



Community Development  
32905 W. 84<sup>th</sup> Street  
De Soto, KS 66018  
(913) 586-5286  
fax (913) 583-3123  
[www.desotoks.us](http://www.desotoks.us)

---

## LAND DISTURBANCE/GRADING PERMIT

### GENERAL PROCEDURE

- Applicant request a Pre-application meeting with City staff
  - Submit completed application, fee and grading plans.
  - Staff review comments are sent to the applicant within two weeks of application submittal date.
- 

### REQUIRED SUBMITTALS

Initial Application: Full-size (22" x 34") certified plans as recommended by staff, 1 reduced copy (minimum 11" x 17"), and one digital copy, and all required support documents and materials.

- Completed Land Disturbance/Grading Application
  - A site-specific Erosion and Sediment Control Plan
  - A site-specific grading plan showing property lines, easements, utilities and roadways, existing and proposed structures. Show 1 foot contour lines.
  - A site-specific plan for disposal of building materials and litter, and all other pollutants onsite that may have an adverse impact to water quality.
  - Proposed schedule for completing land-disturbing activities.
  - Permit Fee
- 

Mike Brungardt, P.E.  
City Administrator  
(913) 586-5253  
mbrunqardt@desotoks.us

Brad Weisenburger  
Capital Projects Manager  
(913) 586-5286  
bweisenburger@desotoks.us

Steve Chick, Sr.  
Building Official,  
(913) 586-5277  
schick@desotoks.us

---

### Land Disturbance/Grading Permit Fees

Land Disturbance Area	
1 acre to 2 acres	\$100
2.01 acres to 5 acres	\$250
Over 5 acres	\$500

---

# LAND DISTURBANCE/GRADING APPLICATION

**TO BE COMPLETED by APPLICANT or OWNER:**

Return Form to:  
City of De Soto Planning Department  
P.O. Box C, 32905 W. 84th Street  
De Soto, KS 66018  
(913) 586-5286  
Fax: (913) 583-3123

For Office Use Only  
Filing Fee: \_\_\_\_\_  
Date Filed: \_\_\_\_\_  
Date of Meeting \_\_\_\_\_

---

Name of Project: \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

---

**Address of Property:** \_\_\_\_\_

**Project Type:** Circle appropriate type

- |   |  |
|---|--|
| <input type="radio"/> Residential Home        | <input type="radio"/> Utility Extension/Repair   |
| <input type="radio"/> Residential Subdivision | <input type="radio"/> Street/Bridge Construction |
| <input type="radio"/> Business General        | <input type="radio"/> General Grading/Filling    |
| <input type="radio"/> Industrial              | <input type="radio"/> Demolition                 |
| <input type="radio"/> Office Institutional    | <input type="radio"/> Other (please describe)    |

Total Site Area: \_\_\_\_\_

Area of Land Disturbance: \_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Engineer/Consultant: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_

Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Please Check the boxes below to acknowledge that Owner/Applicant has read and understands the following items.**

- This permit is required by the City of De Soto. It does not exempt the Owner/Applicant from requirements of the State of Kansas or other regulatory agencies.
- The Owner/Applicant must satisfy themselves of sub surface conditions including but not limited to sanitary sewers, stormwater structures, water, telephone and gas lines and electric conduits prior to land disturbance or grading operations.
- The Owner/Applicant may not proceed with land disturbance/grading operations until the completed application with permit fee is approved by the City Building Official.
- The Owner/Applicant must call for inspection after installing perimeter erosion and sediment control devices but before beginning other work on site.
- Soil, sand, rock, or other debris must be kept off the roads and not allowed to enter storm sewer systems. If debris escapes the construction site, the debris must immediately be removed by the Owner/Applicant to the maximum extent practicable.
- Vegetative buffers or other protection must be provided by the Owner/Applicant along streams, rivers, and ponds to avoid erosion of banks and siltation.
- Stabilization measures must be performed by the Owner/Applicant within fourteen (14) days in portions of the site where construction activities have temporarily or permanently ceased.
- The site must be inspected weekly and after every 1/2 inch precipitation event by the Owner/Applicant . These inspections and any noted deficiencies must be noted and logged. Deficiencies must be corrected within 3 days.

**Applicant's Signature**

**Owner's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

## GRADING PLAN REVIEW CHECKLIST

City of De Soto Community Department  
P.O. Box C, 32905 W. 84th Street  
De Soto, KS 66018  
(913) 586-5286  
Fax: (913) 583-3123

### For Office Use Only

Case No.: \_\_\_\_\_  
Filing Fee: \_\_\_\_\_  
Deposit: \_\_\_\_\_  
Date Filed: \_\_\_\_\_  
Date of Meeting: \_\_\_\_\_

---

Name of Project: \_\_\_\_\_

Location of Project: \_\_\_\_\_

Name of Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Plan Prep: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

---

**Instructions:** The following checklist is to be completed by the Applicant and verified by planning staff (items followed by an asterisk (\*) are to be verified by the City Engineer) and shall accompany the Grading plan application. The Grading plan shall include the following data, details and supporting information unless Planning staff indicates that they are not found to be relevant to the proposal. If the answer to any question is "No", the Applicant shall provide a written explanation to accompany this checklist.

Does the Grading plan comply with or show the following?	<b>Yes</b>	<b>No</b>
A. Name of the project, address, boundaries, date, north arrow and scale of the plan.	_____	_____
B. Name and address of the owner of record, developer, and original seal of the Engineer or landscape architect on each copy.	_____	_____
C. All existing lot lines, easements, and rights-of-way. Include area in acres or square feet, abutting land uses and structures.	_____	_____
D. All existing & proposed structures within the development. Include finish floor elevation and spot elevations at all exterior entrances. Show all anticipated future additions & alterations.	_____	_____
E. The location of all present & proposed public & private ways, parking areas, driveways, sidewalks, ramps with spot elevations.	_____	_____

