



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

Welcome to the Unified Government's Historic Landmarks Review process. We look forward to working in collaboration with you on your proposed project.

If you have any questions about your proposed project, please reach out to our Historic Preservationist.

Planning + Urban Design:

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

1

Complete the application and refer to the application checklist to ensure all required attachments and documents have been included.

2

You may submit a completed application in one of two (2) ways:

- 1. Electronically** by email, at EDR@wycokck.org:
- 2. In person** at the Planning + Urban Design office, located in City Hall at North 7th Street, Kansas City, Kansas 66101.

NOTE: All applications must be completed and submitted as listed above. Any incomplete or improperly submitted applications will not be processed or reviewed by staff.

Any incomplete applications WILL NOT be processed.

If you have any questions or need assistance, please contact us at (913) 573-5750 or Planninginfo@wycokck.org.




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Historic Landmarks Review Application

	Case Number: _____ Staff Planner: _____ Anticipated LMC Date(s): _____ Fee Total: _____ Date Fees Paid: _____ <input type="checkbox"/> Certificate of Appropriateness <input type="checkbox"/> Environs Review <input type="checkbox"/> Historic Designation
	1 Applicant(s) Name: _____ Company: _____ Street Address: _____ City/State: _____ Zip: _____ Telephone: _____ Email: _____ Property Owner(s) Name (if different than applicant): _____ Street Address: _____ City/State: _____ Zip: _____ Telephone: _____ Email: _____ Project Manager (if applicable): _____ Company: _____ Street Address: _____ City/State: _____ Zip: _____ Telephone: _____ Email: _____
2 Address or general location of property _____ Land area (acres) _____ or Land area (square feet) _____	
Application Instructions <ul style="list-style-type: none"> • If you are seeking to add on to, alter, or demolish a property, please complete to pages 2 – 12 • If you are seeking to designate a property as a landmark or seek a district designation, please complete pages 2 and 13 	

Project Description

Describe the present use and condition of the property: _____

What is the proposed use(s) for the property? _____

What work are you proposing on the property? (be specific) _____

Please include the following information with the completed application:

1. Legal Description of the property in Microsoft Word Document format on a USB Flash Drive or a word document attachment in an email to EDR@wycokck.org.
2. Two (2) sets of elevations, one (1) from before the proposed work and one (1) after the proposed work, showing all four (4) sides of the building, even sides that will have no work being done to it. Elevations must show the dimensions of the façade of the building and must include the dimensions of all windows and doors present on that side of the building;
3. Photographs of all four (4) sides of the building. If work has already started on the building, then two (2) sets of photographs are needed, one (1) set to show the condition of the building’s exterior before the work started (if possible) and one (1) set to show the current condition of the building’s exterior;
4. List of materials that will be used. Photographs, screenshots, or print outs of materials and/or specification sheets are acceptable, so long as the proposed materials’ color and other information is accurate. A material palette is not necessary; and
5. Plot plan for the property. The plot plan does not have to be produced by a licensed professional, however, North must be shown on the plan and all dimensions of the parcel, building footprints, and distance from buildings to the property boundary must be marked and accurate. If the proposed work includes an addition or expansion of any structure on the property, (if the addition/expansion work is a porch or deck, see Section V below), then two (2) plot plans, one (1) from before the proposed work and one (1) after the proposed work, must be provided. The updated plot plan must show the footprint and dimensions of the proposed porch/deck as well as the distance from the property boundary in order to ensure the additional work will not cause the porch/deck to exceed any building lines or setbacks.

Scope of Work Questionnaire

This section of the Historic Landmarks Review Application shall be completed by anyone seeking an addition to a property, alterations to a property, or demolition of a property. Please answer all questions; Failure to complete the application may result in delays in your application.

If you are only seeking a Historic Designation, please skip to page 13.

5

Section 5: Roof

1) Are you replacing the roof or the roofing shingles?

NO

If NO, provide the following items:

1. Photographs of the existing roof;
2. Photographs of the replacement (new) roofing shingles; and,
3. Information sheet or specifications for the replacement roof (i.e. a brochure, sales report, or photograph of an online catalog).

