

City of Bonner Springs, Kansas
“The Planning and Development Process”

The Planning and Development Process involves several departments within the City depending on the requested action and the required approvals. All project types listed below require an application to be submitted to the City Planner in order to track, review and record all required departmental actions. Our offices are located in the Bonner Springs City Hall, 200 E. 3rd Street, Bonner Springs, Kansas 66012. The Community Development Department’s web page may be found at: <http://www.bonnerrsprings.org/213/Community-Development>

If you have any questions in regard to Planning and Development Process, please contact the City Planner @ (913) 667-1708.

Some development activities require a multistep process, the below processes may not indicate all steps involved and do not include any third party review processes that may occur or variance requests through the Board of Zoning Appeals.

Location: The location of the property is a “critical component” of the proposed land use.

1. Comprehensive Plan: (Public Hearing Required)-

Does the Comprehensive Plan indicate the proposed use?

The Comprehensive Plan is the Land Use guide for current and future development within the City as well as the unincorporated area known as the Loring Service Area;

If the desired Land Use is not consistent with the Future Land Use Map, a request for a Comprehensive Plan Change must be presented to the Planning Commission and Governing Body. All amendments to the Future Land Use Map require a public hearing and a notice is placed in the Wyandotte Echo newspaper at least 20 days prior to the public hearing. This action is normally in conjunction with a Zoning Change; and

The Planning Commission’s recommendation is forwarded to the Governing Body for final action.

2. Zoning Change: (Public Hearing Required)

Zoning determines the "Use" of Land. All zonings should be confirmed through the City Planner:

- (a) If the proposed use is not consistent with the zoning, the property will require a zoning change;
- (b) The following actions are required to be completed prior to the Public Hearing:

All property owners within a 200’ radius within the corporate limits or 1,000’ radius within the unincorporated areas around the subject property shall be notified in writing at least 20 days prior to the public hearing;

A Public Hearing Notice is required to be published in the Wyandotte Echo newspaper at least 20 days prior to the public hearing; and

A Public Notice Sign is required to be posted on the subject property at least 20 days prior to the public hearing.

The Planning Commission’s recommendation is forwarded to the Governing Body for final action.

3. Platting: (Non-Public Hearing)

Does your parcel need combined, was the parcel or tract ever platted, does it meet current zoning Regulations/standards?

Plats are submitted and reviewed in two stages: Preliminary Plat and the Final Plat;

Preliminary plats are reviewed by the Development Review Team which is a recommending body to the Planning Commission which has final approval authority;

Final plats are reviewed by the Development Review Team which is a recommending body to the Planning Commission who approves the final plat and forwards the final plat to the Governing Body to accept any dedications of easements and/or rights-of-way; and

All public improvements shown on the approved preliminary and/or final plats shall be designed by a licensed engineer and submitted to the City Planner for review and approval by the City Engineer, City Planner and Public Works Director in accordance with the Subdivision Regulations and adopted City Design Standards.

4. Special Use Permit: (Public Hearing Required)

See Article XXVII of the Bonner Springs Zoning Regulations for more information regarding special use permits and specific allowances along with Appendices A & B.

A Special Use Permit may be requested if the desired use is listed as a Special Use in Appendices A & B of the Zoning Ordinance within a specified zoning district;

All Special Use Permits are reviewed in a public hearing and requires the same notice, publishing and posting procedures as a Zoning Change; and

The Planning Commission's recommendation is forwarded to the Governing Body for final action.

5. Site/Landscape Plans: (Non-Public Hearing)

Site/Landscape Plans are required to be submitted and approved by the Planning Commission for all multi-family, office, commercial, industrial developments;

Site/landscape plans are detailed plot plans showing buildings, improvements, stormwater detention, parking, landscaping, utilities, location of all on-premise signs, etc.; and

The factors for consideration in reviewing a Site Plan are listed on the application and under Site Plans; **Section 10, Article X of the Zoning Ordinance.**

Floodplain: Is the property within the Floodway, 100-Year Floodplain, or 500-Year Floodplain?

If the property is located within a designated floodplain, a floodplain development permit is required.

6. Public Improvement Requirements:

All Public Improvement Construction Plans for water lines, sanitary sewer, stormwater and public streets shall be reviewed and approved by the City Engineer. Once approved by the City Engineer, the Project Engineer shall provide the City Planner five (5) full size signed/sealed paper copies along with a disc of all approved Public Improvement Construction Plans in a PDF format.

Note: The Performance and Maintenance Bonds shall be submitted to the City Planner along with all required fees prior to filing the Final Plat.

All items listed below are required to be submitted to the City Planner.

Public Improvement construction timeline:

The City Engineer approves all Public Improvement Construction Plans;

- The Project Engineer shall provide five (5) full size paper copies and a disc of all approved Construction Plans in a PDF format;
- The Project Engineer shall provide an Engineers Estimate for each Public Improvement;
- A "Permit to Construct" from KDHE for all water lines and/or sanitary sewer extension; Copy of the NPDES Phase II, Notice of Intent (NOI) along with the Earth Change Permit and Fee;
- Copy of the Bid Documents for each Public Improvement;
- Construction timeline from estimated start date to estimated completion date for each public improvement;
- Copy of each contractors "Certificate of Liability Insurance".

- All contractors are required to furnish a copy of their “Certificate of Liability Insurance” adding the City as the “Certificate Holder” and the general contractor is required to add the City as an “Additional Insured”;
- Performance and Maintenance Bonds = 100% of the public improvement construction costs callable unto the City of Bonner Springs; and
- Approved and signed Development Agreement between the Developer and the City.

All the above items are required to be completed prior to scheduling the Pre-Construction Conference

The City Planner schedules the Pre-Construction Conference;

- Two (2) sets of “As Built Drawings” along with a scanned PDF disc of all Public Improvement Construction Plans shall be submitted from the City’s Inspector, through the City Engineer for approval, and routing to the City Planner;
- Walk-through inspection by City Staff for all public improvements;
- Acceptance of all Public Improvements by the City Council; and
- Activation of the Maintenance Bond(s) = 100% of the construction costs effective for two (2) years.

Lot Splits: (Non-Public Hearing)

All Lot Splits are reviewed by the Public Utility Companies in order to provide public services;
 The Planning Commission has final authority to approve Lot Splits; and
 Specific requirements for Lot splits may be found in the Subdivision Regulations; Article V, Lot Splits.

Sign Permits:

All sign permits are reviewed, approved and issued by the City Planner. A sign permit must be approved prior to adding, removing or modifying any freestanding sign or wall sign. See the Sign Regulations Article XXXI on the Planning web page for additional information.

Building Permits:

Upon completion of all the above required reviews and appropriate approvals, the applicant may submit two (2) copies of their Building Construction Plans for review and approval by the Building Official. The City has adopted the 2015 ICC Building Codes. See the Building and Codes web page for additional information. For questions on permit requirements, please contact the City Planner at (913) 667-1708.