# Development Flowchart

# City of Wichita
# Development Assistance Center

CITY OF WICHITA

| Activity | |
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| Rezoning and Conditional Use | Determine proper zoning for intended use → Obtain application from MAPD for filing cases → Submit application within 18 days of filing → Advertise case for public hearing (cases within the City maybe scheduled for a DAB hearing) → MAPC hears case and forwards recommendation to governing body → City Council or County Commission takes action → If case is approved with conditions applicant must satisfy conditions for final application approval → Ordinance adopted and published |
| Vacation Process | Contact MAPD to begin pre-application process and obtain application → Contact depts. and agencies to determine release of vacation → Submit application and filing fee on or before closing date → Advertise case for public hearing and mail notices → Post property 13 days prior to public hearing → Review and recommendation by Subdivision Committee → MAPC hears request and makes recommendation to governing body → If approved with conditions, applicant must satisfy conditions prior to governing body hearing → Request goes directly to governing body hearing if approved with no conditions → City Council or County Commission conducts hearing and takes action → Letter of governing body decision forwarded to applicant → Vacation request recorded with Registrar of Deeds |
| Water Service | Developer contacts Water Utilities System Planning to Determine Needs → Petition process is required if a water extension is needed → Service sizing process to determine tap and plant equity fees (Residential / Commercial) → Builder applies for building permit and pays all fees → Forward copy of building permit to Water Utilities → Main is inspected and cleared for service → Schedule builders tap installation at completion of foundation → Builder marks location for meter → Water Dept determine who installs tap → Setter is constructed and meter installed → Billing info. Supplied to Water Utilities → Builder is billed for service until buyer takes possession<br>All fees must be paid at time of application → If service size is greater than 2 in. a private project water process must be followed → If less than 2 in. determine if custom setter is appropriate or is a vault required → If no vault is required the plumber installs consumer line → Meter setting requested by developer → Billing info. Supplied by developer to W.U. → If a vault is required W.U. provides vault specs. → Plumber installs consumer line → Service and set constructed to vault specifications and meter installed → Billing info. Supplied to W.U. |
| Sewer Service | Developer applies for building permit and pays all applicable fees in OCI → Main is cleared for service → Copies of permit routed to Sewer Dept. (Clay / PVC) → Licensed drain layer schedules tap install with Sewer Maintenance / Licensed drain layer or plumber installs tap into collector main → Drain layer installs private lateral / Liscensed drain layer ot plumber installs tap into collector main → Request inspection → OCI conducts inspection → If improvement does not pass inspection deficiencies must be corrected → If improvement passes inspection OCI provides new tap info. to W.U. |
| Platting | Applicant contacts a surveyor → Surveyor prepares and submits application and optional sketch plat → MAPD reviews optional sketch plat and authorizes preparation of preliminary plat → Surveyor submits preliminary plat → MAPD and Subdivision Committee review and make recommendation on preliminary plat → Surveyor submits final plat → MAPD and Subdivision Committee review and make recommendation on final plat → Applicant must complete any conditions of final plan approval → Surveyor submits tracings to MAPD → MAPD must review plats for adherence to conditions of approval → If conditions are determined satisfied, City Council or County Commission review → Surveyor submits tracings to Registrar of Deeds |
| Public Improvement Plans | Petition for public improvements and fees submitted to Engineering → To DAB (If less than 100% supported petition) → PW/Engineering reviews petition and makes recommendation to City Council → City Council approval → Letter of Credit obtained by developer, if less than 35% developed → Construction plan prepared by engineering consultant → Consultant Engineering plans submitted to Engineering for review → Required Permits From Non-City Agencies Obtained → Plans are reviewed for compliance with City standards → Final plans submitted to Engineering who prepares bid document and bids project → Project is forwarded to City Council for award of contract → Award issued and notice given to proceed → Inspections begin → Partial payments made at time of progress inspections → Certificate of Completion issued → Equity fees for water and sewer paid → Water taps and meters installed → Final costs of improvement caclulated → City assess property and lets bonds |
| Private Improvement Plans | Applicant submits engineering plans and fees to Engineering → Engineering initiates plan review → Plans are finalized → If working in R-O-W, contractor obtains necessary permits to initiate work → Contractor begins construction → Request inspection after temporary patch installed → Inspections in R-O-W → Contractor completes improvement → Inspecting engineer submits as-built certificate with supporting documentation → City engineer issues Certificate of Acceptance |
| Construction Plan Review | Once construction plans have been submitted review begins → Review focuses on compliance with city codes and conditional approvals → All non-city required approvals must be obtained → If a public utility and/or drainage plan is required, Engineering must review and approve → If additional zoning or platting is required, MAPD must review and approve → Administrative or State review must be conducted if a historic preservation review is required → Once plan review is complete the plan write-up with required changes issued to applicant → Required plan revisions are resubmitted for review → Once review is completed, plans are approved and ready for permit |
| Permiting | Request for building permits occurs once construction plan review is underway → Conditional use permits may be issued to licensed contractors prior to application approvals and upon payment of fees → Permits may be issued in the following order, grading, footing, site dev., framing, temp C of O and final C of O → OCI may issue conditional building or progress print permit as sequential progress is made as plan deficiences are resolved → Construction begins under conditional or progress permit status → Contractor is notified when full unconditional building permit has been issued → Contractor receives associated trade permits → Construction begins on fully approved plans |
| Inspections | Licensed trade contractor receives associated trade permits → Licensed contractor requests required inspection using automated scheduling system on City's website → Inspection same day if requested prior to 6:30 a.m. or next day after 6:30 a.m. → Inspector leaves correction notice posted with permit job card at site → Inspection results are posted on automated phone system and website → If deficiencies are found, corrections are made and another inspection scheduled → After all trade inspections and installation approvals, final inspection is requested → Temporary or partial Certificate of Occupancy may be issued → Follow-up inspections requested and completed → Full Certificate of Occupancy issued |
| Appeals, Adjustments, and Variances | Applicant contacts OCI or County Zoning Administrator to determine type of variance needed → Obtain variance application from MAPD → Submit completed application and fees on or before closing date → MAPD will advertise for public hearing and mail notices → Post notice of variance request and public hearing notice on property 13 days prior to public hearing → Board of Zoning Appeals hears request at public hearing and makes decision → If approved with conditions, applicant must satisfy conditions → MAPD reviews conditions for adherence → If approved with no conditions, the variance process is complete |

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