

# Appendix

# Field Project Proposal

## **FIELD PROJECT PROPOSAL**

### **DEVELOPMENT OF A TRAINING MANUAL FOR THE ENGINEERING DIVISION OF PERIDIAN GROUP, INC.**

Curt Talcott  
EMGT 835 Spring 2005  
May 18, 2005

#### **Statement of Topic and Significance**

The proposed field project is to develop a training manual for the Engineering Division of Peridian Group, Inc. This plan shall serve as the basis for employee orientation for the division and development to market its services for the year following completion of the plan.

Peridian Group is a consulting engineering firm based in Lawrence, Kansas serving Northeast Kansas and Northwest Missouri. It also has a small office in Gardner, Kansas. Peridian Group offers the following services: Community Planning and Development, Landscape Architecture, Civil Engineering, Surveying and Information Technology/GIS. It currently has approximately 40 employees.

The firm was started in 1997 and has seen rapid growth in its eight year history. The Engineering Division has grown from 5 employees in 2001 to 9 employees in 2004. A formal training manual has never been developed. Most standard procedures and many everyday applications are undocumented. The number of clients has grown and with that has come numerous guidelines and standards that need to be met. Turnover has been high among lower level employees within the division which has decreased productivity due inexperienced staff.

The training manual will help new employees shorten their learning curve. It will also improve the quality and productivity of both new and older employees. The goal of the training manual will be to increase productivity and share knowledge throughout the division. The training manual will continue to be a work in process after the completion of the field project. New areas of procedures and standards will continue to be added to the manual.

#### **Project Scope**

1. Gather Existing Training Material
2. Define Problems and Opportunities
3. Determine Training Objectives
4. Prepare Training Material
5. Prepare Training Manual
6. Develop Implementation Plan
7. Establish Controls and Update Procedures

## **Preliminary Literature Research**

1. "Effective Employee Orientation", Linda A. Jerris, AMACOM Books, 1993.
2. "The Trainer's Handbook", Garry Mitchell, Second Edition, AMACOM Books, 1993.
3. "Implementing a Training and Development Strategy", Roger Cartwright, Oxford Capstone Publishing Ltd., 2003.
4. "How to Identify Your Organization's Training Needs: A Practical Guide to Needs Analysis", John H. McConnell, AMACOM Books, 2003.
5. "Learning in the Workplace: Strategies for Effective Practice", Stephen Billett, Crows Nest, N.S.W. Allen & Unwin, 2001.

## **Project Schedule**

1. Fall 2004 Finalize Project Topic, Identify and Request Graduate Committee
2. April 2005 Develop Proposal, Begin Project Research
3. May 18, 2005 Submit Proposal
4. June 3, 2005 Receive Proposal Comments
5. June 17, 2005 Finalize Proposal; Continue Research
6. July 8, 2005 Begin Drafting Training Manual
7. August 22, 2005 Complete Research
8. September 19, 2005 Complete Draft Training Manual; Submit to Committee for Comments
9. October 3, 2005 Receive Comments from Committee
10. October 31, 2005 Submit Final Training Manual to Committee
11. November 21, 2005 Present Training Manual to the Graduate Committee

## **Project Expectations**

The goal of this project is to develop a training manual that will be used by employees of the Engineering Division. The manual will reduce the amount of time needed to make

new employees productive. It will also increase the productivity and quality of work for existing employee. The manual will continue to be expanded as new standards and procedures are developed. I will perform the majority of work required for this project, but some training material may be drafted by other Peridian employees.

**Project Committee**

Herb Tuttle, EMGT Faculty

Bob Zerwekh, EMGT Faculty

Joel Riggs, Peridian Group, EMGT Graduate

# Memo and Draft Outline

# Memo

To: Engineering Division Employees  
From: Curt Talcott  
Date: 9/12/05  
Re: Engineering Division Training Manual

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Attached is the draft outline for a training manual for the Engineering Division. The training manual will be put on the company intranet so that it can be easily accessed and updated. Please take some time to review and give input on. This is very important in developing a training manual that is useful to both new and current employees. Feel free to comment on additional information you would like to see in the manual or changes in the layout or format of the manual. You can write comments on the outline and return it to me or send an email with your comments if you prefer. Your help with this is greatly appreciated.

