

# City of Lenexa, Kansas



## Development Guide

A Guide for Obtaining  
Land Use & Plan Approvals  
and associated  
Development Permitting  
within the City of Lenexa, Kansas

Prepared by the  
Department of Community Development

## Table of Contents

Introduction .....	3
Development in Lenexa .....	3
Zoning Classifications .....	4
Pre-Application Conference .....	4
Rezoning & Preliminary Plan Process .....	5
Rezoning & Preliminary Plan Procedures .....	5
Final Plan Process .....	6
Final Plan Procedures .....	7
Staff Review Only Procedures.....	7
Special Use Permit Process .....	7
Special Use Permit Procedures.....	8
Subdivision Process.....	9
Platting Requirement Changes.....	9
Preliminary Plat Procedures .....	9
Final Plat Procedures .....	10
Electronic Application and Plan Submittal Process.....	11
Process Flowcharts .....	11.a – 11.e
Development Review Fees .....	12
Development Fees .....	13
Permits Required for New Development .....	15
Permit Fees.....	17
Required Commercial Inspections.....	22
Required Residential Inspections .....	22
Public Utilities Serving the City of Lenexa .....	26
City Staff Contacts .....	27
Rosters of Public Officials.....	28

## Introduction

The Development Guide is intended to assist developers, landowners and homeowners with the development process and public meetings in the City of Lenexa. The guide outlines procedures for a rezoning application, special use permits, preliminary and final plans, and preliminary and final subdivision plats. In addition, a list of fees and permits required for the various types of development, along with a list of staff responsible for reviewing plans and issuing permits is provided. For further guidance, detailed review checklists and brochures are available on-line. **It is important to note that this guide 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 Code of the City of Lenexa or the applicable Kansas statutes.**

For further information about the development process, contact the Department of Community Development, City Hall, 17101 West 87th Street Parkway, Lenexa, Kansas 66219, phone (913) 477-7500.

**Please note the date on the cover of this guide. Updated copies will be available from the Department of Community Development as ordinances are passed that affect the development processes outlined in this guide.**

### DEVELOPMENT IN LENEXA

Actively engaged in advanced city development since 1965, when the City adopted its first [Comprehensive Plan](#), Lenexa has sought to chart a specific course of action with respect to its future growth and development. The Comprehensive Plan has been designed as a general guide, or long-range master plan, to assist in locating and scheduling major capital improvements, to provide guidance in formulating and adjusting zoning and subdivision controls, and to help coordinate and mold individual plans, daily development decisions and current development characteristics with the living and working environment desired by Lenexans.

Because the allocation of land to various urban uses is considered to be virtually permanent, it is advantageous to thoroughly analyze all available alternatives for physical development prior to actually committing land for specific purposes. Similarly, once the pattern of streets and utilities has been established, it is a costly and disruptive process to significantly alter existing conditions or to correct past mistakes.

The solution for Lenexa has been to provide timely reviews and revisions of the Comprehensive Plan in an effort to remain current with the changing goals of the community and to assist in managing the rapid growth and development of the City in the past twenty years. Reviewed annually, the Comprehensive Plan is currently undergoing a complete reanalysis and revision.

The development process goes beyond the Comprehensive Plan. Implementation is accomplished through legally binding controls such as development and zoning ordinances and the subdivision regulations that are contained in the Lenexa [Unified Development Code](#) (UDC), adopted in July 1992. With these tools, the Lenexa Planning Commission and the Governing Body are able to ensure the development and land use patterns reflect the goals and desires of Lenexa's residents, providing an optimal balance between private concerns and the public interest.

## ZONING CLASSIFICATIONS

### ***Residential Districts***

- AG Agricultural District
- RE Residential Estate District
- RP-E Planned Residential Estate District
- R-1 Single-Family Residential District
- RP-1 Planned Residential (Low Density) District
- RP-2 Planned Residential (Intermediate Density) District
- RP-3 Planned Residential (Medium-High Density) District
- RP-4 Planned Residential (High Density) District
- RP-5 Planned Residential (High Rise, High Density) District

### ***Nonresidential Districts***

- NP-O Planned Neighborhood Office District
- CP-O Planned General Office District
- CP-1 Planned Neighborhood Commercial District
- CP-2 Planned Community Commercial District
- CP-3 Planned Regional Commercial District
- CP-4 Planned Service Commercial District
- HBD Planned Historic Business District
- BP-1 Planned Business Park District
- BP-2 Planned Manufacturing District

### ***Special Purpose Districts***

- PUD Planned Unit Development District
- BP-S Planned Business Park Subsurface District
- CC Planned City Center District
- PMU Planned Mixed Use District

Permitted uses and requirements for each zoning district as well as subdivision regulations and other development requirements are contained in the Unified Development Code (UDC), which is Title 4 of the Code of the City of Lenexa, Kansas. The [Unified Development Code](#) is available on-line, or through the City's Legal Department at (913) 477-7625.

## PRE-APPLICATION CONFERENCE

Pre-application conferences are required for all new developments of three (3) acres in size or larger; for all other development applications they are strongly encouraged. Pre-application forms are available on the website through this link, [Pre-Application form](#).

Pre-application conferences allow the applicant to become acquainted with the review procedures and related City requirements and obtain a copy of the checklists; and discuss the development proposal with the Director of Community Development and/or his/her designee(s). The conference is for informational purposes only and is not a substitute for a complete reading by the applicant of all applicable ordinances and regulations, nor shall it be considered as any indication of approval or disapproval.

## REZONING AND PRELIMINARY PLAN PROCESS

The City of Lenexa requires that any application for rezoning to a new zoning classification other than AG, R-1 or RE be accompanied by a concept or preliminary plan. A developer can save both time and money by not having to duplicate the public meeting process for a rezoning application and preliminary plan application. However, the decision to rezone a parcel of land is based, among other considerations, on the merits of the proposed use, compatibility with surrounding uses, and conformity with the [Comprehensive Plan](#). In all zoning districts, except the BP-1 and BP-2 districts, the City of Lenexa requires that a preliminary plan and a final plan be approved by the Planning Commission before construction begins. A preliminary plan, following a recommendation of approval by the Planning Commission, is submitted to the Governing Body for approval. The final plan is not sent to the Governing Body unless requested by two or more City Council members or the City Administrator within three working days following the Planning Commission's action. If the applicant, as part of a rezoning request submits a concept plan, the applicant will be required to submit a separate preliminary plan following approval of the concept plan. [Rezoning](#), [Concept Plan](#) and [Preliminary Plan](#) checklists are available on-line by clicking on the appropriate link,

### REZONING AND PRELIMINARY PLAN PROCEDURES

1. The Developer is encouraged to participate in a pre-application conference with the Department of Community Development to present a conceptual plan for the development.
2. By the deadline reflected on the filing schedule, the applicant submits for conceptual or preliminary plan approval and for rezoning. The filing schedule is available on the website at [Planning Commission Meeting Dates and Deadlines](#). The concept/preliminary plan shall be submitted electronically. Please see Page 11 regarding Electronic Application and Plan Review Process.
3. Staff checks for completeness and will assess the fee which shall be made in accordance with the schedule found in this guide or obtained from the Department of Community Development. Staff will send an email once the fee is assessed with instructions on how to pay.
4. Concept/Preliminary plans are coordinated by the Department of Community Development and are reviewed by the Staff Review Team, which include representatives from Police, Fire, Engineering, Traffic, Building Inspection, and Planning.
5. After reviewing the site plan, staff prepares comments which must be subsequently addressed and resubmitted by the date stipulated. Resubmittals must be submitted electronically. Please refer to Page 11 regarding the electronic process.
6. For rezoning applications, the applicant must mail a Notice of Public Hearing, supplied by the City, to all owners of record of all lands located within 200 feet of the affected property as measured from the subject property line. A listing of owners may be obtained from the Johnson County Clerks Office at (913) 715-0775, or through a title company of choice.
7. Mailings shall be made at least 20 days prior to the hearing date (not including the date of the mailing or date of the meeting) by certified mail, return receipt. Prior to the Planning Commission hearing, a list of property owners of record and return receipt cards must be submitted to the Department of Community Development for the file record. At least 14 days prior to the Planning Commission meeting, the applicant is responsible for posting a notification sign, furnished by the City, on the property so it is visible from the public street. If the property abuts more than one public street, the sign shall face the street which carries the most traffic. If the property that is the subject of the application contains more than five acres, there shall be one sign for each street which abuts the property.
8. The City is responsible for a public advertisement in the official newspaper of the City of Lenexa on rezoning and special use permit matters.
9. The Planning Commission conducts a public hearing on the rezoning and/or special use permit applications and forwards a recommendation to the Governing Body for the next available Governing Body agenda, taking into account the protest period discussed in Item 11. Copies of any information presented at meetings in support of a request, i.e., renderings, building material samples, etc., must be left with Staff and become a part of the file. It takes approximately 30 days to reach this point from the application filing deadline.

