

## User Guide Water Main Extensions Compass KC

To get started on a Water Main Extensions Application customers must have an established account through the Compass KC system. This gives access to tools which allow them to apply for plans, submit documents, conduct financial transactions, access records and check the status of the projects.

Already a registered user? You can directly go to the Compass KC web portal by typing [CompassKC.kcmo.org/](https://CompassKC.kcmo.org/) in your browser address and skip to **Step 2**

### 1. Registering as a New User

- You can access the City of Kansas City's Compass KC web portal from [kcmo.gov](https://kcmo.gov). From the home page select Compass KC.



The banner features four circular icons with teal outlines and black centers. From left to right: 1. A building icon representing City Hall. 2. A recycling bin icon representing Recycling & Trash. 3. A credit card icon representing Pay Online. 4. A compass icon representing Compass KC.

**CITY HALL**  
City Hall is operating in a limited capacity during its regular Monday - Friday 8 a.m. - 5 p.m. schedule.

**RECYCLING & TRASH**  
Recycling and trash collection is operating on its normal schedule.

**PAY ONLINE**  
Pay water bills, parking tickets, get a pet license and more.

**COMPASS KC**  
City services at your fingertips 24/7. Submit permits, plans and more.

- If you are not a registered user of the Compass KC system, please refer to the detailed User guides provided on this Compass KC web page to register as a new user.

### [How to Register Guide](#)

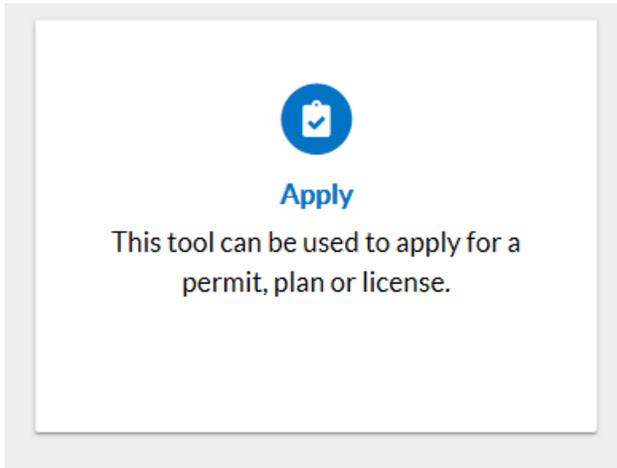
## How do I use Compass KC?

We understand, with any new system, comes a learning curve. That's why we have provided some tutorials for you to get you started with Compass KC and others that you can come back to if you have questions along the way!

- [How to Register Guide \(PDF\)](#)
- [How to Register \(Video\)](#)
- [How to Search Guide \(PDF\)](#)
- [How to Search \(Video\)](#)
- [How to Submit Plans Guide \(PDF\)](#)
- [How to Request Inspections Guide \(PDF\)](#)
- [How to Apply for Permit Guide \(PDF\)](#)

## 2. Applying

- Registered users will then select Apply icon from the Compass KC home screen to get started and Application Assist screen will appear



- From the Application Assistant screen select the Plans tab to view a full list of all applications types. Scroll down to Water Main Extension- Relocation Or type **Water Main Extension-Relocation** in the 'search for application names and keywords' and select search.

### Application Assistant

Search for application names and keywords

[All](#) [Trending](#) [PERMITS](#) [PLANS](#)

- Click Apply next to the located Water Main Extension-Relocation Application.

<b>Water Main Extension-Relocation</b> <a href="#">Apply</a>	
Category Name: City Infrastructure (Privately Built or Modified)	Description: Construct or modify "Public Infrastructure" in City Right-of-Way or in a City Easement for water mains and water main appurtenances (Water main or Fire Hydrant extensions, relocations, or abandonments)

## 3. Filling out the Application

The Apply for Plan- Water Main Extension-Relocation screen will open (\*) Denotes that the field is required in order to save the application.

Note the six steps of the application under the application type. Blue circle alerts which step of process the application is currently at.

## Step 1: Adding Location

Click on the + in the center of the Add Location card. An Add Location Screen will appear.

Apply for Plan - Water Main Extension-Relocation \*REQUIRED

1 Locations 2 Type 3 Contacts 4 More Info 5 Attachments 6 Review and Submit

LOCATIONS

Location

Add Location

+

REQUIRED

Add Location

Address Parcel

Add Address As Location

Search Enter Manually

Address Information

Search 4800 E 63rd St

Address	Action
4800 E 63rd St Kansas City, MO 64130	Add
4800 E 63rd Trfy ROW-STR-PW Kansas City, MO 64130	Add
4800 NE 63rd St Kansas City, MO 64119	Add
4800 NE 63rd St NON-ROW-STR-PW Kansas City, MO 64119	Add

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Enter the full address and click Search or the magnifying glass. If your address is located within the municipality, the record for the address will appear. Click Add next to the address for the location.  
Example: 4800 E 63rd St

If address is not located in search, choose Enter Manually. (Compass KC Best Practice is to always Search first.)

