

# 2017

# **City of Lake Quivira Building Permit Application & Guidelines**

Building Official  
City of Lake Quivira  
Office: 913-631-5300  
Fax: 913-631-5761  
[building@lakequivira.ks.gov](mailto:building@lakequivira.ks.gov)

# **BUILDING PERMIT APPLICATION GUIDELINES FOR CONSTRUCTION OR REMODELING WITHIN THE CITY LIMITS OF THE CITY OF LAKE QUIVIRA, KANSAS**

No work on any structure or fence and no site clearing or grading is to commence until a Building Permit has been issued. Building Permits will be issued for a period not to exceed 12 months.

The property owner is responsible for the cost of any damage to roads, sewer lines, water lines, or other property resulting from owner's construction work, including damage caused by vehicles and equipment going to and from the project site. All job sites must be kept safe as required by the Building Official.

The property owner will be responsible for clearing all trash and debris from the construction site and surrounding area.

Any general contractor (and appropriate sub contractors, Plumbing, Electrical, HVAC) must have a valid Class A, B, or C Johnson County Contractors License (JCCL) on file to work within Lake Quivira. If a resident is acting as their own general contractor they must have a Johnson County Contractors License or provide proof the sub-contractors have a valid JCCL appropriate for the trade of work being provided.

## **\_\_\_\_\_ A Completed Building Permit Application.**

### **\_\_\_\_\_ A Site Plan** showing:

Proposed and existing structure(s), including the location of adjacent residences, front, side and rear yard setback dimensions, existing and finish grades, drainage and culverts, retaining walls, drive and walkway locations and materials, drive gradient, utilities, exterior lighting, and landscaping including any existing large trees to be removed.

**\_\_\_\_\_ Two Full Sets of Plans** with an architect or structural engineer's (registered in the State of Kansas or Missouri) seal on each sheet. **Please include one set of plans on 11 x 17 paper for copying.** The plans should include:

\_\_\_\_\_ Floor plan (including foundation) with square footage indicated.

\_\_\_\_\_ Construction details with structural members, including joists and rafters, size of all footings and reinforcing steel indicated.

\_\_\_\_\_ Typical wall sections.

\_\_\_\_\_ Exterior elevations for all sides of the structure showing finish grade and noting all materials and finishes.

**\_\_\_\_\_ A Topographical Survey** is required for all new construction as well as additions affecting the perimeter lines of an existing structure. The topographical survey shall show grading and trees over 8" in diameter including those which will be removed or added.

**\_\_\_\_\_ Photographs** of existing structure and/or site conditions (mounted on 8-1/2" x 11" paper and labeled as to view, name, address, and date).

## **CITY OF LAKE QUIVIRA:**

The Planning Commission of the City of Lake Quivira will consider plans submitted a minimum of four weeks in advance of the regularly scheduled meeting that falls on the second Tuesday of each month at 6:00 P.M. The applicant, architects, engineers and contractors are to adhere to the codes and regulations specified in the 2012 version of the Uniform Building Code (UBC) and related construction codes. The City of Lake Quivira requires compliance with zoning regulations as outlined in the City of Lake Quivira Zoning and Subdivision Regulations that includes the following:

### **RESIDENTIAL CONSTRUCTION:**

- \_\_\_\_\_ Maximum building height of 35 feet.  
The vertical distance measured from the average elevation of the proposed finished grade at the front of the building to the highest point on the roof, exclusive of chimneys.
- \_\_\_\_\_ Minimum front yard setback - 40 feet.  
The distance between any front lot line and the front perimeter of any structure. Lots with more than one front lot line, such as corner lots, shall have a front yard setback for each front lot line.
- \_\_\_\_\_ Minimum side yard setback - A total (for both sides) of 25% of the lot width but not less than 7 feet (per side). The distance between any side lot line and the side perimeter of any structure.
- \_\_\_\_\_ Minimum rear yard setback - 25 feet.  
The distance between any rear lot line and the rear perimeter of any structure.
- \_\_\_\_\_ Lot coverage - Not more than 30%.  
That portion of the lot area covered by structures, including but not limited to accessory structures such as porches, patios, decks, pools and tennis courts, but not including driveways, sidewalks, and parking areas.
- \_\_\_\_\_ Parking provisions for 4 automobiles off the street.
- \_\_\_\_\_ Provide an erosion and Sediment Control Plan on the Site Plan showing the location and type of control measures to be maintained during the construction to prevent runoff of silt, mud, gravel or other debris from the construction site.