YES

If YES, provide the following items, in order to explicitly identify both the color and material of the proposed roof:

1. Photographs of the current (old) roof;
2. Information sheet or specifications for the current roof, if available;
3. Photographs of the replacement (new) roofing shingles; and,
4. Information sheet or specifications for the replacement roof (i.e. a brochure, sales report, or photograph of an online catalog).

2) Are you installing Solar Panels?

NO

Skip to question 3

YES

If YES, provide the following items, in order to explicitly identify both the color and material of the proposed roof:

1. Photographs of the current (old) roof;
2. Information sheet or specifications for the solar panels;
3. Detailed drawings of how the solar panels will be mounted; and,
4. Roof plan, demonstrating where the panels will be mounted.

Section 5: Roof, continued

3) Are you replacing any of the current soffits or fascia?

NO Skip to question 4

YES

If YES, will the soffits or fascia change in material or color from the original soffits or fascia?

YES

If YES, provide the following items, in order to explicitly identify both the color and material of the proposed roof, in order to explicitly identify both the color and material of the proposed soffits and/or fascia:

1. Photographs of the current (old) soffits/fascia;
2. Information sheet or specifications for the current soffits/fascia, if available;
3. Photographs of the replacement (new) soffits/fascia; and
4. Information sheet or specifications for the replacement soffits/fascia (i.e. a brochure, sales report, or photograph of an online catalog).

NO

If NO, provide the following items:

1. Photographs of the current (old) soffits/fascia;
2. Photographs of the replacement (new) soffits/fascia; and,
3. Information sheet or specifications for the replacement soffits/fascia (i.e. a brochure, sales report, or photograph of an online catalog).

4) Are you replacing any other parts of the roof (e.g. gutters)?

NO Skip to Section 6

YES

If YES, will the roof parts be in the same material or color from the original roof parts?

YES

If YES, provide the following items, in order to explicitly identify both the color and material of the proposed roof parts:

1. Photographs of the current (old) roof parts;
2. Information sheet or specifications for the current roof parts, if available;
3. Photographs of the replacement (new) roof parts; and
4. Information sheet or specifications for the replacement roof parts (i.e. a brochure, sales report, or photograph of an online catalog).

NO

If NO, provide the following items:

1. Photographs of the current (old) soffits/fascia;
2. Photographs of the replacement (new) soffits/fascia; and,
3. Information sheet or specifications for the replacement soffits/fascia (i.e. a brochure, sales report, or photograph of an online catalog).

5

Section 6: Siding

1) Are you replacing the current siding on the house?

NO Skip to Section 7

YES A) Is the siding brick?

NO If NO, skip to question B

YES i. If YES, will you be repairing or replacing the existing brickwork with the same or comparable brick?

YES **NO**

Describe the proposed character of the brickwork below and how it will match the historic character:

ii. If the proposed siding is brick, will you be removing or painting any brickwork?

YES **NO**

Describe how and why you intend to remove and/or paint the brick to match the historic character.

B) Will the new siding change in color, style, material, or dimensions?

YES If YES, provide the following items, in order to explicitly identify both the color and material of the proposed siding:

1. Photographs of the current (old) siding;
2. Information sheet or specifications for the current siding, if available;
3. Photographs of the replacement (new) siding; and
4. Information sheet or specifications for the replacement siding (i.e. a brochure, sales report, or photograph of an online catalog).

NO If NO, provide the following items:

1. Photographs of the current (old) siding;
2. Photographs of the replacement (new) siding; and,
3. Information sheet or specifications for the replacement siding (i.e. a brochure, sales report, or photograph of an online catalog).

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Section 7: Windows

1) Are you replacing any of the existing windows??

NO Skip to Question 2

YES A) If YES, provide elevation drawings of each side of the structure, showing all the windows and their current dimensions. Provide elevations even for the sides of the structure that do not have any windows being replaced. These elevation drawings can be combined with other elevation drawings provided in this application.

