

PUBLIC IMPROVEMENT PLAN (PIP) PROJECT REQUEST & TRACKING

Application Requirements

All application materials must be submitted in electronic format via email to:
[**MSO-EOD@Lawrenceks.org**](mailto:MSO-EOD@Lawrenceks.org).

If you are unable to provide the materials in electronic format, please contact MSO at 785-832-7800.

General Notes

Relevant Information

- MSO Technical Design Resources and Standards
 - <https://lawrenceks.org/mso/technical-resources/>
- Development Procedure
 - <https://lawrenceks.org/mso/development/>

PUBLIC IMPROVEMENT PLAN (PIP) PROJECT REQUEST & TRACKING Application Form – Contact Information (Pre-Design)

Form Notes

Submit completed form to MSO-EOD@lawrenceks.org. The assigned MSO Project Manager will review the application, provide initial comments (including clarifications of project scope), and assign a project number.

Design Engineer Information			
Contact Name(s)		Primary Phone	
Company		Mobile Phone	
Street Address		Fax	
City/State/Zip Code		E-Mail Address	
Property Owner or Developer Information			
Contact Name(s)		Primary Phone	
Company		Mobile Phone	
Street Address		Fax	
City/State/Zip Code		E-Mail Address	
<i>Note: Developer will be the party responsible for payment of PIP Inspection Fees. See "Post-Construction" form and the MSO Development webpage for more information.</i>			
Project Information			
Project Scope	<input type="checkbox"/> Street	<input type="checkbox"/> Pedestrian	<input type="checkbox"/> Stormwater <input type="checkbox"/> Water <input type="checkbox"/> Sewer
Project Schedule	Estimated Start Date:		Estimated Finish Date:
Project Description			
Signature			
I/We, the undersigned am/are the (owner(s)), (developer), (Circle One) of the aforementioned property. By execution of my/our signature, I/we do hereby officially apply for a Public Improvement Project as indicated above.			
Signature(s):			
Signature		Date	
Print Name		Date	

PUBLIC IMPROVEMENT PLAN (PIP) PROJECT REQUEST & TRACKING Tracking Form – Pre-Construction

Form Notes

Submit completed form to MSO Project Manager and request a required Pre-Construction Meeting. Meeting may be coordinated with a Planning and Development Services meeting if appropriate.

All required items must be submitted to and approved by the MSO Project Manager prior to the City issuing a Notice to Proceed

Contractor Information			
Contact Name(s)		Primary Phone	
Company		Mobile Phone	
Street Address		Fax	
City/State/Zip Code		E-Mail Address	
Financial Information			
Financial Guarantee Type	<input type="checkbox"/> Letter of Assurance <input type="checkbox"/> Letter of Escrow Other: <input type="checkbox"/> _____	Financial Guarantee City Approval Date	
Contact Name(s)		Primary Phone	
Company		Mobile Phone	
Street Address		Fax	
City/State/Zip Code		E-Mail Address	
Pre-Construction Checklist			
Permits			
<u>Permit Type</u>	<u>Submitted</u>	<u>Approved</u>	<u>Expires</u>
City ROW			
City TTC*			
KDOT ROW*			
KDHE Sanitary Sewer Extension*			
KDHE EC/NOI*			
Submittals			
Project Schedule			
Signed/Itemized Bid			
Meetings			
<u>Meeting Type</u>	<u>Date</u>	<u>Meeting Type</u>	<u>Date</u>
Pre-Construction		OIA*	
<i>*Item may not be required or may be optional depending on the project scope/location.</i>			