**Enter Manually**

Country Type

Enter Address

\* House Number

Prefix

Streetname / PO Box / Intersection

Street Type

Post Direction

Suite

City

State

Postal Code

Fraction

Add in the address for the location. The street number, street name, city and postal code are required. Click Save.

Location will now appear. If the wrong address was added select remove and then repeat the Add location process to add the correct address. Click the Next option at the bottom of screen.

### Step 2: Adding Description

Enter the Name of the project and a brief description of the project in this field and click the Next option at the bottom of screen.

**NOTE: DO NOT change the Plan Type. More information on the type of water main extension project could be entered on Step 4.**

Progress:  Locations |  **2** Type |  3 Contacts |  4 More Info |  5 Attachments |  6 Review and Submit

**PLAN DETAILS**

\* Plan Type

Description

### Step 3: Adding Contacts

The registrant's contact information will default to the first Contact card as the Applicant in Compass KC. Note that the Developer's contact information and the Design Engineer's contact information are required before proceeding the application to the next step and they must have an established account through the Compass KC system.

To add contacts click on the + in the center of the Add Contact card. Type the Name, Email or Company in the search bar and select Add next to the correct contact from the search results. Note: frequent contacts can be added to My Favorites.

Apply for Plan - Water Main Extension-Relocation \*REQUIRED

Locations  Type  **Contacts**  More Info  Attachments  Review and Submit

CONTACTS

Please provide the property owner as a contact if they are different from the developer

<b>Applicant</b>  Nimesha Senanayake (You) <input type="text"/> <input type="button" value="Remove"/>	<b>Developer</b>  Jerald Windsor <input type="text"/> <input type="button" value="Remove"/>	<b>Engineer</b>  Nimesha Senanayake(You) <input type="text"/> <input type="button" value="Remove"/>	<input type="text" value="Agent"/> <b>Add Contact</b> <input type="button" value="+"/>
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[← Back to Application](#)

### Add Contact

Add Contact As : **Developer**

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Search

If the wrong contact was added select remove and then repeat the Add contact process to add the correct contact of the project. Click the Next option at the bottom of screen.

## Step 4: Adding More Information

Fill out the boxes marked in red as required. Scroll down to the bottom of this page and click next.

Apply for Plan - Water Main Extension-Relocation \*REQUIRED

Locations  Type  Contacts  **More Info**  Attachments  Review and Submit

**MORE INFO**

[Next Section](#) | [Top](#) | [Main Menu](#)

**General Instruction**

Please review each item below and enter appropriate information. If you are not able to select a response that you feel best represents your situation, please contact us at (816) 513-2174. Thank you for applying online.

\*Accept?    
 Accept? is required.

By clicking/selecting the "I Accept" in the "Accept?" box above and hitting "Finish" at the end of this submission process, I understand and agree that I am submitting an application/documentation to the City of Kansas City, Missouri on behalf of myself and/or the company named on the application. After having signed in with my name and password to access this application, the "I Accept" selection in the "Acceptance" box on this page shall serve as my signature for this application/document submittal. If this is on behalf of company, I hereby acknowledge that I have the authority to submit this application/documentation for that entity.

**Project Info** [Previous Section](#) | [Next Section](#) | [Top](#) | [Main Menu](#)

\*Project Name    
 Project Name is required.

\*Description of Work    
 Description of Work is required.

**City Information** [Previous Section](#) | [Next Section](#) | [Top](#) | [Main Menu](#)

\*Type    
 Type is required.

## Step 5: Adding Attachments

Save a copy of the checklist available at the end of this document to your computer. A complete checklist will be required with each submission and this should be attached to the plan set in this step.

Click on the + in the center of the first attachment card labeled as **WME drawing checklist** and attach the previously filled out checklist. The checklist will default to the first Attachment card. Water Main Extensions plan set must be attached as a second attachment and select **Development Plan (Full set)** from the drop down menu.

Other additional Attachments could be added to the plan set as needed by repeating this step. Select the best description of the attachment from the pull down menu and Click Next to move to the final step of the Application.



Attachments

Main Extension and Relocation Drawing Checklist Form

**Main Extension and Relocation Drawing**  
COMPASS KC TEST PROJECT.pdf  
Size: 180.02 KB  
Remove

- Affidavit
- Application Letter
- Building Review - Site Plan
- Calculations
- Contractor's paid in full letter
- Contracts
- Copy of the recorded Water Easements
- Development Plan (Full Set)
- Engineer's paid in full letter
- Exhibits
- Final Development Plan (Full Set)
- Final Plat Drawings
- Insurance Certificates
- Land Development Agreements
- Land Development Easements
- Landscape Plan
- Legal Description
- Material Submittal
- Miscellaneous
- Paid Bills
- Photos
- Plans
- Record drawings of existing lines
- Resubmittal Response Letter
- Soils Report
- Street Name Plan
- Surety Bonds

Back    Create Template

Save Draft    Next

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only accurate, truthful and current information. Using a name other than your own name. If listing a company with your registration, you certify you are responsible for all activities that occur under your account or password. You are responsible for your computer or device so that others may not access your account.

