



DEVELOPMENT  
PROCEDURES  
POLICY  
MANUAL

ADOPTED BY RESOLUTION 1448-08

JUNE 4, 2008

RESOLUTION NO. 1448-08

**A RESOLUTION ADOPTING THE DEVELOPMENT PROCEDURE POLICY MANUAL FOR THE CITY OF OTTAWA, KANSAS.**

**WHEREAS**, the Governing Body recognizes the importance of policy procedures; and

**WHEREAS**, the City of Ottawa Planning Commission held a public hearing on May 14, 2008, and by a vote of 7-0 recommend to the City Commission to approve the Development Procedure Policy Manual.

**NOW THEREFORE**, be it resolved by the Governing Body of Ottawa, Kansas adopts the Development Procedure Policy Manual for the City of Ottawa, Kansas.

**Section 1.** This Resolution shall be in force from and after its adoption.

**ADOPTED** this 4th day of June, 2008.

  
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Mayor

Attest:

  
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Scott D. Bird, City Clerk

# DEVELOPMENT PROCEDURES POLICY MANUAL

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**SECTION 1 – GENERAL****1.1 INTRODUCTION**

The purpose of this document is to summarize policies established by the City Commission with respect to land development inside the corporate limits of the City of Ottawa. This is a summary of requirements, and does not include all regulations. This policy manual is intended to apply to residential, commercial, and industrial developments, either individual lots or in large developments. Users of this manual are responsible to insure they are using current editions of this document, source documents and any supplementary information. The sources for information found in this summary include:

- Kansas Statutes;
- City Municipal Code;
- City Comprehensive Plan;
- City Zoning Ordinances;
- City Subdivision Regulations;
- City Guidelines for Special Benefit Districts;
- City Tax Increment Financing policy;
- City infrastructure technical specifications and standard details;
- Adopted construction codes; and
- other like and appropriate documents, such as KDOT policies, MUTCD and highway access management plans.

Services shall only be made available by the City of Ottawa when standards and/or specifications listed in these and other pertinent documents are adhered to. The policies contained herein are established by the City Commission to protect the interests of the City-at-large, and are to be carried out by the appointed officers of the City of Ottawa, Kansas.

Improvements in residential subdivisions, commercial and industrial developments shall be approved with a written agreement between the City of Ottawa and the Developer prior to commencement of construction. The agreement, prepared by the City, shall include specifics related to approved engineering plans, financing, utilities, scheduling and other pertinent details.

**1.2 DEVELOPMENT PROCEDURE SUMMARY**

The development process depends on many variables. Attached as Appendix A are several flowcharts summarizing the development procedure. These flowcharts are intended to represent City of Ottawa policies. Should a developer wish to accelerate the process by combining elements or proceeding out of sequence, the developer shall be responsible for any resulting expense.

**SECTION 1 - GENERAL** (continued)**1 . 3 DEVELOPMENT SCHEDULE**

The development schedule depends on the timing of developer submissions. Developers should contact the Director of Planning and Codes Administration to determine the appropriate submission schedule.

Preliminary and final plats are reviewed by staff and forwarded to the Planning Commission and then the City Commission for action. Plats should be submitted at least sixty (60) days prior to the scheduled Planning Commission meeting a developer wishes to address.

Generally, City staff will review and comment on plans or drawings within fourteen (14) calendar days of the submission date, and forward such comments to the City Engineer. The City Engineer should be able to complete a review within three (3) additional working days.

**1 . 4 COMMISSION MEETINGS**

The City Commission normally meets each Monday for a work study session, and on the first and third Wednesdays each month for regular meetings. Agendas for meetings are set two working days prior to each meeting. Items for the agenda must be submitted at least one week before the agenda is set, and include any necessary approval from the Development Review Committee and/or the Planning Commission.

The Planning Commission normally meets on the second Wednesday each month for a regular meeting, at which time public hearings may be held. The Planning Commission also normally meets for a work study session on the second Wednesday preceding the regular monthly meeting (2 weeks prior to the regular meeting).

**1 . 5 DEVELOPER RESPONSIBILITY FOR DESIGN and CONSTRUCTION EXPENSE**

The developer is typically responsible for all design and construction expenses associated with the development, including those elements of the development that will become the property and/or maintenance responsibility of the City of Ottawa. These improvements include, but are not limited to, streets, streetlights, sidewalks and appurtenances, storm drainage systems, water distribution systems, and sanitary sewer collection systems.

Plans/designs for all public infrastructure improvements must be prepared under the supervision of a Professional Engineer (P.E.) licensed to practice in the State of Kansas. Engineering plans are subject to review and approval by the City Engineer. Some engineering designs may also be subject to review and approval by the Kansas Department of Health and Environment (KDHE), the Kansas Department of Transportation, the Kansas Department of Water Resources and/or any other state or federal agency that may require review/approval.

All plans and drawings shall be submitted to the attention of the Director of Planning and Codes Administration at City Hall. Appropriate distribution of those documents will be made by that office. The number of copies required for submission is shown in the table at Appendix B. Developers should ensure there has been no change to that table prior to submitting drawings.

**SECTION 1 - GENERAL** (continued)

Final civil engineering designs submitted must include an engineer's estimate of probable construction costs for all public infrastructure improvements in order to provide for appropriate performance bonds. The City recommends construction of public infrastructure improvements be performed by a contractor qualified by experience with construction similar to the project/development.

The developer/builder shall, in accordance with current building codes and other regulations, install (or pay for installation of) all private utility service lines, valves, appurtenances and other improvements that solely benefit individual users of a proposed development. Connections of these private utilities lines to public services shall be in accordance with provisions of the Ottawa Municipal Code, including necessary fees. Developers may contact the Director of Planning and Codes Administration (Appendix D) to determine what these fees may be. If the public infrastructure improvements are constructed entirely at developer expense, normal utility fees, as established by ordinance or resolution, may be waived.

**1 . 6 PERFORMANCE and WARRANTY BONDS**

In lieu of the actual construction of the physical improvements required, the Governing Body may accept one of the methods of guarantee provided for in Section 9-1 of the City's Subdivision Regulations. Another alternative available is a improvement district, according to K.S.A. 12-6a and approved by the Governing Body. (See Section 1.11)

**1 . 7 OFF-SITE AND/OR INCREASED CAPACITY IMPROVEMENTS**

The Governing Body may require the developer to install or upgrade off-site improvements located outside the perimeter of a subdivision. Such off-site improvements shall be within dedicated rights-of-way or easements and serve a public purpose. The financing and guaranteeing of such improvements shall be administered as if they were the same as on-site improvements.

Should a utility line of any sort be appropriate for extension beyond a new development, the City of Ottawa may require an increased size/capacity for that utility line (e.g. an 8" water line is sufficient for the new development, but the City requires a 10" line for future extension beyond the current development). The City may pay the difference in the cost of materials for an upgrade.

**1 . 8 DEVELOPMENT AGREEMENTS**

Development agreements may be required for any situation such as off-site improvements, City participation in improvements or delay in a portion of infrastructure installation.

The City of Ottawa may elect to participate in the expense of development. However, the City reserves the right to refuse such financial assistance. Should there be any development agreement with respect to cost sharing or fee waivers, such agreements will be in writing, and signed, prior to any construction.

**SECTION 1 - GENERAL** (continued)**1.9 CONSTRUCTION STANDARDS and INSPECTION**

Developers must ensure that construction standards established by the City of Ottawa are adhered to, so that the improvements will be acceptable to the City. All elements of the improvement must be completed according to approved engineering designs. Construction standards for public infrastructure improvements under separate cover from this document may periodically change as industry standards change. These standards must be upheld by developers and contractors related to all public infrastructure improvements.

Inspection shall be completed by the City of Ottawa, either by staff personnel or by contractor/inspector retained by the City. Developers shall be responsible to reimburse the City of Ottawa for costs/fees associated with inspection. Developers may contact the Director of Planning and Codes Administration (Appendix D) to determine what these fees may be.

Developers are responsible to inform the City no later than twenty-four (24) hours in advance of a necessary inspection. Inspections will not normally be scheduled for weekends and holidays.

Construction that will ultimately be concealed (e.g. covered by earth, asphalt or concrete) must be inspected by the City prior to concealment. Developers are responsible to provide reasonable substantiation of materials quantities (e.g. weigh tickets, etc.) upon request by the City.

**1.10 ACCEPTANCE OF PUBLIC IMPROVEMENTS BY CITY FOR PERPETUAL MAINTENANCE**

Upon completion of construction of public infrastructure improvements according to appropriate technical specifications, standards and/or approved engineering plans, the developer shall make a written request to dedicate the public infrastructure improvements, and that the City accept the improvements for perpetual maintenance. This request shall state that all improvements to be accepted by the City were subjected to appropriate inspection by the City and are within appropriate rights-of-way and/or easements which have been accepted by the City of Ottawa. The warranty bond (Section 1.6, above) shall be submitted with this request.

A written response will be provided to the developer accepting the dedicated improvements, or specifying what modifications are required prior to acceptance by the City of Ottawa. Upon acceptance, the City shall retain complete ownership and control of said improvements. The City shall have the right to add users, extend, or authorize others to extend, the improvements for public benefit without consent of any party contributing to the original expense of the public infrastructure improvements

**1.11 IMPROVEMENT (BENEFIT) DISTRICTS**

Property owners who would benefit may petition the City Commission to make public infrastructure improvements according to the Improvement District Procedures outlined in Kansas Statutes (K.S.A. 12-6a et seq.) and the City of Ottawa Administrative Guidelines for Special Improvement Projects. Should the City Commission choose to accept such a petition, the City of Ottawa will assume design and construction responsibilities, allocating expenses according to the petition. Staff will assist developers/property owners with this process.

