

# Zoning and Development Code Guide v1.0

CITY OF KANSAS CITY, MISSOURI

*City Planning & Development Department*

[ JANUARY 2010 ]



# introduction

As of January 1, 2011 all new development must comply with Kansas City’s new zoning and development code (Chapter 88 of the Code of Ordinances), which replaces the city’s previous zoning and subdivision ordinances (Chapters 80 and 66, respectively). Besides consolidating all land development regulations into a single document, the new zoning and development code contains several new and modified regulations. Those who are interested in developing or building, starting a new business or making other changes to property should review the zoning and development code to identify regulations and approval procedures that must be followed.

This zoning and development code guide contains a summary of the code and zoning- and subdivision-procedures you are most likely to encounter when building or developing in the City of Kansas City, Missouri<sup>1</sup>. It is intended to help you understand the city’s zoning and subdivision approval process and to help ensure that the process goes smoothly and efficiently.

Kansas City is an exciting and vibrant city that welcomes development and redevelopment activities that are consistent with city policies. The city’s goal is to minimize the regulatory burden on developers, while fulfilling our obligation to protect the public welfare. This guide is just one example of the city’s commitment to assisting with your development plans.

This is the first edition of the zoning and development code guide. We welcome your suggestions for enhancing its usefulness and for improving our practices and processes.

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<sup>1</sup> It is not possible to anticipate all the conditions you may encounter on your development project. As such, this guide should only be used as a reference. The procedures and regulations described herein may have changed since printing. The planning and development department is the final authority on all topics covered in this guide. In the event of a conflict between this guide and adopted codes and ordinances, adopted codes and ordinances govern.



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# organization

The zoning and development code is organized as a reference document. Rather than a book that is intended to be read from cover to cover, the code is organized so that users may look up the specific information they need at a particular time. The groupings of articles in the code’s table of contents is, therefore, very important, as is the index at the end of the document. There are many ways to use the zoning and development code, depending on your objectives. This section, describing the code’s organization, and the “Navigation” section that follows it will help you understand how to find the information you need.

*The organization and contents of the zoning and development code are summarized in this section.*

## 10 Series

### Introductory Provisions

The articles in the 10 series deal primarily with the zoning and development code’s legal framework. These are mundane but important provisions that are relevant to the zoning and development code as a whole. They include provisions relating to the zoning and development code’s formal title, purpose and applicability. They also address “conflicting provisions,” and rules for interpreting general language used in the document. Finally, the “Introductory Provisions” articles contain rules governing transition from the city’s “old” zoning and subdivision ordinance to the new zoning and development code. A listing of the 10 series articles follows:

- 88-10 Legal Framework
- 88-15 General Rules of Language and Interpretation
- 88-20 Zoning Map
- 88-25 Transitional Provisions

## 100 Series

### **Base Zoning Districts**

Nearly all land in the city is classified in a residential, office, business, commercial, manufacturing or downtown zoning district.<sup>1</sup> The 100 series of articles contains the basic regulations that apply in these district-regulations dealing with such things as allowed uses, lot area, density, and building height. A listing of the 100 series articles follows:

- 88-110 Residential Districts
- 88-120 Office, Business and Commercial Districts
- 88-130 Downtown Districts
- 88-140 Manufacturing Districts

## 200 Series

### **Overlay and Special Purpose Districts**

Some areas of the city fall within the boundaries of overlay districts or so-called “special purpose” zoning districts. These districts are found in the zoning and development code’s 200 series. A listing of the 200 series articles follows:

- 88-205 Overlay Districts Generally
- 88-210 CX/O, Adult Entertainment Overlay District
- 88-220 SR/O, Special Review Overlay District
- 88-225 NC/O, Neighborhood Conservation Overlay District
- 88-230 P/O, Pedestrian-Oriented Overlay
- 88-235 H/O, Historic Overlay District
- 88-250 Special Purpose Districts Generally
- 88-255 SC, Shoal Creek District
- 88-260 UR, Urban Redevelopment District
- 88-265 US, Underground Space District
- 88-270 AG-R, Agricultural-Residential District
- 88-275 KCIA, Airport District
- 88-280 MPD, Master Planned Development District

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<sup>1</sup> Property that is not zoned in one of the base zoning districts included in the 100 Series of articles will have some form of special purpose zoning (see the 200 Series).

