



# KANSAS CITY HISTORIC PRESERVATION

Applying for a  
Certificate of Appropriateness  
in



COMPASSKC





# What is COMPASS KC?

- **The Compass KC is an online system that will allow residents to apply for various permits, including a Certificates of Appropriateness, electronically, eliminating the need to trek down to City Hall to pick up and pay for permits or even to mail in applications or plans.**





# How do I sign up?

Instructions and videos on how to sign up to use the system are at <http://kcmo.gov/compasskc/>

The CompassKC website is at

[https://compasskc.kcmo.org/EnerGov\\_Prod/SelfService/#!/home](https://compasskc.kcmo.org/EnerGov_Prod/SelfService/#!/home)

Once you create a profile, you can use it for and permit or plan in the system, no need to keep entering that information over and over again.





# How do I apply for a Certificate of Appropriateness?

Instructions and videos on how to sign up to use the system are at <http://kcmo.gov/compasskc/>

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Once you create a profile, you can use it for any permit or plan in the system, no need to keep entering that information over and over again.





## Welcome to CompassKC

 <b>Search Public Records</b> This tool can be used to search for existing permits, plans, inspections, code cases, requests and licenses.	 <b>Apply</b> This tool can be used to apply for a permit, plan or license.	 <b>My Account</b> Click here to access your account information.
 <b>Pay Invoice</b> Use this tool to pay for individual invoices.	 <b>Map</b> Explore the map to see the activity occurring in your neighborhood	 <b>Calendar</b> Click here to find out about certain events like holidays and public hearings.

**Pick Apply**





## Application Assistant

historic preservation

Historic Preservation. Administrative Review

Historic Preservation. Commission Review

> Show Categories

Show My Templates

No results were found.

Type "**Historic Preservation**" in search bar  
Two types will pop up, **Administrative or Commission Review**. Choose which applies to your application or call the HP Office for more information.





Click here to add the location of the project.

### Apply for Plan - Historic Preservation, Commission Review

\*REQUIRED



#### LOCATIONS

Provide the physical address of your project location. ALWAYS USE THE SEARCH OPTION to add location; if not found by search, then enter it manually.

