

**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** – submit electronically to building@lakequivira.ks.gov

_____ **A Site Plan** showing: – submit electronically to building@lakequivira.ks.gov

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.

_____ **Full Sets of DIGITAL Plans** emailed to building@lakequivira.ks.gov with an architect or structural engineer's (registered in the State of Kansas) seal on each sheet. 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

_____ Provide Storm Water Run Off and an Erosion & Sediment Control Plans. (New Construction and Additions).

_____ **A Topographical Survey** is required for all new construction as well as additions affecting the perimeter lines of an existing structure. Quivira, Inc. may also require a topographic survey for any other project where impact on storm drainage is a concern. The topographical survey shall show grading and trees which will be removed or added.

_____ **Photographs** of existing structure and/or site conditions submitted electronically via email or media device.

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 2018 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: District Regulations listed below are for R-1 R-2 & R-3 zoning districts only. Please contact the building office for regulations if you have other than a R-1 R-2 or R-3 designation.

_____ Maximum building height: R-1, R-2, & R-3 = 35'

The vertical distance from the lowest visible point on the existing or new structure to the highest point on the roof, excluding chimneys.

_____ Minimum front yard setback: R-1 = 40', R-2 = 40', & R-3 = 40'

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 – R-1 A total (for both sides) of 25% of the lot width but not less than 7'(per side). The distance between any side lot line and the side perimeter of any structure. R-2, R-3 = A total (for both sides) of 25% of the lot width but not less than 18'(per side). The distance between any side lot line and the side perimeter of any structure.

_____ Minimum rear yard setback - R-1=25', R-2, & R-3 = 30'

The distance between any rear lot line and the rear perimeter of any structure

_____ Lot coverage – R-1 = 30% / R-2 = 25% / R-3 = 20%

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. (Measurements are from the soffit/overhang etc and not the foundation "footprint".)

_____ Parking provisions for 4 automobiles off the street

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 must be 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 to the City of Lake Quivira Zoning and Subdivision Regulations, an Application for a Variance Request should be submitted to the Board of Zoning Appeals.

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 (as outlined in the City of Lake Quivira Zoning and Subdivision Regulations)

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

A Performance Guarantee of (\$_____) 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.

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.