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## 300 Series

### Use Regulations

While the general zoning district standards of the 100 and 200 series include regulations addressing most land use and development types, use-specific regulations are established for a handful of use types. These use-specific standards are found in the 300 series of articles, along with regulations that apply to accessory uses and temporary uses. A listing of the 300 series articles follows:

- 88-305 Accessory Uses and Structures
- 88-310 Adult Businesses and Adult Media
- 88-315 Animal Service
- 88-320 Bed and Breakfast
- 88-325 Check-Cashing, Title Loan, and Short-Term Loan Establishments
- 88-330 Day Care
- 88-335 Detention and Correctional Facilities
- 88-340 Drive-Through Facilities
- 88-345 Funeral and Interment Service
- 88-350 Group Living and Nursing Homes
- 88-355 Mining and Quarrying
- 88-360 Neighborhood-Serving Retail
- 88-365 Public and Civic Uses
- 88-370 Temporary Uses
- 88-375 Vehicle Storage and Towing
- 88-380 Waste-Related Uses
- 88-385 Wireless Communication Facilities

## 400 Series

### Development Standards

The 400 series of articles is the place to look for information about regulations and standards that apply to most all development, including design and improvement requirements for subdivisions; parking and loading regulations; landscaping requirements; sign regulations; and outdoor lighting restrictions. Also included are stream buffer regulations aimed at protecting water quality in the city's rivers and streams. The 400 series also includes open space and conservation development regulations geared towards incentivizing the preservation of open space in new developments. A listing of the 400 series articles follows:

- 88-405 Subdivision Design and Improvements
- 88-410 Open Space Developments & Conservation  
Developments
- 88-415 Stream Buffers
- 88-420 Parking and Loading
- 88-425 Landscaping and Screening
- 88-430 Outdoor Lighting
- 88-435 Outdoor Storage and Display
- 88-440 Traffic Impact Studies
- 88-445 RESERVED

## 500 Series

### **Review and Approval Procedures**

All information about the procedures that must be followed in obtaining development approval under the new zoning and development code can be found in the 500 series of articles. These articles set forth the required procedures for zoning and development code text amendments, rezonings, subdivision plats, special use permits, site plans, historic designations and certificates of appropriateness, variances and other matters.

A listing of the 500 series articles follows:

- 88-505 General/Common Procedures
- 88-510 Zoning and Development Code Text Amendments
- 88-515 Zoning Map Amendments (Rezonings)
- 88-520 Master Planned Developments
- 88-525 Special Use Permits
- 88-530 Site Plan Review
- 88-535 Minor Subdivisions
- 88-540 Major Subdivisions Generally
- 88-545 Preliminary Subdivision Plat
- 88-550 Construction Plans (Subdivision Improvements)
- 88-555 Final Subdivision Plats
- 88-565 Zoning Variances
- 88-570 Administrative Adjustments
- 88-575 Appeals of Administrative Decisions
- 88-580 Historic Designations
- 88-585 Certificates of Appropriateness
- 88-590 City Standards, Specifications and Design Criteria

## 600 Series

### **Administration and Enforcement**

The 600 series of articles contains miscellaneous rules for the various review and decision-making bodies, such as the Board of Adjustment and the Development Review Committee. Nonconformity regulations and the zoning and development code’s enforcement provisions are also included. A listing of the 600 series articles follows:

- 88-605 Review and Decision-Making Bodies
- 88-610 Nonconformities
- 88-615 Violations, Penalties and Enforcement

## 800 Series

### **Terminology and Measurements**

The zoning and development code’s “glossary” of important terminology—including use types and general terms—as well as rules for measuring compliance with quantitative standards (e.g., building height and setbacks) can be found in the 800 series of articles. Also included are provisions that allow exceptions to certain dimensional standards, such as building height and setbacks. A listing of the 800 series articles follows:

- 88-805 Use Groups and Categories
- 88-810 Definitions
- 88-820 Measurements and Exceptions

# navigation

## **Navigating the Zoning and Development Code**

To identify the zoning regulations applicable to a particular lot or parcel, first determine how the property is zoned, which you can do by finding the site on the city's zoning map at <http://gisweb.kcmo.org/kcmap/viewer.htm>. By zooming in on the subject property, you will be able to see the zoning designation that is applied to the site. The map will also show if the site is subject to any overlay zoning controls.

