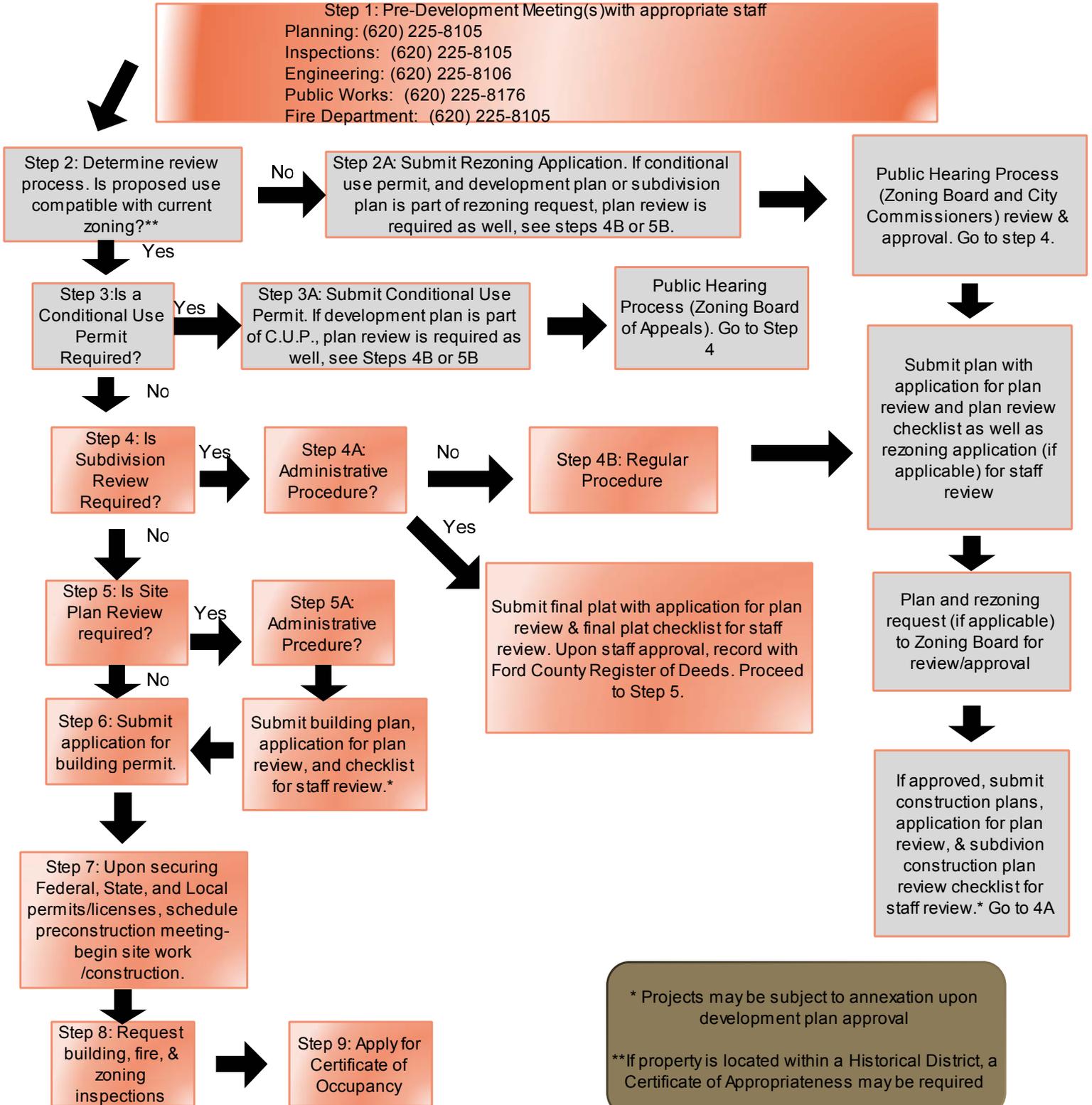




City of Dodge City  
Developmental Services-Development Process Flowchart

This process has been developed to help local landowners, architects, engineers, developers and other interested parties understand the basic phases of the developmental review process in Dodge City. With the numerous codes, policies, and procedures involved in securing development approval, this guide is designed to make the development process more understandable while providing staff adequate opportunities to ensure compliance with applicable regulations.





## City of Dodge City Developmental Services-Developmental Process Flowchart

**Step 1.** Schedule a pre-application meeting with the appropriate staff to determine if the area for development is within the City of Dodge City Corporate Limits or Extra-Territorial Jurisdiction, development processes, utility requirements, etc. Once these items are determined, go to **Step 2.**

**Step 2.** Determine review process. Once development type or proposed use is determined, decide if the proposed land use is compatible with the property's current zoning, if not, determine which zoning district best suits the proposed use and whether a zoning change or a more specific conditional use change is required. If the proposed use is not compatible with the current zoning, go to **Step 2A.** If the proposed use is compatible with the current zoning, go to **Step 3.**

**Step 2A.** Submit a Rezoning Application to the Development Services Department to be scheduled for a public hearing process. If conditional use zoning is requested or a subdivision plat is part of the request, the subdivision plat review process is required as well, see **Step 4B.** For detailed instructions on the rezoning process, see the "Instructions for Filing a Rezoning Application" which is part of the Rezoning Application. Go to **Public Hearing Process.**

**Step 3.** Some uses are permitted in a zoning district only by a Conditional Use Permit or Variance, which also requires a public hearing and Board of Zoning Appeals approval. If the proposed use requires a Conditional Use Permit or Variance, go to **Step 3A.** If the proposed use is a permitted use in the zoning district and does not need a Conditional Use Permit or Variance, go to **Step 4.**

**Step 3A.** Submit a Conditional Use Permit or Variance Application to the Development Services Department to be scheduled for a public hearing process. If a rezoning request or subdivision plat is part of this request, a rezoning or plat review process is required as well, see **Step 4B.** For detailed instructions on the conditional use or variance process, see the "Instructions for filing a Conditional Use or Variance Application" which is part of the Conditional Use/Variance Application. Go to **Public Hearing Process.**

**Public Hearing Process:** The purpose of a public hearing is to provide a forum for public disclosure and discussion of projects that might have the potential for impact upon neighboring properties and /or residents. The public hearing provides an opportunity for neighboring residents to review the application and participate in the hearing process. Projects that require a public hearing always involve a public notification process.