2) Will any of the windows change in color, dimensions, material, or appearance

NO Skip to Question 3

YES A) If YES, provide the following items:

- i. Photographs of all the current (old) windows (at least one photograph that shows the entire side of the structure. Close up photographs of each window is also encouraged so long as staff can tell where the window is on the structure);
- ii. Measurements of the current windows:
 1. Total height (edge of the top of the frame to edge of the bottom of the frame);
 2. Width (outside edge of one side of the frame to outside edge of the other side of the frame);
 3. Sash width (outside edge of the frame to edge of the glass pane); and,
 4. Number of panes of glass (i.e. one (1)-over-one (1), three (3)-over-one(3), 6-over-6).

NOTE: When providing measurements to Staff, be sure to identify which measurements belong to which window.
- iii. Information sheet or specifications for the current windows, if available, including if they are single or double hung;
- iv. Photographs of the replacement (new) windows;
- v. Measurements of the new windows:
 1. Total height (edge of the top of the frame to edge of the bottom of the frame);
 2. Width (outside edge of one side of the frame to outside edge of the other side of the frame);
 3. Sash width (outside edge of the frame to edge of the glass pane); and,
 4. Number of panes of glass (i.e. one (1)-over-one (1), three (3)-over-one(1), six (6)-over-six (6)).

NOTE: When providing measurements to Staff, be sure to identify which measurements belong to which window.
- vi. Information sheet or specifications for the replacement windows (i.e. a brochure, sales report, or photograph of an online catalog); and,
- vii. Identify the color and material of the new windows.

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Section 7: Windows, continued

3) Are you adding or moving any new windows that were not there before?

NO If NO, proceed to Question 4

YES

A) If YES, provide the following items:

- i. Photographs of the replacement (new) windows;
- ii. Measurements of the new windows:
 - 1. Total height (edge of the top of the frame to edge of the bottom of the frame);
 - 2. Width (outside edge of one side of the frame to outside edge of the other side of the frame);
 - 3. Sash width (outside edge of the frame to edge of the glass pane); and,
 - 4. Number of panes of glass (i.e. one (1)-over-one (1), three (3)-over-one(1), 6-over-6).

NOTE: When providing measurements to Staff, be sure to identify which measurements belong to which window.

- iii. Information sheet or specifications for the replacement windows. (i.e. a brochure, sales report, or photograph of an online catalog);
- iv. Identify the color and material of the new windows; and,
- v. An elevation rendering of the building with the new windows in place.

4) Are you covering up any current windows?

NO If NO, proceed to Section 8

YES

A) If YES, provide the following items:

- i. Explain why you are covering up the window:

- ii. Explain the material that will be used to cover the window opening. This should include information about the siding that will go over the window. The siding should match the rest of the building (if the siding is not being replaced) or the replacement siding (if the siding is being replaced):

- iii. Provide an elevation rendering of the building with the window covered up.

7

Section 8: Doors

1) Are you replacing any of the existing exterior doors?

NO If NO, proceed to Question 2

YES A) If YES, provide elevation drawing of each side of the structure, showing all the doors and their current dimensions. Provide elevations even for the sides of the structure that do not have any doors being replaced. These elevation drawings can be combined with other elevation drawings provided in this application.

2) Will any of the doors change in color, dimensions, material, or appearance?

YES A) If YES, provide the following items, in order to explicitly identify the color and material of the proposed door:

- i. Photographs of all the current (old) doors. Close up photographs of each door is also encouraged so long as staff can tell where the doors is on the structure;
- ii. Measurements of the current doors:
 1. Total height;
 2. Total width; and,
 3. Number of panes of glass, if any

NOTE: When providing measurements to Staff, be sure to identify which measurements belong to which door.
- iii. Information sheet or specifications for the current doors, if available,
- iv. Photographs of the replacement (new) doors;
- v. Measurements of the new doors:
 1. Total height;
 2. Total width;
 3. Number of panes of glass if any.