After determining the property's zoning designation, you can begin to identify the regulations that apply under the subject zoning. Start with the base zoning district provisions in the 100 series of articles, where you will find information on the types of uses allowed on the property as well as the lot and building standards that govern development. The base zoning district regulations will also point you to other relevant zoning and development code regulations dealing with such things as parking, landscaping and signs.

After reviewing the base zoning district standards, look up any overlay zoning district regulations that affect the property. These can be found in the 200 series of articles.

## **Determining where a use may locate**

If you are interested in knowing what type of zoning district allows a particular business or use type, first determine what that use is called under the zoning and development code by referring to Article 88-805. Begin by identifying which of the code's 5 major use groups—"residential," "public/civic," "commercial," "industrial" or "other"—seems applicable to your situation. Then go to the section of Article 88-805 that deals with that use group and search to find the "use category" that describes your use type. After determining the relevant use category terminology, refer to the use

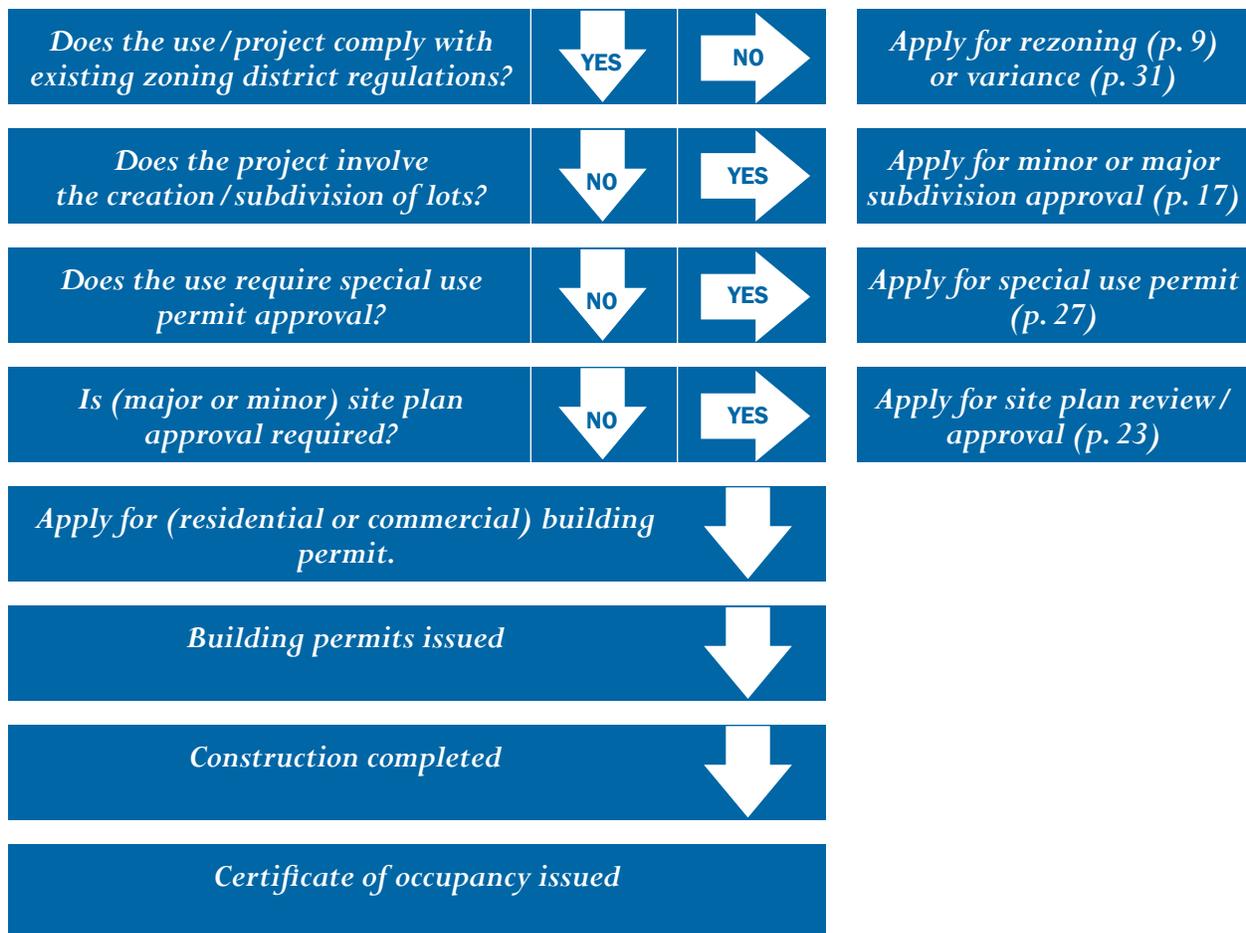
tables included in the 100 series of articles. As always, be aware that the regulations of an overlay zoning district may override the regulations of a base zoning district and may affect the status of the use, so those regulations should also be considered, when applicable.

