineering approval / Final Resubmissions Due 12:00 Noon	City Planning Commission Meeting/Board of Zoning Appeals Public Hearing	Last day to comply with stipulations	BOC Packets Due	Board of Commissioners/ Public 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	1/27/2025	1/14/2025	1/20/2025	1/21/2025	1/27/2025	2/10/2025	2/19/2025	2/19/2025	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	1/2/2026	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
7/14/2026	7/24/2026	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 submitted 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 studies, final design, and construction drawings. 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 Planning + Urban Design Department, 701 North 7th Street, Suite 423 or ED.R@wyockick.org 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.
11	Final plats will not be placed on a Planning Commission agenda unless Planning Engineering has been approved.
12	It is highly recommended that the applicant schedule a comment review meeting to review comments with staff.
13	Incomplete, sloppy or technically deficient plans may be returned without complete review.
14	In cases where a variance is required, the item will be stayed pending BOZA action.

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	Landmark Designation	Certificate of Appropriateness
Application	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Fee (check made 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	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Electronic copy (ADOBE PDF)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Covenants and restrictions	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

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

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



Neighborhood Meeting Guidelines

Applicability of meeting requirement:

Neighborhood meetings are required for the following application types:

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.



Department of Planning + Urban Design

Unified Government of Wyandotte County • 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

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.



Department of Planning + Urban Design

Unified Government of Wyandotte County • 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

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
gbarnett@bpu.com

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
dandoyj@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