



# Department of Planning + Urban Design

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](http://www.wycokck.org/planning)

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

**Welcome to the Unified Government's land entitlement process. We look forward to working in collaboration with you on your proposed project.**

**1**

**Prior to submitting your application, you must schedule a pre-application meeting with a member of Planning + Urban Design staff:**

**To set up a pre-application meeting you may:**

**Call:** (913) 573-5750 **or Email:** [planninginfo@wycokck.org](mailto:planninginfo@wycokck.org)

**2**

**After your pre-application meeting, complete the application and refer to the application checklist to ensure all required attachments and documents have been included.**

**3**

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

- 1. Electronically** by email, at [EDR@wycokck.org](mailto:EDR@wycokck.org);
- 2. In person** at the Planning + Urban Design office, located in City Hall at 701 North 7<sup>th</sup> Street, Kansas City, Kansas 66101.

***NOTE: 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 the Kansas City, Kansas Code of Ordinances.***

**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](mailto:Planninginfo@wycokck.org).**



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**Bienvenidos a Unified Government's proceso a derecho de propiedad. Tenemos ganas de trabajar y colaborar contigo en tu proyecto.**

**1**

**Antes de enviar tu aplicación, debes de programar una cita Pre-aplicacion con un miembro de Planificación + Urbanismo y Diseño:**

**Para programar una cita de pre-aplicacion:  
Marcar: (913) 573-5750 o Correo electrónico:  
[planninginfo@wycokck.org](mailto:planninginfo@wycokck.org)**

**2**

**Después de su reunión previa a la solicitud, complete la solicitud y consulte la lista de verificación de la solicitud para asegurarse de que se hayan incluido todos los archivos adjuntos y documentos requeridos.**

**3**

**Usted puede enviar una aplicación completa en dos formas:**

- 1. Electrónicamente** por correo electrónico, a [EDR@wycokck.org](mailto:EDR@wycokck.org);
- 2. En persona** en la oficina de Planificación + Diseño Urbano, Ubicado en el ayuntamiento en 701 North 7th Street, Kansas City, Kansas 66101.

**NOTA: Tus planos deben ser enviados antes del plazo mensual. Todos los dibujos hechos por un ingeniero deben tener una firma y sello por un Ingeniero Profesional Autorizado por el estado de Kansas. Todos los dibujos deben cumplir con el Código de Ordenanzas de Kansas City, Kansas.**

***TODAS Las aplicaciones incompletas no van a hacer procesadas.***

**Si tienes preguntas o necesitas ayuda, por favor de contactarnos  
(913) 573-5750 or [Planninginfo@wycokck.org](mailto:planninginfo@wycokck.org).**



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## Development Application

|  |  |
|--|--|
| <b>Office<br/>Use<br/>Only</b>   | Case Number: _____ Staff Planner: _____ Anticipated CPC Date(s): _____   |
|  | Fee Total: _____ Date Fees Paid: _____ Anticipated BOC Date(s): _____  |
| <b>1</b>   | <input type="checkbox"/> Change of Zone from _____ to _____<br><input type="checkbox"/> Master Plan Amendment from _____ to _____<br><input type="checkbox"/> Special Use Permit <span style="float: right;">Renewal of: _____</span><br><input type="checkbox"/> Home Occupation Special Use Permit<br><input type="checkbox"/> Preliminary Development Plan<br><input type="checkbox"/> Final Development Plan |
| <b>2</b>   | <b>Applicant(s) Name:</b> _____ Company: _____   |
|  | Street Address: _____ City/State: _____ Zip: _____   |
|  | Telephone: _____ Email: _____  |
|  | <b>Property Owner(s) Name (if different than applicant):</b> _____   |
|  | Street Address: _____ City/State: _____ Zip: _____   |
|  | Telephone: _____ Email: _____  |
|  | <b>Firm Preparing the Plan (if applicable):</b> _____ Contact: _____   |
|  | Street Address: _____ City/State: _____ Zip: _____   |
|  | Telephone: _____ Email: _____  |
| <b>3</b>   | Address or general location of property: _____   |
|  | Land area (acres): _____ Land area (square feet): _____  |
| *A legal description of the property must be attached in word format when submitting this application* |  |