## Standards for lots and buildings

To determine what rules apply to lots and buildings—things such as lot area, building setbacks, density limits and building height—refer to the lot and building standards tables in the 100 series.

## Getting to yes: commonly required development/permit approvals

If you plan to develop property, build a new building or make major changes to an existing building, development and/or permit approvals will probably be required. The following chart will help point you in the right direction:



# rezoning

Rezoning is the act of changing the zoning map to apply a different zoning classification to one or more parcels. The zoning and development code's zoning map amendment procedures (Article 88-515) must be followed for all rezonings. This section of the zoning and development code guide provides an overview of the rezoning process.

## What is the process?

1. Property owners are encouraged to schedule a preapplication consultation with city planning and development department staff before filing a rezoning application. These early informal visits can help prepare applicants for the process and help avoid delays. Preapplication consultations are required if the proposed rezoning is inconsistent with the adopted land use plan for the area.

Kansas city is divided into 19 geographic areas for small area planning purposes. These plans cover relevant physical development components, including land use, zoning, water and sewer needs, street and traffic planning, fire and police stations, topography and slopes, soils, historic preservation, and urban design elements. The long-range planning division of the planning and development department will have information on the area plan that applies in the area proposed to be rezoned.

2. Once the required application form has been completed and all required information has been collected, the rezoning application must be filed with staff in the development management division of the planning and development department. See the calendar on page 45 for information about application filing deadlines.



3. Once the department has received a complete rezoning application, staff will review the proposal, schedule a public hearing before the city plan commission and notify surrounding residents and the general public that a rezoning has been requested.
4. The city plan commission will hold a public hearing on the proposed rezoning, at which time the applicant, city staff and members of the public will be given an opportunity to express their views.
5. After the city plan commission makes its recommendation, the public hearing process will be repeated by the planning and zoning committee of the city council who must make a recommendation to the full city council.
6. The final step of the rezoning process involves the city council's decision to approve or deny the rezoning request. The city council acts by simple majority vote except when a protest petition is filed (see Sec. 88-515-09 of the zoning and development code for information on "protest petitions."). When a valid protest petition has been filed, approval of a rezoning requires a 2/3 majority vote of the full membership of the city council.

### **Protest Petitions**

*... If a valid protest petition is filed by rezoning opponents, a 2/3-majority vote of city council is required to approve the rezoning. Protest petitions must be signed by owners of 30% or more of (1) the land area included in the proposed rezoning or (2) the total real property within 185 feet of the boundaries of the proposed rezoning. (See Sec. 88-515-09)*

### **How are applications reviewed?**

In reviewing and making decisions on rezonings, the planning and development department, city plan commission and city council will weigh and balance a variety of factors, including:

- Whether the proposed rezoning is consistent with adopted land use plans and city planning policies;
- Whether the proposal is consistent or compatible with zoning and use of nearby property and with the character of the surrounding area;
- Whether public facilities and services (e.g., roads, emergency facilities, parks, schools) will be adequate to serve development allowed under the proposed rezoning;
- Whether the existing zoning allows uses and development appropriate for the area;
- Whether and how long the subject property has been vacant; and
- Whether changing the zoning will detrimentally affect nearby properties.

