



# Residential Permits for Model Homes

PDS

Engineering Services Division

ES Policy # 2-01

## DEFINITIONS:

**NON ENGINEERED PLOT PLAN** – A “non-engineered” plot plan is a map of an individually staked lot, including dimensions and a plan view of the proposed structure.

**ENGINEERED PLOT PLAN** – An “Engineered” Plot Plan is a plot plan which also includes proposed grading contours, existing/proposed grade elevations, flowlines for 100-year overflow swales, 100-year flood elevations if adjacent to a floodplain and minimum low openings for the structure.

**AS-BUILT GRADING PLAN** – An “as-built” grading plan is a final grading plan that shows proposed grading for the entire subdivision including proposed contouring and proposed finished grade elevations. The term “as-built” has been taken out of context in this definition. Most engineers would consider an “as-built” plan to represent a finished product. “As-Built” as we are using it refers to a grading plan that is still *proposed* but is based on a more accurate (as-built) field survey of key points such as property corners, structures, etc. See Policy # 3-06 “As-Built Grading Plans for Residential Subdivisions.”

**ENGINEERED VS. NON-ENGINEERED PLOT PLAN; WHEN THEY ARE REQUIRED** – All lots require plot plan review and approval. Engineered plot plan review and approval are an additional requirement for lots adjoining a 100-year overflow swale or for lots adjacent to a 100-year floodplain. In either case, a non-engineered or engineered plot plan is not reviewed by the City until the Developer’s engineer has submitted and gained approval of the “as-built” grading plan.

With those definitions in mind, we move into the process of obtaining a building permit for a model home. Model home permitting is a unique process because it can be accomplished before the “as-built” grading plan has been submitted and approved, or after. If a home builder proposes to build a model home and the “as-built” grading plan has already been submitted and approved, the builder can obtain a building permit using the standard process. However, if a home builder proposes to build a model home but the “as-built” grading plan has not yet been submitted and approved, a building permit can still be obtained. To obtain a building permit in this situation the builder would:

1. Submit a plot plan (engineered or non-engineered), prepared by the Developer's Engineer, to Engineering Services. The plot plan *must* be prepared by the Developer's Engineer as they are aware of the overall subdivision plan and will be required to make the lot work on the "as-built" grading plan.
2. The plot plan *must* designate a Minimum Low Opening (MLO) elevation, if the lot abuts an engineered swale or major drainageway. If adjacent to a Special Flood Hazard Area (SFHA), the plot plan will also require a Post Construction Elevation Certificate. If in an area removed from the floodplain through fill it will need to comply with FEMA Technical Bulletin 10-01 "Reasonably Safe from Flooding".
3. The plot plan *must* contain the following signed statement: *I, (Builder's Name) Understand that a Certificate of Occupancy will not be issued for this property until a engineered plot plan has been prepared by (the Developer's Engineer) which conforms with the "as-built" grading plan that has been approved by the City of Overland Park.*
4. The plot plan *must* note that the plan is for a MODEL HOME.
5. The plot plan *must* contain any other details that are presently required.

Once a model home plot plan has been reviewed by Engineering Services and found approvable, a copy of the approved plot plan will be filed in the same manner as "regular" engineered plot plans.

When the "as-built" grading plan is submitted for review, the grading on the "as-built" needs to match the grading shown on the approved model home plot plans. Any grading discrepancies between the approved plot plans and the proposed "as-built" grading plan needs to be resolved prior to the final approval of the "as-built" grading plan. These discrepancies may be resolved by revising the grading on either the "as-built" grading plans or the approved model home plot plans. If the model home plot plans are revised to match the proposed "as-built" grading plan, then the revised plot plans needs to be re-submitted to Engineering Services for review and approval.

The expedited process described above is an option for builders who want to proceed with model home building before the complete "as-built" grading plan has been prepared. If the builder waits until the "as-built" grading plan has been submitted and approved, he is not bound by the above requirements.