

Chapter 1 - You Want to Build What?!! When?!!

Introduction

This handbook is a compilation of information, suggestions and requirements related to commercial, retail, office and multifamily land development in Overland Park. Development of schools, hospitals and religious structures will follow these guidelines as well. Our intent is to provide insight about the public meetings and procedures associated with the development process. It is our hope that landowners, developers, design professionals, contractors and others involved in the land development process will find this information helpful in their efforts to develop in the City of Overland Park.

To manage growth in a more service-oriented manner, the Planning and Development Services Department has established the Development Center. The Center incorporates the Divisions of Current Planning, Building Safety and Engineering Services to provide a central location for addressing development issues. This provides a greater degree of accountability and effectiveness and enhances communication between all parties. At one of three counters in the Development Center, city planners, plans examiners and engineers are available to provide professional services for you.

The Development Center employees and the employees in other divisions of the department are committed to the following mission statement.

We are partners in maintaining, enhancing and developing our community. Our team is committed to helping our community:

- **Plan for the future**
- **Ensure our citizens' safety**
- **Support our neighborhoods**

The word “partners” in the Mission Statement is very intentional. The staff is working hard to listen and hear the comments and concerns of the development community. It is our belief that the city can be developed in an exceptional manner when the development community and the staff work as partners. The best chance for this to happen is when communication is consistent and professional, and requests from all sides are reasonable and based on factual situations.

Do not hesitate to contact the staff with your questions or comments. Teamwork requires a great deal of communication. Chapter Two of this handbook comprises a flow chart of the major processes of development in Overland Park. More detailed sections of the chart are given at the beginning of each related chapter. Development may be complex, and your project may not exactly follow these flow charts. While issues can arise which may cause a detour, the charts will give you a close approximation of the process.

Coordination Issues

Land development in Overland Park requires good coordination between the development community, the city staff and several outside agencies. When you need to contact staff and are not able to visit the Development Center, you may reach an employee in the following ways:

Planner-of-the-Day (POD)

Tel. 913/895-6217

Fax 913/895-5013

E-mail pod@opkansas.org

Plans Examiner-of-the-Day (PEOD)

Tel. 913/895-6225

Fax 913/895-5016

E-mail peod@opkansas.org

Engineer-of-the-Day (EOD)

Tel. 913/895-3195

Fax 913/895-5016

E-mail eod@opkansas.org

Community Services

Tel. 913/895-6270

Fax 913/895-5086

E-mail health@opkansas.org

Additionally, you can visit the Online Development Center for service through our Web site at www.opkansas.org.

The Online Development Center is an interactive Web site that lets users easily follow the progress of a plan review, construction permit or planning commission application. Contractors can see inspection results and schedule new inspections. The public can submit comments on public hearing items or view information about parcels of land. You may be able to take care of your needs Online, rather than visiting the Development Center in person. See page 1.4 for more information on how to use the application.

For your convenience, the staff has also prepared a “**Development Directory**” which can be found in the Appendix. Please refer to this Directory for assistance in contacting outside agencies.

Overland Park is unusual in that water, sewer and fire services are administered by outside agencies, rather than the city. The development community is responsible for contacting these outside agencies. Within the chapters of this handbook, we have tried to indicate the appropriate time to make these contacts. **Failure to communicate with these agencies in a timely manner can cause costly delays.**

What is the Role of Staff?

As directed by the citizens and public officials of Overland Park, the goal of the staff is to administrate and coordinate the development standards of the city. This begins by providing direction based on applicable policies, guidelines, codes and professional standards. The staff is also charged with providing opportunities for input from other interested parties such as representatives from adjacent city governments and adjacent landowners. When members of the public are absent, the staff serves as their representative.

The staff strives to be available to address questions, interpret or explain code issues, offer suggestions or provide advice for the development community. You have been provided with contact numbers for a planner, a plans examiner and an engineer in the Development Center. You will want to address questions and comments to a specific planner, plans examiner and engineer after one has been assigned to your project. If you are unable to reach them and choose to leave a telephone or e-mail message, they will make every effort to contact you the same day. Occasionally, this is difficult when Planning Commission and other meetings continue for several hours.

What is the Role of the Development Community?

