



City of Prairie Village
Codes Department
913-385-4604
permits@pvkansas.com

Demolition Permits Information

CODE REQUIREMENTS

A building permit is required for demolition of all structures. Before a permit can be submitted, plans to rebuild the structure must be submitted, or plans must be submitted that detail the backfilling and regrading of the lot to restore it to its original/undisturbed condition.

PLAN SUBMISSION REQUIREMENTS

Apply for all permits at <https://prairievillageks.viewpointcloud.com>.

- A site plan that specifies a description of the demolition method and the complete schedule of demolition. The site plan should include the erosion control measures, construction fencing location, lot coverage calculations for the new structure, and the overall building height of the new structure.
- A boundary survey prepared by a Kansas registered land surveyor that includes the top of foundation elevations of the adjacent properties, existing structures and location, existing topography with elevations, all impervious surfaces and total percentage of lot covered by impervious surface.
- A tree protection and removal plan in accordance with Chapter 19.47 of the Zoning Regulations to include: location of all existing trees on the lot, size (by DBH) of all existing trees on the lot, species of all existing trees on the lot, identification of trees that will be protected during construction, identification of trees planned for removal (with a completed tree removal permit application), placement of protective fencing for all trees required to be protected during construction, lot lines, buildable area outline, and construction entrance.
- A written report by a licensed agency with the State of Kansas that certifies the structure was evaluated for asbestos and abated, if deemed necessary.
- The designated haul route the contractor will use to remove the debris from the site. The haul route will be reviewed by Public Works for approval.
- The Building Official may require pedestrian protection shelters to be placed over sidewalks surrounding the building. A construction fence no shorter than 72 inches with an opaque vinyl screen around the site is required for all demolition projects per Chapter 4-1103 of the Municipal Code (effective June 1, 2021).
- Notification of Demolition of residential structures must be sent to all property owners within 200 feet per the regulations of 19.06.050 and 19.08.045 of the PV Zoning Regulations. Certified mail receipts of the notices must be submitted before the permit will be issued.
- Utility disconnect notices from the following entities must be received before permit is issued:
 - Evergy
 - WaterOne
 - Johnson County Wastewater
 - Kansas Gas Service

- The City may require placement of a crushed stone driveway on the site for construction vehicle access and erosion control.
- Commercial demolition permits require confirmation from KDHE that form ET-ASB-10 has been received and approved where applicable.
- An approved drainage permit from the Public Works Department is required before the demolition permit will be issued.
- Construction of the new structure must begin within 60 days of demolition or the site must be restored to its original condition.

BUILDING PERMIT FEE

A single-family and two-family residential demolition permit is \$275 and a commercial, multi-family, and church demolition permit is \$500.

QUESTIONS

For questions regarding the building permit process, please email permits@pvkansas.com or call (913) 385-4604.

Application #: _____

Demo Permit #: _____



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DEMOLITION PERMIT CHECKLIST

Building address: _____ Homeowner: _____

Contractor: _____ Phone: _____

UTILITY DISCONNECT CONFIRMATION

Evergy: _____ Kansas Gas: _____ JoCo WW: _____ WaterOne: _____

- Stamped and sealed survey of top of foundation elevation measurement of the structure and adjacent structures, prior to demolition. Date document provided: _____
- Building plans: _____
- Lot coverage calculations for new structure: _____
- Tree removal and protection plan: _____
- Approved tree removal permit (if needed): _____
- Site plan for new construction of fill plan to restore site to original condition: _____
- Approved drainage permit from Public Works: _____
- Haul route approval: _____
- Mud (surety) bond received from builder: _____
- Mud (surety) bond received from demolition contractor: _____
- Copy of certified letter and return receipts for 200 feet notification: _____
- Haz-Mat abatement documents (required on all demolitions): _____
- Demolition and construction fencing plan (at least 72 inches tall with opaque screen): _____

EXAMPLE MUD/SURETY BOND

KNOWN BY ALL PERSONS BY THESE PRESENTS:

That we, _____ of _____ (hereinafter called the Principal) and _____ (hereinafter called the Surety), are held and firmly bound unto the City of Prairie Village, Kansas (hereinafter called the obligee) in the penal sum of Five thousand Dollars (\$5,000.00), lawful money of the united States, to the payment of which sum, well and truly to be made, the Principal herein firmly binds himself (themselves), their heirs, executors, administrators, and assigns, and the said Surety bonds themselves, their successors, assigns, executors and administrators, jointly and severally, firmly by these presents.