**SECTION 1 - GENERAL** (continued)**1 . 12 IMPACT DISTRICTS**

When improvements benefit properties other than those being developed, an impact district may be considered. A written request for such consideration should be submitted by the developer and addressed to the appropriate department (Appendix D). The request will be forwarded for consideration with a staff recommendation. Should the Impact District be approved, a contract detailing the requirements and payment responsibilities of each party will be prepared by the city.

**1. 13 TAX INCREMENT FINANCING (TIF) DISTRICTS**

Pursuant to K.S.A. 12-1770, et sec., and the City of Ottawa Tax Increment Financing Policy, the City may create a TIF District in blighted areas, conservation areas, and/or enterprise zones established prior to July 1, 1992. Pursuant to K.S.A. 12-17,107, et sec. other areas may be eligible as well. Certain costs of improvements within the TIF District may be reimbursed to the developer, or paid through the issuance of Special Obligation Bonds or Full Faith and Credit Bonds. A written request for consideration of TIF financing should be submitted by the developer and addressed to the Director of Planning and Codes Administration.

**1 . 14 EROSION CONTROL / SITE and AREA CLEANLINESS**

All engineering plans must comply with erosion control provisions for construction related activities established in Article 14 of the City of Ottawa Subdivision regulations and National Pollutant Discharge Elimination System (NPDES). Further, developers and builders shall be responsible to routinely remove mud and other debris tracked onto streets from these sites during the development/construction process. Should a developer/contractor not maintain the cleanliness of streets, the City's Inspector may require that construction activities cease until satisfactory clean-up is accomplished.

**1 . 15 EXCAVATIONS IN PUBLIC RIGHTS-OF-WAY**

All excavations in the public right-of-way including (but not limited to) streets and alleys, regardless of who completes the project, require a permit available from the Public Works Department. Regulations governing this process are included in Chapter 70 of the Ottawa Municipal Code.

**1 . 16 OBSTRUCTIONS IN EASEMENTS**

No permanent landscaping, buildings, or other obstructions shall be built, erected or installed within or across any permanent storm drainage or utility easement. A note to this effect shall be included on the recorded final plat. Should a property owner install such a barrier, and access becomes necessary for public maintenance purposes, the property owner shall be liable for any expense necessary to remove the obstruction. Said property owner shall also be responsible for damages to any such obstruction, including any expense to reinstall or reconstruct.

**SECTION 1 - GENERAL** (continued)

A fence may be installed within a dedicated utility or drainage easement at the property owner's risk of having to bear the expense of removal (or of having the fence removed by the City) and/or repair such fence due to the lawful activities of persons or entities under the easement. Fences in these areas shall be identified in the building permit process and be reviewed by the Director of Utilities or designee. All such fences shall have gates or openings or be constructed of removal panels, no less than ten (10) feet in width, to provide proper access to utility meters and/or easements. The City shall not be liable for replacement of any fence and the waiver of liability shall be noted on the face of the permit issued.

**1 . 17 APPEALS**

The five member Board of Zoning Appeals meets on-call to address issues of interpretation and variance from the Zoning Regulations. The Construction Board of Appeals (seven members) meets on-call to address compliance appeals related to building, electrical, plumbing and mechanical code issues. The Boards are convened by the Director of Planning and Codes Administration.

**1 . 18 VARIANCES**

A proposal to vary from accepted established design or construction standards may be considered if a developer has explored all other remedies. Any request for variance must be submitted in writing to the City Manager by the developer. Such request will be reviewed with City staff and will be considered based on a hardship associated with unique or unusual circumstances. A written response will be provided to any request for a variance.

**SECTION 2 - ANNEXATION, PLATTING, SITE PLANS and ENGINEERING DESIGN****2 . 1 ANNEXATION and ZONING**

City services will not normally be provided outside the corporate city limits unless specifically authorized by the City Commission. Therefore, property owners desiring City services should request annexation into the City of Ottawa, Kansas.

Land annexed into the City of Ottawa may be required to undergo a rezoning process. Use of property in the urban growth area of the interlocal agreement between the City of Ottawa and Franklin County may also require a change to City zoning. A zoning change may be required if the proposed use does not meet the existing zoning of the site. Zoning/re-zoning procedures are incorporated into the flowcharts in Appendix A.

**2 . 2 PLATTING**

Plats, preliminary and final, will include street rights-of-way and/or easements to be dedicated in compliance with the provisions of this policy document, and in compliance with other appropriate policies/regulations. All permanent easements including, but not limited to, storm drainage, utilities, and access shall also be shown. The maintenance of privately held common areas shall also be addressed during platting of property. Platting procedures are incorporated into the flowcharts in Appendix A.

Any plans to defer construction of public infrastructure improvements shall be listed and summarized in the development agreement. Such agreements must be in writing, signed by all parties and recorded with the Franklin County Register of Deeds.

Developers should consider their desired schedule for completion of the development, and should address that schedule with City of Ottawa staff early in the platting process. Staff will provide feedback to the developer related to whether the proposed schedule is realistic.

The developer shall be required to place a note on the final plat indicating that building obstructions in permanently dedicated utility and storm drainage easements is prohibited.

**2 . 3 FILING / RECORDING**

Upon approval by the City Commission, final plats must be recorded with the Register of Deeds at the Franklin County Courthouse. The Secretary of the Planning Commission will record the original copy of the final plat with the Franklin County Register of Deeds. One copy will be provided to the developer and one copy filed with City records.

**2 . 4 SITE PLANS**

All new commercial, industrial and multi-family developments shall submit a Site Plan for review by appropriate city officials, including the Planning Commission. Details related to this requirement are found in the current Site Plan regulations, Article 28 of the City's zoning ordinance. A checklist of requirements detailed in the Zoning Ordinance is attached as Appendix C. Site Plan procedures are incorporated into the flowcharts in Appendix A.

**SECTION 2 - ANNEXATION, PLATTING, SITE PLANS and ENGINEERING DESIGN** (continued)**2 . 5 GREEN SPACE / TREES**

Installation of landscaping, for both aesthetic and screening purposes, is required by Chapter 20 of the City's zoning regulations. The City of Ottawa actively pursues improvement of the urban forest. Plans are required to include "green space" elements. Appropriate planning by developers to meet these green space requirements while providing for safe vehicular and pedestrian travel is necessary. Depending on drainage and utilities requirements, the space in easements and between curbs and sidewalks may not be appropriate for planting, including trees.

**2 . 6 ENGINEERING DESIGN / TRAFFIC STUDY / STORM DRAINAGE STUDY**

Civil engineering plans/designs for all public infrastructure improvements must be prepared under the supervision of a Professional Engineer (P.E.) licensed to practice in the State of Kansas. Designs for new developments shall extend that infrastructure through/across the proposed development to the next adjacent property line.

In addition to civil engineering design specified above, a Traffic Study and a Storm Drainage Study may both be required of a developer, as the impact of any new development on the surrounding environs of any development is an important consideration.

**2 . 7 CITY ENGINEER REVIEW / APPROVAL OF DEVELOPER'S ENGINEERING DESIGN**

The City Engineer will review plans/drawings submitted by developers, and will often contact the developers' representative(s) to address specific questions related to civil engineering design and related issues. Once approved, the City Engineer will issue a letter approving the design, specifying which editions and changes are accepted. The design engineer shall place his stamp on each sheet, or indicate in some other approved manner, the sheets that are accepted as final plans.

**2 . 8 PLAN / DRAWING SUBMISSIONS**

Plats, site plans, engineering plans, and all other drawings are to be submitted to the attention of the Director of Planning and Codes Administration at City Hall. Appropriate distribution of those documents will be made to City staff by that office. The number of copies required for submission is shown in the table at Appendix B. Developers should ensure there has been no change to that table prior to submitting drawings.

**SECTION 3 - CONSTRUCTION / EXTENSION OF STORM DRAINAGE SYSTEMS****3.1 GENERAL**

Surface drainage of storm water will obey the law of gravity, flowing from higher to lower ground. Citizens, property owners and developers are expected to design, construct and maintain drainage courses within development areas that provide for this natural drainage in such a manner that other properties are, as much as possible, not adversely affected. No citizen, property owner or developer shall impede or block the natural flow of storm water, or alter the designed flow of storm water in such a manner that damage to other property, public or private, may occur.

Sump pumps shall not be discharged into the public right-of-way. Any such discharge must occur on private property, or be connected directly into a public underground storm drainage system in accordance with approved construction procedures that will protect the integrity of the public underground system. Sump pumps or gutter downspouts shall not be connected to the public sanitary sewer collection system.

**3.2 EASEMENTS**

Storm drainage easements are required where public storm drainage crosses private property (i.e. not in public rights-of-way). These easements are to provide adequate space for performance of various maintenance activities that may become necessary over time.

Drainage should generally be considered "public" if storm water in significant quantities from locations upstream passes through a particular development/parcel. Such drainage may be through underground systems or in streams/ditches/swales.

The minimum width of a storm drainage easement shall be twenty feet (20'). Larger easements may be required for larger drainage structures. Required dimensions will be dependent on the development and characteristics of the drainage basin, and will be approved by the City Engineer.

**3.3 TECHNICAL SPECIFICATIONS**

Storm drainage systems shall be designed to protect citizens and property to the maximum feasible extent from damage due to storm water runoff. The lay of the land and the expense to install drainage systems is such that property cannot be protected from ALL storm water runoff events. Every effort will be made to install systems capable of conducting appropriate storm events.

Storm drainage structures under streets classified as "local/residential" or "collector" shall be designed to convey the 10-year storm event within the conduit. Storm drainage structures under streets classified as "arterial" shall be designed to convey the 50-year storm event within the conduit. The combined capacity of the overflow channel and in-system conveyance under streets shall be sufficient to convey the 100-year storm event at all locations; except that an overflow depth not exceeding seven inches (7") at the lowest point of the traveled way will be permitted where culverts cross streets.