NOTE: When providing measurements to Staff, be sure to identify which measurements belong to which door.
- vi. Information sheet or specifications for the replacement doors (i.e. a brochure, sales report, or photograph of an online catalog)

NO B) If NO, provide the following items,

- i. Photographs of all the current (old) doors. Close up photographs of each door is also encouraged so long as staff can tell where the doors is on the structure;
- ii. Measurements of the current doors:
 1. Total height;
 2. Total width; and,
 3. Number of panes of glass, if any

Continued on next page.

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Section 8: Doors, continued

- iv. Photographs of the replacement (new) doors;
- v. Measurements of the new doors:
 - 1. Total height;
 - 2. Total width;
 - 3. Number of panes of glass if any.

NOTE: When providing measurements to Staff, be sure to identify which measurements belong to which door.

3) Are you adding or moving any new doors that were not there before?

NO If NO, proceed to question 4

YES

A) If YES, provide the following items, in order to explicitly identify the color and material of the proposed door:

- i. Photographs of all the replacement (new) doors.
- ii. Measurements of the new doors:
 - 1. Total height;
 - 2. Total width; and,
 - 3. Number of panes of glass, if any

NOTE: When providing measurements to Staff, be sure to identify which measurements belong to which door.

- iii. Information sheet or specifications for the replacement doors (i.e. a brochure, sales report or photograph of an online catalog
- iv. An elevation rendering of the building with the new door in place.

4) Are you covering up any current doors?

NO If NO, proceed to Section 9

YES

A) If YES, answer or provide the following:

- i. Explain why you are covering up the door:

- ii. Explain the material that will be used to cover the door. This should include information about the siding that will go over the door. The siding should match the rest of the house (if the siding is not being replaced) or the replacement siding (if the siding is being replaced).

- iii. Provide an elevation rendering of the building with the door covered up.

8

Section 9: Porches

1) Are you doing any work on the front, rear, and/or side porch/deck?

NO If NO, proceed to Question 2

YES

A) If YES, will any part of the porch/deck be demolished?

YES **NO** (proceed to question 1B)

i. Will the demolished part be reconstructed?

YES **NO** (proceed to question 1B)

ii. Will the demolished part be reconstructed with the same dimensions and materials as before?

YES **NO**

B) Will you be expanding the footprint of the porch/deck?

YES **NO**

C) Will you be adding or replacing feature on to the porch /deck (railings, banisters, steps, etc.)?

YES **NO** (proceed to question 2)

i. If YES, list what feature will be added/replaced:

2) Are you building an additional front, rear, or side porch/deck?

NO, If NO, proceed to Section 10

YES

3) If you answered YES to any question in Section 9, provide construction plans for those porch(es)/deck(s). Plans should include measurements of the height, width, and length of each porch/deck, the materials to be used, and a rendering of the final product.

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Section 10: Expansions

1) Are you expanding the footprint area or dimensions, or in any other way adding walled space to any building not the property? This does not include any work on a porch or deck, which should be addressed in Section V.

NO If NO, proceed to Section 11: Demolition

YES A) If YES, follow the requirements below.

- i. The plot plan of proposed work must show all additions or expansion and include the following:
 - 1. Dimensions of all windows, doors, siding and roofing that will be added as part of this expansion.
 - 2. Styles to be used for all windows, doors, siding, and roofing that will be added as part of this expansion.
 - 3. Materials to be used for all windows, doors, siding, and roofing that will be added as part of this expansion.

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Section 11: Demolition

1) Are you demolishing any structure or portion of any structure on the property, including but not limited to, a porch or deck, any part of the roof (even a roof over a porch or deck), a wall or portion of a wall, or garage? This does not include any work on a porch or deck, which should be addressed in Section V.

NO If NO, proceed to Section 12

YES A) For every complete demolition of a structure on the property, the lot plan of proposed work must show all demolition.

B) For every partial demolition of a structure on the property, provide the following information:

- i. The plot plan of proposed work must show all demolition, and include the following:
 - 1. Labels of all windows, doors, siding and roofing that will be demolished or otherwise removed as part of this demolition;
 - 2. Styles to be used for all windows, doors, siding and roofing that will be demolished or otherwise removed as part of this demolition; and
 - 3. Materials to be used for all windows, doors, siding and roofing that will be demolished or otherwise removed as part of this demolition.