It is the developer's responsibility to understand the process and to provide management of all players, outside of city staff. Be certain you give your design professionals adequate time to prepare quality plans. Much time is lost when plans are submitted simply to meet your deadline, only to find that the requirements have not been met and multiple submittals are necessary. The most important thing an owner or developer can do is to insist and ensure quality plans, documents and studies are submitted. The most important thing a design professional can do is to request adequate time to do your job well. Further, it is the developer's role to be aware of the time needed for city staff to provide an adequate plan review and to plan your schedule accordingly. Check with the staff to determine the current "turnaround" time.

Before you present information or plans to the staff, we suggest you begin by researching your proposed site and gathering the following types of data:

- History of past approvals on your proposed site
- Availability of water and sewer services
- Applicable water and sewer district plans
- City standards such as ordinances, resolutions, guidelines or policies. Examples might include:
 - Unified Development Ordinance (Chapter 18 Overland Park Municipal Code)
 - Master Plan
 - Smoking Ordinance
 - Commercial Design Guidelines and Standards
 - Multifamily Residential Design Guidelines and Standards
 - Infill and Redevelopment Design Guidelines and Standards
 - Land Use Intensity Guidelines
- Applicable building and fire codes (See Chapter 7)

- Standard Construction Details (Engineering Services Division)
- Sections of the Municipal Code
 - Chapter 5.36, Explosives and Blasting Agents
 - Chapter 13.03, Street Design Guidelines
 - Chapter 13.08, Sidewalk Construction and Repair
 - Chapter 15.10, Stormwater Management
 - Chapter 16.20, Erosion and Sediment Control
 - Overland Park Building Code (Chapter 16 Overland Park Municipal Code)

TIP: Contact the Engineering Services Division early to avoid delays

Before proceeding with detailed plans, the staff recommends that you call and schedule a pre-application meeting. You can take advantage of pre-application meetings at two different times in the development process: 1) before plan submittal for Planning Commission approval, and 2) before plan submittal to receive a building permit.

Issues discussed might include:

- Design layout
- Access
- Traffic impacts
- Project density
- Stream corridors and flood plains
- Drainage/Detention
- Building code analysis
- Time frame for plan review
- Payment of fees
- Completion of outstanding stipulations

While the staff may occasionally be able to offer comments to assist you in the design of your project, it is the role of the design professional to arrive at solutions.

Detailed and complete plans are required before submittal for a building permit. A thorough code

analysis is necessary. To assist you in the design of your project, copies of the Plan Review Record and Checklist are available for each adopted code. Mechanical, plumbing and residential versions are published. Copies are available at the Building Safety counter.

If you receive a written staff comment that is unclear, please call and clarify the intent of the comment. Much time is wasted when comments are misinterpreted. Different philosophies and goals on projects make it particularly important to continue keeping the lines of communication open.

At any step in the development process, the staff is willing to meet with you to discuss issues relating to your project. Don't hesitate to call or schedule an appointment so questions can be addressed.

The City of Overland Park is rapidly changing as a result of the day-to-day decisions made by the development community and public officials. This constant change has reinforced the awareness that team management by the development community and city staff is essential.

What is the Role of the Online Development Center?

The Online Development Center is another way the Planning and Development Services Department provides convenient and efficient service to our customers. The Online Development Center, available through our Web site at www.opkansas.org, allows users to:

Search:

- Permit/plan review information
- Building history
- Planning permits
- Public Works permits

- License/application information
- Product tank/elevator information
- Parcel information

Comment on:

- Planning Commission Public Hearing items

Apply for:

- New building permit (simple permit that does not require plan submittals only)

View:

- Elevator calendar

Pay fees for:

- Elevators
- Pet licensing
- Product tank
- Pool permit renewal
- Work orders

Report concerns, including:

- Nuisance
- Property maintenance
- Restaurant
- Septic system
- Swimming pool or spa
- Zoning code

To access the Online Development Center, go to www.opkansas.org, type "Online Development Center" into the Search box and click "GO".

If you need technical assistant or help using the Online Development Center, please contact the Building Safety Management Assistant at 913/895-6232.

Comments and Suggestions

We welcome your input regarding the effectiveness of this handbook. If you have suggestions on how it could be improved, please contact the Director of Planning and Development Services.

It is important to note that this handbook is a general overview and does not describe all the detailed information that is required on plans or plats; moreover, it is not a substitute for the Municipal Code or the applicable Kansas statutes. Also, this handbook may not reflect the current status of the code provisions cited. Check with city staff to make sure information is current.