**SECTION 3 - CONSTRUCTION / EXTENSION OF STORM DRAINAGE SYSTEMS** (continued)

The primary document specifying storm drainage construction standards is the City of Ottawa Street & Storm Drainage Standard Details. As this manual is published, those details are included on five separate plan sheets. They are:

- Sheet No. 1 of 5 STANDARD GENERAL NOTES
- Sheet No. 2 of 5 STANDARD DETAILS FOR CITY STREETS
- Sheet No. 3 of 5 STANDARD DETAILS FOR ENTRANCES AND CUL-DE-SACS
- Sheet No. 4 of 5 STANDARD DETAILS FOR CONCRETE SIDEWALKS
- Sheet No. 5 of 5 STANDARD DETAILS FOR STORM SEWERS

As these details are subject to periodic change, developers and their design professionals shall be responsible to insure they are working with details that are current at the time of development. Those publications listed below may also establish applicable design and construction standards for storm water systems:

- City of Ottawa Comprehensive Plan
- City of Ottawa Subdivision Regulations
- Standard Specifications for State Road and Bridge Construction (a Kansas Department of Transportation publication), and
- Standard Specifications and Design Criteria, Section 5600 (a publication of the Kansas City Metropolitan Chapter of the American Public Works Association)
- City of Ottawa Administrative policy for Storm Water Management Study Requirements.

There may be conflicts between these various standards, particularly as industry changes occur. It is the developer's responsibility to be familiar with, and adhere to current standards for design and construction of all storm drainage systems including bridges, box culverts, head walls, underground pipes/conduits, junction boxes, gutters, catch basins, curb inlets, area inlets, manholes, retention/detention facilities, and any other components of storm drainage systems. Should a developer or their design professional believe there is a conflict, it is incumbent upon the developer to bring that issue to the City of Ottawa for resolution.

**3 . 4 STRUCTURES**

Box culverts shall be designed to comply with Kansas Department of Transportation minimum structural standards with hydraulic capacity to be determined by the designing engineer. Curb inlets and junction boxes shall be constructed of steel reinforced concrete in compliance with City of Ottawa specifications.

The inside diameter of pipes in public systems shall measure no less than twelve inches (12"). Reinforced Concrete Pipe (RCP) is preferred. High Density Polyethylene (HDPE) double-wall, smooth plastic pipe may be considered for other than crossroad applications. Installation specifications for each installation must be approved by the City prior to construction. Only reinforced concrete end sections are permitted. When HDPE pipe is specified, a detail for mating the pipe to a concrete end section is required. Steel pipes of any type are not approved.

Specific design criteria will be dependent upon soils analysis, designed loads, and other civil engineering considerations. The developer's civil engineer shall submit site-specific designs for review by the City Engineer.

**SECTION 3 - CONSTRUCTION / EXTENSION OF STORM DRAINAGE SYSTEMS** (continued)**3 . 5 DETENTION**

Post-development runoff in any development project shall not exceed pre-development runoff in a 100-year storm event. Design engineers and developers shall provide for this detention capacity.

Should a future storm water study completed by the City of Ottawa and approved/adopted by the City Commission result in different detention requirements, those revisions shall apply. Should a study such as this provide for community detention facilities, appropriate space is available for construction of such facilities, and the City Commission is committed to constructing community detention facilities, a request to pay a fee in lieu of constructing on-site detention may be considered.

**3 . 6 MAINTENANCE OF STORM DRAINAGE IMPROVEMENTS**

The City shall maintain underground storm drainage systems in the right-of-way or in dedicated permanent storm drainage easements which are designed, constructed, inspected and accepted according to the provisions of this document. Open ditch drainage systems in the right-of-way or in dedicated permanent storm drainage easements may be graded as necessary to maintain adequate flow of storm water runoff. Mowing and other routine grounds maintenance functions in the right-of-way or in dedicated permanent storm drainage easements shall be the responsibility of the adjacent private property owner.

**SECTION 4 - CONSTRUCTION OF STREETS and APPURTENANCES****4.1 OPEN STREET REQUIRED FOR BUILDING PERMIT**

Right-of-Way for public streets is typically dedicated to the City by private owners and/or developers. Building permits are only issued for properties which have direct access to an "open" street. Existence of a "dedicated" right-of-way DOES NOT constitute an open street. An open street exists when:

- a. there is sufficient right-of-way for the intended use of the street, and the street has been improved permanently as described in the "Pavement Sections" portion of this document (below); or
- b. a driveway permit has been issued within the block since April 7, 1993 (driveway ordinance adopted); or
- c. a (non-agricultural) residential, commercial or industrial driveway accessing an operating residence, business, or industry existed in that block prior to April 7, 1993; or
- d. a passable road surface exists which the City has consistently maintained for vehicle travel.

**4.2 TECHNICAL SPECIFICATIONS**

The primary document specifying street construction standards is the City of Ottawa Street & Storm Drainage Standard Details. As this manual is published, those details are included on five separate plan sheets. They are:

- Sheet No. 1 of 5 STANDARD GENERAL NOTES
- Sheet No. 2 of 5 STANDARD DETAILS FOR CITY STREETS
- Sheet No. 3 of 5 STANDARD DETAILS FOR ENTRANCES AND CUL-DE-SACS
- Sheet No. 4 of 5 STANDARD DETAILS FOR CONCRETE SIDEWALKS
- Sheet No. 5 of 5 STANDARD DETAILS FOR STORM SEWERS

As these details are subject to periodic change with industry standards and materials, developers and their design professionals shall be responsible to insure they are working with details that are current at the time of development. Those publications listed below MAY also establish design and construction standards for street construction:

- City of Ottawa Comprehensive Plan
- City of Ottawa Subdivision Regulations
- Standard Specifications for State Road and Bridge Construction (a Kansas Department of Transportation publication), and
- Standard Specifications and Design Criteria, Section 5600 (a publication of the Kansas City Metropolitan Chapter of the American Public Works Association)
- City of Ottawa Administrative policy for Storm Water Management Study Requirements.

Standards established by current editions of the above listed documents/publications shall govern the design and construction of all streets, including pavement sections, street markings, street lighting, sidewalks and/or associated improvements.

There may be conflicts between these various standards. Particularly as industry changes occur. It is the developer's responsibility to be familiar with, and adhere to current standards for construction of public infrastructure improvements. Should a developer or their design professional(s) believe there is a conflict, it is incumbent upon the developer to bring that issue to the City of Ottawa for resolution.

**SECTION 4 - CONSTRUCTION OF STREETS and APPURTENANCES** (continued)

**4.3 PAVEMENT SECTIONS**

Minimums are established in the City of Ottawa Street & Storm Drainage Construction Specifications. The following general standards are established:

- a. Minimum Right-of-Way Minimum right-of-way width requirements are as follows:

CLASSIFICATION	WIDTH
Rural Arterial	120 feet
Urban Arterial/Rural Collector	100 feet
Urban Collector	80 feet
Local Commercial/Industrial	80 feet
Local Residential	60 feet

- b. Minimum Lane Width: Residential streets shall be designed with driving lanes no less than eleven and one-half feet (11.5') wide. Local commercial/industrial streets shall be designed with driving lanes no less than twelve and one-half feet (12.5') wide. 2-lane collector and arterial streets be designed with driving lanes no less than fourteen feet (14') wide. Streets having 3 or more lanes may be constructed with 12' wide lanes. These lane widths do not include curb and gutter sections. Minimum turning radii at intersections is dependent on street classification.

- c. On-Street Parking: On-street parking shall not be permitted on arterial and collector streets. On-street parking on other streets will be restricted to one side of the street when the street width (including curb and gutter) is less than thirty feet (30') wide.

- d. Base requirements: Base shall be not less than six inches (6") of compacted soil covered by crushed rock not less than six inches (6") thick. These materials shall be installed according to City of Ottawa Street & Storm Drainage Standard Details.

- e. Surface/Pavement: Pavement thickness shall be determined by engineering design, but shall be no less than:

CLASSIFICATION	ASPHALT	CONCRETE
Local/Residential	8"	6"
Collector or Commercial	10"	8"
Arterial or Industrial	12"	10"

- f. Curb and Gutter: All streets shall have concrete curbs and gutters measuring no less than twenty-four inches (24") from back to toe. Either an "upright" or a "layback" curb and gutter conforming to City of Ottawa Street & Storm Drainage Standard Details are acceptable. Curb type will affect storm drainage calculations.

**SECTION 4 - CONSTRUCTION OF STREETS and APPURTENANCES** (continued)**4 . 4 TRAFFIC CONTROL and STREET NAME SIGNAGE**

Traffic control signs and street name signs are to be placed by the developer according to plans approved by the City Engineer.

**4 . 5 PEDESTRIAN / DISABLED ACCESS**

Sidewalks will be included in all developments. Sidewalks are required on both sides of arterial and collector streets. While sidewalks on both sides of residential streets are desirable, they are only required on one side of residential streets. Sidewalk construction may not be deferred unless a performance bond or other arrangements have been made. Developers and builders are responsible to protect sidewalks during construction, and will be required to repair damaged sidewalks prior to issuance of any certificate of occupancy.

Sidewalks shall be no less than five feet (5') wide, and shall typically be located such that the sidewalk is within the right-of-way. This provides for maximum possible space for installation and maintenance of public utilities between the sidewalks and the curbs.

Each developer shall provide for adequate crosswalk locations with ramps. The location of ramps and sidewalks shall provide for efficient access for pedestrians to the existing sidewalk system. Ramps and other elements within the pedestrian access system shall comply with all appropriate regulations, including, but not limited to, the Americans with Disabilities Act.