4

**Project Description**

Describe the present use and condition of the property: \_\_\_\_\_

\_\_\_\_\_

What is the proposed use(s) for the property? \_\_\_\_\_

\_\_\_\_\_

5

**Conformance to the Master Plan**

Does this request require a Master Plan Amendment?  Yes  No

If yes:

List the current Master Plan Designation: \_\_\_\_\_

List the proposed Master Plan Designation: \_\_\_\_\_

Why is a Master Plan Designation Required? Please Explain: \_\_\_\_\_

\_\_\_\_\_

6

**Project Scope** (This section only applies to Preliminary and Final Development Plans)

| Land Use                  | Number of Buildings | Number of Lots | Building Square Footage | Acres/SQFT |
|---------------------------|---------------------|----------------|-------------------------|------------|
| Residential Single Family |                     |                |                         |            |
| Residential Duplexes      |                     |                |                         |            |
| Residential Multi-Family  |                     |                |                         |            |
| Private Open Space        |                     |                |                         |            |
| Stormwater Detention      |                     |                |                         |            |
| Retail                    |                     |                |                         |            |
| Office                    |                     |                |                         |            |
| Industrial                |                     |                |                         |            |
| Public Right-of-Way       |                     |                |                         |            |
| Other                     |                     |                |                         |            |
| TOTALS                    |                     |                |                         |            |

7

**Additional Information** Please note any additional information that may assist staff in reviewing this request (i.e. builder and/or architect, architectural style, date(s) of construction and major alterations, previous ownership and/or occupants):

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8

Have you been through a Planning and Zoning process before?  Yes  No

If so, where?  KC Metro  State of Kansas/Missouri  Other: \_\_\_\_\_

Have you been through a Planning and Zoning 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

## End of Questionnaire

Please 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 note that all of the information below is required for an application to be considered complete.

- Completed Application
- Completed owner(s) consent form
- Required total application fee
- Legal description of the property in Microsoft Word Document format on a USB Flash Drive or in an email to EDR@wycokck.org.
- Photographs of the existing site/building
- Dimensioned Plans
- Elevations and/or Renderings (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:







# 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  | ✓              | ✓                            | ✓                      | ✓                  | ✓                     | ✓                       | ✓                | ✓          | ✓        | ✓                    | ✓                              |
| Renderings   | *              | ✓                            | ✓                      | ✓                  | ✓                     | ✓                       | ✓                | ✓          | ✓        | ✓                    | ✓                              |
| Electronic copy (CD-ROM MS WORD / ADOBE PDF)           | ✓              | ✓                            | ✓                      | ✓                  | ✓                     | ✓                       | ✓                | ✓          | ✓        | ✓                    | ✓                              |
| Covenants and restrictions                             | ✓              | ✓                            | ✓                      | ✓                  | ✓                     | ✓                       | ✓                | ✓          | ✓        | ✓                    | ✓                              |

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

1. All checked items must be submitted in proper form by the application deadline. Incomplete applications will be held until complete and then entered into the review process at the next deadline date.
2. For small or existing sites the applicant may request a waiver of specific detailed submission requirements in writing to the Director of Planning ten days in advance of the submission deadline.
3. Additional information may be required for unique and/or complex project.
4. All plans and documents including studies and reports shall be placed on a CD or USB Flash Drive formatted in Adobe PDF and MS Word.