**Field Project Outline**  
**EMGT 835**  
**Curtis R. Talcott**  
**May 19, 2005**

**A TRAINING MANUAL FOR THE  
ENGINEERING DIVISION OF PERIDIAN GROUP, INC.**

- I. Introduction to Peridian Group
  - A. Office Locations
  - B. Office Floorplan
  - C. Board of Directors
  - D. Engineering Division
  - E. Telephone Extension List
  - F. Employee Address List
  - G. Miscellaneous
    - 1. Voicemail
    - 2. Alarm
  - H. Standard Forms
    - 1. Timesheet & Codes
    - 2. Vacation Request
    - 3. Expense Reimbursement
  
- II. Plotting, Scanning & Printing
  - A. KM Plotter & Scanner
    - 1. Pen Tables
    - 2. Large Format Copies
    - 3. Scanning Drawings
  - B. HP 1050C
  - C. HP 6127 Color
  - D. HP Laser Jet 4050
  
- III. AutoCAD Standards
  - A. Drawing Names
  - B. Layer Names
  - C. Fonts
  - D. Survey Codes
  - E. Two Key Commands
  - F. Standard Pen Table
  
- IV. AutoCAD Procedures
  - A. Land Desktop
    - 1. Project Setup
    - 2. Drawing Setup
  - B. Xreferencing
  - C. Setting Up Plan & Profile



D. Miscellaneous

V. Contact Lists

A. Cities

1. Lawrence
2. Gardner
3. Olathe
4. Shawnee
5. Spring Hill
6. Eudora
7. Baldwin
8. Ottawa
9. Merriam

B. Utilities

1. Johnson County Wastewater
2. Water One
3. Southwestern Bell
4. Sprint
5. Kansas Gas
6. Atmos Energy
7. Aquila
8. Kansas City Power & Light
9. Westar Energy
10. Southern Star Pipeline
11. Magellan Pipeline
12. Phillips Pipeline

C. Other

VI. Submittal Guidelines

- A. Lawrence
- B. Gardner
- C. Shawnee
- D. Olathe
- E. Spring Hill
- F. Eudora
- G. Lenexa
- H. Merriam
- I. Johnson County Wastewater

VII. Design Guidelines

A. Lawrence

1. Sanitary
2. Streets
3. Storm
4. Waterline

B. Gardner

1. Sanitary
  2. Streets
  3. Storm
  4. Waterline
- C. Shawnee
1. Private
    - a) Streets
    - b) Storm
    - c) Street Lights
  2. Public
- D. Olathe
1. Sanitary
  2. Streets
  3. Storm
  4. Waterline
  5. Street Lights
- E. Eudora
1. Sanitary
  2. Streets
  3. Storm
  4. Waterline
- F. Lenexa
1. Streets
  2. Storm
  3. Street Lights
- G. Johnson County Wastewater

## VIII. Computer

- A. Directory Structure
1. Drives
  2. Projects
  3. Standards
- B. Web
1. Intranet
  2. Internet
  3. Links
- C. Programs
1. Outlook

## IX. Engineering Standard Forms

- A. Paper
1. Permits
    - a) Notice of Intent
    - b) KDHE Sanitary Permit
    - c) KDHE Waterline Permit
    - d) Stream Obstruction

2. Utility Coordination Checklist

- B. Electronic

1. Stormwater Spreadsheet

2. Sanitary Service Spreadsheet

# Final Outline

# Peridian Group Intranet

Welcome Curt

- [News](#)
- [Contact List](#)
- [Project List](#)
- [LDS Project List](#)
- [Engineering Div](#)
- [Project Planner](#)

## Quality From The Start Engineering Division Training Manual

<=== beta test ===>

### Introduction to Peridian Group

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#### About Peridian Group, Inc.