10. Upon the applicant's written request to the Director of Community Development, one continuance may be granted of the hearing before the Planning Commission, and one continuance may be granted for Governing Body action on the Planning Commission recommendation. Such continuances shall be made to a date certain and shall be for not less than one month. All continuance requests shall be subject to the approval of the body at the level where such request is made.
11. On rezoning applications, a 14-day protest period begins after the conclusion of the Planning Commission public hearing. During this period, a petition protesting the amendment, supplement or change in zoning may be filed with the City Clerk. The petition shall be duly signed and notarized by 20 percent or more of the owners of property proposed to be rezoned, or by the property owners of 20 percent or more of the total area required to be notified, excepting streets and public rights of way. If a valid petition is filed, then an affirmative vote of three-fourths of the Governing Body members must occur to adopt the proposed rezoning.
12. The Governing Body may approve the rezoning application, in whole or in part, with or without modifications, or deny the application. The Governing Body may approve the concept/preliminary plan, in whole or in part, with or without modifications and conditions, or deny the application.
13. Upon review of rezoning applications, the Governing Body also has the option to remand the application back to the Planning Commission. It takes approximately 60 days to reach this point from the original filing deadline, assuming no extensions were granted.
14. In the event of denial of a rezoning request by the Governing Body, the application may not be resubmitted for one year. (Note: This does not apply to concept/preliminary and final plan applications.)
15. A concept or preliminary plan approval shall remain in effect until the first of the following occur:
  - A. Failure of the applicant or the applicant's successor to file a preliminary plan or final plan for any phase of the project by the date on which such preliminary or final plan is required by the phasing schedule on the concept or preliminary plan;
  - B. Expiration of the phasing schedule shown on the concept or preliminary plan; or
  - C. Expiration of two (2) years from the date of approval.
16. The Director of Community Development may, upon written application of the property owner and for good cause shown, extend a concept or preliminary plan expiration date for a specified duration not to exceed one (1) year.

## FINAL PLAN PROCESS

Based upon the zoning classification of the subject property, final plans may or may not require Planning Commission approval. The Development Review Staff may conduct a Staff Review Only and approve final plans within BP Zoning Districts for individual buildings, provided that the Planning Commission and Governing Body have approved a preliminary plan. Final plans in other planned zoning districts must obtain Planning Commission approval and possibly Governing Body approval if 2 or more Councilmember's or the City Administrator requests Governing Body action within 3 working days of the Planning Commission decision. [Final Plan](#) checklists are available on-line through this link.

### FINAL PLAN PROCEDURES

1. Final plans shall be submitted electronically to the Department of Community Development, after approval and submission of the preliminary plan approval process, and prior to commencement of development.
2. The final plan submittal must be made in accordance with the filing schedule for Planning Commission meetings and shall be submitted by the deadline reflected on the filing schedule which is available on the website at [Planning Commission Meeting Dates and Deadlines](#). Please refer to Page 11 regarding the electronic process.
3. Final site plans are coordinated by the Department of Community Development and are reviewed by City Staff, which include representatives from Police, Fire, Engineering, Traffic, Building Inspection, and Planning.

4. After reviewing the final site plans, the City Staff will prepare written comments which will be uploaded to the electronic portal and an e-mail to the submitting person stating the comments are ready and must be subsequently addressed and resubmitted by the date stipulated on the comment cover e-mail. Resubmittals must be submitted electronically; Please refer to Page 11 regarding the electronic process.
5. The Planning Commission will review the final plan at a public meeting and may approve it in whole or in part, with or without modifications and conditions, or deny the application. Final plans will not be submitted to the Governing Body for approval unless two or more Governing Body members or the City Administrator so request within 3 days following Planning Commission action. It takes approximately 30 days to reach the Planning Commission meeting from the filing deadline.
6. A final plan approval shall remain in effect until the first of the following occur:
  - A. Failure of the applicant or the applicant's successor to file application for the approval of any plat required for completion of the project within two years following the date of approval of the final plan;
  - B. Failure of the applicant or the applicant's successor to complete the improvements required by any approved plat for any portion of the property within the period required by the subdivision improvements agreement, regardless of the fact that there is security enabling the City to complete such improvements;
  - C. Failure of the applicant or the applicant's successor to file an application for a building permit for one or more buildings consistent with such final plan, if any buildings are shown thereon, within one year following the approval of the final plan or, if a plat is required, following the approval of the final plat; or
  - D. Expiration of the preliminary plan on which its approval was based.
7. The Planning Commission may, upon written application of the property owner and for good cause shown, grant one extension of the expiration date for the final plan for a specified duration not to exceed one (1) year.

#### **STAFF REVIEW ONLY**

1. The developer is encouraged to participate in a pre-application conference with the Department of Community Development to present a final plan for the development.
2. The final plan submittal must be made in accordance with the Staff Review Only filing schedule which is available on the website at [Meeting Dates and Deadlines](#) . Plans are to be shown on 24 x 36 pages to include all general site development data, landscape and fence data, engineering data\*, utility plans, floor plans and building elevations, and any ancillary information shall be provided with sufficient information included as to allow for an appropriate review by the City. Please see Page 11 regarding Electronic Application and Plan Review Process.
3. Final site plans are coordinated by the Department of Community Development and are reviewed by City Staff, which include representatives from Police, Fire, Engineering, Traffic, Building Inspection, and Planning.
5. After reviewing the final site plans, the City Staff will prepare comments which will be uploaded to the portal and an e-mail to the submitting person and must be subsequently addressed and resubmitted by the date stipulated on the comment cover email. Resubmittals must be submitted electronically; Please refer to Page 11 regarding the electronic process.
4. Once the City Staff comments are responded to satisfactorily and every review department has approved the plans, the Staff Review Only process is complete. The process takes approximately 30 days to complete. Additionally, if the applicant allows the project to become inactive for 30 days, the project is pulled from the review schedule and resubmittal must occur.

### **SPECIAL USE PERMIT PROCESS**

A [SPECIAL USE PERMIT](#) allow specific land uses in a zoning district that are not permitted “by right.” The Special Use Permit process provides for flexibility in the land use regulations and allows the Planning Commission and Governing Body to ensure that the proposed use will not adversely impact neighboring property. Special Use Permits can be conditioned with restrictions for site development, parking, signs and duration. The Special Use Permit submittal must be made in accordance with the

filing schedule for Planning Commission meetings and shall be submitted by the deadline reflected on the filing schedule which is available on the website at [Planning Commission Meeting Dates and Deadlines](#). Please see Page 11 regarding Electronic Application and Plan Review Process.

A site plan and/or floor plan, if applicable, must be submitted to allow City Staff an adequate opportunity to evaluate the Special Use request. The length of time and procedures for obtaining a Special Use Permit are similar to that of a rezoning application. The uses that require a Special Use Permit are listed for each zoning district in [Article 4-1-B, Zoning District Regulations](#), of the Lenexa City Code. Some of the common land uses often requiring a Special Use Permit are listed below:

Bar or Nightclub	Salvage Yard
Airports	Outdoor Entertainment
Adult Entertainment	Arcades
Gun Clubs	Private Clubs
Group Homes, General	Commercial Day Care Centers

### **SPECIAL USE PERMIT PROCEDURES**

1. The applicant requesting a [Special Use Permit](#) participates in a pre-application conference with the Department of Community Development to present a conceptual plan for new development or a change of use for an existing structure and to determine what submittals will be required of the applicant. Minimally, the applicant is required to submit a site plan with relevant supporting data. Special Use Permit applications that involve construction of a new structure require preliminary and final plan review prior to commencement of development. The Special Use Permit submittal must be made in accordance with the filing schedule for Planning Commission meetings and shall be submitted by the deadline reflected on the filing schedule which is available on the website at [Planning Commission Meeting Dates and Deadlines](#). Please see Page 11 regarding Electronic Application and Plan Review Process.
2. The submittal shall include plans shown on 24 x 36 pages to include all general site development data, landscape and fence data, engineering data\*, utility plans, floor plans and building elevations, if applicable, and any ancillary information shall be provided with sufficient information included as to allow for an appropriate review by the City. Any proposed design standards are to be provided with enough information to show the construction material and color for all exterior surfaces, height of the structure and number of stories, if applicable. The Development Review Staff checks the Special Use Permit for completeness and receives the filing fee.
3. Application and accompanying site plans are coordinated by the Department of Community Development and are reviewed by City Staff, which include representatives from Police, Fire, Engineering, Traffic, Building Inspection, and Planning.
4. After reviewing the plans, the Development Review Staff prepares comments which are uploaded to the portal and an e-mail sent to the contact person and must be subsequently addressed and resubmitted by the date stipulated on the cover email. Resubmittals must be submitted electronically as per the Electronic Application and Plan Review Process.
5. For Special Use Permit applications, the applicant must mail a Notice of Public Hearing, supplied by the City, to all owners of record of all lands located within 200 feet of the affected property as measured from the subject property line. A listing of property owners may be obtained from the Johnson County Clerks Office at 111 North Cherry Street in Olathe, KS 913-715-0775, or through a title company of your choice. Mailings must be postmarked at least 20 days prior to the hearing date by certified mail, return receipt requested. Prior to commencement of the Planning Commission hearing, a list of property owners of record and the return receipt cards must be submitted to the Department of Community Development and will become part of the file record. At least 14 days prior to the Planning Commission meeting, the applicant is responsible for posting notification signs, furnished by the City, on the property so that they are visible from the public street. If the property abuts more than one public street, the sign shall face the street which carries the most traffic. If the property that is the subject of the application contains more than five acres, there shall be one sign for each street which abuts the property.
6. The City is responsible for public notice in the official City newspaper.