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## Fee Schedule

Effective April 30, 2023

|     | DESCRIPTION OF SERVICES                                      | UNIT  | FEE   |   |
|-----|--|---|---|---|
| I.  | <b>MASTER PLAN AMENDMENTS</b>                                |   |   |   |
|     | Master Plan Amendment  |   | No Charge                                       |   |
| II. | <b>CHANGE OF ZONE APPLICATIONS</b>                           |   | <b>TRACT SIZE</b>                               |   |
|     |  |   | <b>FEE</b>                                      |   |
|     | A.   | Agricultural Zones  | All Sizes                                       | \$160.00  |
|     | B.   | Low Density Residential Zones<br><br>R, RP, R-1, RP-1, R-1(B), RP-1(B),<br>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<br><br>R-3, RP-3, R-4, RP-4, R-5, RP-5, R-6, RP-6,<br>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<br><br>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<br><br>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<br><br>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.          | <b>SPECIAL USE PERMIT APPLICATIONS</b> (not specifically listed below)  |  | <b>FEE</b>                                      |
|               | 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.           | <b>HOME OCCUPATION SPECIAL USE PERMIT APPLICATIONS</b>                  |  | <b>FEE</b>                                      |
|               | Home Occupations  |  | \$80.00   |
|               | Keeping of Farm Animals   |  | \$80.00   |
|               | Kennel Permits  |  | \$365.00  |
|               | Temporary Use of Land   |  | \$365.00  |
| V.            | <b>MISCELLANEOUS SPECIAL USE PERMIT APPLICATIONS</b>                    |  | <b>FEE</b>                                      |
|               | 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.           | <b>SHORT TERM RENTAL APPLICATIONS</b>                                   |  | <b>FEE</b>                                      |
|               | 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.          | <b>VARIANCE (APPEAL) APPLICATIONS</b>                                   |  | <b>FEE</b>                                      |
|               | 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.     | <b>PLAT APPLICATIONS</b>   | <b>UNIT</b>        | <b>FEE</b>              |
|           | 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.       | <b>PLAN REVIEW APPLICATIONS</b>  |                    | <b>FEE</b>              |
|           | Preliminary Plan Review  |                    | \$150.00                |
|           | Final Plan Review  |                    | \$250.00                |
|           | Preliminary and Final Plan Review  |                    | \$250.00                |
| X         | <b>VACATION APPLICATIONS</b>   |                    | <b>FEE</b>              |
|           | Agricultural/Residential   |                    | \$105.00                |
|           | Commercial/Industrial  |                    | \$315.00                |
| XI.       | <b>HISTORIC LANDMARK REVIEW APPLICATIONS</b>   |                    | <b>FEE</b>              |
|           | Environs Review  |                    | \$50.00                 |
|           | Certificate of Appropriateness   |                    | \$75.00                 |
|           | Historic Designation (District/Landmark)   |                    | \$150.00                |
| XII.      | <b>SIGN PERMIT APPLCATIONS</b>   | <b>UNIT</b>        | <b>FEE</b>              |
|           | 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.     | <b>MISELLANEOUS FEES</b>   |                    | <b>FEE</b>              |
|           | Ordinance Publication Fees<br>(for successful Change of Zone, Special Use Permits, and Vacation petitions) |                    | \$125.00                |
| XIV.      | <b>KANSAS OPEN RECORDS ACT</b>   |                    |                         |
|           | See Wyandotte County Clerks Office for "Kansas Open Records Act Fees"                                      |                    |                         |



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## 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, feel free to reach out to the Department of Planning + Urban Design and we'll be happy to assist you.

### Board of Public Utilities

Water Engineering  
Jenny Li  
540 Minnesota Avenue  
Kansas City, KS 66101-2930  
913-573-9845  
Fax – 913-573-9851  
[jl@bpu.com](mailto:jl@bpu.com)

Mike Quimby, Electric Service Clerk  
New Electric Services and Temporary Services  
6742 Riverview Avenue  
Kansas City, KS 66102  
913-573-9531  
Fax – 913-573-9579  
[mquimby@bpu.com](mailto:mquimby@bpu.com)

Gloria Barnett, Water Services Clerk  
New Water Services and Maintenance  
913-573-9843  
[gbarnett@bpu.com](mailto:gbarnett@bpu.com)

**Building Inspection Department**  
Anthony Hutchingson, Chief Building Inspector  
Neighborhood Resource Center  
4953 State Avenue  
Kansas City, KS 66102  
913-573-8620  
Fax – 913-573-8622  
[buildinginspection@wycokck.org](mailto:buildinginspection@wycokck.org)

**Electric Engineering**  
Courtney Connor, Supervisor  
Transmission and Distribution Engineering  
6742 Riverview Avenue  
Kansas City, KS 66102  
913-573-9538  
Fax – 913-573-9579  
[cconnor@bpu.com](mailto:cconnor@bpu.com)

**Chamber of Commerce**  
Daniel Silva, President  
727 Minnesota Avenue  
P.O. Box 171337  
Kansas City, KS 66117  
913-371-3070  
Fax: 913-371-3732  
[daniel@kckchamber.com](mailto:daniel@kckchamber.com)  
[www.kckchamber.com](http://www.kckchamber.com)