Type: Location  
3600 Walnut St Kansas City, MO 64111

Main Address

Parcel Number  
132044

Main Parcel

Remove

Location

Add Location

+

Create Template

Save Draft

Next





Add Address As Location

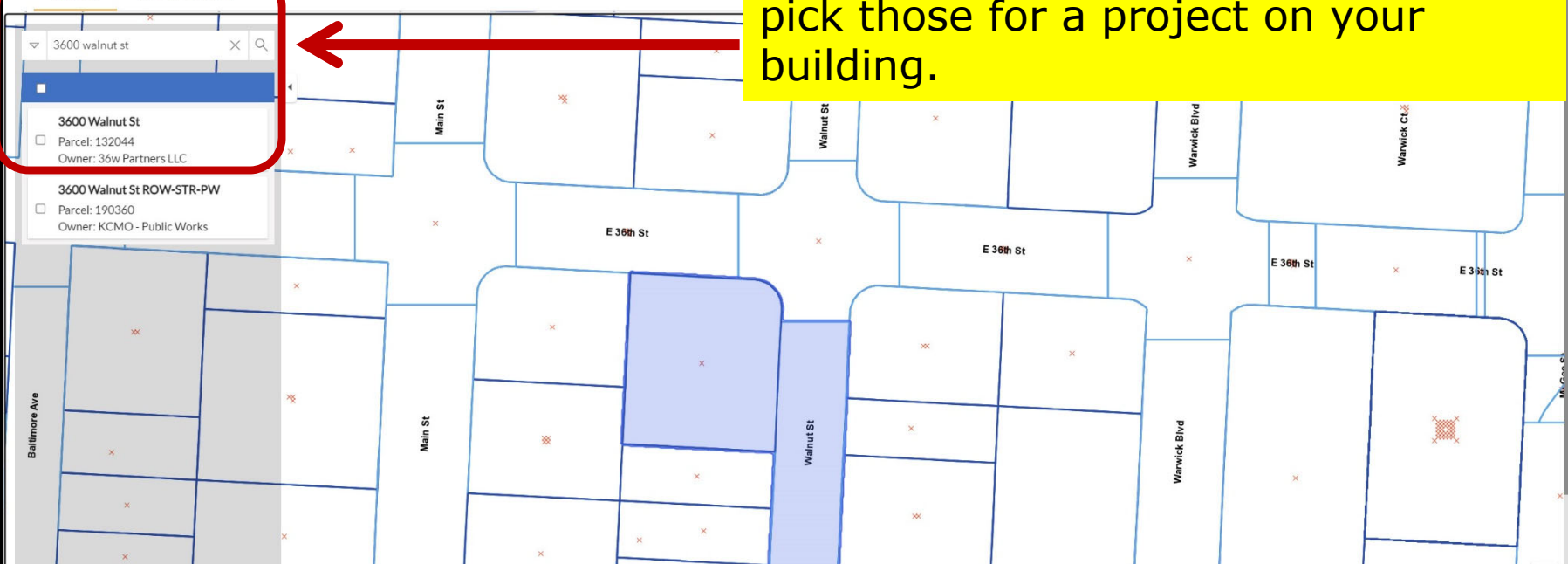
SEARCH ENTER MANUALLY

3600 walnut st

- 3600 Walnut St  
Parcel: 132044  
Owner: 36w Partners LLC
- 3600 Walnut St ROW-STR-PW  
Parcel: 190360  
Owner: KCMO - Public Works



Add the address of the project by Searching of the address then hit the "Add" button. The addresses with "ROW" are in the street, so don't pick those for a project on your building.







## Apply for Plan - Historic Preservation, Commission Review

\*REQUIRED



### PLAN DETAILS

In the description box below, please provide a written description of the scope of work being performed.

\* Plan Type: Historic Preservation, Commission I

\* Description:

Write a description of your project and press next.

Back Create Template Save Draft Next





## Apply for Plan - Historic Preservation, Commission Review

\*REQUIRED



### CONTACTS

In addition to the Applicant, please provide any contacts who will need access to the project.

Select Type

Add Contact

+

Click here to add contacts. Note: Make sure to add yourself! The system doesn't automatically add you. You can also add contractors or architects also.



Apply for Plan

\*REQUIRED

Step 2 of 3: Additional Information

Plan Type : Administrative Historic Preservation Review

Instructions

[Next Section](#) | [Top](#) | [Main Menu](#)

Please review each item below and enter appropriate information. If you are not able to select a response that you feel best represents your situation, please contact us at (816) 513-1500. Thank you for applying online.

\*Accept?

By clicking/selecting the "I Accept" in the "Accept?" box above and hitting "Finish" at the end of this submission process, I understand and agree that I am submitting an application/documentation to the City of Kansas City, Missouri on behalf of myself and/or the company named on the application. After having signed in with my name and password to access this application, the "I Accept" selection in the "Acceptance" box on this page shall serve as my signature for this application/document submittal. If this is on behalf of company, I hereby acknowledge that I have the authority to submit this application/documentation for that entity.

Certificate of Appropriateness Info

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Name of District or Landmark

Have you met with or plan to meet with the neighborhood association?

Are you using state or federal Historic Rehabilitation Tax Credits for your project?

Description of Scope of Work

Standards

Legal Description

[Save Draft](#)

[Back](#)

[Next](#)

Click I Accept

Fill in name of historic district

Yes/No

Yes/No

Description of the proposal

Leave Blank

Optional

Click Next



Apply for Plan - Historic Preservation, Commission Review \*REQUIRED



Attachments

Provide ALL documents required for the associated application type. Please use descriptive and unique file names. END ALL FILE NAMES WITH THE DATE. Please note, submittals with no attachments will not be reviewed.

Select Type

Add Attachment

+

Supported: pdf, jpg, png, jpeg, gif, tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf, ...

Click here to add photographs, drawings, product sheets, etc.



Apply for Plan - Historic Preservation, Commission Review

\*REQUIRED



Submit



Locations

Location 3600 Walnut St Kansas City, MO 64111  
Parcel Number 132044

Basic Info

Type Historic Preservation, Commission Review  
Description Replace roofing  
Applied Date 03/08/2022

Contacts

More Info

Instructions

Review application and click Submit.

If you have any questions,  
Please call the Historic Preservation  
Office at  
816-513-2902 or  
email us at  
[kchp@kcmo.org](mailto:kchp@kcmo.org)

The logo for COMPASSKC features the word "COMPASSKC" in a bold, sans-serif font. The letters "C", "M", "P", "A", "S", "S", and "K" are dark blue, while the letters "C", "A", and "S" are green. The letter "O" is replaced by a circular icon containing a white compass rose with a blue needle pointing towards the top-left, and four green arrowheads pointing outwards from the center of the circle.