**4 . 6 STREET LIGHTING**

Developers are required to install (or finance installation of) street illumination lighting at intersections, and may be required to install street lighting at other locations when intersections are a significant distance apart. Illumination is generally required at intervals not exceeding 300 feet. Specifications for street lighting are maintained under separate cover.

**4 . 7 DRIVEWAYS and ACCESS**

The driveway ordinance requires a separate permit to be issued, and regulates the number and width of access points. Consideration should also be given to the access points relative to street intersections and other private access points. Access points along state highways also require a permit from the Kansas Department of Transportation (KDOT).

To the maximum extent possible, access to a parcel of land shall occur from local/residential streets, as this will provide a more safe traffic control plan. Direct access onto arterial and collector streets from individual building lots shall not be permitted unless the area is developed for other than residential use.

**SECTION 4 - CONSTRUCTION OF STREETS and APPURTENANCES** (continued)

Parcels developed for other than low-density residential purposes may be permitted direct access to arterial and collector streets. However, direct access to arterial streets should be avoided in the interest of traffic safety. Where possible, site plans and plats should provide for frontage roads or driveway access from the lowest classified street.

Commercial/industrial use parcels should be developed in such a manner that vehicular circulation is managed entirely within the parcel, with minimum points of access to the street system. Access control standards are maintained in Chapter 4 of the City's comprehensive plan.

**SECTION 5 - ELECTRICAL DISTRIBUTION LINES****5 . 1 CITY EXTENSION OF ELECTRICAL POWER**

The City of Ottawa may extend electric distribution lines to residential, commercial and industrial customers subject to the conditions contained herein. It is the policy of the City of Ottawa to limit electric distribution line extensions to only those tracts of land lying within the corporate boundaries of the City of Ottawa. The City Commission may authorize exceptions to this policy, but will impose a surcharge upon these non-City customers.

Where contractual or estimated revenues justify extension of electrical service lines to institutional or industrial users the City may elect to make or permit such extensions, provided they will not create excessive future demands.

The City reserves the right to limit or refuse request for electric service. Refusal of service will be stated in writing when necessary.

**5 . 2 CITY-AT-LARGE PARTICIPATION IN DEVELOPERS' EXPENSE**

The City-at-large may finance the cost of construction of all generation, sub-stations, transmission lines and distribution lines up to 100%. The City reserves the right, where a developer creates the need for new facilities, to charge the developer for said improvements, or a portion thereof.

Any cost sharing by the City will be accomplished with a prior written agreement. (e.g. where the capacity needs of a development will create an overloading of distribution line, the city may elect to charge the developer for all or a portion of this cost.) A fee is established by ordinance related to providing electrical service to individual building lots within a subdivision. These costs are expected to be paid to the City by the Developer/Builder/Owner.

**5 . 3 DEVELOPERS' RESPONSIBILITIES****Residential Development**

Electric service shall be located in approved easements or in street rights-of-way, which are to be set-aside in subdivision plats. Where underground systems are installed, the Developer shall be responsible for installing approved conduits, meter boxes and appurtenances throughout the development. These installations by private parties shall comply with all code requirements. The City shall be responsible for the transformers or secondary pedestals, transformer pads and wiring from transformer or secondary pedestal to the meter box. In multi-family residential developments, the developer is responsible for wiring from the transformer to the meter box.

Where overhead systems are installed, the developer is responsible for installing the meter box. These installations by private parties shall comply with all code requirements. The City shall be responsible for installation of poles, transformers, secondary distribution lines and all appurtenances to the meter box.

**Commercial and Industrial Development**

Electric service shall be located in approved easements or in street rights-of-way, which are to be dedicated during the platting process. Where underground systems are installed, the

**SECTION 5 – ELECTRIC DISTRIBUTION LINES** (continued)

Developer shall be responsible for installing approved transformer pad/s conduits (primary and secondary), secondary wiring and appurtenances throughout the development. These installations by private parties shall comply with all code requirements. The City shall be responsible for the transformers, primary wiring, and meter box on the transformer.

Where overhead systems are installed, the developer is responsible for installing the mast and meter box for a 200 Amp service or smaller. For a larger than 200 Amp service, the City will install the meter box. These installations by private parties shall comply with all code requirements. The City shall be responsible for installation of poles, transformers, secondary distribution lines and all appurtenances to the meter box.

Developments requiring special or abnormal service shall provide the additional equipment required on the project site at the developer's expense. Additional expense to the City to meet this additional need will be the cost of the developer. Such service will not interfere with normal service of the system.

## **SECTION 6 - WATER SUPPLY LINES**

### **6 . 1 EXTENSION OF WATER SUPPLY LINES**

Water distribution extensions are limited to only those tracts of land lying within the corporate boundaries of the City of Ottawa. However, rural water districts organized under the laws of the State of Kansas may be served by contractual agreements approved by the City Commission. The City Commission may also authorize other similar exceptions to this policy, but will impose a surcharge upon these non-City customers.

It is the policy of the City of Ottawa not to provide utility service to development outside the city limits. The City may serve non-City users where approved in writing by the City Commission. The user will be responsible for all costs of any extension. The point of connection will be determined by the City.

Where contractual or estimated revenues justify extension to institutional or industrial users, the City may make or permit extensions provided such extensions will not create excessive future demands.

The City reserves the right to limit or refuse request for water service. Refusal of service will be stated in writing where necessary.

### **6 . 2 CITY-AT-LARGE PARTICIPATION IN DEVELOPERS' EXPENSE**

The City-at-large may finance the construction of all public potable water supply and treatment facilities, storage reservoirs, elevated storage facilities and main water lines up to 100%. Where development creates the need for additional capacity, the City may require the developer to participate in the financing of these improvements. This sharing of cost will be accomplished through written agreement. (e.g. should a new industrial customer have need for higher pressure than provided by the existing gravity system, a new pump system might be required that would also benefit other area customers).

Development requiring special or abnormal service shall provide the additional equipment required on the project site at the developer's expense. Additional expense to the City to meet this additional need will be the cost of the developer. Such service will not interfere with normal service of the system.

### **6 . 3 DEVELOPERS' RESPONSIBILITIES**

Water lines shall normally be located in the street rights-of-way on opposite sides of the street from sanitary sewers, or in approved easements. Fire hydrant location is subject to review and approval by the Fire Chief. Technical specifications are maintained under separate cover.

The City of Ottawa may extend water distribution lines to residential, commercial and industrial customers subject to the conditions contained herein. Typically, the developer shall be responsible for extension of water distribution lines that are a component of any development. The developer shall be required to extend distribution lines to the far property line. This requirement may be waived by the City Manager under certain circumstances. This request shall be made in writing. The City shall maintain up-to-date construction specifications for use by developers when selecting a consulting engineer.

**SECTION 7 - SANITARY SEWER SERVICE LINES****7.1 EXTENSION OF SANITARY SEWER COLLECTION LINES**

Sanitary sewer service is limited to only those tracts of land lying within the corporate boundaries of the City of Ottawa. The City Commission may authorize exceptions to this policy, but will impose a surcharge upon these non-City customers.

The City of Ottawa may serve non-City users where approved in writing by the Commission. The user will be responsible for all costs of any extension. The point of connection will be determined by the City. A tap fee surcharge of 50 percent will be added to the appropriate existing tap fee, and shall be paid prior to connection. A surcharge shall also be added to the appropriate rate schedule.

Where contractual or estimated revenues justify extension to institutional or industrial users the City may make or permit extensions provided such extensions will not create excessive future demands.

The City reserves the right to limit or refuse request for sanitary sewer service. Refusal of service will be stated in writing where necessary.

**7.2 DEVELOPER'S RESPONSIBILITIES**

Sanitary sewer and water lines shall normally be located in the street rights-of-way on opposite sides of the street or in approved easements. Technical specifications are maintained under separate cover.

Sanitary sewer engineering designs are subject to review and approval by the Kansas Department of Health and Environment (KDHE). This process adds to the time a developer should expect for project approval. The Developer shall be responsible to obtain appropriate KDHE permits, and shall provide the approved (original) permit and a copy of KDHE approved plans to the City of Ottawa. Should the Developer submit plans to KDHE that do not technically meet with the City's approval, additional submissions to KDHE meeting City technical specifications shall be required at Developer expense.

The City of Ottawa may extend sanitary sewer lines to residential, commercial and industrial customers subject to the conditions contained herein. Typically, the developer shall be responsible for extension of sanitary sewer collection lines that are a component of any development. The developer shall be required to extend sanitary sewer collection lines to the far property line. This requirement may be waived by the City Manager under certain circumstances. This request shall be made in writing. The City shall maintain up-to-date construction specifications for use by developers when selecting a consulting engineer.

The City of Ottawa may finance construction of all sewage treatment facilities, appurtenances, interceptor mains, and trunk mains up to 100%. Where a developer creates the need for additional capacity of treatment facilities, the City may require the developer to participate in the financing of these improvements. This sharing of cost will be accomplished through written agreement. Where the quality of sewage is such that additional treatment is required the City may elect to charge the customer for these improvements.

Development requiring special or abnormal service shall provide the additional equipment required on the project site at the developer's expense. Additional expense to the City to meet this additional need will be the cost of the developer. Such service will not interfere with normal service of the system.

**SECTION 8 - OTHER THAN CITY OF OTTAWA UTILITIES****8 . 1 UTILITY LOCATION**

Certain utilities necessary to developments must come from private sources. Private utilities shall be located within the public right-of-way or in utility easements, except at those specific locations where only an individual parcel is served. All utilities located in dedicated rights-of-way or utility easements controlled by the City of Ottawa shall comply with the requirements of this policy and appropriate design/construction specifications.