WHEREAS, the Principal intends to perform demolition/construction according to the Prairie Village Municipal Code; and

WHEREAS, to obtain a license or permit for said demolition/construction, the Principal must guarantee that the streets and sidewalks in the area shall remain free and clear of dirt, mud, gravel, and other debris; and

WHEREAS, the Principal has guaranteed that the streets and sidewalks in the areas shall remain free and clear of dirt, mud, gravel, and other debris.

NOW, THEREFORE, the condition of this obligation of such, that if the said Principal shall faithfully observe the provisions of the Laws, Ordinances, and Resolutions, governing the issuance of this License or Permit, then this obligation shall be null and void, otherwise to remain in full force and effect.

PROVIDED FURTHER, that if said Principal shall not faithfully observe the provisions and conditions of the Laws, Ordinances, and Resolutions, or in any way fail to keep the streets or sidewalks in the area free and clear of dirt, mud, gravel, and other debris, then the Surety shall pay the costs and damages for such failure and such other expenses accruing therefrom, directly to the City of Prairie Village, Kansas.

PROVIDED FURTHER, that liability under this bond shall terminate as of the _____ day of _____, 20____, as to any acts subsequent thereto, unless said bond is continued in force from year to year by the issuance of a continuation certificate signed by the Surety.

IN WITNESS THEREOF, we have hereunto set our hands and seals this _____ day of _____, 20_____.

By: _____
PRINCIPAL

By: _____
SURETY

By: _____
ATTORNEY-IN-FACT

City of Prairie Village
Notice of Demolition and/or New Single-Family Residential Structure
Instructions for Property Owners/Contractors

The Prairie Village Zoning Regulations require that any teardown of an existing residential structure and any new principal residential structure shall send notice to all property owners within 200 feet of the lot before a building permit can be issued.

The notice to residents must include the following documents with your public notice form:

1. Site plan that includes the new structure with distances to the property lines, utility easements, driveways, patios, sidewalks, decks, pergolas, and egress wells. No elevation information is required for this generic rendering of a site plan.
2. Elevation drawing, which include front, side, and rear details to include dimension notation from top of foundation to peak of roof and the overall wall length dimension. All elevation drawings can be included on one sheet, if space allows.

Documents shall be prepared on paper stock no smaller than 8.5" x 11". Details are to be rendered professionally, proportionally scaled, and legible. These documents are not required to bare the seal of a Kansas Registered Design professional. The documents should provide enough information to convey general information to the neighbors for design and placement on the lot.

This notice shall be sent via certified mail, return receipt requested, on the attached form provided by the City. The applicant will need to provide the following items as proof to the Prairie Village Codes Department before a building permit will be issued:

1. Photocopies of certified mail receipts and one copy of each document sent to each property owner that is located within 200 feet of the project. These renderings shall coordinate with documents submitted to the Codes Department for the building permit application. This information will be retained and available upon request as public information.
2. The applicant may provide any additional information within this package that they think will better enhance communication with neighboring properties, such as anticipated work schedules, request for pre-inspection of foundations, removal and installation of fences, landscaping details, etc.

City of Prairie Village
Notice of Demolition and/or New Single-Family Residential Structure

In accordance with the City of Prairie Village Zoning Regulations, the purpose of this document is to notify you that plans have been filed at City Hall for a demolition of a single-family residence and/or new single-family residence within 200 feet of your property. The City encourages all contractors and property owners to be good neighbors. If you have questions or concerns regarding the specific construction details of this permit application, you may contact the property owner or the general contractor responsible for the project listed below. A site plan and elevation drawings for the project are also included with this notice.

Address of Property: _____

Name of Property Owner: _____

Phone Number: _____ Email: _____

Name of General Contractor: _____

Phone Number: _____ Email: _____

Anticipated Start Date of Construction: _____

Anticipated End Date of Construction: _____

Notice of City of Prairie Village Noise Ordinance

The Prairie Village Municipal Code prohibits construction noise before 8:00 a.m. and after 8 p.m. Monday – Sunday. From May 15 – September 15, construction noise is permitted to begin at 7 a.m., except on weekends and federal holidays. If you witness this ordinance being violated, it is important to report it to the Police Department immediately when it occurs. You may contact the Prairie Village Police Department at their non-emergency number at 913-642-5151. Contractors who violate this ordinance will receive a Notice to Appear in Municipal Court.