**Who We Are**

[Who We Are \(www\)](#)

**Our Philosophy**

Success at Peridian Group, Inc. is defined as "meeting the expectations of our clients thoroughly, professionally and timely." We meet with clients to discuss his or her project desires, completion deadline and budget requirements. We approach each project with enthusiasm, dedication and just enough competitive nature to enhance the project to its fullest potential. We feel the rapport developed with our clients leads to long-term relationships. We look forward to working on your future projects.

**Website**

[www.peridiangroup.com](http://www.peridiangroup.com)

#### Human Resources

**Contact Human Resources**

Please contact Robin Crabtree in the Lawrence office with any questions, concerns or needs related to Human Resources

**Employee Handbook**

[Employee Handbook \(.pdf\)](#)

**Employee Evaluation Form**

[Employee Evaluation \(.pdf\)](#)

#### Office Locations

**Lawrence Office**

500 Rockledge Rd, Ste A  
Lawrence, KS 66049  
[Map](#)

**Gardner Office**

206 E. Main  
Gardner, KS 66030  
[Map](#)

#### Office Floorplans

**Gardner Office**

This item to be completed following opening of new Gardner office.

**Lawrence Office**

[Lawrence Floorplan \(.pdf\)](#)

#### Board of Directors

**Lance Johnson, P.E.**

President  
[Resume \(.pdf\)](#)

**Michael J. Keeney, A.S.L.A.**

Vice-President  
Planning Division Manager  
[Resume \(.pdf\)](#)

**Joel Riggs, P.E.**

Business Development Officer  
Resume (.pdf)

**Curtis R. Talcott, P.E.**

Engineering Division Manager  
Resume (.pdf)

**Engineering Division**

**About the Engineering Division**

[About the Engineering Division \(www\)](#)

**Employees**

[Employees \(www\)](#)

**Project Planner**

[Project Planner \(.pdf\)](#)

**Telephone Extension List**

**Gardner Office**

This item to be completed following opening of new Gardner office.

**Lawrence Office**

[Lawrence Phone Extensions \(.pdf\)](#)

**Employee Address List**

**Employee Address List**

[Employee Address List \(.pdf\)](#)

**Employee Cell Phone List**

[Employee Cell Numbers \(.pdf\)](#)

**Miscellaneous**

**Answering the Phone**

Gardner Office

This item to be added following opening of new Gardner office.

Lawrence Office

[Lawrence Phone Directions \(.pdf\)](#)

**Leaving Office**

Gardner Office

This item to be completed following opening of new Gardner office.

Lawrence Office

[Leaving Office \(.pdf\)](#)

**Using Alarm System**

Gardner Office

This item to be added following opening of new Gardner Office.

Lawrence Office

[Door Code Instructions \(.pdf\)](#)

**Using Voicemail**

Gardner Office

This item to be added after opening of new Gardner office.

Lawrence Office

[Phone System Instructions \(.pdf\)](#)

**Standard Forms**

**Timesheets & Codes**

Timesheet .pdf

[Time Sheet \(.pdf\)](#)

Timesheet Excel Spreadsheet

[Time Sheet \(.xls\)](#)

Timesheet Codes

[Timesheet Codes \(.pdf\)](#)

Timesheet Example

This example can be used as a guide for completing your timesheet.

[Example Timesheet \(.pdf\)](#)

**Request for Leave**

This form is to be used when requesting leave for vacation, etc.

Request for Leave(.pdf)

### Expense Reimbursement

This form should be filled out monthly and submitted to bookkeeping for expense reimbursement. Reimbursement checks are generally cut in 2-3 following receipt of expense report.  
Expense Report(.pdf)

## Plotting, Scanning, and Printing

expand | collapse

### Gardner Office

This item is to be updated following opening of new Gardner office.

#### Plotters

##### HP 700

Older inkjet plotter to be used for special media only!

##### KM Plotter

Primary plotter. It will be moved from the Lawrence office to the new Gardner office. Should be used for all plots that are not color or special media.  
KM Plotting Procedures (.pdf)

#### Printers

##### HP 3700

Color printer. It is not to be used for regular printing!!