Secretary of the Interior's Standards for Rehabilitation

The following standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility. Please review these standards and indicate if your project follows these standards.

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Do plans for the property meet these standards?	Yes	No
A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.	<input type="checkbox"/>	<input type="checkbox"/>
The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.	<input type="checkbox"/>	<input type="checkbox"/>
Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.	<input type="checkbox"/>	<input type="checkbox"/>
Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.	<input type="checkbox"/>	<input type="checkbox"/>
Distinctive features, finishes and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.	<input type="checkbox"/>	<input type="checkbox"/>
Deteriorated historic features shall be repaired that replaced. Where the severity of deterioration requires replacement of a distinctive feature, a new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical or pictorial evidence.	<input type="checkbox"/>	<input type="checkbox"/>
Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.	<input type="checkbox"/>	<input type="checkbox"/>
Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.	<input type="checkbox"/>	<input type="checkbox"/>
New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.	<input type="checkbox"/>	<input type="checkbox"/>
New additions and adjacent or related new constructions shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.	<input type="checkbox"/>	<input type="checkbox"/>

End of Scope of Work Questionnaire

Proceed to page 14 for signatures.
Review the application to ensure all applicable fields are completed.
Any incomplete fields may result in your application not being processed.

Historic Nomination

This section of the Historic Landmarks Review Application shall be completed by anyone seeking to nominate a property, building, or district for a listing on the historic register. Please answer all questions; Failure to complete the application may result in delays in your application.

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Historic Register nomination description: _____

Why is this property historically or architecturally significant? _____

Why is Historic Landmark designation being sought? _____

Provide a list of sources that document the historical or architectural significance of the property: _____

End of Historic Nomination Questionnaire

Proceed to page 14 for signatures.

Review the application to ensure all applicable fields are completed.

Any incomplete fields may result in your application not being processed.

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. (Planner Name) _____
(Date) _____
- The information presented and contained within this application completed as required by this application and the required submission list is true and correct to the best of the undersigner(s) knowledge.
- 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.

My application consists of the following items and information necessary for a complete application. Please check all that apply.

- Completed Application
- Completed owner(s) consent form
- Required total fee \$ _____
- Legal description of the property in Microsoft Word Document format on a CD or USB Flash Drive.
- Photographs of the existing site/building
- Dimensioned Plans
- Elevations (if applicable)

Signatures

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 _____

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 add/alter/demo
(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:



Submittal Deadline Calendar 2023-2024

Unified Government of Wyandotte County • Kansas City, Kansas

Approximately a 60 day process

Requested Actions: Historic Landmarks Designations, Certificates of Appropriateness