Tree Protection and Tree Removal Permit Requirements

In 2021, the City Council adopted a [tree protection ordinance](#) that goes into effect on June 1, 2021. Below is a summary of the tree protection ordinance and a full copy of the ordinance is attached to this document. The tree protection ordinance applies to the following situations:

- Removal of a tree in the public right-of-way
- Projects subject to site plan review by the Planning Commission
- A new residential structure
- A teardown of at least 10% of an existing residential structure
- An addition of 600 square feet or more to a residential structure

Tree Protection and Removal Plot Plan Requirements

Prior to issuing a permit for any of the situations listed above, a tree protection and removal plan must be submitted to the Codes Department with the completed building permit application and construction documents. This plan must include the following information:

- Location of all existing trees on the lot
- Size (by DBH) of all existing trees on the lot
- Species of all existing trees on the lot
- Identification of trees that will be protected during construction
- Identification of trees planned for removal (a tree removal permit will be required)
- Placement of protective fencing for all trees required to be protected during construction
- Lot lines
- Buildable area outline
- Construction entrance

An example of a tree protection and removal plot plan is attached to this handout.

Tree Removal Permit Requirement

Prior to removal of any tree associated with new construction or major additions (as outlined above), a tree removal permit must be granted. In addition to the tree protection and removal plot plan, a tree removal permit application must be submitted to the Codes Department. The tree removal permit application must include the following information:

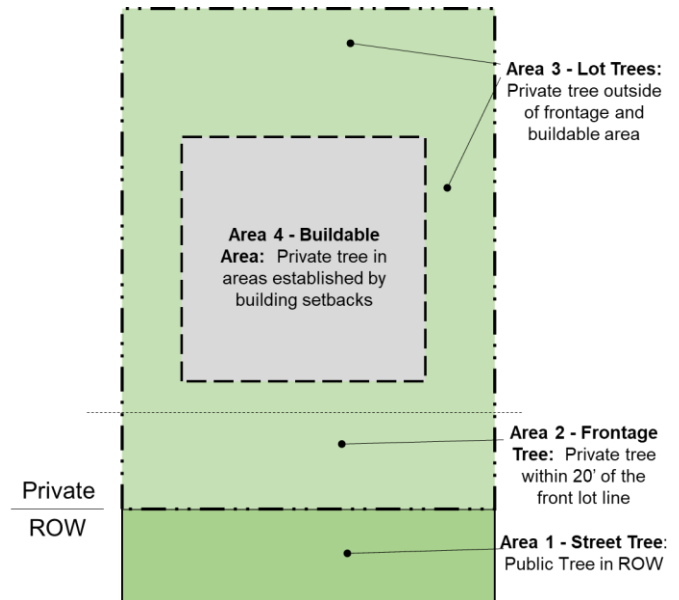
- The size, location, and species of all trees requesting to be removed (as outlined on the submitted plot plan)
- The reason for requesting removal of the tree
- The size, location, and species of trees planned to be planted after construction to replace the trees that were removed

Removal of any protected tree without approval is a violation of the City's municipal code and will result in a citation to appear in municipal court with associated fines and penalties.

Trees Prohibited from Removal

The following trees are prohibited from removal during the construction process unless the removal of the tree qualifies for an exception under the ordinance:

- Any tree in the public right-of-way (Area 1)
- Any tree 6" DBH or greater within 20 feet of the front lot line (Area 2)
- Any tree 20" DBH or greater located beyond 20 feet of the front lot line and outside of the buildable area of the lot (Area 3)
- Any tree 30" DBH or greater located within the buildable area of the lot (Area 4)
- Any Kansas State Champion Tree



Exceptions for removal may be granted with written authorization from the Building Official if it is determined that one of the following criteria are met:

- The tree is dead, diseased or dying, and constitutes a threat to healthy trees, property, or public safety
- Removal of the tree is necessary for construction, development, or redevelopment under the following criteria:
 - All reasonable efforts have been made to avoid removing the tree through comparable alternative designs
 - The presence of the tree places an undue financial burden on the applicant; and
 - No other reasonable accommodations, including adjustments to the otherwise allowable building footprint or site design can be made to preserve the tree

If a tree that is prohibited from removal is approved to be removed due to an exception above, mitigation of the removed trees will be required with new trees planted when construction is completed, per the specific requirements of Table 19-47 D of the [Tree Protection Ordinance](#).

