

Goddard Development Process

ZONING: Determine whether the property is correctly zoned for your business

- If you aren't sure of the property's zoning, then download the current Zoning Map from the City website, [Goddard Kanaz Zoning Map \(PDF\)](#) (Exhibit A).
- If the land is **not** correctly zoned for your project, schedule a Pre-Zoning Amendment Application Conference with the City Planner **(316-794-2441)**. A Utility Map, rezoning criteria requirement checklist, and other relevant documents will be provided during the Conference.
- During the Conference, the City Planner will observe criteria for the Zoning Amendment to ensure the re-zoning is allowed based on requirements within the criteria check-list. The check-list can be available to the developer before the Conference upon request.
- Assuming the Zoning Amendment fits the required criteria, the developer can then submit a Zoning Amendment Application (Exhibit B) to the City Planner and Planning Commission. The Planning Commission meets on the second (2nd) Monday of each Month. Electronic/Digital submittal is due two weeks before the scheduled meeting.
- All zoning requests require the approval of a Site Plan. All applications must include the following items in digital/electronic form:
 - Six copies of all plans, elevations, etc.
 - Six copies of the application form and 8-1/2" X 11" reductions of the drawings
 - Six copies of the Development Schedule, Preliminary Service Plan and Draft Development Agreement
 - Two copies of the geo-technical report
 - For further information regarding rezoning in the City of Goddard, please refer to the [Goddard Zoning and Subdivision Regulations](#).
- If approved by the Planning Commission, the Commission will make a recommendation to the City Council for final approval of the re-zoning. If approved by the City Council, the re-zoning will take effect after a public notice.

PLATTING: Determine whether the property needs to be platted.

- To determine whether your land is platted, contact the City Hall at **(316) 794-2441**.
- A licensed surveyor/engineer must plat/map all land to be developed to show subdivision lines, streets, alleys, easements, and topographic features. This map, called a plat, defines how the land will be divided so that it can be sold to different owners. The City's City Planner will refer surveyor/engineer to the required Contents of Plans and Plats on page 114 of [Goddard Zoning and Subdivision Regulations](#).
- A Plat Application (Exhibit C) and a Preliminary Plat should be filed by the subdivider at least 2 weeks before the Planning Commission Meeting. The Commission shall review

the plat will then consider whether the preliminary plat meets standards and requirements set forth on the bottom of Page 114 within the [Goddard Subdivision and Regulations](#) document.

- Approval of the Preliminary Plat gives the subdivider approval to prepare the final plat which must include detailed plans/specifications and be completed by a licensed professional surveyor/engineer. The final plat must include the contents set forth at the bottom of page 116 in the [Goddard Subdivision and Regulations](#) document.
- The Goddard Planning Commission must approve the final plat, then provide a recommendation to the City Council. Once approved by the City Council, and a public notice is issued, the final plat becomes a legal document.

SITE PLAN: Determine the design and physical development of the project

- Developers must fill and submit the Site Plan Review Application (Exhibit D) and construct a site plan to be submitted and reviewed by the City Planner. The Site Plan must adhere to General Requirements on Page 94 , and the Appearance and Standards Checklist set-forth at the top of Page 92 and bottom of Page 97 in the [Goddard Subdivision and Regulations](#).
- Once the City Planner has accepted the Application and Site Plan, the files may be circulated to the City Council or others deemed necessary before being submitted to the Planning Commission for approval.
- If the City Planner and others deemed necessary determine the project meets guidelines, the Site Plan Review Application and Site Plan will be submitted to the Planning Commission for Approval.
- The City Planner will deliver a recommendation to the Planning Commission who may approve the Site Plan. A denied Site Plan may be appealed to the City Council for approval.
- Site plans may be considered concurrently for re-zoning amendments and special uses.

FLOOD ZONES: Find out whether the property is located in a flood zone.

- To determine whether your property is located within a flood zone, contact City Hall at **(316) 794-2441**.

HISTORIC PRESERVATIONS: Determine whether the property must conform to any historic preservation restrictions.

- Development on property in a historic district or within 500 feet of a historic property or district may require a review to determine its impact on the environs of any adjacent historic properties. Call City Hall **(316) 794-2441** to determine whether your property is affected.

BUILDING PERMITS Purchase your building permit.

- Building permits allow the City of Goddard to track all building projects. Building inspections are vital to the safety, health, and overall well-being of the community. Inspections make sure that all construction conforms to the adopted building, electrical mechanical, and plumbing codes, and that structures are safe for occupancy.
- Permits can be purchased at the Goddard City Hall. The permit fee varies depending on the project valuation. Permit application forms can be found at [City of Goddard Permits and Applications](#).