Developers shall consult with private utilities during the preliminary stages to determine what preferences the utilities have with respect to location in the development. These "horizontal" locations and whether the utility is overhead or underground shall be represented on preliminary plats in a manner that aids in determining how crowded a particular utility easement may be. Utility companies shall be required to submit site-specific details related to their installation for review and approval by the City of Ottawa.

Depending on space availability in City drainage and utilities easements, the City may dictate specific locations for the various utilities, or require that they acquire private easements. City of Ottawa Street, Storm Drainage, Water Line, and Sanitary Sewer Standards/Specifications may dictate specific (horizontal and vertical) locations within the rights-of-way or easements for placement of various utilities.

Underground utilities are required to be installed no less than three feet (3') below the top of the curb. Where there is no curb, utilities shall be no less than two feet (2') below the final grade of the turf. This turf depth is governed by the lowest point of any ground involved, such as the flow line of a drainage ditch.

**8 . 2 SANITARY SEWER / SEPTIC SYSTEMS**

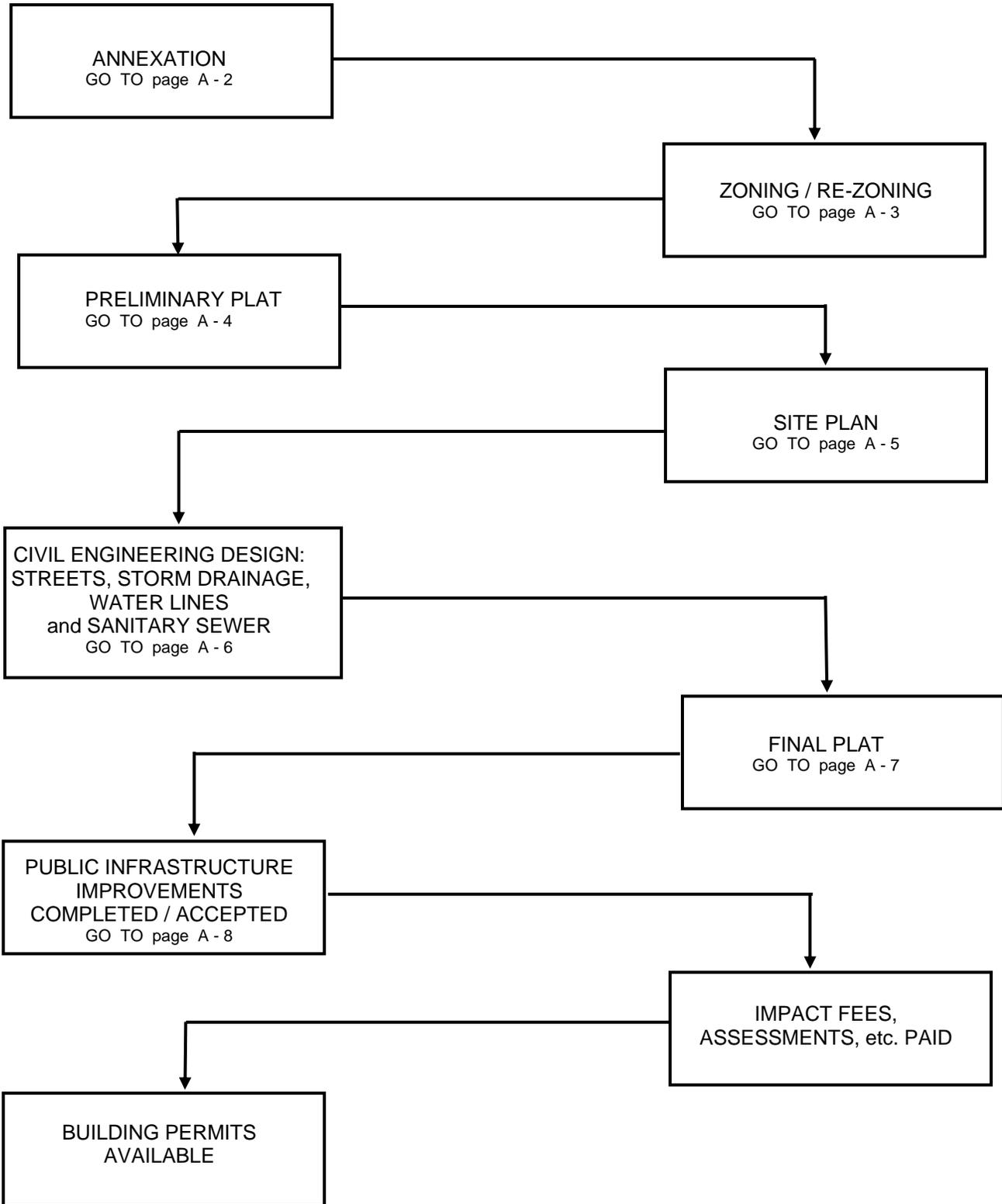
Should any development be within 200 feet of an existing City of Ottawa sanitary sewer, the development shall be required to connect to the public system in accordance with appropriate standards. Land requirements specified in Kansas Statutes generally make septic systems infeasible within the corporate limits. However, a septic system may be installed when a public system is unavailable subject to statutes and approval by the City Inspector. Such installations shall be made by licensed, qualified contractors, and shall be subject to inspection.

**8 . 3 NATURAL GAS / PROPANE**

Natural gas service is available from private companies. Above ground propane tanks for home heating or other major consumption uses are prohibited unless specifically approved by the Fire Chief and the City Inspector.

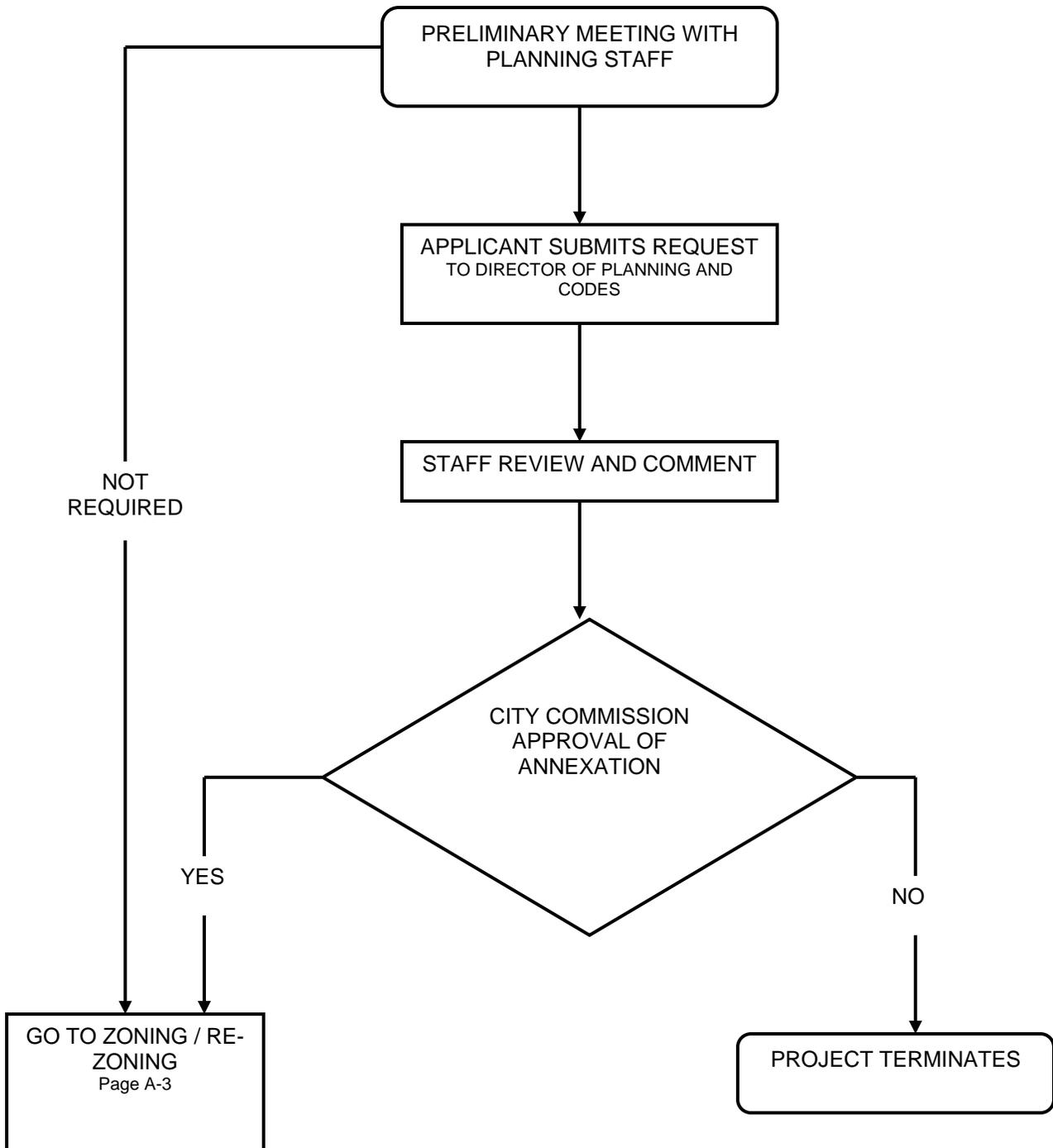
APPENDIX A - DEVELOPMENT PROCEDURE FLOWCHART