Protective Fencing Requirements

The following trees are required to be protected during construction with protective fences. If a protected tree must be removed, a tree removal permit must be granted and the tree must be replaced with at least a 2" DBH tree when construction is completed:

- All trees in the public right-of-way (Area 1 in image above).
- All trees 3" DBH or greater located within 20 feet of the front lot line (Area 2 above)
- All trees 6" DBH or greater located anywhere else on the lot (Area 3 and 4 above)
- All Kansas State Champion Trees

Protective fencing is required for all protected trees listed above (unless a permit for removal has been approved). Fences must be a snow fence, chain-link fence, vinyl construction fence, or other similar fencing with a minimum 4 feet height. The fence must meet the following requirements:

- Trees greater than 28" DBH: fenced area must be the lesser of 20 feet from the center of the tree or protecting at least 75% of the drip line.
- Trees between 20" - 28" DBH: fenced area must be the lesser of 15 feet from the center of the tree or protecting at least 75% of the drip line.
- Trees less than 20" DBH: fenced area must be the lesser of 10 feet from the center of the tree or at least 75% of the drip line.

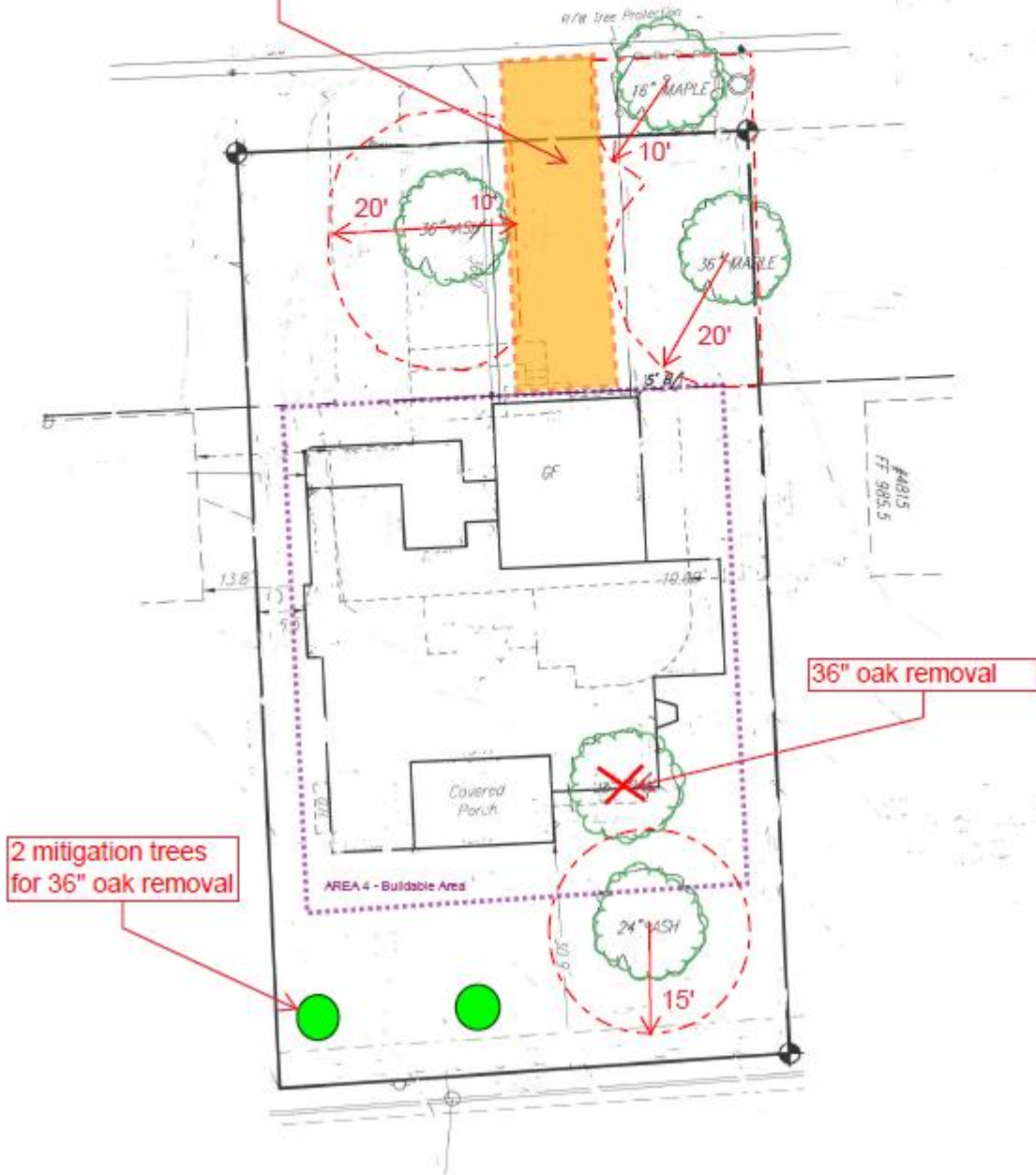
Fenced areas do not include any pre-existing structures, foundations, slabs, roadways, sidewalks, and driveways. The fence should be installed along the edge of the driveways/roadways encompassing the tree to restrict access from the street side. The fence must remain in place at all times until all construction-related activity has been completed or final grade achieved. The City may authorize the fences to be moved temporarily for final grading, access, or other work.