INSPECTIONS: Schedule building inspections.

- When your project is ready to be inspected, call MABCD at **(316) 660-1840** to arrange for an inspector to visit your property. You'll need to tell the staff person the address of the project, the type of inspection, and the time you'd like the inspection. Please try to allow 24 hours' notice for each inspection. Your architect or contractor will be able to guide you through this process.
- Once your property is safe for the public to enter, you'll receive a certificate of occupancy and you can begin using your building.

SIGNAGE: Choose building signage that fits zoning classifications

- A permit is required to install most types of signs. Signage is regulated by the [Goddard Zoning and Subdivision Regulations](#) set-forth on page 68, based on the zoning classification and the sign type, size, location, and illumination. There are some types of exempt signs. City Hall can help: **(316) 794-2441**

LICENSES: Determine whether you need a business license.

Certain types of enterprises require local licensing. The City Clerk's Office is charged with all forms of local business licenses and permits, including:

- Cereal malt beverages
- Liquor (following state approval)
- Food
- Peddlers
- Taxi Cabs
- Street closures (construction- and nonconstruction-related)
- Fireworks and permits
- Handbills
- Pawnbroker and precious metal
- Mobile home parks
- Application for these licenses can be downloaded at [Permit and Application Forms](#), or obtained at Goddard City Hall 118 N Main.