OVERVIEW



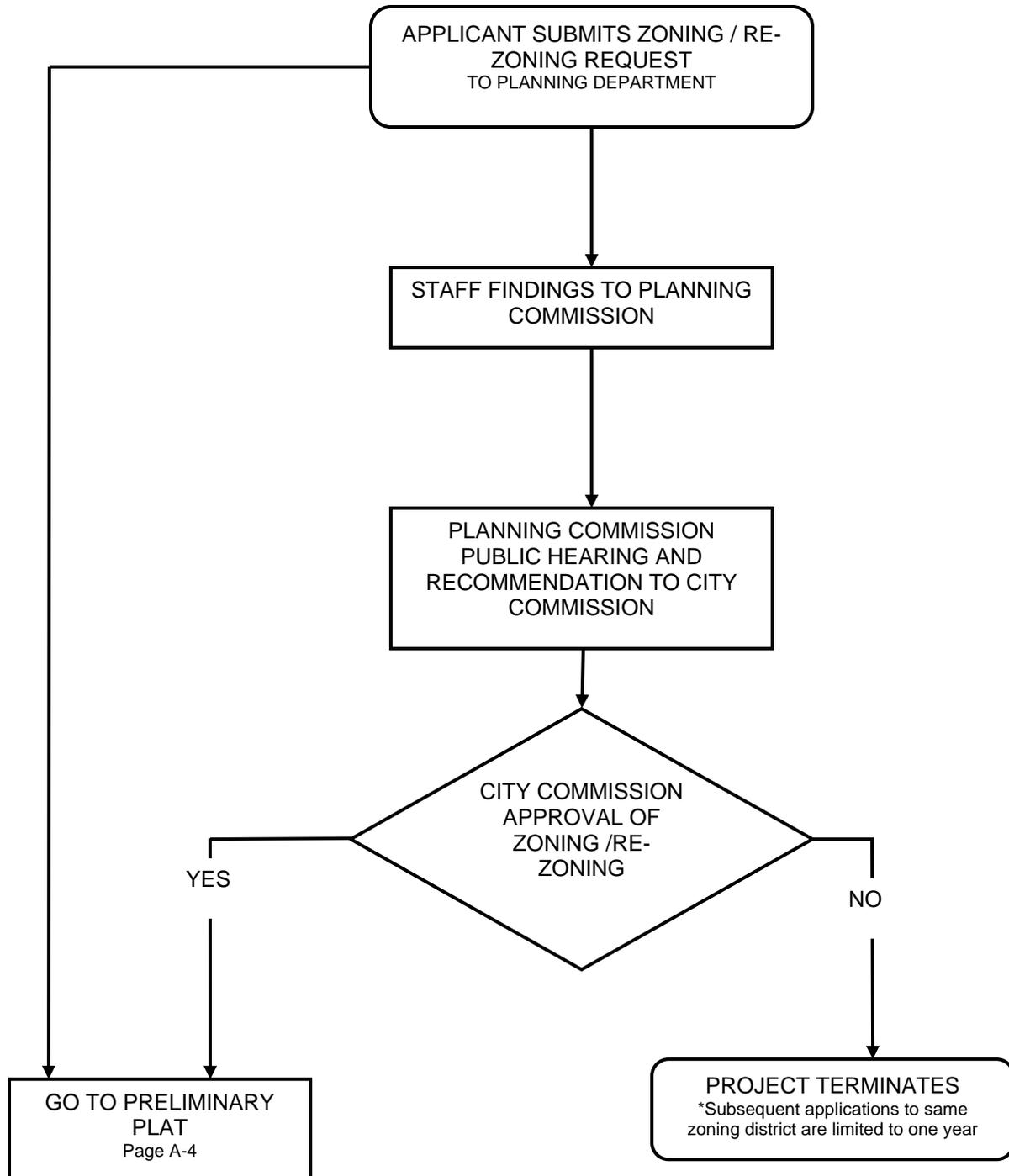
APPENDIX A - DEVELOPMENT PROCEDURE FLOWCHART

**ANNEXATION**



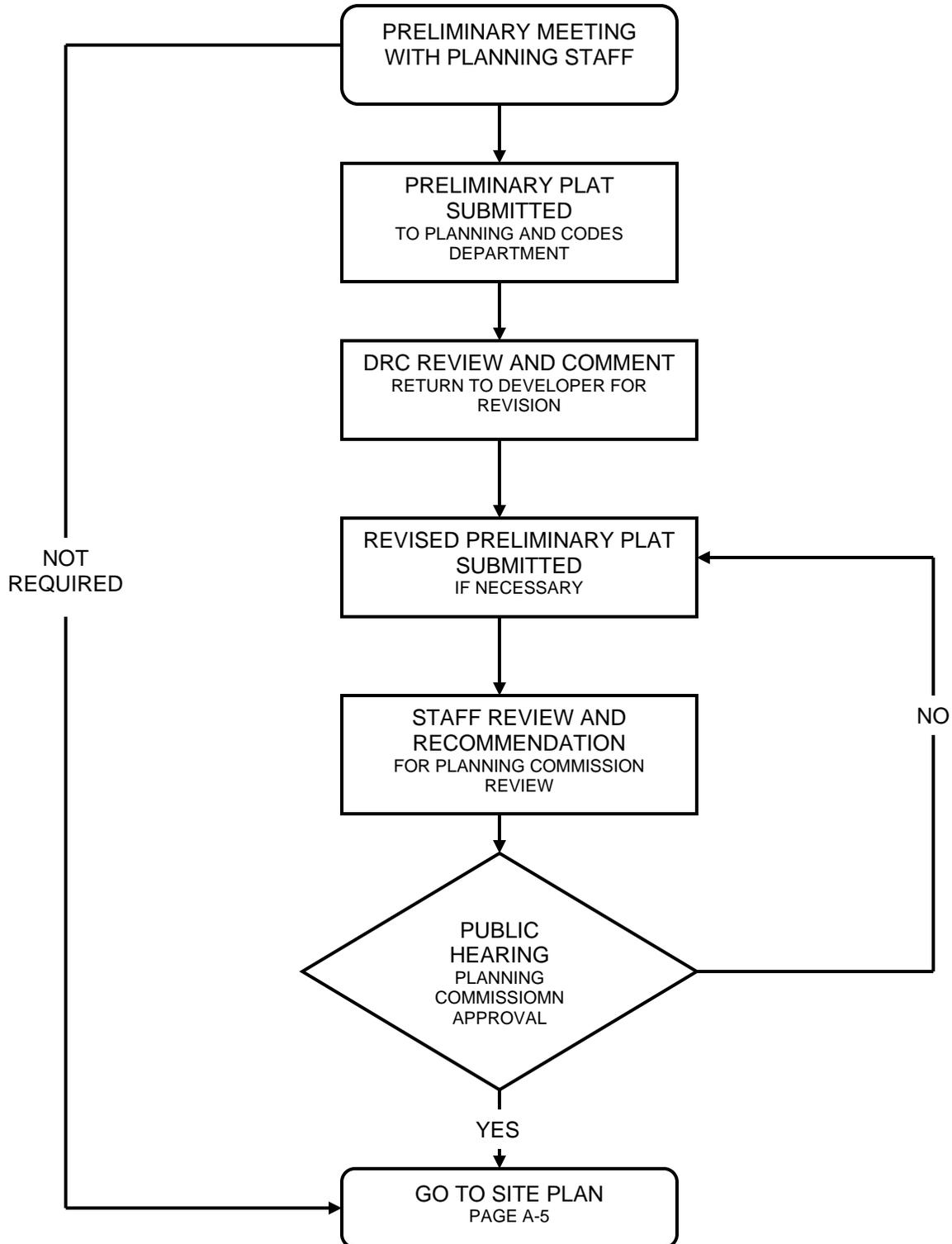
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### ZONING / RE-ZONING



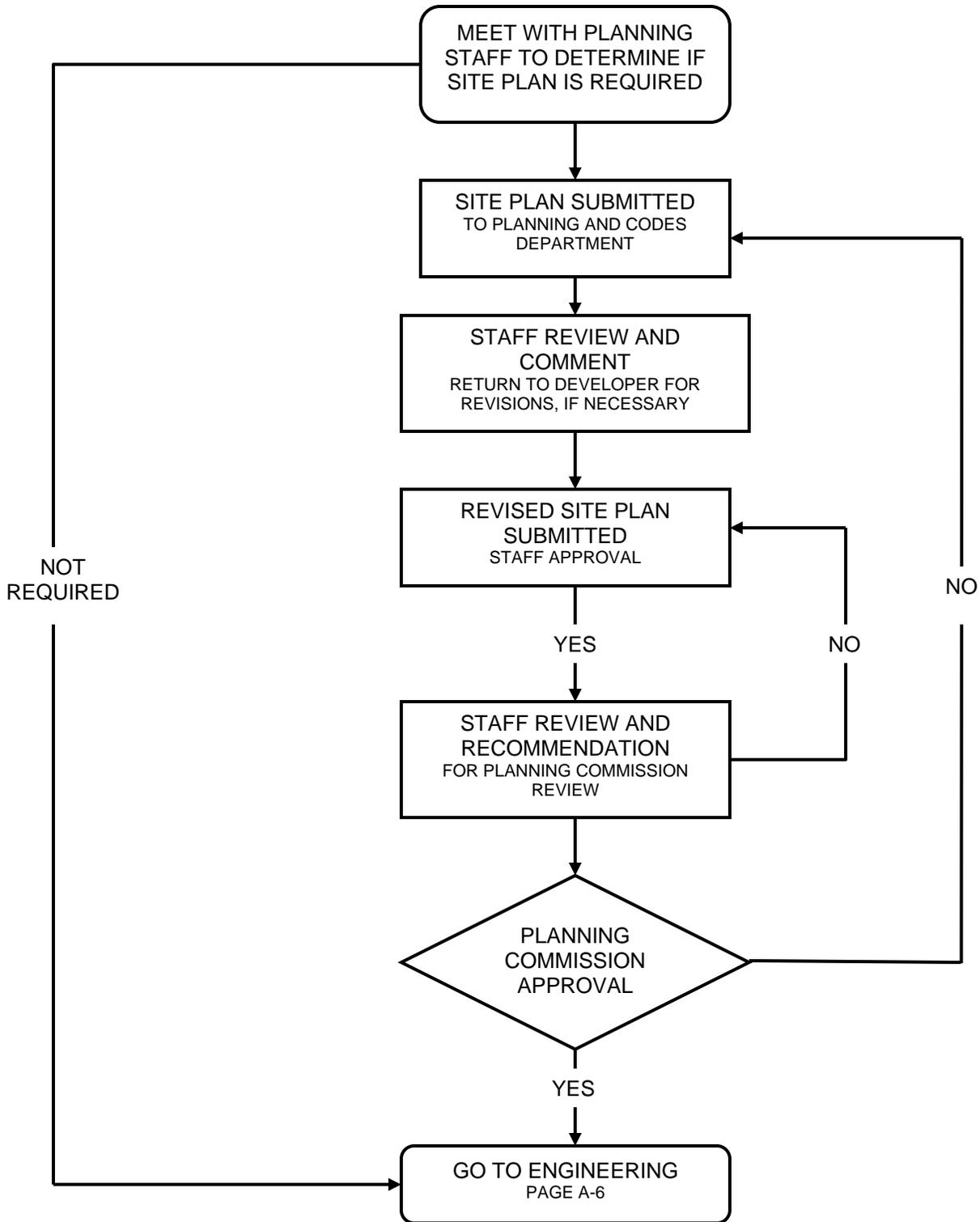
APPENDIX A - DEVELOPMENT PROCEDURE FLOWCHART

