



## Departments of Public Works & KC Water

*Development Services*

**IB 159 PART A**

414 E 12<sup>th</sup> Street  
City Hall, 5th & 18<sup>th</sup> Floors  
Kansas City, Missouri 64106

816-513-2551  
Fax: 816-513-2548

**This Information Bulletin contains three additional parts for use as follows (note that these are published as separate documents):**

**[IB 159 Part B- Public Works and KC Water Application Form](#)**

**[IB 159 Part C- Public Works and KC Water Resubmittal Form](#)**

*Please double-check for up-to-date forms and information before submitting to avoid issues.*

- 1. Introduction:** To expedite the Quality Control Review and plan review processes for public infrastructure plan submittals, the KC Water and Public Works Development Services requires the use of the IB 159 Application. Please note that not all projects require a review from every City department. The Quality Control Review checklist guides specific project types but only encompasses some of the requirements for the plan review process. Plan review time allotments refer to the time for review completion only. They may not represent the time required for documents to comply with regulations.

**The Owner and Design Professional are responsible for adhering to the Code of Ordinances of Kansas City, MO. The accuracy and completeness of submittals determine timely approval. Per city ordinances the Permittee shall be the developer. The name used in the application must appear on the plans, bond, insurance, or other forms needed for permit processing.**

- 2. Approval Processes:** Public infrastructure improvements are required as conditions of approval established by a development plan, rezoning, and/or final plat application. The IB 159 outlines the documents that must be submitted with the application for a complete review. These reviews are considered ministerial, but a full review for code compliance may be necessary if the City Council establishes conditions of approval.
- 3. Timing of Submittals:** Once you complete your entitlement process, please submit your applications and construction plans to KC Water and Public Works Development Services to obtain review and approval for your public infrastructure plans. In addition, unless otherwise authorized, you must also obtain recommended conditions of approval from the City Plan Commission.
- 4. Building Plan Submittals:** Private Grading will not be reviewed under the PIR case and will need to be submitted and permit issued from the commercial building plan review.
- 5. Supplemental Permits:** Other departments may require permits for specific projects besides KC Water and Public Works Development Services. It is recommended that applicants research and contact the appropriate department for any permit not issued by KC Water and Public Works Development Services. Separate applications and processing are required for each permit.

**Water Main Extensions, Relocations, and Fire Hydrant Installations** are reviewed and permitted by the Water Main Extension Group at Water Services Department, (816) 513-0245, 4800 E. 63rd Street, Kansas City, Missouri 64130.

- 6. Site Disturbance Permit:** Projects that will disturb an area of one (1) or more acres (43,560 sq. ft.) of land, will need to obtain a Site Disturbance Permit. The Site Disturbance Permit must be obtained prior to issuance of any other permits. Private Grading application shall be submitted as a separate case to be reviewed and permitted from City Planning and Development Department.
- 7. Initial Submittal:** Plans must provide legible text, dimensions, and detail. Plans, specifications, calculations, soils reports, and storm drainage studies must bear the seal of a Missouri-registered Professional Engineer on the cover sheet of each design discipline of the plan set and Engineer's probable cost estimate. When applicable provide public grading valuation and separate out private from public street and sewers. A copy of the IB 159 form shall be included with every submittal. All public infrastructure plans, easements, and agreements shall be submitted to CompassKC to the Public Infrastructure Review case type (PIR).
- 8. Resubmittal:** Resubmittals will not be accepted without the following: 1) IB 159 Part C Public Works and KC Water Resubmittal Form signed by a Missouri registered Professional Engineer, 2) A letter that responds to the

comments/corrections on the reviewed plans explaining the changes that were made as a result of the review. This letter needs to comply with state statute 20 CSR 2030-3.060. "When revisions are made the licensee who made the revisions, or under whose immediate personal supervision the revisions were made, shall sign, seal, and date each sheet and provide an explanation of the revisions."

9. **Permits, Bonding, and Insurance:** After plans are found "In General Compliance," permits can be issued to the property owner. The property owner may assign an authorized agent with a signed letter.

Permittees who obtain permits on behalf of the developer assume and accept all risk and responsibility for completing the permitted work in compliance with adopted standards and requirements. The consideration received by the permittee is the issuance of the permit authorizing work to be performed and the satisfaction of the improvement obligation allowing the plat to be released for recording, if applicable. The Code stipulates that when a permittee obtains a permit, the permittee shall complete the work at their expense. The work in question is expected to remain free of any necessary repairs until it is officially accepted by the City for ownership, operation, and maintenance following the maintenance period. Typically, this is accomplished through a performance and maintenance bond, except for street light performance which requires only a performance bond.

Insurance requirements vary by permit type and may be required for permit issuance. These obligations will be determined during the plan review process.