APPENDIX

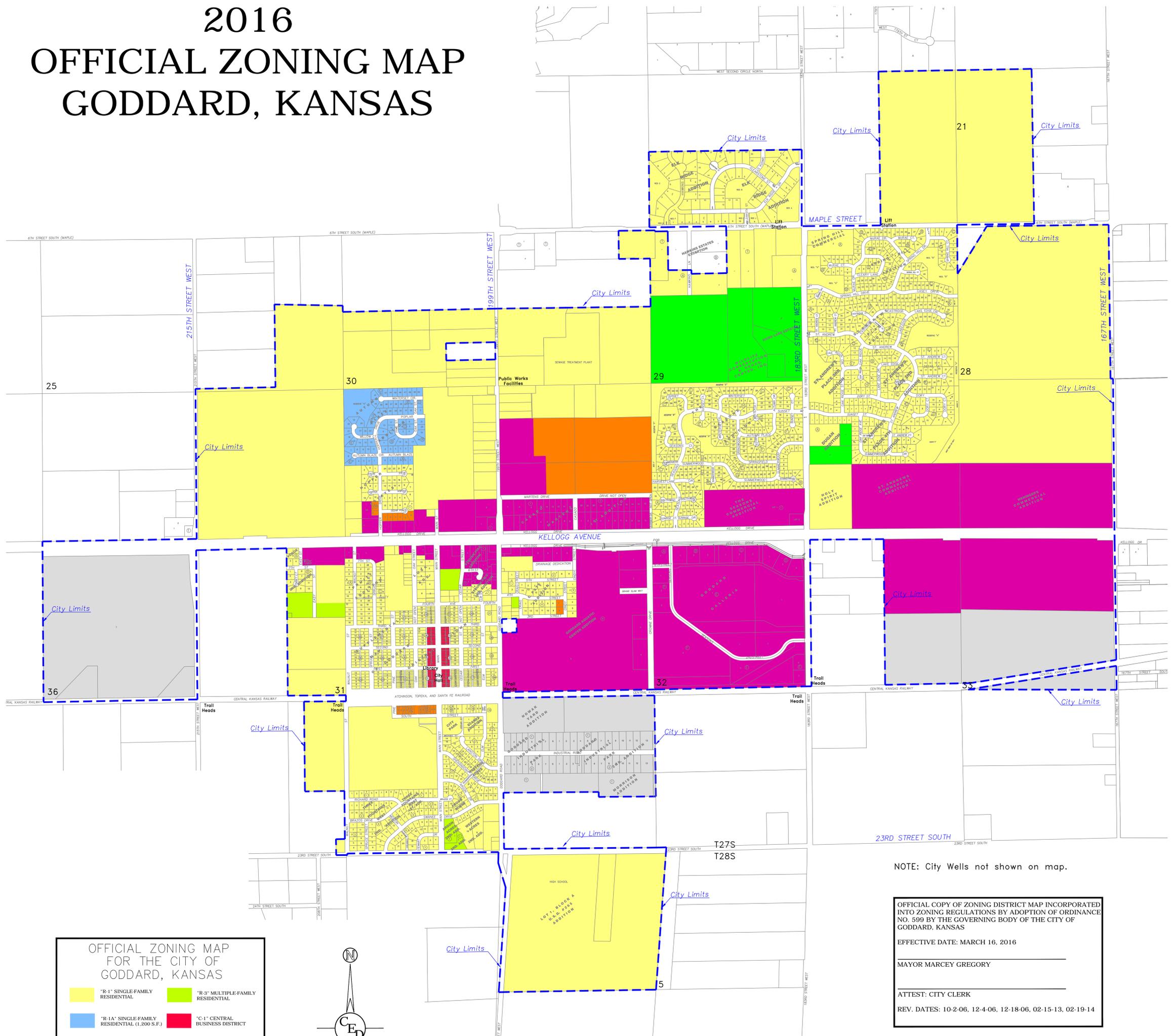
Exhibit A ZONING MAP

Exhibit B ZONING AMENDMENT APPLICATION

Exhibit C PLAT APPLICATION

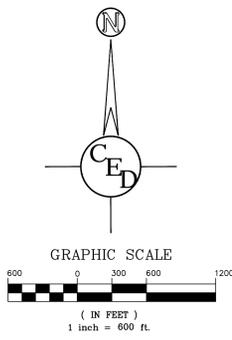
Exhibit D SITE PLAN REVIEW APPLICATION

2016 OFFICIAL ZONING MAP GODDARD, KANSAS



OFFICIAL ZONING MAP
FOR THE CITY OF
GODDARD, KANSAS

	"R-1" SINGLE-FAMILY RESIDENTIAL		"R-3" MULTIPLE-FAMILY RESIDENTIAL
	"R-1A" SINGLE-FAMILY RESIDENTIAL (1,200 S.F.)		"C-1" CENTRAL BUSINESS DISTRICT
	"R-1B" SINGLE-FAMILY RESIDENTIAL (1,500 S.F.)		"C-2" GENERAL BUSINESS DISTRICT
	"R-2" TWO-FAMILY RESIDENTIAL		"I-1" INDUSTRIAL DISTRICT
	"PUD" PLANNED UNIT DEVELOPMENT RESIDENTIAL		



NOTE: City Wells not shown on map.

OFFICIAL COPY OF ZONING DISTRICT MAP INCORPORATED INTO ZONING REGULATIONS BY ADOPTION OF ORDINANCE NO. 599 BY THE GOVERNING BODY OF THE CITY OF GODDARD, KANSAS

EFFECTIVE DATE: MARCH 16, 2016

MAYOR MARCEY GREGORY _____

ATTEST: CITY CLERK _____

REV. DATES: 10-2-06, 12-4-06, 12-18-06, 02-15-13, 02-19-14

ZONING MAP PREPARED 03/16/16 BY:
CERTIFIED ENGINEERING DESIGN, P.A.

1935 W. MAPLE
WICHITA, KANSAS 67213
PH: (316) 262-8808
FAX: (316) 262-1669

	SHEET	1
	TOTAL	1



City of Goddard
118 North Main, PO Box 667
Goddard, KS 67052
P. 316.794.2441
F. 316.794.2401
goddardks.gov

APPLICATION FOR CHANGE OF ZONING DISTRICT CLASSIFICATION

Case No. _____

This form is an application for changing a zoning district classification within the City of Goddard, Kansas. Please complete the form in accordance with the directions on the following pages and return to the City of Goddard:

- By email: bsilcott@goddardks.gov
- By mail: 118 N. Main, PO Box 667 Goddard KS 67052
- By fax: 316-794-2441

Please note, an incomplete application cannot be accepted.

1. Name of applicant(s) and/or his/her agent(s). The owners of all property requesting to be rezoned must be listed.

a. Applicant _____
Address _____ Phone _____
Agent (if any) _____
Address _____ Phone _____

b. Applicant _____
Address _____ Phone _____
Agent (if any) _____
Address _____ Phone _____

(Use a separate sheet if necessary for names of additional applicants.)

2. The Applicant(s) request a change of zoning from the current _____ Zoning District classification to an _____ Zoning District classification for property legally described as Lot(s) _____ of Block _____ in the _____
_____ Addition to the City of Goddard, KS.

(A metes and bounds description may be provided in the space below or on an attached sheet.)