7. The Planning Commission conducts a public hearing for the Special Use Permit application and forwards a recommendation to the Governing Body. Copies of any information presented at meetings in support of a request, i.e., renderings, building material samples, etc., must be left with Development Review Staff and become part of the file. It takes approximately 30 days to reach this point from the application filing deadline.
8. A fourteen-day protest period begins after the conclusion of the Planning Commission public hearing for Special Use Permit. During this period, a petition may be filed with the City Clerk who sets out the protest to the special use. The petition shall be duly signed and acknowledged by 20 percent or more of the property owners of the total area, excluding streets, located within 200 feet of the boundaries of the proposed special use. If a valid petition is filed, then an affirmative vote of three-fourths (3/4) of the Governing Body members must occur to approve the Special Use Permit.
9. The Governing Body approves the application, in whole or in part, with or without modifications or conditions, or denies the application. Upon review of Special Use Permit applications, the Governing Body also has the option to remand the application back to the Planning Commission for further study and consideration. It takes approximately 50 days to reach this point from the application-filing deadline.
10. In the event of denial of a Special Use Permit request by the Governing Body, the application may not be resubmitted for 120 days.
11. Upon approval of a Special Use Permit application, any plan revisions required by the Development Review Staff, Planning Commission or Governing Body must be completed and a copy submitted for the file within 20 working days after approval or prior to application for a building permit, whichever occurs first.

## SUBDIVISION PROCESS

The City of Lenexa requires preliminary and final plat approval before beginning grading of streets or construction. The preliminary plat is submitted to the Planning Commission for review, and modifications may be imposed before approval is granted. After the preliminary plat has been approved by the Planning Commission, a final plat for record is prepared and submitted to the Planning Commission for review and approval. If there is any dedication to the City of Lenexa, it is then forwarded to the Governing Body for acceptance and dedication. A preliminary and final plat will not be heard at the same meeting. Moreover, final plats must be accompanied with complete storm drainage analysis, computations and construction plans. [Preliminary](#) and [Final Plat](#) applications are available on on-line through the link.

### PLATTING REQUIREMENT CHANGES

In conjunction with the road-funding program, certain changes were made to the City's platting requirements. All land must be platted prior to subdivision OR construction, with 8 basic exceptions:

- Division of agriculturally zoned land into lots of 20 acres or more, where no roads are being created.
- Construction of single family or agricultural structures on existing or legally created agriculturally zoned lots.
- Construction of single family and permitted accessory structures on existing or legally created R-1 zoned lots.
- Construction of detached accessory structures to existing permitted uses.
- Construction of buildings or additions that are deemed by the Director of Community Development as not creating a new ownership unit or business entity.
- Splitting of previously platted commercial and industrial lots into any number of lots that conform to development standards.
- Splitting of other lots into no more than two lots that conform to development standards.
- Land in older business parks that were developed without land for individual sites being platted. In these limited cases, tracts can be subdivided or developed without platting, as long as development standards are met.

## **PRELIMINARY PLAT PROCEDURES (A PRELIMINARY PLAN MAY SERVE AS A PLAT)**

1. The Developer is encouraged to participate in a pre-application conference with the Department of Community Development to present a conceptual plat for the development.
2. The preliminary plat submittal must be made in accordance with the filing schedule for Planning Commission meetings and shall be submitted by the deadline reflected on the filing schedule which is available on the website at [Planning Commission Meeting Dates and Deadlines](#). Please see Page 11 regarding Electronic Application and Plan Review Process.
3. Staff checks the preliminary plat application for completeness and the fee is assessed.
4. The submittal shall include plans shown on 24 x 36 pages to include verification of the lot width at the building line, curved streets and cul-de-sacs, the 100-year flood plain area, if applicable, and location of proposed sidewalks and a street light plan to be approved by the Traffic Engineer in compliance with Resolution 92-8 of the Lenexa Planning Commission.
5. Applications and the accompanying plat are coordinated by the Department of Community Development and are reviewed by City Staff, which include representatives from Police, Fire, Engineering, Traffic, Building Inspection, and Planning.
6. After reviewing the preliminary plat, the Development Review Staff prepares written comments which are uploaded to the portal and an e-mail sent to the submitting person and must be subsequently addressed and revised plans resubmitted by the date stipulated on the cover email. Revisions must be submitted electronically. Please see Page 11 regarding Electronic Application and Plan Review Process. The Planning Commission may grant approval or approval with conditions to the preliminary plat or may deny approval of the application. It takes approximately 30 days from the application-filing deadline to reach this point.

## **FINAL PLAT PROCEDURES**

1. Within two years, after approval of the preliminary plat and prior to commencement of development, a detailed final plat shall be submitted to the Department of Community Development.
2. Submittal must be made in accordance with the filing schedule which is available on the website at [Planning Commission Meeting Dates and Deadlines](#). Please see Page 11 regarding Electronic Application and Plan Review Process.
3. The Development Review Staff checks the final plat application for completeness and the fee is assessed.
4. In conjunction with the submittal of the application, the submittal shall include plans shown on 24 x 36 pages showing the square footage of each lot, verification of the lot width at the building line, curved streets and cul-de-sacs, the 100-year flood plain area, if applicable, and location of proposed sidewalks and a street light plan to be approved by the Traffic Engineer shall be submitted in compliance with Resolution 92-9 of the Lenexa Planning Commission.
5. The plat is coordinated and reviewed by Development Review Staff, which includes representatives from Police, Fire, Engineering, Traffic, Building Inspection, and Planning.
6. All forms, such as endorsements, dedications and certificates, insofar as required to be entered on the plat, must be in accordance with the standards of the Planning Commission, on file in the office of the City Clerk, and except where otherwise required or permitted, shall be signed by the owner of the property.
7. After reviewing the final plat, the Development Review Staff prepares written comments which are e-mailed to the submitting person and must be subsequently addressed and resubmitted by the date stipulated on the comment email. Staff. Resubmittals must be submitted electronically. Please see Page 11 regarding Electronic Application and Plan Review Process.
8. The Planning Commission conducts a meeting on the final plat application and forwards the recommendation to the Governing Body for their consideration of all dedications, if any. This occurs approximately 30 days after the application filing deadline.
9. The Governing Body may accept the proposed dedications, accept them subject to conditions, or refuse them. The Governing Body also has the option to remand the application back to the Planning Commission for further study and consideration. This occurs approximately 60 days after the application-filing deadline.

**Upon acceptance of a final plat by the Governing Body, the following is required:**

1. Submittal of two 20-lb. paper copies of the plat, as accepted and bearing original property owner signatures, for signatures of the approving authorities. If recorded copies are needed for Developers' use, certified copies are available at the Register of Deeds Office. After all signatures are obtained the plats are returned to the applicant for recording at the Johnson County Register of Deeds Office prior to acceptance of any streets or utilities for City maintenance, or issuance of any building permits. It is the responsibility of the Developer or his agent to ensure that the approved plat is recorded within two years after said plat is approved and that a recorded copy is submitted for the City's file within 30 days after filing.
2. Plans for streets and utilities must be submitted to the Department of Community Development and/or the appropriate utility company for review and approval prior to the issuance of any engineering permits.
3. After recording, the Department of Community Development requires preparation of an address/sidewalk plat, which must be submitted to the City for distribution to appropriate utility companies. An addressing scheme will be provided by the City upon receipt of a recorded copy of the plat.
4. Building permits will be issued when necessary copies of the address plat are submitted, streets and utilities are completed, and the fence/landscape buffer (where applicable) is constructed or bonded.
5. All Developers of real estate, and builders within the City, shall file with the City Clerk, before the issuance of any building permits, a bond sufficient to provide for the installation of all streets and public utilities.