##### KM1920

Primary printer for the Lawrence office. This printer should be set as default printer for Lawrence employees. It is located next to the fax machine in the administrative area between Robin & Kelly.

#### Scanning

##### Scanning Procedures

Scanning Procedures (.pdf)

### Lawrence Office

#### Plotters

##### HP 1050C

Primary plotter for the Lawrence office once the new Gardner office is open. It is located next to the stairs in the back of the office. It is the only color plotter. It can also be used for mylars.

#### Printers

##### HP 6127 Color Printer

This printer is located in the administrative area between Kelly and Robin. It should be used only for special color printing!!

## Computer

expand | collapse

### Directory Structure

#### Drives

All Engineering Division employees should have the following drives mapped on their computer:

L: PGGShares on pg  
O: Public Docs on pg/pglhares  
P: Projects on pg/pglshares  
Q: Engineering on pg/pglshares  
T: Administration on pg/pglshares  
U: CAD Standards on pg/pglshares

If you do not have these drives mapped. Please see Brian Jahelka or John Shutak for help in getting them mapped.

#### Projects

The Projects Drive is where all project information is stored. Each project can be located by its Project Number. The first two numbers of a project number

indicate the year the project originated. Each year has a separate folder under the Projects Drive. Select the appropriate folder to then select the folder with the corresponding Project Number.

## Standards

## Directory Structure (.pdf)

### Web

#### Intranet

The Peridian Intranet can be accessed by typing Peridian on the address line in Internet Explorer. The Peridian Intranet contains company news, a current project list, contact list and the *Quality From the Start* training manual. You must be logged into the Peridian network to access the Intranet.

### Links

#### Design Guides

American Association of State Highway and Transportation Officials (ASHTO)

<http://www.ashto.org>

Manual of Uniform Traffic Control Devices

<http://mutcd.fhwa.dot.gov/>

#### Professional Organizations

American Public Works Association (APWA)

<http://www.apwa.net/>

APWA Kansas City Metro Chapter

<http://www.kcapwa.net/>

American Society of Certified Engineering Technicians (ASCET)

<http://www.kcascet.com/>

ASCET Kansas City Chapter

<http://www.kcascet.com/>

American Society of Civil Engineers ASCE

<http://www.asce.org>

ASCE Kansas City Chapter

<http://www.kcengineers.org>

American Society of Engineering Management (ASEM)

<http://www.asem.org/home.html>

ASEM Kansas City Chapter

<http://emgt.ku.edu/asem/>

International Erosion Control Association

<http://www.ieca.org/>

IECA Great Rivers Chapter

<http://www.greatriversieca.org/>

Joint Engineering Council of Kansas City

<http://www.jec-kc.com>

Kansas Board of Technical Professions

<http://www.accesskansas.org/ksbtp/>

Kansas Society of Professional Engineers (KSPE)

<http://www.kansasengineer.org/>

KSPE Eastern Chapter

<http://www.kansasengineer.org/Chapters/Eastern/Eastern.htm>

KSPE Topeka Chapter

[http://www.kansasengineer.org/Chapters/Topeka/home\\_page.htm](http://www.kansasengineer.org/Chapters/Topeka/home_page.htm)

Missouri Society of Professional Engineers (MSPE)

<http://www.mspe.org>

MSPE Western Chapter

<http://www.kcengineers.org>

National Institute for Certification of Engineering Technologies

<http://www.nicet.org/>

National Society of Professional Engineers (NSPE)

<http://www.nspe.org/>

#### Suppliers

Advanced Drainage Systems

<http://www.ads-pipe.com/>

A.S.P. Enterprises, Inc.

<http://www.aspent.com/>

Carter Waters Construction Materials

<http://www.carter-waters.com/>

Contech Construction Products, Inc.

<http://www.contech-cpi.com/>

Enviro-Line Co., Inc.