10. **Review Comment Resolution (RCR):** RCR is a meeting held between the Developer/Owner, Plan Reviewer and the applicant to clarify and reach agreement as to how the applicant intends to address plan review deficiency comments so the next re-submittal can most likely be found "In General Compliance". Whether the RCR is optional or required, as defined below, it is the objective of RCR to reach an agreement as stated above. There are two types of RCR:

**Optional RCR** – After receiving the Plan Reviewer's deficiency comments from the first submittal review, the applicant may choose to schedule an RCR with the Plan Reviewer for the purpose of explaining how they plan to address the deficiencies so that the first resubmittal (second submittal) will likely be found "In General Compliance". The applicant must bring a draft copy of the comment response letter to the RCR so proposed plan revisions can be discussed.

**Required RCR** -When the first resubmittal (second submittal) fails to satisfactorily address all review deficiency comments from the first submittal review, the Plan Reviewer will schedule a mandatory RCR with the applicant to discuss what issues were not adequately addressed. This should assure that the second resubmittal (third submittal) adequately addresses the items not addressed in the prior submittal and to resolve noncompliance issues. A resubmittal fee, as authorized by Chapters 63 and 64, will be added to the permit fees as part of the second resubmittal.

Questions on or interpretations of plan review deficiency comments and issues concerning compliance with the Code of Ordinances should be referred to the plan reviewer prior to the RCR.

11. **Quality Control Review (QCR):** KC Water and Public Works Development Services processes submissions for public infrastructure improvements. QCR is allotted two (2) business days for processing. If the submittal is incomplete, applicants will be informed of the additional information required, and supplemental QCR fees may be required per ordinance. **QCR will not activate plans for technical review without the following CRITICAL ITEMS** (additional items may also be requested):

- a. Plan review fees per ordinance based on the engineer's wet sealed cost estimate.
- b. Required plan, specifications, storm drainage studies, and other required documents.
- c. Complete IB 159 Part B- Public Works and KC Water Application Form.
- d. Complete infrastructure plans and design information.
- e. Separate sealed engineer's cost estimates for public construction and permit valuations with relevant information (prepared per State of Missouri law section: 4 CSR 30-3.030).
- f. Developer/Owner's signature block, with contact information including e-mail address with original signature (non-photocopied).
- g. A seal on all plans and engineering documents by a Missouri-registered professional engineer.
- h. Executed and recorded copies of all separate easements and agreements, with exhibits required and not dedicated on the plat.

12. **As-Built Drawings:** As-built drawings are required for sanitary sewers, storm sewers, stream buffers, detention basins, and stormwater Best Management Practices (BMPs) and must be approved before the two-year maintenance period can begin. After the construction is field accepted by the inspector, the permittee and registered engineer will receive notification (Request for As-built Letter) to upload the as-built drawings to the attachments of the infrastructure permit in CompassKC. Drawings should only be submitted once notified.

As-built drawings should be provided within thirty (30) days from the date of the notification letter. The drawings must be approved before any sewer connections are permitted. Enforcement actions may be taken to ensure the as-built drawings are

received per [Chapter 64-4](#) of the City Code of Ordinances. Any certification letters for storm sewers larger than 48 inches in diameter should also be provided.

- 13. Easement Releases:** The City Manager may release an easement upon a Department Director verifying that the easement is no longer needed and subject to Law Department approval as to form. Once an easement release request is approved by the Division Manager and Department Director, a City Communication Letter of the release is submitted to the City Clerk's Office and processed for recording to formalize the acceptance of the release. See [Chapter 75](#) of the Code of Ordinances to learn about releasing an easement. It covers fees for filing through the County.
- 14. CompassKC and other online resources:** All plan submittals shall be in digital pdf format – paper plan submittals will not be accepted. All submittals should be made electronically through CompassKC. Following the submittal of plan review applications, the review status can be monitored online at Compass KC. Other online tools can be reached at [CompassKC Help](#), including links to most services available in the development process.
- 15. Assessor's Parcel Numbers (APN):** To expedite the QCR processing and plan reviews, use the [KCMO Parcel Viewer](#) to locate the property and verify the location. When the location on the KCMO Parcel Viewer is verified, find the County APN on the "Results" tab. Include the applicable APNs in the application form in Part B of the checklist.

The following city departments and agencies may have plans routed to them for review:

#### **DEVELOPMENT SERVICES:**

**Projects requiring Public Infrastructure review:** site disturbance, storm drainage studies, public street/sidewalk/and drive approach, public storm sewers, public sanitary sewers, stream buffers, private improvements that will impact existing public facilities, easements/agreements, force main sewers, and right-of-way.

#### **Applicable Codes and Ordinances:**

Sewers and Sewage Disposal, [Chapter 60, Code of Ordinances](#)

Storm Water Management, [Chapter 61, Code of Ordinances](#)

Site Disturbance, [Chapter 63, Article II, Code of Ordinances](#)

Erosion and Sediment Control Design Criteria and Specifications, [APWA Sections 2100 and 5100, as amended](#)

Streets, Sidewalks and Public Places, [Chapter 64, Code of Ordinances](#)

Street Design Criteria and Specifications, [APWA Sections 2200 and 5200, as amended](#)

Major and Minor Subdivisions (Platting), [Chapter 88, Code of Ordinances](#)

Release of Easement, [Chapter 75, Code of Ordinances](#)

Storm Drainage [APWA 5600 – As amended](#)

Stream Buffer, [Chapter 88-415, Code of Ordinances](#)

#### **Impact Fee Administrator**

**Projects requiring Impact Fee review:** New buildings, alterations, and additions to residential buildings that increase the number of dwelling units, alterations, and additions to nonresidential buildings that increase the floor area, other projects as described in Chapter 39, Arterial Street Impact Fees Code of Ordinances.