### **ELECTRONIC APPLICATION & PLAN REVIEW PROCESS**

As standard practices and technology advances, the City of Lenexa works to update our practices and procedures so that we can leverage these newer technologies to obtain efficiencies and conveniences for our customers and clients. As part of this, Lenexa began performing electronic document reviews in 2013 for the City's Planning [submittal and review process](#).

We have continued to work to provide more efficient means of submittal as we've progressed, and we are now happy to offer a more "one-stop-shop" capability on-line. With our new [Electronic Application Portal](#) you can submit an application / apply for a planning process on-line (anytime day or night); upload your documents directly to the portal (with simple windows explorer type selections); once accepted with fees assessed, return and pay for your application online (anytime day or night); and finally monitor and follow-up on status of the review throughout the review process (with the ability to see workflow status real-time).

If you have not previously used the portal, you will need to create a login. This can be done without a Lenexa License (for homeowners/residents), or if you are a contractor/developer/professional, you will need to know your Lenexa ID\* in order to associate your login with the Accela database.

(\*If you do not know your Lenexa ID, or you do not currently have a number, or if you would like instructions on the process emailed to you, please contact us at the number or e-mail below.)

This ID# is for your firm only. Please do not share this ID# with any other firms / sub-consultants, etc. If you have a sub-consultant that needs access, please contact us at the email below and we will arrange for that firm to obtain their own ID#.

If you need any assistance or have any questions, please contact Community Development at (913) 477.7500 .

<b>DEVELOPMENT REVIEW FEES</b>
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**PLANNING COMMISSION APPLICATIONS**

**PLATS:**

Preliminary and Final plat	
1-10 lots	\$150.00 + \$7/lot
11-50 lots	\$150.00 + \$6/lot
51-150 lots	\$150.00 + \$5/lot
151-500 lots	\$150.00 + \$4/lot
501 + lots	\$150.00 + \$3/lot
Time extension for preliminary plats	\$250.00
Technical Correction Plats	\$100.00, (affidavit)
Street/Easement Vacation	\$200.00

**PLANS:**

Conceptual plan	\$300.00
Preliminary plan	\$300.00
Final plan	\$400.00
Revised Final plan	\$400.00
Time extension for plans	\$250.00
Plan Re-review	\$250.00
Lighting Plan <i>(only charged when filed separately from Preliminary or Final Plan)</i>	\$225.00
Landscape Plan <i>(only charged when filed separately from Preliminary or Final Plan)</i>	\$225.00
Sign Approval <i>(only charged when filed separately from Preliminary or Final Plan)</i>	\$125.00

**REZONING - RESIDENTIAL:**

0 to 5 Acres	\$425.00
5.1 to 10 Acres	\$550.00
10.1 to 20 Acres	\$675.00
20.1 to 50 Acres	\$800.00
50.1 + Acres	\$925.00

**REZONING - OFFICE:**

0 to 5 Acres	\$ 900.00
5.1to 15 Acres	\$1,000.00
15.1 to 25 Acres	\$1,100.00
25.1 to 50 Acres	\$1,200.00
50.1 + Acres	\$1,300.00

**REZONING - COMMERCIAL:**

0 to 5 Acres	\$ 900.00
5.1to 15 Acres	\$1,000.00
15.1 to 25 Acres	\$1,100.00
25.1 to 50 Acres	\$1,200.00
50.1 + Acres	\$1,300.00

**REZONING - INDUSTRIAL:**

0 to 5 Acres	\$ 900.00
5.1 to 15 Acres	\$1,000.00
15.1 to 25 Acres	\$1,100.00
25.1 to 50 Acres	\$1,200.00
50.1 + Acres	\$1,300.00

**SPECIAL USE PERMIT:**

Less than 1 acre	\$350.00
1.1 to 3 acres	\$450.00
More than 3 acres	\$500.00

**BOARD OF ZONING APPEALS**

Zoning Appeal	\$150.00
Fence Appeal	\$ 50.00
Exception: Appeals to Amortization of Nonconforming Sign Provisions	Waived

**STAFF PLAN REVIEWS**

Staff Review Final Plan	\$375.00
Plan Re-review	\$250.00
Special Events: Type I	\$ 75.00
Type II	\$150.00
Registration	\$20.00
Signs	\$75 - \$200
Sign Deviation (Administrative)	\$150.00
Sign Deviation (Planning Commission)	\$200.00

**DEVELOPMENT FEES****PARK AND RECREATION IMPACT FEE: (where applicable--assessed at permit issuance)**

RE and RP-E	\$544.00/unit
R-1 and RP-1	\$544.00/unit
RP-2	\$544.00/unit
RP-3	\$544.00/unit
RP-4 and RP-5	\$544.00/unit
AG	\$544.00/unit
Commercial (per total building sq footage)	\$0.1432
Industrial (per total building sq footage)	\$0.1432

**STREET TREE FUND: (where applicable--assessed at final plan/plat approval)**

Street Tree	\$375.00/tree
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**LAND USE DISTURBANCE FEE: (where applicable--assessed at permit issuance)**

Residential - Single Family and Duplex	\$75.00/lot
Subdivision	\$165.00/acre
Non-residential	\$165.00/acre

## EXCISE TAX

The excise tax is \$0.215 per square foot (eff. 8/1/05) within the plat, less the area in arterial and collector rights of way, or in areas dedicated to a public entity (i.e. City, County, School District, Park District) for parks and open space. The excise tax is collected prior to the City releasing a plat drawing for recording.

## STORMWATER SYSTEM DEVELOPMENT CHARGE: (where applicable-assessed at permit issuance)

Beginning on April 22, 2022, the Stormwater System Development The system development charge varies, depending on the amount of impervious area within a development/project. This fee goes towards providing regional system control to flooding that is likely to result from a 1% rain event. In essence, it is the development's cost of their capacity in the City's drainage system.

The fee is calculated at \$1,201 per equivalent dwelling unit (EDU). In the case of single family residential property, an EDU is one single lot. For all other development types, an EDU is calculated as 2,750 square feet of imperviousness.

e.g. 30,000 square foot of impervious area would equate to 10.9 EDU's  
(30,000 divided by 2,750 = 10.9)

Credit against the system development charge shall be given for building permits authorizing construction of a lot shown on a final plat or final plan that was approved prior to April 20, 2004. In addition, a credit shall be given for any building permit authorizing construction on a lot shown on a final plat or final plan, which provides retention or detention for the 1% rain event, as authorized by the City with development approval.

## TRANSPORTATION IMPROVEMENT PROGRAM FEE (TIP)

### (where applicable--assessed at permit issuance)

Beginning on **July 28, 2022**, the TIP fee rates on all new building permit applications will be increased by approximately 5.3 percent. This increase is part of the annual inflation adjustment as authorized by the TIP fee ordinance (City of Lenexa code section 4-2-K-2.G).

The TIP fee varies depending upon the size and use of the subject building and is based on the traffic generation by the use. It is collected at the time of building permit issuance. The previous rate in effect since August 2021, was based on \$42.77 per trip. The new rate will be based on \$45.04 per trip. The inflation adjustment of approximately 5.3 percent is based on the increase in the Engineering News Record (ENR) Construction Cost Index (CCI) annual average from 2020 to 2021.

TIP fees are utilized only to fund transportation improvement projects throughout the City. Typically, the funds are used for intersection and traffic signal improvement projects.

A list of common land uses and their associated TIP fee rates are shown in the following table. If you have questions about this fee, contact the Community Development Department at 477-7500.

Use Type	2022 Rate
Single Family Home	\$450.40 /d.u.
Duplex	\$377.55 /d.u.
Multi-Family Unit	\$300.34 /d.u.
Office	\$ 0.601 /square ft

Warehousing	\$ 0.218 /square ft
Underground Warehousing	\$ 0.056 /square ft
Mini-Warehousing	\$ 0.110 /square ft
Hotel/Motel w/ meeting rooms	\$326.08 /room
Business Motel	\$263.54 /room
Fast Food Restaurant	\$ 10.12 /square ft
Bank w/ Drive-Thru	\$ 11.99 /square ft
Hospital	\$ 0.760 /square ft
Convenience Store w/ gas pumps	\$ 19.17 /square ft
Convenience Store w/o gas pumps	\$ 16.75 /square ft
Congregate Care/Nursing Care Facility	\$ 97.74 /unit
Car Wash (self service)	\$ 4,899 /stall
Car Wash (full service)	\$ 8,173 /service line
Movie Complex	\$ 6,961 /screen
New Car Dealership	\$ 1.67 /square ft
Home Improvement Store	\$ 1.590 /square ft
Quick Lube Shop	\$ 1,807 /stall
Tire/Auto Service	\$ 1.123 /square ft
Furniture Store	\$ 0.236 /square ft
Retail Shops	\$ 1.83 /square ft
Discount Store >60,000 square ft	\$ 2.56 /square ft
Grocery Store	\$ 3.52 /square ft
Pharmacy/Drug Store	\$ 3.99 /square ft
Child Care facility	\$ 3.58 /square ft
Church/Synagogue	\$ 0.417 /square ft
All Other Land Uses	\$ 45.04 /trip end

## PERMITS REQUIRED FOR NEW DEVELOPMENT

Applications for all [New Development Permits](#) are available on line by clicking the link.