<http://www.enviro-line.com>

Enviro One

<http://www.environe.com/>

Haynes Equipment

<http://www.haynesequip.com/>

Heartland Waterworks Supply, Inc.

<http://www.heartlandwaterworks.com/>

JCI Industries

<http://www.jciind.com/>



Kansas City Concrete Pipe Company  
Micro-Comm, Inc.  
Mirafi Construction Products  
NDS  
North American Green  
Smith & Loveless, Inc.  
Tensor Corporation  
Vance Brothers, Inc.

<http://www.kccp.com/>  
<http://www.micro-comm-inc.com/>  
<http://www.mirafi.com/>  
<http://www.ndspro.com/>  
<http://www.nagreen.com/>  
<http://www.smithandloveless.com/>  
<http://www.tensorcorp.com/>  
<http://www.vancebrothers.com/>

## [-] Programs

### [-] HEC 1

Users Manual

[Users Manual \(.pdf\)](#)

### [-] HEC-HMS

Technical Reference

[Technical Reference \(.pdf\)](#)

Users Manual

[Users Manual \(.pdf\)](#)

### [-] HEC-RAS

#### [-] Applications Guide

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[Example 1 \(.pdf\)](#)

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[Example 3 \(.pdf\)](#)

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[Example 4 \(.pdf\)](#)

Example 5

[Example 5 \(.pdf\)](#)

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[Example 6 \(.pdf\)](#)

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[Example 7 \(.pdf\)](#)

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[Example 9 \(.pdf\)](#)

Example 10

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[Example 11 \(.pdf\)](#)

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[Example 17 \(.pdf\)](#)

Appendix A

[Appendix A References \(.pdf\)](#)

#### [-] Hydraulic Reference Manual

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Chapter 8	<a href="#">Chapter 8 (.pdf)</a>
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Appendix B	<a href="#">Appendix B (.pdf)</a>
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Appendix D	<a href="#">Appendix D (.pdf)</a>
<input type="checkbox"/> Users Manual	
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<input type="checkbox"/> Microsoft Excel	
Basic Training Manual	<a href="#">Excel Basic (.pdf)</a>
Intermediate Training Manual	<a href="#">Excel Intermediate (.pdf)</a>
Advanced Training Manual	<a href="#">Excel Advanced (.pdf)</a>
Microsoft Outlook	
<input type="checkbox"/> Microsoft Powerpoint	
Basic Training Manual	<a href="#">Power Point Basic (.pdf)</a>
<input type="checkbox"/> Microsoft Word	
Basic Training Manual	<a href="#">Word Basic (.pdf)</a>
Intermediate Training Manual	<a href="#">Word Intermediate (.pdf)</a>
Advanced Training Manual	<a href="#">Word Advanced (.pdf)</a>

**AutoCAD Standards**

**AutoCAD Drawing Names**

**Layer Names**

    Base Map Layers

Drawing Names (.pdf)

[Base Map Layers \(.pdf\)](#)

expand | collapse

<b>Detail Layers</b>	<b>Detail Layers (.pdf)</b>
<input type="checkbox"/> <b>Fonts</b>	
<b>Font Sizes</b>	<b>Font Sizes (.pdf)</b>
<b>Peridian Font Codes</b>	<b>Peridain Font Codes (.pdf)</b>
<b>Text Styles</b>	<b>Text Styles (.pdf)</b>
<b>Linetypes</b>	<b>Linetypes (.pdf)</b>
<b>Shortcut Commands</b>	<b>AutoCAD Shortcut Commands (.pdf)</b>
<b>Survey Codes</b>	<b>Field Codes (.pdf)</b>
<input type="checkbox"/> <b>Standard Drawings &amp; Blocks</b>	
<b>Borders</b>	
Standard Peridian Borders can be found is in directory linked to this topic. U:\Land Desktop 2\ Data\Borders	
<b>City Details</b>	
Standard City details can be found in the following directory. U:\Land Desktop 2\ Data\city-details	
<input type="checkbox"/> <b>Standard Pen Tables</b>	
<b>Peridian-Engineering</b>	
Primary Pen Table. This should be used when plotting engineering drawings at full size. Peridian-Engineering (.pdf)	
<b>Peridian-Engineering-Half</b>	
Should be used when plotting engineering drawings at half size.	
<b>Peridian-Engineering-Fourth</b>	
Should be used when plotting engineering drawing at less than half size.	
<b>Peridian-Engineering-Color</b>	
Should be used when plotting engineering drawings in color.	
<b>Peridian-Engineering-Color-Fourth</b>	
Should be used when plotting engineering drawings in color at half size or less.	
<b>Peridian-1</b>	
Primary pen table for the planning department. Should be used when plotting plats and planning drawings.	
<b>Peridian-1-Half</b>	
Should be used when plotting plats or planning drawings at half size.	
<b>Peridian-1-Fourth</b>	
Should be used when plotting plats or planning drawings at less than half size.	
<b>Peridian-Planning-Color</b>	
Should be used when plotting planning drawings in color.	