#### **Applicable Codes and Ordinances:**

Arterial Street Impact Fees, Chapter 39, Arterial Street Impact Fees, Code of Ordinances

#### **CITY PLANNING AND DEVELOPMENT**

##### **Plans Review Division**

5th Floor, City Hall, 414 E. 12th Street, Kansas City, MO 64106

TEL (816) 513-1500 Option #1

FAX (816) 513-1485

Code Questions Line (816) 513-1511

**Projects requiring review:** Private Grading and site improvements on private property.

#### **DEPARTMENT OF PARKS & RECREATION:**

##### **Planning Services Division**

Engineering, Planning, Design and Contract Divisions

TEL (816) 513-7562

East 63rd Street, 2<sup>nd</sup> Floor, Kansas City, MO 64130

FAX (816) 513-7719

**Projects requiring review:** Public improvements located on or adjacent to boulevards, parkways, or City parks under the jurisdiction of the Board of Parks and Recreation Commissioners.

#### **DEPARTMENT OF PUBLIC WORKS:**

##### **Engineering Division**

Engineering, Design, and Construction

TEL (816) 513-2720

414 E. 12th Street, 18th floor; Kansas City, MO 64104

##### **Development Services**

5th Floor, City Hall, 414 E. 12th Street, Kansas City, MO 64106

TEL (816) 513-2551

FAX (816) 513-2548

**Projects requiring review:** New or modifications to existing signalization, street operations, and street improvements associated with traffic studies, as well as public street construction with traffic control plans, detour plans, permanent street signage and stripping, new or modified signalization, and street or sidewalk closures

#### **WATER SERVICES DEPARTMENT:**

##### **Permitting and Development Division**

414 E 12<sup>th</sup> Street, 5<sup>TH</sup> floor Kansas City, Missouri 64106

TEL (816) 513-2131

##### **Water Main Extensions and Relocations**

Water Main Relocation Group

TEL (816) 513-0245

4800 East 63rd Street, Kansas City, Missouri 64130

**FLOOD CONTROL LEVEE DISTRICTS:**

**Department of the Army-Kansas City District, Corps of Engineers**

**Engineering Division-Geotechnical Branch**

**<http://www.nwk.usace.army.mil/Missions/EngineeringDivision/GeotechnicalBranch.aspx>**

Federal Building, 601 East 12th Street, Kansas City, MO 64106

TEL (816) 389-3696

FAX (816) 426-5462

**Kansas City, Missouri Levee Committee:**

**East Bottoms Unit**

**North Kansas City Unit-Airport Section**

**Central Industrial Unit-Missouri Section**

Morteza Dastjerdi, KC Water Levee Contact  
4800 E. 63<sup>rd</sup> St., Kansas City, MO 64130

Morteza.Dastjerdi@kcmo.org

TEL (816) 513-0370

**Birmingham Drainage District**

Tedrick Housh (Lathrop & Gage)

2345 Grand, Kansas City, MO 64108

TEL (816) 460-5642

**Projects requiring review:** Excavation riverward and within 500 feet landward of the levee centerline, including excavation for building foundations, basements, piers, loading pits, ditches, and pipe trenches.

In levee districts, the applicant is required to submit one additional set of plans, specifications, and calculations and a cover letter describing the project. After completion of the work, three sets of as-built drawings must be submitted.

**Related permits issued:**

- Section 10 Permit, Rivers and Harbors Act of 1889 regulate any work in, over, or under navigable waters.

**Section 404 Permit, Clean Water Act, regulates the excavation or discharge of dredged or fill materials in all waters.**

**MISSOURI DEPARTMENT OF TRANSPORTATION (MODOT):**

**Maintenance and Traffic Division -- District 4 -- Kansas City Area**

**<https://www.modot.org/kansas-city-district-office>**

Kansas City District Office

600 NE Colbern Rd., Lee's Summit, MO 64086

TEL (816) 622-6500

FAX (816) 622-6323

City Planning and Development does not route submittals to MoDOT. MoDOT must be contacted when work is proposed within or adjacent to the State right-of-way. Drive approach locations on State right-of-way must be approved and permitted by MoDOT.

**DEPARTMENT OF FINANCE:**

**Business License Section**

414 E 12<sup>th</sup> Street, KCMO 64106

TEL (816) 513-1173

FAX (816) 513-1174

City Planning and Development does not route submittals to the Business License Section. Applicants should contact this section regarding business licenses.