TREE PROTECTION AND REMOVAL PLAN

- Items noted on plan:
- lot lines
 - existing and proposed building
 - existing trees (type and size noted)
 - protection fence with size
 - construction entrance (note any requested variance to tree protection limits)
 - tree removals
 - buildable area outline
 - mitigation trees (proposed number and type)

Construction Entrance.
Variance for 10'
protection on 36" ash
requested

50' R/W



36" oak removal

2 mitigation trees
for 36" oak removal



Tree Removal Permit Application

Applicant Name: _____

Address of Property: _____

Phone: _____ Email: _____

How many trees are you requesting to remove? _____

What are the species of tree(s) you are requesting to remove? _____

What is the caliper at diameter at breast height for the trees to be removed? _____

Please indicate which of the following reasons apply to your request for removing the tree(s):

- The tree is dead, diseased or dying, and constitutes a threat to healthy trees, property, or public safety.
- Removal of the tree is necessary for construction, development, or redevelopment. All reasonable efforts have been made to avoid removing the tree through comparable alternative designs, the presence of the tree places an undue financial burden, and no other reasonable accommodations, including adjustments to the building footprint or site design can be made to preserve the tree.
- None of the above.

What species and size of tree(s) will be planted to replace the removed tree(s) (if approved):

- A complete tree protection and removal plan showing the size, species, and location of the requested trees to be removed as well as the size, species, and location of replacement trees is attached.**

Per Chapter 19.47 of the City of Prairie Village zoning regulations, the applicant hereby requests removal of a tree otherwise protected by the City's applicable laws and ordinances. The requested approval is specific to the trees shown in this application and the applicant is responsible for the cost of removing the tree. Any permission granted shall be in addition to replacement of the trees in accordance with the requirements of Chapter 19.47 of the zoning regulations and all other applicable regulations. The applicant acknowledges and understands that removal of a protected tree without prior approval from the City will result in a citation and notice to appear in municipal court.

Signature of Applicant: _____ Date: _____

FOR CITY USE ONLY

Received date: _____ Inspected by: _____

Request for Removal (circle one): Approved / Denied

Reason for approval/denial: _____

Final Inspection of Replacement Trees Completed: _____

Construction Site Fencing Requirements

Effective June 1, 2021, fencing and project information signs are required on the following construction sites:

- New residential or commercial structure
- Demolition of at least 10% of an existing structure
- Any additions greater than 600 square feet

Construction Fencing Requirements

Construction site fencing and screening must meet the following parameters:

- The height of the fence should be between 72 and 84 inches
- The fence must be chain link metal fence overlaid on the exterior with an opaque vinyl screen, or other equivalent fencing and screening material approved by the Building Official
- The fence must be located on or behind the front lot line and not located in any part of the right-of-way unless approval is granted by Public Works through a right-of-way permit.
- The fence must be removed upon approval of final grade before a TCO will be issued.

Project Information Sign Requirements

All construction projects listed above must affix a 2 feet x 3 feet temporary project information sign to the fence that includes the following information:

- Permit number
- Site address
- General contractor's name
- Primary contact name
- Contact phone number
- Contact email address

The project information sign should also include information about the City's allowable construction hours. An example of a project information side is provided below.