The City of Dodge City provides notification in a local newspaper at least 20 days in advance of the hearing; mailing notices to property owners within 200 foot radius of the site; and, posting of signs on the subject property. Everyone is invited to participate in the hearing process; you need not receive a mailed notice to participate.

The meeting process typically involves the following steps:

- Presentation of the project and recommendation by City Staff;
- Presentation by the project applicant;
- Invitation for Project Proponents and / or Opponents to make a statement;
- Response by the project applicant; and,
- Board / Commission / Council deliberation and action.

**Step 4.** If a Subdivision Plat is required, submit the appropriate number of plans and Application for Subdivision Plat Review to the Development Services Department. Subdivisions are governed by the City of Dodge City Subdivision Regulations and most (more than 4 lots) require Major Subdivision Review procedures (**Step 4B**). If the subdivision does not involve a street dedication, no utility extensions and consisting of no more than 4 lots, follow the Minor Subdivision Review procedures (**Step 4A**). If no subdivision plat is required, go to **Step 5**.

**Step 4A.** Minor Subdivision Review Procedure. This process is used only if the subdivision does not involve a street dedication, no utility extensions and consisting of no more than 4 lots. A minor subdivision is exempt from requirements for preliminary plats, and may be submitted as a final plat proposal after the pre-development conference. Go to **Step 4B**.

**Step 4B.** Major Subdivision Review Procedure. This process has several stages. Copies of the subdivision plat, Application for Subdivision Plat Review, Subdivision Plat Review Check list, (and Rezoning/Conditional Use/Variance applications if applicable) is then submitted to the Development Services Department for review. A preliminary plat review must first be approved by the Zoning Board before a final plat is submitted for Zoning Board and City Commission approval. If the Major Subdivision Plat is approved by the City Commission the construction plan review process can begin. Construction plans provide greater engineering details in comparison to the subdivision preliminary plans. Copies of the construction plans, Application for Plan Review, and

Subdivision Construction Plan Review Checklist should be submitted for review by the Development Service Review Committee. Upon construction plan approval, securing federal, state & local permits, a preconstruction meeting should be scheduled to allow site development to begin. Upon the guarantee of completion of such improvements to the site and lots are ready to be recorded, go to **Recording Process**.\*

**Recording Process.** Once the Director of Development Services has approved the final plat through the appropriate procedures, 3 mylar originals are required with signatures, and recorded at the Ford County Register of Deeds Office. Once the final plat has been recorded, one mylar original is returned to the Development Services Department. Go to **Step 5**.

**Step 5.** Determine if a site plan review procedure is required. For review criteria, consult the Development Services Department or see Article VIII of the Dodge City Zoning Ordinance. This procedure requires staff review only, go to **Step 5A**. If site plan is not required go to **Step 6**.

**Step 5A.** Site Plan Review. This process requires staff review and approval only. Copies of the Construction Plans, Application for Plan Review, and Site Plan Review Checklist should be submitted for review by the Development Services Review Committee. Upon construction plan approval, securing federal, state & local permits, a preconstruction meeting should be scheduled to allow for site development to begin. A separate meeting may be necessary should site work begin separate of building construction.\*

**Step 6.** Determine if the proposal requires a building permit or development permit. The applicant should submit application for building permits (see building permit application instructions) which is part of the Application for Building Permit and/or development/zoning permits. The Development Services/Inspection Department will review the request upon approval by the Development Services Committee. Go to **Step 7**.\*\*

**Step 7.** Upon securing Federal, State & Local permits or licenses, projects may require a preconstruction meeting with appropriate city staff, developer, engineering firm and contractors who are involved in the development. A separate meeting may be necessary should site work begin separate of the building construction. Upon the issuance of the applicable permits and successful preconstruction meeting, site & construction work may begin. Proceed to **Step 8**.

**Step 8.** If a building permit was required, then the appropriate inspections (building, mechanical, electrical, fire, etc.) should be scheduled. If only a development/zoning permit was required, zoning inspection will be made. City of Dodge City inspectors provide inspection services within the city limits of Dodge City. For detailed instructions on the inspection process contact the Development Services/Inspection Department or see the building permit application instruction guide. Once all inspections have been made, go to **Step 9.**

**Step 9.** After final building, zoning and site inspections are made, request a Certificate of Occupancy, which indicates that all City requirements have been met. A Zoning Compliance Permit is issued after zoning inspections have been made when a development permit was required. Once these are obtained the process is complete.

**\*Projects may be subject to annexation upon subdivision plat or development plan approval.**

**\*\* If property is designated as Historic or located within a Historic District, or within 500' of a Historic Site or Historic District, a Certificate of Appropriateness may be required.**

This document (in conjunction with the Developmental Flowchart) is designed to illustrate the basic schedule and process for developing land in the City of Dodge City. It is intended for general information. For detailed information about development in Dodge City, visit [www.dodgecity.org](http://www.dodgecity.org) or contact City Staff for an appointment.

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