Mathew Kreig  
6742 Riverview Avenue  
Kansas City, KS 66102  
913-573-9842  
[mkreig@bpu.com](mailto:mkreig@bpu.com)

## **Convention and Visitors Bureau**

Alan Carr, Executive Director  
755 Minnesota Avenue  
P.O. Box 171517  
Kansas City, KS 66117  
913-321-5800  
Fax – 913-371-0204  
alan@VisitKansasCityKS.com

## **Code Enforcement**

Patrick Holton, Division Manager  
Neighborhood Resource Center  
4953 State Avenue  
Kansas City, KS 66102  
913-573-8600  
Fax – 913-573-8732  
pholton@wycokck.org

## **Fire Department**

Harvey Fields  
815 North 6th Street  
Kansas City, KS 66101  
913-573-5550  
Fax – 913-551-0490  
hfields@kckfd.org

## **GAS SERVICE**

### **Atmos Energy**

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

### **Kansas Gas Service Company**

Christina Murphy  
1421 North 3rd Street  
Kansas City, KS 66101  
913-599-8953  
Fax – 913-599-8989

### **GeoSpatial Services**

Chris Cooley, Director  
710 North 7th Street, Room 200  
Kansas City, KS 66101  
913-573-2941  
Fax – 913-573-4106  
ccooley@wycokck.org

## **Kansas City Area Transportation Authority**

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

## **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

## **Livable Neighborhoods**

Kayla Hower, Director  
Neighborhood Resource Center  
(913) 573-8645  
[kjhower@wycokck.org](mailto:kjhower@wycokck.org)  
4953 State Avenue  
Kansas City, KS 6610

## **Public Works Department**

Jeff Fisher (Streets)  
Sarah White (Sanitary Sewers and Stormwater)  
Troy Shaw (Traffic Regulations)  
701 North 7th Street, Room 712  
Kansas City, KS 66101  
913-573-5700  
Fax – 913-573-5435  
jfisher@wycokck.org  
swhite@wycokck.org  
tshaw@wycokck.org

## **Rental Licensing**

Rachel Miscek  
Neighborhood Resource Center  
4953 State Avenue  
Kansas City, KS 66102  
913-573-8649  
Fax – 913-573-8731  
rmiscek@wycokck.org

## **SCHOOL DISTRICTS**

### **Bonner Springs**

#### **Unified School District #204**

Dan Brungardt, Superintendent  
2200 South 138th Street  
Bonner Springs, KS 66012  
913-422-5600  
Fax - 913-422-4193

**Board of Education****of Kansas City Kansas #500**

Dr. Anna Stubblefield, Superintendent  
2010 N 59th Street  
Kansas City, Kansas 66104  
913-279-2235  
Fax – 913-279-2084  
charles.foust@kckps.org

**Kansas City Kansas Community College**

Dr. Greg Mosier, President  
7250 State Avenue  
Kansas City, Kansas 66112  
913-334-1100  
Fax - 913-288-7609  
gmosier@kckcc.edu

**Piper Unified School District Office #203**

Dr. Jessica Dain, Superintendent  
3130 N 122nd Street  
Kansas City, Kansas 66109  
913-721-2088  
Fax – 913-721-3573  
bmccann@piperschools.com

**Turner Unified School District Board of Education #202**

Jason Dandoy, Superintendent  
800 South 55th Street  
Kansas City, Kansas 66106  
913-288-4100  
Fax – 913-288-3401  
dandoyj@turnerusd202.org

**TELECOMMUNICATION****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

**Spectrum**

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

**Wyandotte County Economic Development Council**

Greg Kindle  
727 Minnesota Avenue  
P.O. Box 171337  
Kansas City, KS 66117  
913-371-3070  
Fax: 913-371-3732  
gkindle@wyedc.org

**Wyandotte County Conservation District**

Cheri Miller, District Director  
1204 North 79th Street  
Kansas City, KS 66112  
913-334-6329  
Fax – 913-334-6349  
wyco.conservation@gmail.com

**Wyandotte County Health Department**

Juliann VanLiew, Director  
619 Ann Avenue  
Kansas City, KS 66101  
913-573-8855  
Fax – 913-321-7932  
tgarrison@wycokck.org

