Development Flowchart

City of Wichita
Development Assistance Center

CITY OF WICHITA

Activity

Rezoning and Conditional Use

- Determine proper zoning for intended use
- Obtain application from MAPD for filing cases
- Submit application within 18 days of filing
- Advertise case for public hearing (cases within the City maybe scheduled for a DAB hearing)
- MAPC hears case and forwards recommendation to governing body
- City Council or County Commission takes action
- If case is approved with conditions applicant must satisfy conditions for final application approval
- Ordinance adopted and published

Vacation Process

- Contact MAPD to begin pre-application process and obtain application
- Contact depts. and agencies to determine release of vacation
- Submit application and filing fee on or before closing date
- Advertise case for public hearing and mail notices
- Post property 13 days prior to public hearing
- Review and recommendation by Subdivision Committee
- MAPC hears request and makes recommendation to governing body
- If approved with conditions, applicant must satisfy conditions prior to governing body hearing
- Request goes directly to governing body hearing if approved with no conditions
- City Council or County Commission conducts hearing and takes action
- Letter of governing body decision forwarded to applicant
- Vacation request recorded with Registrar of Deeds

Water Service

- Developer contacts Water Utilities System Planning to Determine Needs
- Petition process is required if a water extension is needed
- Service sizing process to determine tap and plant equity fees
  - Residential: Builder applies for building permit and pays all fees
  - Commercial: All fees must be paid at time of application
- Forward copy of building permit to Water Utilities
- If service size is greater than 2 in. a private project water process must be followed
- Main is inspected and cleared for service
- If less than 2 in. determine if custom setter is appropriate or is a vault required
- Schedule builders tap installation at completion of foundation
- If no vault is required the plumber installs consumer line
- Builder marks location for meter
- Meter setting requested by developer
- Water Dept determine who installs tap
- Billing info. Supplied by developer to W.U.
- Setter is constructed and meter installed
- If a vault is required W.U. provides vault specs.
- Billing info. Supplied to Water Utilities
- Plumber installs consumer line
- Builder is billed for service until buyer takes possession
- Service and set constructed to vault specifications and meter installed
- Billing info. Supplied to W.U.

Sewer Service

- Developer applies for building permit and pays all applicable fees in OCI
- Main is cleared for service
- Copies of permit routed to Sewer Dept.
  - Clay: Licensed drain layer schedules tap install with Sewer Maintenance
  - PVC: Licensed drain layer or plumber installs tap into collector main
- Drain layer installs private lateral
- Liscensed drain layer ot plumber installs tap into collector main
- Request inspection
- OCI conducts inspection
- If improvement does not pass inspection deficiencies must be corrected
- If improvement passes inspection OCI provides new tap info. to W.U.

Platting

- Applicant contacts a surveyor
- Surveyor prepares and submits application and optional sketch plat
- MAPD reviews optional sketch plat and authorizes preparation of preliminary plat
- Surveyor submits preliminary plat
- MAPD and Subdivision Committee review and make recommendation on preliminary plat
- Surveyor submits final plat
- MAPD and Subdivision Committee review and make recommendation on final plat
- Applicant must complete any conditions of final plan approval
- Surveyor submits tracings to MAPD
- MAPD must review plats for adherence to conditions of approval
- If conditions are determined satisfied, City Council or County Commission review
- Surveyor submits tracings to Registrar of Deeds

Public Improvement Plans

- Petition for public improvements and fees submitted to Engineering
- To DAB (If less than 100% supported petition)
- PW/Engineering reviews petition and makes recommendation to City Council
- City Council approval
- Letter of Credit obtained by developer, if less than 35% developed
- Construction plan prepared by engineering consultant
- Consultant Engineering plans submitted to Engineering for review
- Required Permits From Non-City Agencies Obtained
- Plans are reviewed for compliance with City standards
- Final plans submitted to Engineering who prepares bid document and bids project
- Project is forwarded to City Council for award of contract
- Award issued and notice given to proceed
- Inspections begin
- Partial payments made at time of progress inspections
- Certificate of Completion issued
- Equity fees for water and sewer paid
- Water taps and meters installed
- Final costs of improvement caclulated
- City assess property and lets bonds

Private Improvement Plans

- Applicant submits engineering plans and fees to Engineering
- Engineering initiates plan review
- Plans are finalized
- If working in R-O-W, contractor obtains necessary permits to initiate work
- Contractor begins construction
- Request inspection after temporary patch installed
- Inspections in R-O-W
- Contractor completes improvement
- Inspecting engineer submits as-built certificate with supporting documentation
- City engineer issues Certificate of Acceptance

Construction Plan Review

- Once construction plans have been submitted review begins
- Review focuses on compliance with city codes and conditional approvals
- All non-city required approvals must be obtained
- If a public utility and/or drainage plan is required, Engineering must review and approve
- If additional zoning or platting is required, MAPD must review and approve
- Administrative or State review must be conducted if a historic preservation review is required
- Once plan review is complete the plan write-up with required changes issued to applicant
- Required plan revisions are resubmitted for review
- Once review is completed, plans are approved and ready for permit

Permiting

- Request for building permits occurs once construction plan review is underway
- Conditional use permits may be issued to licensed contractors prior to application approvals and upon payment of fees
- Permits may be issued in the following order, grading, footing, site dev., framing, temp C of O and final C of O
- OCI may issue conditional building or progress print permit as sequential progress is made as plan deficiences are resolved
- Construction begins under conditional or progress permit status
- Contractor is notified when full unconditional building permit has been issued
- Contractor receives associated trade permits
- Construction begins on fully approved plans

Inspections

- Licensed trade contractor receives associated trade permits
- Licensed contractor requests required inspection using automated scheduling system on City's website
- Inspection same day if requested prior to 6:30 a.m. or next day after 6:30 a.m.
- Inspector leaves correction notice posted with permit job card at site
- Inspection results are posted on automated phone system and website
- If deficiencies are found, corrections are made and another inspection scheduled
- After all trade inspections and installation approvals, final inspection is requested
- Temporary or partial Certificate of Occupancy may be issued
- Follow-up inspections requested and completed
- Full Certificate of Occupancy issued

Appeals, Adjustments, and Variances

- Applicant contacts OCI or County Zoning Administrator to determine type of variance needed
- Obtain variance application from MAPD
- Submit completed application and fees on or before closing date
- MAPD will advertise for public hearing and mail notices
- Post notice of variance request and public hearing notice on property 13 days prior to public hearing
- Board of Zoning Appeals hears request at public hearing and makes decision
- If approved with conditions, applicant must satisfy conditions
- MAPD reviews conditions for adherence
- If approved with no conditions, the variance process is complete

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