If the building cannot meet the zoning regulations as specified in the City of Lake Quivira Zoning and Subdivisions, the applicant may apply for a variance before the Board of Zoning Appeals. Please refer to the BZA packet for instructions and an application form. The variance applies only to provisions such as setbacks, height regulations, parking, etc. The Board of Zoning Appeals may not grant a variance that would permit a use that is not allowed in that zoning district.

## **FENCES:**

No fence shall be constructed which will materially damage the adjacent property by obstructing the view, shutting out sunlight or hindering ventilation.

\_\_\_\_\_Maximum height - 6 feet.

\_\_\_\_\_Location - No fence shall be constructed within any front yard setback; however, fences may be constructed in any side or rear yard.

\_\_\_\_\_Materials - Fences shall be constructed of wood, wrought iron or masonry.

Materials with posts and other structural details located "inside" the fence, where possible. Chain-link or other similar materials shall be permitted only where there is a clearly demonstrated need or where any negative visual impact is minimal.

Note: Should the specifications for the applicant's proposed structure fail to conform with the City of Lake Quivira Zoning and Subdivision Regulations, an Application for a Variance Request should be submitted to the Board of Zoning Appeals.

## **Erosion Control (as outlined in the City of Lake Quivira Zoning and Subdivision Regulations)**

Applications for building permits shall be filed with the City Clerk upon forms prescribed and shall be accompanied by the legal description of the lot, tract or parcel of land, together with a general description of the building or structure to be constructed, erected or altered thereon including the size and shape, square foot area, principal materials of construction, location of the building or structure upon the lot, tract or parcel, the estimated construction cost, and the intended use. Drawings, plans, descriptions or other information shall be submitted with the building permit application as may be required by the City. For new construction or additions affecting the perimeter lines or roofline of an existing structure, the application materials must include the following:

1. Building plans must bear the seal of a registered architect or engineer. Plans shall include floor plans including foundation; exterior elevations showing finish grade at the front of the building and noting materials and finishes; typical wall sections; and, structural plans showing all structural members including joists and rafters, size of all footings and reinforcing steel, and details of all construction unique to the building industry.
2. The lot, tract or parcel of land must be surveyed by an engineer or land surveyor licensed in the State of Kansas, giving the legal description, boundary survey and topography of the property. The survey should also identify existing easements on the property. Permanent iron pins set in concrete are to be placed at all corners.
3. Site Plan showing the location of existing and proposed structures, front, side and rear setback lines, drive and walk locations, and location of adjacent residences. The Site Plan must also show the existing grade and topography, and the proposed finished grade and final contour elevation at a contour interval of not more than two (2) feet on USGS datum, and shall also include retaining walls, driveway gradient, and drainage culverts.
4. Erosion and Sediment Control Plan showing on the Site Plan the location and type of control measures to be maintained during the construction to prevent runoff of silt, mud, gravel or other debris from the construction site.

## **Drainage, Erosion and Sediment Control**

Erosion and sediment control measures are required for any building, landscaping or other construction activity which requires grading, excavation, filling or other land disturbance. Effective control measures to protect adjoining property and street right-of-way from runoff of sediment or debris shall be in place prior to any land disturbance, and shall be maintained until vegetative cover is re-established at the site. Permanent grass or other vegetative cover must be established at a sufficient density to provide erosion control at the site as soon as practicable following completion of construction or grading activity.

- A. Building permit applications for new construction or additions which affect the perimeter of an existing structure must include an Erosion and Sediment Control Plan showing on the Site Plan the location and description of control measures to be maintained during the construction. Effective control devices include filter barriers, e.g., silt fences,

straw bales or equivalent measures on small areas; for disturbed areas draining more than one (1) acre a sediment trap, sediment basin or equivalent control measure may be required.

- B. Each and every time that an erosion control device is breached for construction purposes, deliveries, by natural forces, etc., the property owner and contractor will be responsible to adequately restore the breached area before the end of that workday.
- C. A temporary access path of rock or gravel shall be provided for all construction sites to prevent curb damage and to minimize tracking of mud and debris onto streets or adjoining properties. Any sediment tracked or deposited on a street shall be removed by shoveling or street cleaning before the end of each workday.
- D. Provisions shall be made in the finished grade to protect adjoining property from accelerated and increased surface water drainage, silt from erosion, and any other negative drainage consequences that result from the construction. Drainage ways should be designed so that their final gradients and the resultant velocities and rates of discharge will not create additional erosion onsite or downstream.
- E. Inspection and Remedy. If a property owner or contractor fails to install or maintain effective erosion control measures, the City shall notify the responsible party to correct the deficiencies. If the City is unable to contact the responsible party, or corrective measures are not completed within 24 hours of notification, the City may proceed to install the appropriate control measures. The cost for any work performed by the City hereunder shall be assessed against the performance bond as provided in the City of Lake Quivira Zoning and Subdivision Regulations.
- F. Penalty. Failure to conform to the foregoing regulations may result in a penalty as provided in the City of Lake Quivira Zoning and Subdivision Regulations.
- G. Projects that involve one or more acres must be covered by a KDHE stormwater construction general permit S-MCST-0312-1. Visit <http://www.kdheks.gov/stormwater> or call 785-296-5545