**Department of Planning + Urban Design**

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





## Planning and Urban Design

701 North 7<sup>th</sup> Street, Room 423  
Kansas City, Kansas 66101  
Email: [planninginfo@wycokck.org](mailto:planninginfo@wycokck.org)

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

### NEIGHBORHOOD MEETING GUIDELINES

#### **CRITERIA:**

Neighborhood Meeting are required to be conducted fourteen (14) days prior to the City Planning Commission meeting for the following applications:

- Change of Zone Applications
- Special Use Permit Applications – Examples:
  - Fill Permits
  - Kennels
  - Temporary Use of Land for Commercial or Industrial Purposes (i.e. parking of heavy trucks, temporary trailers, etc.)
  - Live Entertainment
- Preliminary Plan Review Applications

**NOTE:** Although a neighborhood meeting is not required for home occupation or livestock special use permit applications, it is strongly recommended that one be conducted.

#### **INFORMATION PROVIDED BY URBAN PLANNING AND LAND USE DEPARTMENT TO HELP YOU WITH YOUR NEIGHBORHOOD MEETING:**

- Instructions/Sample Letter to send out for meeting.
- Affidavit to be signed that the neighborhood meeting was held.
- List of people to be notified of the meeting (property owners within 200' of the property in question, staff, District Commissioner.) NOTE: List will be mailed one (1) week after the deadline for submission of applications.
- List of possible neighborhood meeting locations.
- Sample minutes to follow when taking minutes at the neighborhood meeting (attached).

## **NOTICE OF NEIGHBORHOOD MEETING:**

- Determine location of your meeting. **NOTE:** **The meeting must be held in Kansas City, Kansas and in close proximity to the proposed project.**
- Opt for a public meeting place
- Meetings should be in late afternoon/early evening
- Use attached letter as a **SAMPLE** to write your letter.
- Notices should be mailed 14 days prior to the date of the neighborhood meeting. Although notices are not required to be sent certified mail, it is recommended **so the applicant** has a record that the notices were sent.

## **NEIGHBORHOOD MEETING:**

- Provide a sign-in sheet
- If no one shows up for the neighborhood meeting at the scheduled time it is recommended that the applicant wait 30 minutes before leaving.
- Presentation:
  - Provide accurate details/photos/plans for review
  - Answer/address questions and concerns
  - Detail who will be involved (clients, customers, buyers, etc.)
  - Detail operational activity (residential, use, noise, traffic, etc)

## **AFTER NEIGHBORHOOD MEETING:**

- The following shall be sent to the Urban Planning and Land Use Department via e-mail, fax, U. S. mail or in person (two (2) business days after your meeting (twelve (12) days before the City Planning Commission Meeting):
  - Sign-in sheet
  - Minutes from meeting
  - Affidavit confirming that the neighborhood meeting was conducted.



## Urban Planning and Land Use

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### ZONING SIGN PLACEMENT GUIDELINES

When placing a zoning sign, keep in mind the purpose of the sign is to inform the public of a pending public hearing. The following criteria are intended to assist in placing the sign.

1. Place the sign conspicuously
2. Place the face of the sign parallel to the street.
3. If there is a choice of streets, place the sign on the most traveled street
4. Post the sign so that it is legible above grass and shrubs in the area
5. The sign should not be placed in the public right-of-way. The right-of-way usually begins at a fence line, utility line or sidewalk. When in doubt, place the sign at least 10 feet behind the edge of the street.
6. The use of trees near the right-of-way and fences are ideal for posting the notice.
7. If trees and fences are not available the use of two "tomato" stakes or a realty style sign are preferred.
8. The sign must be posted at least 20 days prior to the public hearing and needs to be kept in place until the Planning Commission meeting.



# Department of Planning + Urban Design

Unified Government of Wyandotte County • Kansas City, Kansas

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

## **Detailed Application Checklist**

### **ITEMS REQUIRED FOR ALL APPLICATIONS**

#### **1. Pre-Application Meeting Completed (Section 27-197)**

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

#### **2. Application (Section 27-198)**

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

#### **3. Application Fee (Section 27-198)**

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

#### **4. Legal Description (Section 27-198)**

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

#### **5. Title Report (Section 27-198)**

- a. If the owner appears as the owner in county records, no title report is necessary. The name/entity must match exactly or a title report showing the current owner is required.

