



DEVELOPMENT PROCESS FOR COMMERCIAL OR MULTIFAMILY RESIDENTIAL DEVELOPMENT

Planning Phase

The procedural requirements for this phase are determined by the zoning of the property and the use regulations applicable to the zoning district in which the property is located. For more information refer to the appropriate application process chart.

The purpose of this phase is to determine compliance with Gardner's subdivision and zoning regulations administered by the Community Development Department, and to provide for coordination with other city departments and other local agencies in order to implement and enforce policies and regulations regarding water, sewer, streets, parks, and other public facilities.

Kansas statutes and local regulations determine how and to what extent interested property owners, residents, and other stakeholders may participate in this process.

Building Permit and Construction Phase

Building Permit Application & Review

- Applicant submits complete building permit application with plans.
- City staff reviews plans for code compliance.
- City staff provides comments to applicant which may require plan revisions.
- Applicant makes revisions as needed and resubmits plans until plans are approved.

Building Permit Issuance

- Staff will contact the applicant letting them know their permit has been approved.
- Applicant makes payment and receives approved plans with any remaining comments from staff.
- Building Permit issued to begin construction.
- Contractor keeps set of approved plans at job site.

Inspections & Certificate of Occupancy

- Contractor calls for inspections at various stages of construction.
- Building inspector inspects constructs relative to approved plans and identifies corrections as needed.
- Contractor calls for final inspection and, if project complies with plans and all code requirements, the inspector issues a certificate of occupancy.