## AutoCAD & Land Desktop Procedures

expand | collapse

<input type="checkbox"/> <b>AutoCAD Procedures</b>	
<b>Importing Maps Procedures</b>	<b>Importing Maps (.pdf)</b>
<b>Setting Up Plan &amp; Profiles</b>	<b>Plan &amp; Profiles (.pdf)</b>
<b>Xreferencing</b>	<b>Xreferencing (.pdf)</b>
<input type="checkbox"/> <b>Land Desktop Procedures</b>	

- Creating Alignments**
- Creating Cross Sections**
- Creating Profiles**
- Creating Street Grades**
- Creating Templates**
- Project Setup**

- Creating Alignments (.pdf)**
- Creating Cross Sections (.pdf)**
- Creating Profiles (.pdf)**
- Creating Street Grades (.pdf)**
- Creating Templates (.pdf)**
- Project Setup Instructions (.pdf)**

**Cities**

expand | collapse

**Baldwin City**

**Contacts**

Tina Rakes

Code Administrator  
 Combination Inspector  
 609 High St.  
 P.O. Box 86  
 Baldwin City, KS 66006  
 P: 785-594-6907  
 F: 785-594-6522  
 M: 785-760-0753  
[trakes@baldwincity.org](mailto:trakes@baldwincity.org)

Bill Winegar

Director of Public Works  
 609 High St.  
 P.O. Box 86  
 Baldwin City, KS 66006  
 P: 785-594-6907  
 F: 785-594-6522  
[bwinegar@baldwincity.org](mailto:bwinegar@baldwincity.org)

**Technical Specifications**

**Website**

**Zoning and Subdivision Regulations**

**Technical Specifications (.pdf)**

<http://baldwin-city.com/>

**Zoning Regulations (.pdf)**

**Eudora**

**Contacts**

James Boyer

City Superintendent  
 107 West 5th  
 Eudora, KS 66025  
 P: 785-542-2153 (City Hall)  
 P: 785-542-3100 (Supt. Office)  
 F: 785-542-2180

Michael Yanez

City Administrator  
 4 East 7th St.  
 P.O. Box 650  
 Eudora, KS 66025  
 P: 785-542-2153 (City Hall)  
 P: 785-542-4111 (Admin. Office)  
 F: 785-542-4112  
[myanezeudoraks@sunflower.com](mailto:myanezeudoraks@sunflower.com)

**Design Criteria** **Gardner** **Contacts**

David Greene, P.E.

Public Works Director  
 120 E. Main  
 P.O. Box 347  
 Gardner, KS 66030  
 P: 913-856-0914  
 F: 913-856-0995  
[dgreene@gardnerkansas.com](mailto:dgreene@gardnerkansas.com)  
 Public Works

Ed Evans

Engineering Technician  
 P.O. Box 347  
 120 E. Main  
 Gardner, KS 66030  
 P: 913-856-7348  
 F: 913-856-7325  
 M: 913-915-1263  
[eevans@gardnerkansas.com](mailto:eevans@gardnerkansas.com)  
 Public Works - Electric Division

Richard Long, P.E./L.S.