### PRELIMINARY PLAT



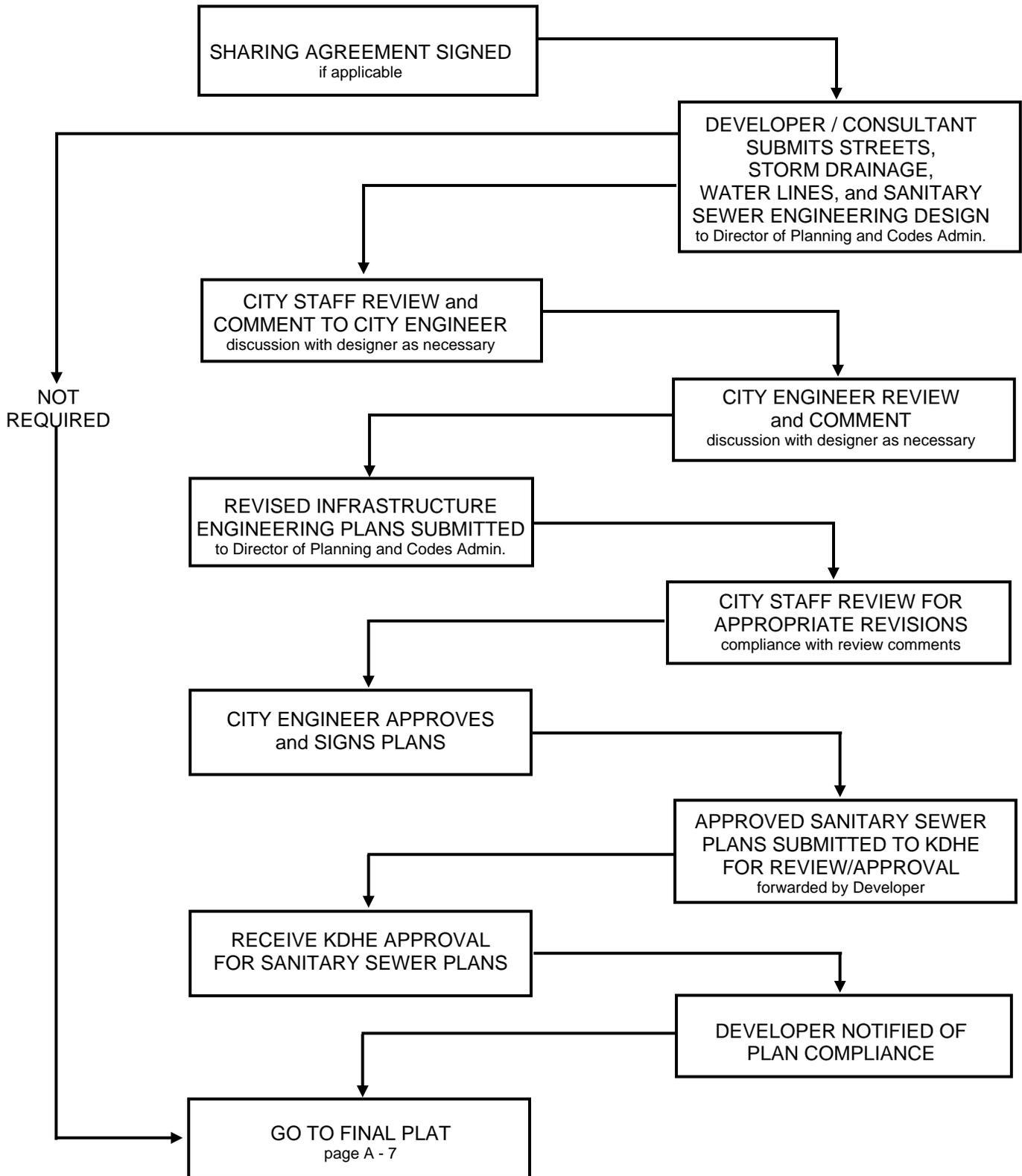
APPENDIX A - DEVELOPMENT PROCEDURE FLOWCHART

### SITE PLAN



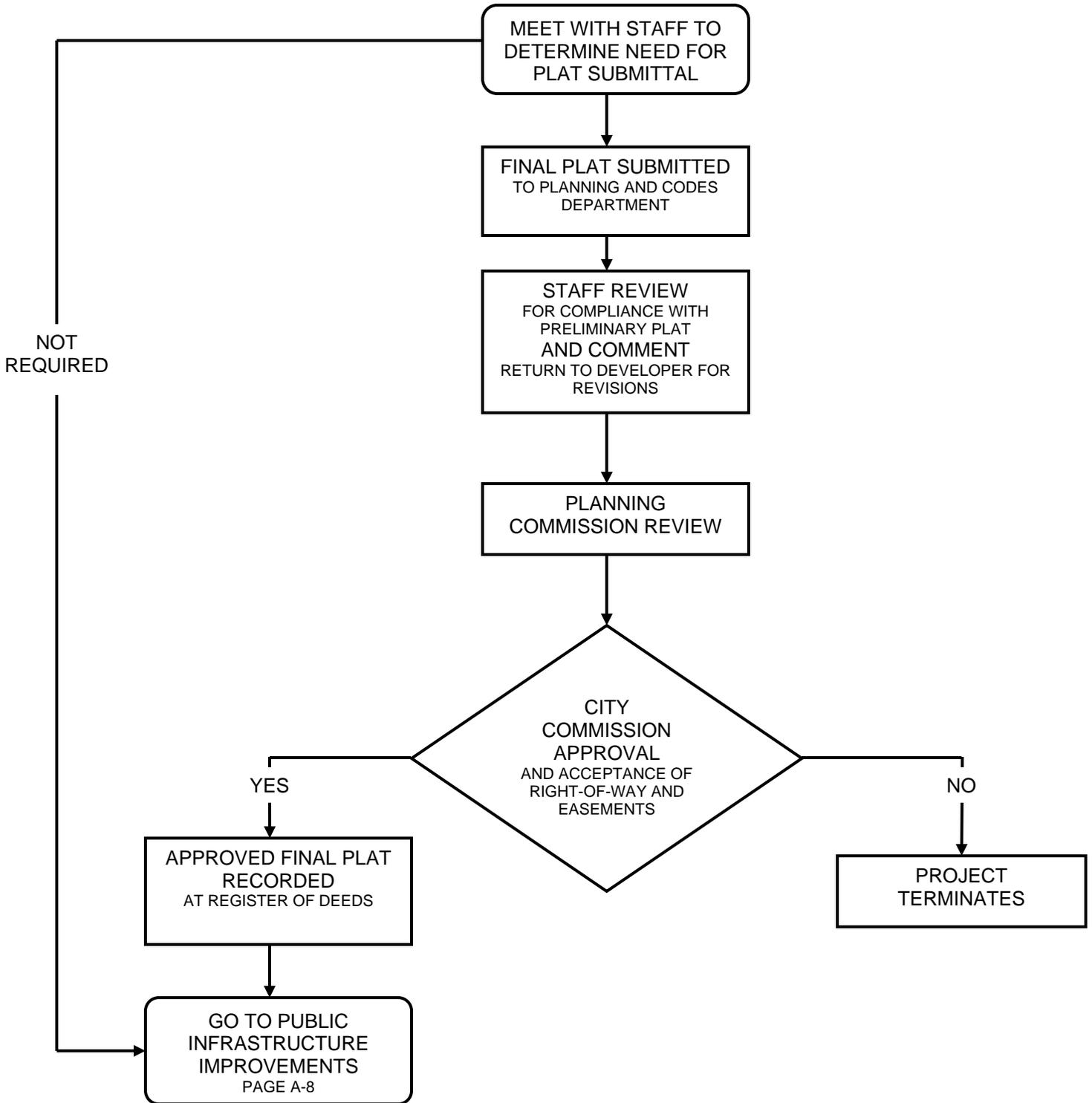
APPENDIX A - DEVELOPMENT PROCEDURE FLOWCHART