#### **Performance Guarantee / Bond**

A Performance Guarantee / Bond \$\_\_\_\_\_ in the form of a certified check payable to the City of Lake Quivira shall be submitted to the City Clerk prior to the issuance of a building permit. Said Performance Guarantee will be approved by the Building Official or his/her representative, and predicated and guaranteed upon the fact that the permit applicant shall be and is in fact a guarantee by the permittee that the streets and right-of-way in the area that they are working in shall remain free and clear of dirt, mud, gravel and other debris; that proper erosion and sediment control devices will be installed and maintained during the project and until sufficient ground cover is established to prevent erosion; and that any damage to public or private property, streets, drainage structures, or right-of way caused by equipment or construction activity shall be repaired to the satisfaction of the City as determined by the Building Official or his/her representative. If upon inspection, at any time during the construction period, the Building Official or his/her authorized representative determines that: 1.) the affected area is not properly free and clear of said mud, debris, or trash. 2.) effective erosion control devices are not properly installed or maintained, or 3.) that damage has occurred to public or private property, streets, drainage structures, or other right-of-way improvements as a result of construction activities, then that Official shall provide written notice of same to the permittee. Upon receipt of such notification, the permittee shall be allowed a period of four (4) hours to clean up mud and debris on the streets and right-of-way; a period of 48 hours to install or repair erosion control devices; and/or a period of ten (10) days to repair damage to streets, drainage structures or other right-of-way improvements. If the permittee fails to adequately remedy all defects within the affected area, then the Building Official or his/her authorized representative may direct the City to perform such duties as are necessary to remedy the situation and assess all costs against the Performance Guarantee previously posted by the permittee. Failed inspections fees, and permit consultation fees are subject to bond assessment.

The Building Official may waive the requirement for a Performance Guarantee for minor projects which do not involve excavation, grading, filling, or other construction activity which may create the conditions the Performance Guarantee is intended to ensure against.

The City Clerk shall be responsible to prepare a statement covering the cost of any repairs or clean up the City would be required to make under this Section. The permittee will be notified of the cost incurred by the City in cleaning the streets, installing erosion control devices, and/or repairing damage to streets, drainage structures or other right-of-way improvements. The certified check, or the remaining balance if costs were incurred by the City, will be returned to the Permittee at completion of the project. If the costs incurred by the City exceed the amount of the Performance Guarantee the property owner will be required to remit the balance due within ten (10) days of written notice. A Certificate of Occupancy will not be issued until these conditions are fully satisfied.

## 2017 Meeting Schedule

City of Lake Quivira Planning Commission

Meetings are at 6:00 p.m. on the days listed below at City Hall, 10 Crescent Blvd.

**\*\* BUILDING PERMIT APPLICATION, PLANS AND SUPPORTIVE DOCUMENTATION ARE DUE FOUR WEEKS PRIOR TO MEETINGS.\*\***

### **January**

Planning Commission

Application due by Dec 13<sup>th</sup>

Tuesday, January 10<sup>th</sup>

### **February**

Planning Commission

Application due by Jan 17<sup>th</sup>

Tuesday, February 14<sup>th</sup>

### **March**

Planning Commission

Application due by Feb 14<sup>th</sup>

Tuesday, March 14<sup>th</sup>

### **April**

Planning Commission

Application due by March 14<sup>th</sup>

Tuesday, April 11<sup>th</sup>

### **May**

Planning Commission

Application due by April 11<sup>th</sup>

Tuesday, May 9<sup>th</sup>

### **June**

Planning Commission

Application due by May 16<sup>th</sup>

Tuesday, June 13<sup>th</sup>

### **July**

Planning Commission

Application due by June 13<sup>th</sup>

Tuesday, July 11<sup>th</sup>

### **August**

Planning Commission

Application due by July 11<sup>th</sup>

Tuesday, August 8<sup>th</sup>

### **September**

Planning Commission

Application due by Aug 15<sup>th</sup>

Tuesday, September 12<sup>th</sup>

### **October**

Planning Commission

Application due by Sept 12<sup>th</sup>

Tuesday, October 10<sup>th</sup>

### **November**

Planning Commission

Application due by Oct 17<sup>th</sup>

Tuesday, November 14<sup>th</sup>

### **December**

Planning Commission

Application due by Nov 14<sup>th</sup>

Tuesday, December 12<sup>th</sup>

## SETBACK REQUIREMENTS

See the City of Lake Quivira Zoning and Subdivision Regulations for full requirements