City Engineer  
 120 E. Main  
 P.O. Box 347  
 Gardner, KS 66030  
 P: 913-856-0918  
 F: 913-856-0995  
[rlong@gardnerkansas.com](mailto:rlong@gardnerkansas.com)  
 Public Works - Engineering Division

Fred Sherman

Community Development Director  
 120 E. Main  
 P.O. Box 347  
 Gardner, KS 66030  
 P: 913-856-0913  
 F: 913-856-0995  
[fsherman@gardnerkansas.com](mailto:fsherman@gardnerkansas.com)  
 Community Development Department

 **City Council & Planning Commission**

Minutes &amp; Agendas

**Community Development Dept. Fee Schedule** **Forms & Permits**

Site Plan/Final Development Plan Application

**Design Criteria** **Memos & Updates**

Trench Backfill

June 3, 2002  
[Trench Backfill \(.pdf\)](#)

Engineering Submittal Requirements

**Design Criteria (.pdf)**[City\\_Council\\_\(www\)](#)[Minutes & Agendas \(www\)](#)[Fee\\_Schedule\\_\(.pdf\)](#)[Site Plan Application\\_\(.pdf\)](#)[Design\\_Criteria\\_\(.pdf\)](#)[Submittal\\_Requirements\\_\(.pdf\)](#)

Televising Sanitary Sewers

August 25, 2003  
Televising Sewer (.pdf)

Development Fee Revisions

October 10, 2003  
Development Fees (.pdf)

Johnson County Document Margin Rules

December 22, 2003  
Document Margin Rules (.pdf)

Bond & Inspection Fees

June 28, 2004  
Bonds & Inspection Fees (.pdf)

**Technical Specifications**

**Website**

**Technical Specifications (.pdf)**

<http://www.gardnerkansas.com/>

**Lawrence**

**Contacts**

Philip Ciesielski, P.E.

Utilities Engineer  
720 W. 3rd Street  
P.O. Box 708  
Lawrence, KS 66044  
P: 785-832-7831  
F: 785-832-7897  
[pciesielski@ci.lawrence.ks.us](mailto:pciesielski@ci.lawrence.ks.us)  
Department of Utilities

Linda Finger

Director of Planning  
6 E. 6th Street  
P.O. Box 708  
Lawrence, KS 66044-0708  
P: 785-832-3154  
F: 785-832-3398  
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Department of Planning

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Planning Commission Meeting & Deadline Schedule

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<http://aims.jocogov.org/>

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 201 S. Pearl, Suite 201  
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 P: 913-294-9533  
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Permit Application map  
 Request for Proposals  
 Street & Storm Standards for New Subdivisions

Permit Application Map (.pdf)  
 Request for Proposals (www)  
 Street & Storm Standards (.pdf)

**Planning**

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Applications & Procedures

Applications & Procedures (www)

**Board of Zoning Appeals**

Application  
 Procedures  
 Schedule

Board of Zoning Appeals Application (.pdf)  
 Board of Zoning Appeals Procedures (.pdf)  
 Board of Zoning Schedule (.pdf)

Comprehensive Plan 2004

Comprehensive Plan 2004 (.pdf)

Fee Chart

Fee Chart (.pdf)

Planning Commission Meetings & Deadlines

Meeting Times & Deadlines (.pdf)

Subdivision Regulations

Subdivision Regulations (.pdf)

Zoning Map  
Zoning Regulations

Zoning Map (.pdf)  
Zoning Regs (.pdf)

<http://www.miamicountyks.org/>

**Website**

expand | collapse

**Utilities**

**Aquila**

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<http://www.atmosenergy.com>

**Conoco Phillips Gas Pipelines**

**Encroachment Agreement Guidelines**

**Encroachment Guidelines (.pdf)**

**Comcast**

**Contacts**

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**Website**

<http://www.comcast.com/>

- Enbridge Gas Pipelines**  
Encroachment Agreement Guidelines

Encroachment Agreement Guidelines (.pdf)