#### **6. Digital Pictures (Section 27-198)**

- a. If the site is currently raw land, submit 4-6 pictures giving the overall condition of the property.
- b. If there are structures, provide pictures of all 4 sides of each building as well as pictures showing the overall site.

## ITEMS REQUIRED FOR SPECIFIC APPLICATIONS

- 1. Change of Zone (Section 27-211), Special Use Permit (Section 27-214) and Short-Term Rental (Section 27-214 and Section 27-623)**
  - a. Preliminary site plan;
  - b. Preliminary landscape plan;
  - c. Floor Plan; (if applicable)
  - d. Zoning Map; (Change of Zone Only)
  - e. Business Plan (if applicable) (Special Use Permit only)
  - f. Security Plan (if applicable) (Special Use Permit only)
  - g. 3<sup>rd</sup> party home inspection (Short-Term Rentals Only)
  - h. Proof of Liability Insurance Policy of \$1,000,000 (Short-Term Rentals Only)
  
- 2. Preliminary and Final Plats (Section 27-215)**
  - a. See Code Section 27-215 for detailed list
  
- 3. Preliminary Development Plan (Section 27-212)**
  - a. Preliminary site plan;
  - b. Preliminary landscape plan;
  - c. Preliminary utility plan including storm water;
  - d. Preliminary 4 sided elevations;
  - e. If the proposal EXACTLY replicates another Wyandotte County Project, Pictures may be substituted for preliminary elevations;
  - f. Preliminary list of materials and colors;
  - g. Preliminary lighting plan if abutting a residential property or residential zone;
  - h. Preliminary Engineering; and,
  - i. A traffic study may be required. This should be discussed at the preapplication meeting.
  
- 4. Final Development Plan (Section 27-212)**
  - a. Site plan;
  - b. Landscape plan;
    - i. Landscape Plan Sheet
    - ii. Include Planting Details
    - iii. Locate any statuary or art
    - iv. List in table format types and quantities of plant materials
    - v. Include Irrigation Plan
    - vi. Include details of perennial or annual planting areas
  - c. Utility plan including storm water;
  - d. Four (4) sided elevations;
  - e. Material Palette including sample materials and colors (a small board 11X17 is sufficient);
  - f. Lighting plan if abutting a residential property or residential zone otherwise showing the proposed light poles is sufficient;
  - g. Detail sheets on other amenities and open spaces; and,
  - h. Final Engineering and Civil Plans. (See Below)
  - i. Sign Plan and Details
    - i. Sign Plan showing each sign location; and,
    - ii. Detail of the size and dimension of each sign.

## **ENGINEERING ITEMS (if applicable)**

### **1. Storm Water Drainage Calculations**

- a. Preliminary:
  - i. Gross detention calculations for 100-year floodplain;
  - ii. Stick map with proposed location and routing;
  - iii. Indicate the tie in point to the existing system; and,
  - iv. Information on any portion of the system that is not gravity flow.
- b. Final
  - i. Obtain from Public Works a copy of STORM DRAINAGE DESIGN CRITERIA FOR PRIVATE DEVELOPMENTS be sure to ask for a copy that includes the review check list. The standard book includes the criteria, directions and sample charts/graphs.
  - ii. Submit drawings in accordance with the criteria.

### **2. Preliminary Grading Plan**

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

### **3. Final Grading Plan**

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

### **4. Preliminary Engineering**

- a. See #7 above for storm water;
- b. Street layout with preliminary line and grade over proposed grading;
- c. Sewer layout (stick map) with location and routing to the existing system;
- d. Any plans for sewer systems other than a gravity system;
- e. Water and electric are designed by the Board of Public Utilities; and,
- f. Reference the following documents:
  - i. TECHNICAL PROVISIONS AND STANDARD DRAWINGS
  - ii. MINIMUM DESIGN STANDARDS FOR SANITARY SEWERS

### **5. Final Engineering**

- a. See #7 above for storm water
- b. Complete street documents
- c. Complete Sewer documents
- d. Complete plans for sewer systems other than a gravity system
- e. Reference the following documents:
  - i. TECHNICAL PROVISIONS AND STANDARD DRAWINGS
  - ii. MINIMUM DESIGN STANDARDS FOR SANITARY SEWERS