### **SITE DEVELOPMENT**

Public Improvement Permit - for construction of streets and storm sewers.

Sewer Extension Permit from the State of Kansas.

Land Disturbance Permit if grading is to be done prior to issuance of a building permit. This permit is obtained through the Engineering Division.

Site Development Permit if site work (storm, curbing, pavement, etc.) is to be done prior to a building permit.

## **ADOPTED CODES**

- 2018 International Building Code
- 2018 International Plumbing Code
- 2018 International Mechanical Code
- 2018 International Fuel Gas Code
- 2018 International Residential Code
- 2018 International Fire Code
- 2018 International Existing Building Code
- 2017 National Electrical Code
- 2012 International Energy Conservation Code
- 2018 International Swimming Pool & Spa Code

## **BUSINESS TAX LICENSE, CONTRACTOR LICENSING, PERFORMANCE GUARANTY and BONDING**

Business Tax License - All general and sub-contractors are required to have a current Lenexa Business Tax License, which may be obtained from the Department of Community Development at Lenexa City Hall, located at 17101 West 87th Street Pkwy.

Contractor License - All general and sub-contractors are required to have a current Johnson County Contractor's License (JCCL) to obtain building permits, except those types of work for which no applicable category exists. JCCL is not required for fence, swimming pool, hot tub, land disturbance and site development permits. This list of exceptions is not complete; new categories may be added or deleted at the City's discretion.

The JCCL is obtained from the Johnson County Courthouse offices located at 111 S. Cherry, Olathe, KS. Phone: 913-715-2233. [Johnson County Contractor Licensing](#)

Performance Guaranty - A "Performance Guaranty" is required when performing any form of land disturbance. The guaranty amount is based upon the previous year's single family permit activity using a tiered system, or a per acre amount for commercial projects. For residential projects, contact a Licensing & Permit Technician at (913) 477-7500 to find out your required guaranty amount. For commercial projects, the guaranty amount is determined during the plan review process and you will be notified of the required amount by the Development Engineering staff.

The purpose of this guaranty is to ensure that contractors keep their projects and the surrounding areas free and clear of dirt, mud, gravel and other debris. If the City determines that clean up is necessary, the contractor will receive notice to take appropriate action. If the contractor fails to take appropriate action in the allotted time, the City will perform all clean up, and charges will be assessed against the guaranty.

Public improvement projects must post a performance and two-year maintenance bond for 100% of the cost of public improvements.

## **REQUIRED SUBMITTALS FOR NEW COMMERCIAL CONSTRUCTION**

A Completed [Building Permit Application](#). (not required for online submittals)

A [Certificate of Occupancy application](#) for projects that include a tenant finish. (not required for online submittals)

A copy of the sewer or septic permit must be submitted prior to permit issuance. Sewer permits are obtained through Johnson County Wastewater District No.1 (913/338-1300). [WaterOne](#) Septic permits are obtained through [Johnson County Environmental](#) , (913/492-0402).

Five (5) sets of plans, each sheet displaying signature and seal by an Architect or Engineer licensed in the state of Kansas. One set must have original seal and signature on each sheet. (only one sealed set is required for online submittals)

A non-refundable Plan Review Fee equaling 40% of the permit fee is due at time of application.

Evidence of retention of an independent, third-party special inspector is required for most new construction.

Plans are reviewed on a first come, first serve basis by four departments; Building Inspections, Engineering, Fire and Planning. We ask for fifteen (15) working days to complete the initial review.

## **REQUIRED SUBMITTALS FOR NEW RESIDENTIAL CONSTRUCTION**

Two sets of plans. A detailed outline of requirements can be obtained from the Building Inspections Division. We encourage you to review these details prior to submittal.

A completed [permit application](#). (not required for online submittals)

A copy of the sewer or septic permit must be submitted at time of application. Sewer permits are obtained through Johnson County Wastewater District No.1 (913/338-1300). [WaterOne](#) Septic permits are obtained through [Johnson County Environmental](#) , (913/492-0402).

Two original, legal plot plans, signed and sealed by a civil engineer or land surveyor licensed in the State of Kansas. The plot plan must include property address and legal description, property dimensions, contour lines, proposed structures and distances to property lines, building lines, location of outside utilities, easements, rights of way and decks. Several additional items are also required. A more detailed checklist can be obtained from the Engineering Division, and we encourage you to utilize this checklist prior to submittal. (only one is required for online submittals)

For structures requiring a minimum low opening (MLO) or a minimum floor elevation (MFE), an elevation certification by a land surveyor registered in the State of Kansas will then be required in order to proceed beyond the wall inspection.

## **PERMIT FEES**

### **A. Calculation.**

Construction permit fees for new construction, additions and accessory structures shall be calculated by the following method:

- 1) Multiply the total square footage of the structure by the applicable square footage construction cost set out in Table A or A2 (below). 2) Determine the estimated actual construction cost. 3) Apply the greater of the above values to the fee table set out below as Table B1 (Commercial) or Table B2 (Residential), whichever is applicable.

Construction permit fees for remodels, alterations and demolitions shall be calculated by applying the estimated actual construction cost to Table B1 for commercial projects and Table B2 for residential projects.

The Codes Administrator shall determine the applicable cost per square foot valuation in the tables for structures and uses not specifically listed by using the most analogous valuation.

### **B. BVD Adjustment.**

The construction cost table set out below reflects the BVD as published by the ICC. Annually in the second quarter and without any further Governing Body action, the construction cost table shall be automatically adjusted to reflect the most recent BVD published by the ICC. Any adjustment made shall become effective thirty (30) days following publication in the City's official newspaper. The new construction cost table shall also be posted in a conspicuous place at City Hall. The construction cost

table may be adjusted by resolution at any other time as may be deemed appropriate by the Governing Body.

**TABLE A  
SQUARE FOOT CONSTRUCTION COSTS TABLE**

Building Valuation Data (BVD) Adjustment for the City of Lenexa, Kansas  
Annually in the second quarter and without any further Governing Body action, the construction cost table shall be automatically adjusted to reflect the most recent (BVD) Building Valuation Data published by the (ICC) International Code Council. The table was first published in the February 2022 issue of the Building Safety Journal.

These new published rates will become effective April 22, 2022 in the City of Lenexa, Kansas

**Minimum Cost Per Square Foot Construction<sup>a,b,c</sup>**

<b>Group (2018 International Building Code)</b>	<b>IA</b>	<b>IB</b>	<b>IIA</b>	<b>IIB</b>	<b>IIIA</b>	<b>IIIB</b>	<b>IV</b>	<b>VA</b>	<b>VB</b>
A-1 Assembly, theaters, with stage	309.06	298.66	291.64	280.58	263.98	255.82	272.02	244.80	237.02
A-1 Assembly, theaters, without stage	282.85	272.45	265.42	254.37	237.77	229.61	245.81	218.59	210.80
A-2 Assembly, nightclubs	237.31	230.23	224.56	215.36	202.99	197.40	207.69	183.68	177.40
A-2 Assembly, restaurants, bars, banquet halls	236.31	229.23	222.56	214.36	200.99	196.40	206.69	181.68	176.40
A-3 Assembly, churches	286.90	276.49	269.47	258.42	242.23	234.07	249.86	223.05	215.26
A-3 Assembly, general, community halls, libraries, museums	244.77	234.37	226.34	216.29	198.94	191.79	207.73	179.77	172.98
A-4 Assembly, arenas	281.85	271.45	263.42	253.37	235.77	228.61	244.81	216.59	209.80
B Business	240.90	232.07	223.51	214.08	194.91	187.36	205.68	172.02	164.34
E Educational	257.70	248.89	242.35	231.90	216.47	205.54	223.92	189.21	183.31
F-1 Factory and industrial, moderate hazard	144.93	138.11	130.39	125.40	112.49	107.10	120.02	92.69	86.88
F-2 Factory and industrial, low hazard	143.93	137.11	130.39	124.40	112.49	106.10	119.02	92.69	85.88
H-1 High Hazard, explosives	135.29	128.47	121.75	115.76	104.14	97.75	110.39	84.34	N.P.
H234 High Hazard	135.29	128.47	121.75	115.76	104.14	97.75	110.39	84.34	77.53
H-5 HPM	240.90	232.07	223.51	214.08	194.91	187.36	205.68	172.02	164.34
I-1 Institutional, supervised environment	244.45	236.08	229.06	219.82	202.16	196.58	220.10	181.25	175.81
I-2 Institutional, hospitals	401.22	392.40	383.83	374.40	354.29	N.P.	366.00	331.40	N.P.
I-2 Institutional, nursing homes	279.15	270.32	261.76	252.33	234.64	N.P.	243.93	211.75	N.P.
I-3 Institutional, restrained	273.40	264.57	256.00	246.57	229.13	220.58	238.17	206.24	196.56
I-4 Institutional, day care facilities	244.45	236.08	229.06	219.82	202.16	196.58	220.10	181.25	175.81
M Mercantile	177.02	169.94	163.27	155.07	142.48	137.88	147.40	123.17	117.89
R-1 Residential, hotels	246.94	238.56	231.54	222.30	204.35	198.77	222.58	183.44	178.00
R-2 Residential, multiple family	206.81	198.43	191.41	182.17	165.41	159.83	182.46	144.50	139.06
R-3 Residential, one- and two-family	192.58	187.37	182.53	178.04	172.85	166.59	175.01	160.35	150.87
R-4 Residential, care/assisted living facilities	244.45	236.08	229.06	219.82	202.19	196.58	220.10	181.25	175.81
S-1 Storage, moderate hazard	134.29	127.47	119.75	114.76	102.14	96.75	109.39	82.34	76.53
S-2 Storage, low hazard	133.29	126.47	119.75	113.76	102.14	95.75	108.39	82.34	75.53
U Utility, miscellaneous	104.98	99.04	93.31	89.21	80.44	74.45	85.33	63.42	60.43