- Everest Connections**

- Contacts**

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**Website**

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- Johnson County Wastewater**

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**Details**

Lid Placement Details

Lid Placement Detail (.pdf)

**Design Memos**

Easement Widths July 31, 2002

[Esmt Widths \(.pdf\)](#)

**Information Sheet**

[JCW Info. Sheet \(.pdf\)](#)

**KDHE Sewer Extension Permit**

[KDHE Sewer Extension Permit \(.doc\)](#)

**"Poop" Sheet**

[JCW "Poop" Sheet \(.doc\)](#)

**Riprap Calc Sheet**

[Riprap Calc Sheet \(.doc\)](#)

**Website**

<http://www.jcw.org/>

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**Electric Service Standards 2005  
Facility Connection Standards  
Service Application - Commercial & Industrial  
Service Application - Multi-Family  
Service Application - Residential  
Website**

[Electric Service Standards 2005 \(.pdf\)](#)  
[Facility Connection Standards \(.pdf\)](#)  
[Commercial & Industrial Service Application \(.pdf\)](#)  
[Multi-Family Service Application](#)  
[Residential Service Application \(.pdf\)](#)  
<http://www.kcpl.com/>

**Kansas Gas Service**

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**Warning Label Requirements**

**Southern Star Gas Pipelines**

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**Land Use & ROW Handbook**

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[Warning Label Requirements \(.pdf\)](#)

[Land Use & ROW Handbook \(.pdf\)](#)

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<http://www.timewarnercable.com/>

**Water One**

**Building in Johnson County Handbook**

[Building In JoCo \(.pdf\)](#)

**Contacts**

[Contacts \(www\)](#)

**Design & Technical Memos**

**Website**

<http://www.waterone.org>

**Westar Energy**

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**Website**

<http://www.wstnres.com/>

**State Agencies & Departments**

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**Missouri**

**Department of Natural Resources**

Website

<http://www.dnr.state.mo.us/>

**Department of Transportation**

Website

<http://www.modot.state.mo.us/>

**Kansas**

**Department of Agriculture - Division of Water Resources**



General Permit - Pipeline or Buried Cable  
Website

General Permit (.pdf)  
Water Resources Home Page

Department of Health and Environment

Notice of Intent  
Notice of Termination  
Sewer Extension Permit Application  
Water Supply Permit Application  
Website

Notice of Intent (.pdf)  
Notice of Termination (.pdf)  
Sewer Extension Permit Application (.pdf)  
Water Supply Permit Application (.pdf)  
<http://www.kdheks.gov/>

Department of Transportation

Right-of-Way Permit  
Website

Right-of-Way Permit (.pdf)  
<http://www.ksdot.org/>

**Federal Agencies**

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Amry Corps of Engineers - Kansas City District

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Regulatory Program - Kansas City Office Staff

Directory

404 Permit Application

404 Permit (.pdf)

Website

<http://www.nwk.usace.army.mil/index.htm>

Enviromental Protection Agency (EPA)

Website

<http://www.epa.gov/>

**Engineering Standard Forms**

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Paper

Engineering Plans General Checklist  
Record of Conversation

General Checklist (.pdf)  
Record of Conversation (.pdf)

Design Spreadsheets

**Detention Spreadsheets**

- Basin Volumes Spreadsheet
- Time of Concentration(NRCS) Spreadsheet
- Time of Concentration(TR-55) Spreadsheet

**Flowable Fill Calculation Spreadsheet**

**Storm Design Spreadsheets**

- APWA Inlet Calcs Spreadsheet
- APWA Storm Sewer Design Spreadsheet

**Volume Report Spreadsheet**

- Basin Volumes (.xls)
- Time of Concentration(NRCS) (.xls)
- Time of Concentration(TR-55) (.xls)

**Flowable Fill Calculator (.xls)**

- APWA Inlet Calcs (.xls)
- APWA Storm Sewer Design (.xls)

**Volume Report (.xls)**