### Step 6: Reviewing and Submitting

Review the Application and select Submit after completion.

This will create a WS - WME Project Application QA/QC review item and Water Main Extension staff will first review the Application. The system will automatically generate a Plan Number assigned to the case starting with the letter "M" in the format M-XX- XXXX. Case is locked until review is completed.

Once the application is reviewed and found complete, notifications will be sent to the contacts on the case with direction on next steps in the process.

## Reviewing the Comments and Corrections Entered by the Reviewers

From the Dashboard navigate to the My Plans, Attention section. Locate the Plan and click on the plan number that requires resubmittal.

If the QA/QC has failed as shown in the below image, Click on the review type link to open the Review Items screen. All items entered by the reviewer as Comments, Recommendations and the Corrections will need to be addressed in the resubmittal documents.

Summary Locations Fees **Reviews 1** Inspections Attachments Contacts Sub-Records Holds Meetings More Info

Reviews | Next Tab | Plan Details | Main Menu

Reviews Sort Review Type ▾

Review Type	Status	Version	Received Date	Due Date	Completed Date
<a href="#">WS - WME Project Application QA/QC</a>	Fail	1	09/02/2020	09/17/2020	09/09/2020

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## Re-submitting Documents

To submit a revised document Navigate Back to the Summary page by Clicking “Back” (top left corner) and select the Attachments tab. This will open up the Attachments page and all the Attachments related to this project will be displayed on this page. Please repeat the steps as explained on the **Step 5: Adding Attachments** and hit submit.

**NOTE - Do not change the name of documents or the type of the document when resubmitting, change the DATE to denote the document is a resubmittal.**

**Example: Development Plan (full set) must be selected from the drop down menu every time a revision of a drawing is submitted.**

## Mylar Submission

When the plans are approved for Mylars a notification will be sent to the contacts on the case with direction requesting final drawing including all revisions and additions required by KC Water on translucent film (Mylar®) that provides a permanent public record for KC Water and allows copies to be easily reproduced and a computer disc or a flash drive including the most recently revised drawings in the latest version of AutoCAD®

## Contract Submission

When drawings receive final approval from KC Water, KC Water will prepare contracts and related forms for execution by the Applicant and the City. A notification will be sent to the contacts on the case with direction on the submission of contract steps in the process. Applicant / Developer must download these documents

The Developer ( **Typically referred to as the Applicant in the contract documents**) will be required to provide a Payment Bond and the Developer's contractor who actually performs the work will be required to provide a three year Performance & Maintenance Bond and Certificate of Insurance for approval by KC Water, prior to beginning work. Physical copies of these documents must be submitted to KC water for approval. KC Water reserves the right to refuse contracts that are not executed within 90 days from the date they are offered by KC Water.

The Developer will be required to pay a 5% of the estimated cost of the work, as determined by KC Water as an inspection fee to KC Water. This must be paid through Compass KC before the Applicant's Contractor can begin work.

**For steps by step instructions on paying fees through Compass KC, please follow this link and refer to page 10 of this Compass KC Guide.**

[Submitting Payment through Compass KC](#)

Upon approval of the contract documents a notification will be sent to the contacts on the case and the documents will be available for viewing through Compass KC. Contractor will be required to pick up 3 copies of the approved and stamped reproduced drawings from KC Water Headquarters at 4800 E 63<sup>rd</sup> Street, 2<sup>nd</sup> floor and set up a pre-construction meeting with the inspections supervisors prior to construction. Contractor will be required to fill a Notice of Water Main Construction after picking up the construction drawings.

### **Closing a Project**

KC Water will prepare an affidavit form and a notification will be sent to the contacts on the case with direction on the submission of closing documents which will be required upon completion of the construction phase. After all work has been completed the Applicant will be required to submit paid bills from the Applicant's Engineer and Contractor, along with a notarized affidavit form provided by KC Water, indicating all costs have been paid in full. The work must be installed in platted public right-of way or recorded easements as required by KC Water. When these requirements have been satisfied KC Water will accept ownership of the water mains.

### **Releasing the Project for Taps and Payment Bond**

A notification will be sent to the contacts on the case that the water main has been released for taps and Payment Bond and will subject to the Performance and Maintenance Bond on file.

Applicant or others may hire a licensed Plumber to take out permits for private water service connections in accordance with the Rules and Regulations for Water Service Lines.

**More information:** [How to submit Plans Guide](#)

<https://www.kcwater.us/projects/rulesandregulations/>