- a. Private Garages use Utility, miscellaneous
- b. For shell only buildings deduct 20 percent
- c. N.P. = not permitted
- d. Unfinished basements (Group R-3) = \$23.20 per sq. ft

**TABLE B1  
COMMERCIAL FEE TABLE**

	Permit Fee Formula
\$1-1,000	Minimum \$30
\$1,001-5,000	\$30 for 1 <sup>st</sup> \$1,000 + \$25 / \$1,000*
\$5,001-25,000	\$130 for 1 <sup>st</sup> \$5,000 + \$12.5 / \$1,000*
\$25,001-100,000	\$380 for 1 <sup>st</sup> \$25,000 + \$6 / \$1,000*
\$100,001-500,000	\$830 for 1 <sup>st</sup> \$100,000 + \$4 / \$1,000*
\$500,001-5,000,000	\$2,430 for 1 <sup>st</sup> \$500,000 + \$3 / \$1,000*
\$5,000,001 and more	\$15,930 for 1 <sup>st</sup> \$5,000,000 + \$1.5 / \$1,000*

Shell buildings, discount 20%-Plan Review Fees are 40% of the calculated permit fee; \$30 minimum.

**TABLE B2  
RESIDENTIAL FEE TABLE**

	Permit Fee Formula
\$1-2,000	Minimum \$30
\$2,001-5,000	\$30 for 1 <sup>st</sup> \$2,000 + \$10 / \$1,000*
\$5,001-25,000	\$60 for 1 <sup>st</sup> \$5,000 + \$8 / \$1,000*
\$25,001-100,000	\$220 for 1 <sup>st</sup> \$25,000 + \$5 / \$1,000*
\$100,001-1,000,000	\$595 for 1 <sup>st</sup> \$100,000 + \$2 / \$1,000*
\$1,000,000 and more	\$2,395 for 1 <sup>st</sup> \$1,000,000 + \$1 / \$1,000*

Plan Review Fees are 20% of the calculated permit fee; \$25 minimum.

\*The fee is calculated by taking a base fee (for example, \$30 for the 1st \$2,000) and adding thereto an additional amount for every additional \$1,000, or portion thereof.

**OTHER FEES:**

Certificate of Occupancy with Building Permit - Residential	No Fee
Certificate of Occupancy with Building Permit - Churches, Commercial & Industrial	No Fee
Without Building Permit - Residential (1 and 2 units)	No Fee
Without Building Permit - Residential (3 or more units)	\$100.00
Without Building Permit - Churches, Commercial & Industrial	\$100.00
Temporary Certificate of Occupancy:	
Initial Issuance	\$100.00
First Renewal	\$250.00
Each Additional Renewal	\$500.00
*No renewal fees are required for model homes occupied by the builder/developer provided there are no code deficiencies, in which case renewal fees will apply.	
Building Code of Appeals - Filing Fee	\$150.00
Inspection outside of normal business hours (minimum 2 hour charge)	\$100.00/hour
Re-Inspection fees assessed under the provisions of Section 305.8 of the Uniform Administrative Code	\$50.00/hour
Inspections for which no fee is specifically indicated (minimum 1 hour charge)	\$100.00/hour
Additional plan review required by changes, additions or revisions to approved plans (minimum 1 hour charge)	\$100.00/hour
Investigation fee (applies when work is being done w/o a permit)	Same amount as permit fee or \$100 whichever is greater.
Expedited plan review fees – Tenant and remodel projects	Minimum \$100 or 50% of the calculated plan review fee, whichever is greater.

**LAND DISTURBANCE REVIEW FEE:**

This review fee is required for any land disturbance, as set forth in the Lenexa City Code, that is initiated without obtaining any other permits set forth in this schedule and if taken separately, it is in addition to the permit fee for the entire building.

Residential - 1 and 2 units	\$ 50.00/site
Residential - 3 units or more	\$100.00/site
Churches, commercial and industrial	\$100.00/site

**LAND DISTURBANCE FEES:**

Land Disturbance Permit Fee. This permit fee does not include utility installations.

1 and 2 units	\$ 75.00/lot
3 units or more	\$165.00/acre
Churches, commercial and industrial	\$165.00/acre
Open Recreational Space	\$165.00/acre, to a maximum fee of \$10,000.00

**SITE DEVELOPMENT REVIEW FEE:**

This review fee is required for any land disturbance, as set forth in the Lenexa City Code, that is initiated without obtaining any other permits set forth in this schedule and if taken separately, it is in addition to the permit fee for the entire building.

Commercial	\$150.00/site
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**SITE DEVELOPMENT FEES:**

The permit fee, if taken separately, is in addition to the permit fee for the entire building. Land Disturbance Permit Fee. This permit fee does not include utility installations.

1 and 2 units	\$75.00/lot permit fee plus \$50 plan review fee
3 units or more	\$165.00/acre permit fee plus \$100 plan review fee
Churches, commercial and industrial	\$165.00/acre permit fee plus \$150 plan review fee

**FOOTING AND FOUNDATION PERMIT FEE:**

This permit fee, if taken separately, is in addition to the permit fee for the entire building. This permit fee does not include under slab electrical or plumbing work.

All building types	Per building - \$200 or by valuation using Table B1 or B2 as applicable, whichever is greater.
1 and 2 units	\$100.00/building
3 units or more	\$200.00/building
Churches, commercial and industrial	\$200.00/building

**RE-ROOFING PERMIT FEE:**

1 and 2 units	\$50.00 or by valuation using Table B1 or B2 as applicable, whichever is greater.
3 units or more; and churches, commercial and industrial	\$100.00 or by valuation using Table B1 or B2 as applicable, whichever is greater.

**ANTENNA AND ABOVE GROUND TANK PERMIT FEE:**

Satellite antennas, radio or television antennas, and above ground tanks	\$30.00 or by valuation using Table B1 or B2 as applicable, whichever is greater.
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**SOLAR PANEL PERMIT FEE:**

All building types \$50.00 or by valuation using Table B1 or B2 as applicable, whichever is greater.

This permit fee includes building, plumbing, mechanical and electrical work.

**SIGN PERMIT FEE:**

Sign permit fees shall be remitted prior to the issuance of any sign permit. Reconstruction, extension or relocation of an existing sign shall require the full permit fee outlined below. When work has begun on sign installation prior to the issuance of a permit, the permit fee shall be doubled. Signage applications are available on the Internet at

[SIGNS](#)

**MONUMENT AND FREESTANDING (by sign area)**

50 sq. ft. or less	\$100.00
Greater than 36 but less than 100 sq. ft.	\$150.00
100 sq. ft. or greater	\$200.00

**FAÇADE SIGNS (by sign area)**

50 sq. ft. or less	\$ 75.00
Greater than 50 but less than 100 sq. ft.	\$100.00
100 sq. ft. or greater	\$140.00
Miscellaneous temporary signs	\$ 50.00
Reface or change copy on an existing sign	\$ 75.00
Request for Planning Commission action (sign deviation, revision to approved sign scheme or approval of new sign scheme)	\$100.00

**PUBLIC IMPROVEMENT PERMITS:**

[Public Improvement applications](#) are available on-line by clicking the link.

**REVIEW FEES**

Public Improvement Application Review fee \$350 per project

**PERMIT FEES**

Streets	3% of project cost for activity under the permit
Storm sewers	3% of project cost for activity under the permit
Street lights	3% of project cost for activity under the permit

An additional charge of \$125.00/sign (two signs per intersection) will be assessed to the street permit for street name signs.