**FRONT YARD SETBACK:** THE DISTANCE BETWEEN ANY FRONT LOT LINE AND FRONT YARD SETBACK LINE. The front yard setback line shall be a line inside the lot and parallel to the front line, running from lot line to lot line (generally side lot line to side lot line). The area between the front lot line and the front yard setback line shall be the required front yard. Lots with more than one front yard lot line, such as corner lots, shall have a front yard setback for each front lot line. **40 Feet Minimum.**

**SIDE YARD SETBACK:** THE DISTANCE BETWEEN THE SIDE LOT LINE AND THE SIDE YARD SETBACK LINE. The side yard setback line shall be a line inside the lot and parallel to the side lot line, running from setback line to setback line (generally front yard setback line to rear yard setback line). The area between the side lot line and the side yard setback line shall be the required side yard. **25% of lot width, but not less than seven (7) feet.**

**REAR YARD SETBACK:** THE DISTANCE BETWEEN ANY REAR LOT LINE (if any) AND THE REAR YARD SETBACK LINE. The rear yard setback line shall be a line inside the lot and parallel to the rear lot line, running from lot line to lot line (generally side lot to side lot line). The area between the rear lot line and the rear setback line shall be the required rear yard. Lots with no rear lot line shall have no required rear yard. **25 Feet Minimum.**

**LOT COVERAGE:** That portion of the lot area covered by structures, including but not limited to accessory structures, such as porches, patios, decks, pools, and tennis courts, but not driveways, sidewalks, and parking areas. **30% Maximum.**

**BUILDING HEIGHT:** The vertical distance measured from the average elevation of the proposed finished grade at the front of the building to the highest point on the roof, exclusive of chimneys. **35 Feet Maximum.**

# 2017 BUILDING PERMIT APPLICATION CITY OF LAKE QUIVIRA KANSAS

10 Crescent Boulevard  
Lake Quivira Kansas 66217  
Building Permits/City Hall (913) 631-5300 Ext.1005 building@lakequivira.ks.gov

*Applicant to Complete Numbered Spaces Only – Please Print*

1. Owner \_\_\_\_\_ Phone No. \_\_\_\_\_

**e-mail:** \_\_\_\_\_

2. Construction Street Address \_\_\_\_\_ Lot Number(s) \_\_\_\_\_

3. General Contractor \_\_\_\_\_ Phone Number \_\_\_\_\_

**e-mail** \_\_\_\_\_

4. Johnson County Contractor's License # \_\_\_\_\_

5. Type of Project

☐ New Home ☐ Addition ☐ Alteration ☐ Repair ☐ Other \_\_\_\_\_

6. Description of Project \_\_\_\_\_

7. Total Valuation of Work Covered by this Permit \$ \_\_\_\_\_  
(Total valuation of work for the construction process including all labor and materials.)

8. Lot Dimensions \_\_\_\_\_ Lot Square Feet \_\_\_\_\_

9. Setbacks - See previous page for Definitions

Front Setback \_\_\_\_\_ Right Side Yard \_\_\_\_\_ Lot Coverage \_\_\_\_\_%

Rear Setback \_\_\_\_\_ Left Side Yard \_\_\_\_\_ Building Height \_\_\_\_\_

The applicant, and/or owner, understands that a building permit is issued only for work described here-in and included in accompanying plans and specifications. The applicant has read and understands the Ordinances related to building. The applicant grants the Lake Quivira Building Official permission to inspect the project at any reasonable time. The issuance or granting of a permit or approval of plans shall not be construed to be a permit for, or approval of, any violation of the City of Lake Quivira Zoning and Subdivision Regulations. All work is subject to inspection and no work shall be covered or concealed without approval of the Building Official or his designee. All failed inspections will result in a charge of \$60.00 each. The Building Permit shall be maintained visible from the street.

9. Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ e-mail \_\_\_\_\_ Phone \_\_\_\_\_

## CITY PLANNING COMMISSION

Date Reviewed \_\_\_\_\_

☐ Approved ☐ Disapproved ☐ Deferred \_\_\_\_\_

Building Permit Fee \$ \_\_\_\_\_ Date Received \_\_\_\_\_ Received By \_\_\_\_\_

Performance Guarantee \$ \_\_\_\_\_ Date Received \_\_\_\_\_ Date Returned \_\_\_\_\_

PERMIT NUMBER \_\_\_\_\_ PERMIT RECEIVED BY \_\_\_\_\_ JO CO Certified \_\_\_\_\_