3. Dimensions of the property are _____ feet in depth by _____ feet in width, and comprise _____ acres (rounded to the nearest tenth) or _____ square feet in area.

4. The general location of the property is (use appropriate section):

a. The address is _____

b. At the _____ corner of _____ Street and _____ Street.

c. On the _____ side of _____ Street between _____ Street and _____ Street.

5. Is this property part of a recorded plat? Yes _____ No _____

6. The property is presently used for _____ and this change of zoning is requested for the following reasons: _____

7. I (We), the applicant(s), acknowledge receipt of the instructions and further state that I (We) have read the material. If an agent, I further state that I have or will provide the owner(s) of the property for which the change of zoning is requested an explanation of or copy of this material. I (We) realize that this application cannot be processed unless it is complete and is accompanied by a current property ownership list for the notification are, along with the appropriate fee.

Applicant Date Applicant Date

Applicant Date Applicant Date

City of Goddard Office Use Only

This application was received by the City at _____ (a.m./p.m.) on _____ (Date)

It has been reviewed and found to be complete and accompanied by the required property ownership list and application fee of _____.

City Planner _____



City of Goddard
118 North Main, PO Box 667
Goddard, KS 67052
P. 316.794.2441
F. 316.794.2401
goddardks.gov

APPLICATION FOR SUBDIVISION APPROVAL (PLAT)

Case No. _____

This form is an application for processing a subdivision plat within the City of Goddard, Kansas. Please complete the form, and return it along with the filing fee to the City of Goddard at:

118 N. Main/PO Box 667, Goddard, KS 67052

Please note, an incomplete application cannot be accepted.

Applicant(s) Name: _____

Address: _____

Phone: _____

Email: _____

Name of Agent, If any: _____

Address: _____

Phone: _____

Email: _____

Property Owner(s): Name: _____

Address: _____

Phone: _____

Email: _____

General Location: _____

Name of Subdivision: _____

Legal description of property: _____

SUBDIVISION INFORMATION:

Gross acreage of plat: _____

Number of Residential Lots: _____ Number of Commercial Lots: _____

Number of Industrial Lots: _____ Total Number of Lots being platted: _____

Minimum Lot Frontage: _____

Minimum Area: _____

Existing Zoning: _____ Proposed Zoning: _____

The owner(s) herein agrees to comply with the Subdivision Regulations for the City of Goddard, Kansas <http://www.goddardks.gov/DocumentCenter/View/369> and all other related ordinances, resolutions, policies and standards of the City. It is further agreed that all costs of recording the plat and supplemental documents thereto with the Register of Deeds shall be paid by the owner. The undersigned further states that he/she is the owner of the land proposed for platting and when requested, will permit officials of the City, County or Township to inspect the land as may be necessary for proper plat review.

Applicant's Signature

Agent (if any)

Applicant's Signature

Agent (if any)

Please include the following with this application:

- Filing fee of \$300 + \$1 for each lot greater than one. Make checks payable to "City of Goddard"
- 15 copies of the plat along with one 11" x 17" copy, and a .PDF file.
- (Optional) Narrative statement describing the reasons for the request, including any potential problems the request may raise, and setting forth the applicant's reasons why the request should be granted.

City of Goddard Office Use Only

This application was received by the City at _____ (a.m./p.m.) on _____ (Date)
It has been reviewed and found to be complete and accompanied by the required documents and application fee of _____.

City of Goddard

cc: Applicant



City of Goddard
118 North Main, PO Box 667
Goddard, KS 67052
P: 316-794-2441
F: 316-794-2401

Application for Site Plan Review

Case No. SP - _____

This is an application for a site plan review. The form must be completed and filed with the Director of Community Development at City Hall, 118 North Main, PO Box 667, Goddard, Kansas 67052.

(AN INCOMPLETE APPLICATION CANNOT BE ACCEPTED)

1. Name of applicant(s) and/or his/her agent(s).

a. Applicant _____

Address _____ Phone _____

Agent, if any _____

Address _____ Phone _____

b. Applicant _____

Address _____ Phone _____

Agent, if any _____

Address _____ Phone _____

(Use a separate sheet, if necessary for names of additional applicants.)

2. The applicant hereby requests a review of a site plan titled _____

_____ which is proposed in a

_____ Zoning District under the City Zoning Regulations.

3. The property is legally described as Lot(s) _____ of

Block _____ of _____

_____ a subdivision in the City of Goddard.

(If appropriate, a metes and bounds description may be provided below or on an attached sheet.)