Minimum permit fee pursuant to this section is \$50.00

**STREET CUTS:**

When not in pavement area of street \$2.00 x length x width, \$50.00 min.

**Within Right of Way:**

Open cut	\$10.00
Bore	\$10.00
Tunnel	\$50.00

**Under Pavement:**

Bore	\$10.00
Tunnel	\$50.00

**Right-of-Way Management Fees**

Application fee for right-of-way permit	\$35.00/address
Application fee for placement of letterboxes in right-of-way	\$120.00
Fee for Street Cuts/Street Excavations	Formula Based*

\*Please call Municipal Services for fees at 913-477-7680.

Moving structures permit	\$150.00
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**REQUIRED COMMERCIAL INSPECTIONS**

Lead times vary depending upon workload and time of year. All inspections except for inspections to pour concrete, commercial finals, and occupied homes, are scheduled through the [Online Application and Permitting Portal](#) or by calling 913-477-7500. If you need assistance with the Online System, please call a City of Lenexa Licensing & Permit Technician (LPT) at (913) 477-7500.

**REQUIRED COMMERCIAL INSPECTIONS (TYPES):**

Concrete Walls	Piers
Driveway/Sidewalk (Both must be approved by Public Works 477-7680)	Rough-in Electrical (Include above ceiling)
Elevator Acceptance Test	Rough-in Framing
Elevator Shaft	Rough-in HVAC (Include above ceiling)
Final Occupancy / Landscape (including re-inspections)	Rough-in Plumbing (Include above ceiling)
Footing	Sheetrock/ Screw Pattern (Firewalls before tapping)
Gas Pressure Test	Storm Drain/Sewer**
Groundwork Plumbing	Structural Slab
HVAC Smoke Test (Prior to final inspection)	Temporary Electrical Service
Kitchen Hood/Flue	Veneer
Permanent Electrical Service	

\*\*Sanitary sewer inspected by Johnson County Wastewater (913-338-1300).

**REQUIRED RESIDENTIAL INSPECTIONS**

Most inspections, except for inspections to pour concrete, commercial finals, and occupied homes, are scheduled through the [Online Application and Permitting Portal](#) drive approach and sidewalk inspections, call Community Development at 913-477-7665. For other concrete inspections, commercial finals and residential occupied home inspections call 913-477-7500.

**REQUIRED RESIDENTIAL INSPECTIONS (TYPES):**

Inspection services for one and two family dwellings are divided between two groups of inspectors: Building Inspectors and Engineering Inspectors.

- Building Inspectors are responsible for inspecting the building, site grading, and verifying that erosion and sediment control measures have been taken to protect adjacent property, storm sewer inlets (both on the property and at the curb), and that stockpiles are protected.
- Engineering Inspectors inspect sidewalks, drive approaches, compaction issues related to excavations in the public right-of-way, perform random inspections to verify erosion and sediment control measures have been taken to protect adjacent property, inlets (both on the property and at the curb), and that stockpiles are protected.

Most inspections can be requested through the [Online Application and Permitting Portal](#). If you need assistance with the Online System, please call a City of Lenexa Licensing & Permit Technician (LPT) at (913) 477-7500. To schedule an inspection with the Engineering Inspectors, call (913) 477-7665.

**All inspections, except those for drive approaches and sidewalks require one working day advance scheduling.** Drive approach inspections will be made with 1/2-day notice. Appointments are given for footing and foundation, structural slab, and inspections on occupied homes when requested. Connect cannot be used to schedule appointments. Appointments need to be scheduled by a Licensing & Permit Technician at (913) 477-7500.

**The following is a general inspection guideline for the construction of one and two-family dwellings:**

NOTE: Prior to excavating, erosion and sediment control methods are to be installed. Adjacent lots that are finished shall be protected. Inlets on the lot or adjacent to the lot shall be protected. Inspection requests are not required for verification of erosion control. **Erosion and sediment control shall be maintained through-out the duration of the project. It is also required that the street be maintained clean of gravel and mud.**

**NOTICE:**

**Inspectors may not perform scheduled inspections if proper erosion and sediment control measures are not in place or if there is mud and/or gravel in the street.**

Footing inspection: This inspection is made prior to concrete placement. This inspection entails soils, forms, pier pads, trenches and all reinforcing steel. The city approved plot plan and construction plans are required to be on-site for this inspection. If the site conditions dictate a special design, then an engineer's report (design) is required to be on-site. An extra piece of re-bar (reinforcement bar) tied to the footing reinforcement should be left exposed after concrete placement. This extra re-bar should project into the basement and is intended to provide a means to connect the electrical service ground (concrete encased grounding electrode) to the footing reinforcement. Submission to the City of the completed Special Inspection Certification sealed by a Kansas Licensed design professional is an acceptable alternate to City Building Inspectors performing this inspection. Subsequent inspections to this phase of work will not be performed until this inspection is approved.

- Footing Elevation Certification: The foundation contractor is required to provide a copy of the completed "Footing Elevation Certification Form" to the building inspector during the footing inspection. Constructing basement floors, walls, and first floors at the elevations approved on the plot plans assures that lot grading can function properly and the visual appearance from lot to lot is consistent.
- Footings / piers for decks not supporting a roof structure are not required to be inspected by the City; but, must be installed per the code. A minimum depth of 36" below finished grade is required by code.

Foundation Wall Inspection: This inspection is made prior to concrete placement. The inspector verifies proper placement, size and spacing of the reinforcing steel, wall forms, wall heights and openings in the walls. The City approved plot plan and construction plans are required to be on-site

for this inspection. If the site conditions dictate a special wall design, then an engineer's report (design) is required to be on-site. On some construction drawings, lateral bracing method dictates that a certain type of anchoring device be installed in the concrete. Prior to the inspection, these devices (straps and / or anchors) shall be in place. Submission to the City of the completed Special Inspection Certification sealed by a Kansas Licensed design professional is an acceptable alternate to City Building Inspectors performing this inspection. Subsequent inspections to this phase of work will not be performed until this inspection is approved.

- **Minimum Low Opening (MLO) / Minimum Floor Elevation (MFE):** Depending on the site situation and / or the design, elevation readings for the MLO / MFE may need to be taken at this time. If this is the case, the contractor is responsible to submit to the City Engineering Division of Community Development a certification sealed by a Kansas licensed surveyor to verify all openings in the foundation are located above the design flood elevations indicated on the plot plan. No inspections beyond foundation will be scheduled prior to receipt of this elevation certificate.

Under slab Plumbing: This is an inspection of the under slab plumbing lines prior to the completion of the concrete slab preparation. An air or water test is not required for one and two family dwellings.

Structural Garage / Basement Slab: The inspector verifies proper placement, size and location of the reinforcing steel in concrete floors prior to concrete placement. City approved construction plans are required on site for this inspection. If a City accepted standard is referenced on the plans, then the contractor should be prepared to have it available on site for this inspection. Submission to the City of the completed Special Inspection Certification sealed by a Kansas Licensed design professional is an acceptable alternate to City Building Inspectors performing this inspection. Subsequent inspections to this phase of work will not be performed until reporting for this inspection is received and approved.

Vapor Barrier: A 6 mil vapor retarder must be placed between the concrete floor slab and the gravel. Garages and other unheated area are exempt from this requirement.

Window / WRB / BWP: This is an inspection of a representative sample, approximately 25% of the windows installation and flashing, the installation of the weather resistive barrier (WRB), and the structural braced wall panel (BWP) construction. City approved plans are required to be on-site for this inspection. This inspection shall be scheduled to coincide with the assembly progress of the first few exterior walls. This scheduling will allow City Inspectors the opportunity to view the installation methods of the wall sheathing, the WRB, the window installation and flashing, and will provide for early identification of any associated deficiencies. These components shall be installed per the "Window Installations Guidelines" and the "Best Practices for Stucco Applications" as endorsed by the Johnson County Building Officials.

**NOTICE:**

**Failure to schedule the Windows / WRB inspection for all new homes may result in the Inspectors requiring removal of wall assembly components during the rough-in inspection so they can verify proper assembly of the building substrate.**

Rough-in: This is an inspection of the entire structure, the electrical service and wiring, the plumbing system, and the mechanical work. The inspection is to be made prior to the installation of insulation and drywall. The City approved plot plan and construction plans are required to be on-site for this inspection.

Electrical Service: Upon approval of this inspection, clearance for the service is forwarded to the utility company the following day. The contractor can call the utility company for service anytime after clearance has been given. This inspection is typically done as part of the rough-in inspection.

Gas Pressure Test: The inspector looks at all interior gas line piping and ensures that the pipe is holding the proper test pressure. In order to get a service clearance, the piping must be connected to a properly vented gas-fired appliance. Upon approval of the inspection, the city will contact the utility company the following day and authorize a meter. The contractor can call for service anytime after the clearance has been given to the utility company. \*This inspection can be scheduled separately or as part of the rough-in inspection.