**PUBLIC INFRASTRUCTURE ENGINEERING DESIGN**



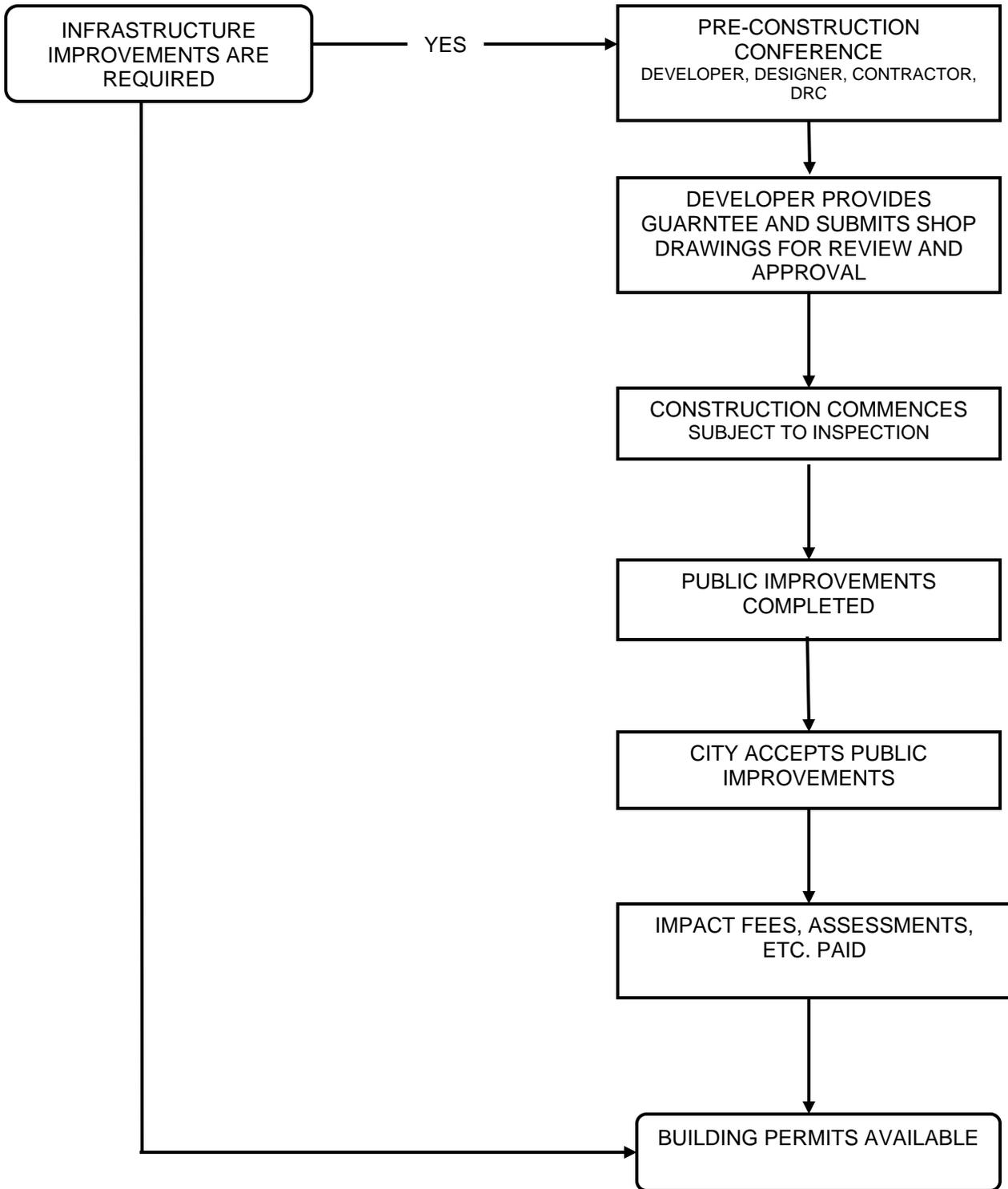
APPENDIX A - DEVELOPMENT PROCEDURE FLOWCHART

### FINAL PLAT



APPENDIX A - DEVELOPMENT PROCEDURE FLOWCHART

### PUBLIC INFRASTRUCTURE IMPROVEMENTS



APPENDIX B - PLAN / DRAWING SUBMISSION SCHEDULE

	Preliminary Plat			Final Plat				Site Plans			Other						
	1st submittal 24 x 36	2nd submittal if minor 24 x 36 otherwise need 21 copies	Final submittal	1st submittal 24 x 36	2nd submittal 24 x 36	Final submittal	Filed with Franklin County Courthouse 24x36	1st Submittal 24 x 36	2nd Submittal 24 x 36	Final Submittal	Preliminary INFRA- STRUCTURE Engineering Plans	Storm Drainage Calculations/ TRAFFIC Study	Approved Engineering Plans (Street, Storm Drainage, Water)	Approved Engineering Plans (Sanitary Sewer)	As-Built INFRA- STRUCTURE & Engineering Plans	Building Plans & Revisions	Civil Engineering Plans
Plan Room	1	1	1-24x36	1	1	1-24x36	1	1	1	1-24x36	1	1	1	1	1		1
Planning Commission			16-11x17			16-11x17				16-11x17							
City Commission			1-11x17			1-11x17				1-11x17							
City Manager	R			R				R		1-11x17							
City Engineer	1	1	1-24x36	1	1	1-24x36		1	1	1-24x36	1	1	1	1			1
Planning & Codes	3	2	1-24x36 2- 11x17	2	2	1-24x36 2-11x17	3	2	2	1-24x36 2-11x17	R	R	R	R	R	R	
Building Inspectors	2					2-11x17		2		3-11x17		R				3	
Utilities Department	1	1		1	1			1	1		2		2	2		R	
Public Works Dept.	1	1		1	1			1	1		2	R	1-24x36 11x17	2 1-11x17		R	R
Fire Department	1	1		1	1			1	1				R	R		1	
KDHE														Developer sends in			
Other Utilities	11																
Addressing Copies							7										
Total Plans Required	21	7	4- 24x36 19-11x17	7	7	5- 24x36 19-11x17	12	9	7	3- 24x36 21-11x17	6	2	6	6	1	4	2

R= notification of receipt with ability to review in Planning Department

Other Utilities: Kansas Gas Service, AT&T, Allegiance Cable, KC Power and Light and Southern Star, Enbridge and Phillips pipelines

Addressing copies to 911, Post Office, County Mapper, Developer, Finance Dept., Utility Dept., Planning Dept.

## APPENDIX C - SITE PLAN CHECKLIST

The Site Plan Regulations, which are incorporated into the Zoning Ordinance, is subject to change. The list below is a summary of requirements listed in Article 28 of the ordinance, effective on March 2, 2005. More detailed information related to each of these elements may be found in the ordinance, which shall be used for preparing, submitting, reviewing and approving site plans.

- a. Name of Project, address, boundaries, date, north arrow and scale.
- b. Name and address of the owner of record, developer, and seal of the engineer, architect or landscape architect.
- c. All existing lot lines, easements and rights-of-way. Include area in acres or square feet, abutting land uses and structures
- d. The location and use of all existing and proposed structures within the development with height, floor area, exterior entrances and elevation renderings.
- e. The location of all present and proposed public and private ways, parking areas, driveways, sidewalks, ramps, curbs, fences, and waste disposal screens.
- f. The Zoning Administrator may require location, height, intensity and bulb type (e.g. fluorescent, sodium incandescent) of all external lighting fixtures along with methods to eliminate glare.
- g. Landscape plan consistent with Article 20, Zoning regulations.
- h. The location, height, size, materials, and design of all proposed signage.
- i. The location of all present and proposed utility and drainage systems
- j. Stormwater and erosion control management plan.
- k. Existing and proposed topography shown at not more than two-foot contour intervals.  
Zoning district boundaries adjacent to the site's perimeter shall be drawn and identified on the plan.
- l. Traffic flow patterns within the site, entrances and exits, loading and unloading areas, curb cuts on the site and within 100 feet of the site. The City Engineer may require a detailed traffic study for mixed use and multi-tenant developments.
- m. Other information as required by Article 28, Zoning regulations.

**APPENDIX D - CONTACTS FOR DEVELOPER QUESTIONS**

All plans related to construction and development should be sent to:  
 Director of Planning and Codes Administration,  
 City of Ottawa  
 P.O. Box 60  
 101 S. Hickory Street  
 Ottawa, Kansas 66067

It is the developer's responsibility to ensure that the correct number of copies, along with the required application or review fee submitted. The City reserves the right to reject any plans or applications that are submitted incomplete.

The following telephone numbers are current as of January 1, 2007.

<u>Official</u>	<u>Telephone</u>	<u>Areas of Responsibility</u>
Director of Planning and Codes Admin. City Hall	(785) 229-3620	Annexation Platting Bonds / Letters of Credit Zoning and Re-zoning Planning Commission Procedures / Agenda Site Inspection Fees
Public Works Director City Hall	(785) 229-3630	Streets Design, Construction & Inspection Storm Drainage Design, Construction & Inspection Streets & Storm Drainage Inspection / Fees
Utilities Director City Hall	(785) 229-3630	Water Distribution Design, Construction & Inspection Sanitary Sewer Design, Construction & Inspection Electricity Distribution Design, Construction & Inspection Utilities Inspection / Connection Fees
City Clerk / Finance Director City Hall	(785) 229-3600	Assessments Procedures Impact Fees Bond Payments Tax increment Financing City Commission Procedures / Agenda
Fire Chief Fire Department	(785) 229-3700	Blasting Permits Burning Permits
Building Inspector City Hall	(785) 229-3620	Building Permits Building Plan Submission Building and Site Inspections
City Engineer, BG Consultants	(785) 749-4474	Civil Engineering, Storm Water Design