Applications/Resubmissions due by 12:00 Noon

Submission Deadline Dates (Preapplication meeting required)	Notices to Property Owners	Comments to Applicant	Final Revisions and Board Copies DUE BY 12:00 NOON	Landmark Commission Meeting	Notices to Property Owners	Last day to comply with stipulations	BOC Packets Due	Board of Commissioners/ Public Hearing
1/24/2023	2/10/2023	2/14/2023	2/21/2023	3/6/2023	3/17/2023	3/22/2023	3/24/2023	3/30/2023
2/21/2023	3/10/2023	3/14/2023	3/21/2023	4/3/2023	4/14/2023	4/19/2023	4/21/2023	4/27/2023
3/21/2023	4/7/2023	4/11/2023	4/18/2023	5/1/2023	5/12/2023	5/17/2023	5/19/2023	5/25/2023
4/25/2023	5/12/2023	5/16/2023	5/23/2023	6/5/2023	6/16/2023	6/21/2023	6/23/2023	6/29/2023
5/23/2023	6/9/2023	6/12/2023	6/22/2023	7/5/2023	7/14/2023	7/19/2023	7/21/2023	7/27/2023
6/27/2023	7/14/2023	7/18/2023	7/25/2023	8/7/2023	8/18/2023	8/23/2023	8/25/2023	8/31/2023
7/25/2023	8/11/2023	8/16/2023	8/23/2023	9/5/2023	9/15/2023	9/20/2023	9/22/2023	9/28/2023
8/29/2023	9/15/2023	9/19/2023	9/19/2023	10/2/2023	10/13/2023	10/18/2023	10/20/2023	10/26/2023
9/26/2023	10/13/2023	10/17/2023	10/24/2023	11/6/2023	11/17/2023	11/22/2023	11/22/2023	11/30/2023
10/24/2023	11/12/2023	11/14/2023	11/21/2023	12/4/2023	12/22/2023	1/3/2024	1/5/2024	1/11/2024
11/21/2023	12/8/2023	12/13/2023	12/20/2023	1/2/2024	1/12/2024	1/17/2024	1/19/2024	1/25/2024
12/26/2023	1/12/2024	1/16/2024	1/23/2024	2/5/2024	2/16/2024	2/21/2024	2/23/2024	2/29/2024
1/23/2024	2/9/2024	2/13/2024	2/20/2024	3/4/2024	3/15/2024	3/20/2024	3/22/2024	3/28/2024
2/20/2024	3/8/2024	3/12/2024	3/19/2024	4/1/2024	4/12/2024	4/17/2024	4/19/2024	4/25/2024
3/26/2024	4/12/2024	4/16/2024	4/23/2024	5/6/2024	5/17/2024	5/22/2024	5/24/2024	5/30/2024
4/23/2024	5/10/2024	5/14/2024	5/24/2024	6/3/2024	6/14/2024	6/19/2024	6/21/2024	6/27/2024
5/21/2024	6/7/2024	6/11/2024	6/18/2024	7/1/2024	7/12/2024	7/17/2024	7/19/2024	7/25/2024
6/25/2024	7/12/2024	7/16/2024	7/23/2024	8/5/2024	8/16/2024	8/21/2024	8/23/2024	8/29/2024
7/23/2024	8/9/2024	8/14/2024	8/21/2024	9/3/2024	9/13/2024	9/18/2024	9/20/2024	9/26/2024
8/27/2024	9/13/2024	9/17/2024	9/24/2024	10/7/2024	10/18/2024	10/23/2024	10/25/2024	10/31/2024
9/24/2024	10/11/2024	10/15/2024	10/22/2024	11/4/2024	11/22/2024	11/25/2024	11/27/2024	12/5/2024
10/22/2024	11/8/2024	11/12/2024	11/19/2024	12/2/2024	12/20/2024	12/25/2024	12/27/2024	1/2/2025
11/26/2024	12/13/2024	12/17/2024	12/24/2024	1/6/2025	1/17/2025	1/22/2025	1/24/2025	1/30/2025
12/24/2024	1/10/2025	1/14/2025	1/21/2025	2/3/2025	2/14/2025	2/19/2025	2/21/2025	2/27/2025
NOTES	Wednesday	Tuesday						
1	All meeting dates are contingent upon complete submissions by the progressive deadline schedule. If any deadline is missed, the application WILL BE DELAYED by at least one month							
2	Complete submissions will be submitted to the Planning + Urban Design Department at 4953 State Avenue or EDR@wycokck.org for verification by 12:00 Noon on the deadline date.							
3	The various applications include a checklist indicating the items required to qualify as a complete submission.							
4	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.							
5	Failure to make revisions directly related to an ordinance requirement will result in the item being withheld from the agenda.							
6	These deadlines apply to Historic Landmarks Applications							

Minimum Required Submissions



Development Application

Unified Government of Wyandotte County and Kansas City, Kansas

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	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Paper copies	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Electronic copy (CD-ROM MS WORD / 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.



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	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 Permits, and Vacation petitions)		\$125.00
XIV.	KANSAS OPEN RECORDS ACT		
	See Wyandotte County Clerks Office for "Kansas Open Records Act Fees"		