Sheetrock: This inspection is only required for duplexes or town homes **or when noted on the rough-in inspection report on single family dwellings**. This inspection includes checking the fire-resistive rating between the garage and living space or dwelling unit separation walls in duplexes and town homes, the moisture resistive drywall in restrooms, and the nailing pattern when drywall is used for wall bracing. If multiple layers are involved for fire rated walls, each layer must be inspected prior to proceeding to additional layers or application of finish materials being applied. Approved plans are required on-site.

Lath / Stucco: Called inspections for lath and stucco are required. Stucco should not be applied until the drywall and roofing materials have been applied. This inspection is of the installation of metal the lath and accessories. The inspector will look for proper lapping and attachment of lath, location of expansion / control joints, and size / locations and proper installation of accessories.

Stoop Flashing: This is an inspection of the required barrier between the rim joist or sheathing and the front porch concrete. See the following link for more information: [Stoop Flashing](#)

Drive Approach: These inspections are made by the Public Works Department. This inspection is to ensure that the drive approach is constructed in accordance with City Standards prior to concrete placement. Four (4) hour advance notice for scheduling is required for these inspections through the Public Works Department.

Public Sidewalk Inspection: These inspections are made by the Public Works Department. This inspection is to ensure that the sidewalks, drive approaches and ADA ramps are constructed in accordance with City Standards prior to concrete placement. Four (4) hour advance notice for scheduling is required for these inspections through the Public Works Department.

Final Inspection: This inspection is required before any type of occupancy can be granted. It entails the general inspection of all completed work both interior and exterior. The city approved plot plan and construction plans are required to be on-site for this inspection.

In order to obtain a Certificate of Occupancy all permit conditions must be satisfied and all work must be complete. If the permitted work is not entirely complete, the contractor may request a Temporary Certificate of Occupancy (TCO). A TCO or approved final inspection must be obtained before a building can be occupied.

- Retaining Wall: If there is a retaining wall taller than 4'-0, (measured from the bottom of the footing to the top of the wall) on the site, the contractor is responsible to submit to the City Engineering Division of Community Development a certification sealed by a Kansas licensed engineer verifying the wall is built per the approved design. Notwithstanding other conditions, a TCO will not be released prior to receipt of this information.
- Final Lot Grading Certificate: For all lots, prior to sod placement and receiving a final Certificate of Occupancy, the contractor is responsible to submit to the City Engineering Division of Community Development an as built plot plan sealed by a Kansas licensed surveyor showing final lot grading at both rear lot corners, and mid-points along each side and rear yard. (from a formatting perspective, why were bullets and the arrow used for these items)
- The City will review the revised plot plan and if acceptable will note:  
"APPROVED – FINAL GRADE CERTIFICATION"
- A copy of the approved revised plot plan will be faxed to the contractor.

**NOTICE**: Inspectors may not perform scheduled inspections if proper erosion and sediment control measures are not in place or if there is mud and/or gravel in the street or sidewalk.

## Public Utilities Serving the City of Lenexa

WaterOne - Water District No. 1 of Johnson County  
10747 Renner Blvd.  
Lenexa, Kansas 66219  
[www.waterone.org](http://www.waterone.org)

913-895-5500  
FAX: 913-895-1827

Johnson County Unified Wastewater District  
11811 S. Sunset Drive, Suite 2500  
Olathe, KS 66061-7055  
[www.jcw.org](http://www.jcw.org)

913-715-8500  
FAX: 913-715-8501

Kansas Gas Service  
11401 West 89 Street  
Overland Park, KS 66214  
[www.oneok.com/kgs](http://www.oneok.com/kgs)

1-800-794-4780

Atmos Energy  
25090 W 110<sup>th</sup> Terrace  
Olathe, KS 66061  
[www.atmosenergy.com](http://www.atmosenergy.com)

913-254-6300  
FAX: 913-768-4924

SBC

Residential  
Commercial

[www.swbell.net](http://www.swbell.net)

1-800-464-7928  
1-800-499-7928

Everest  
9647 Lackman Road  
Lenexa, KS 662  
[www.everestgt.com](http://www.everestgt.com)

Residential 913-825-3000  
Commercial 913-322-9878

Time Warner Cable  
6550 Winchester Ave.  
Kansas City, MO 64133  
[www.timewarnercable.com](http://www.timewarnercable.com)

Residential 816-743-2429  
Business 816-743-2477

Kansas City Power & Light  
1330 Baltimore  
Kansas City, Missouri  
[www.kcpl.com](http://www.kcpl.com)

Lights Out 1-888-544-4852  
Customer Service 816-471-5275

Westar  
P.O. Box 208  
Wichita, KS 67201  
[www.westarenergy.com](http://www.westarenergy.com)

Lights Out 1-800-544-4857  
Customer Service 1-800-794-6101

UTILITY LOCATES  
[www.kansasonecall.com](http://www.kansasonecall.com)

811 or 1-800-DIG SAFE



**City Staff Contacts - Lenexa City Hall (913)  
477-7500**

**Department of Community Development**

Scott McCullough, Director	913-477-7532
Tim Green, Deputy Director of Community Development, City Engineer	913-477-7661
Gloria Lambert, Senior Administrative Assistant	913-477-7729
Kathy McCabe, Contract Specialist	913-477-7665
<b>ROW/Traffic Management</b>	
Monty Zimmerman, ROW Manager	913-477-7659
Jeff Mains, ROW Technician	913-477-7624
Steve Schooley, Transportation Manager	913-477-7662
Paula Parke, Traffic Engineer	913-477-7687
Traffic Engineering Technician	913-477-7670
<b>Engineering / Construction Services</b>	
Tim Collins, Engineering / Construction Services Administrator	913-477-7731
Matt Just, Staff Engineer / Project Manager	913-477-7732
Tom Jacobs, Stormwater Engineer	913-477-7644
Ben Clark, Project Manager	913-477-7795
Dale Clark, Erosion Inspector	913-477-7685
Toni Sinkler-Strang, Supervisor / Construction Inspector	913-477-7672
Jake Worden, Construction Inspector	913-477-7676
Brett Burton, Construction Inspector	913-477-7676
Brandon Reeves, Construction Inspector	913-477-7793
David Zentz, Construction Inspector	913-477-7672
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Stephanie Kisler, Planning and Development Administrator	913-477-7712
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Kimberly Portillo, Planner	913-477-7714
David Dalecky, Planner	913-477-7715
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James Walbert, Community Development Technician II	913-477-7733
<b>Neighborhood / Building Services</b>	
Matt Souders, Building Codes Administrator	913-477-7706
Chris Zheng, Senior Plans Analyst	913-477-7692
David Byl, Senior Plans Analyst	913-477-7722
Jerry Aldridge, Building Inspector	913-477-7709
Chris Pharr, Building Inspector	913-477-7702
Evan Weaver, Building Inspector	913-477-7557
Ed Mathany, Building Inspector	913-477-7708
<b>Community Standards</b>	
Angel Whitaker, Community Standards Supervisor	913-477-7701
Rob Stickley, Community Standards Officer	913-477-7721
Mark Medlin, Community Standards Officer	913-477-7719
<b>Licenses and Permits</b>	
Amy Barenklau, Licensing and Permit Supervisor	913-477-7726
Sara Walker, Licensing and Permit Specialist	913-477-7716
Rochelle Hole, Business Licensing & Special Events	913-477-7728
Rachael Leach, Licensing and Permit Technician	913-477-7789
Tamara Hagerman, Licensing and Permit Technician	913-477-7717
Pam Adcock, Information Desk Receptionist	913-477-7500
Nancy Ihle & Deb Sellers, Licensing and Permit Assistants	913-477-7725
<b>Legal Department</b>	
	913-477-7620
<b>Fire Department (913) 888-6380</b>	
Andrew "Butch" Diekemper, Fire Division Chief	913-477-7915



## Rosters of Public Officials

### **Governing Body**

#### ***Mayor***

Michael Boehm

#### ***City Council Members***

Joe Karlin – Ward 1  
Bill Nicks – Ward 2  
Melanie Arroyo – Ward 3  
Julie Sayers – Ward 4

Courtney Eiterich – Ward 1  
Tom Nolte – Ward 2  
Daniel Roh – Ward 3  
Craig Denny – Ward 4

### **Planning Commission / Board of Zoning Appeals**

Chris Poss, Chairperson  
John Handley  
Don Horine  
Curt Katterhenry  
Brenda Macke

Jason Leib  
Ben Harber  
Mike Burson  
David Woolf

### **Building Code Board of Appeals**

Chris Culp, Chairperson  
Ron King  
Mike Jansen

Greg Mealy, Vice Chairperson  
Craig Rogge