## What are the keys to obtaining approval?

- Preapplication consultation with city planning and development department staff
- Meeting with surrounding neighbors and registered neighborhood groups to explain the rezoning proposal BEFORE the first public hearing and keeping them informed throughout the rezoning process
- Demonstrating compliance with adopted area plan and planning policies
- Identifying the ways in which the proposed rezoning will help to ensure that future development on the subject property will be compatible with the character of the surrounding area
- Explaining any public benefits that will be obtained as a result of the rezoning

*The City Plan Commission requests that applicants meet with neighbors and registered neighborhood groups before the City Plan Commission public hearing. Failure to do so may be cause for a continuance of the hearing. Information about registered neighborhood groups can be obtained from the City Planning and Development Department staff at (816) 513-2846 or from the on-line listing maintained by the Neighborhood Services Division of the City's Neighborhood and Community Services Department.*

## What kind of public notice is required?

At least 15 days before required public hearings, the applicant must post signs that are visible from each public right-of-way abutting the subject property. Signs are available in the city planning and development department on the 15th floor of city hall.

City staff will provide newspaper and mailed notice of required public hearings in accordance with the requirements of the zoning and development code.

## How much is the fee?

Rezoning fees start at \$625. See the fee schedule that begins on page 47.

## What do I have to submit?

At a minimum, you will need to submit an "Application to City Plan Commission" (CPC-88), which is included with the forms attached to end of this guide. You should also review the "City Plan Commission Application/Plan Requirement Checklist" (CPC Checklist), which is also attached.

## Who do I contact for more information?

If you have any questions call the city planning and development department at (816) 513-2846.

# mpds

The MPD, Master Planned Development district is a special purpose zoning district that is intended to accommodate development that may be difficult if not impossible to carry out under otherwise applicable zoning district standards. MPD zoning may be approved only when the city council, after receiving the recommendation of the city plan commission, determines that the proposed development cannot be reasonably accommodated by other available regulations of the zoning and development code, and that a MPD would result in a greater benefit to the city as a whole than would development under conventional zoning district regulations. The MPD district regulations can be found in Article 88-280 of the zoning and development code.

Because of the highly flexible and specialized nature of the MPD zoning district, the MPD rezoning and approval process is different than for other zoning districts. This section of the zoning and development code guide provides an overview of that process.

## What is the process?

MPDs require approval of a rezoning<sup>1</sup> application concurrently with a preliminary development plan. Applicants for MPD approval may choose to use their preliminary subdivision plat as their required MPD preliminary development plan.

1. A preapplication consultation is required before filing of a MPD rezoning and development plan application.

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<sup>1</sup> See the “Rezoning” section on page 9 for a general overview of the rezoning process.

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2. Once a preliminary development plan has been prepared and all required information has been compiled, the rezoning application and preliminary development plan must be filed with staff in the development management division of city planning and development department.

3. Once the submittal is determined to be complete, the development review committee (DRC) will review the MPD preliminary development plan in light of the MPD district provisions of Article 88-280. The city planning and development director will then prepare a report and recommendation for the city plan commission based on the DRC's review.

4. The city plan commission will hold a public hearing on the proposed MPD rezoning and preliminary development plan, at which time the applicant, city staff and members of the public will be given an opportunity to express their views.

5. After the city plan commission makes its recommendation, the public hearing process will be repeated by the planning and zoning committee of the city council who must make a recommendation to the full city council.

6. The final step of the rezoning process involves the city council's decision to approve or deny the MPD rezoning and preliminary development plan. As with any rezoning, the city council acts by simple majority vote except when a protest petition is filed. When a valid protest petition has been filed, approval of a rezoning requires a 2/3 majority vote of the full membership of the city council.

Within 30 days of final approval of a preliminary development plan by the city council, the landowner must file statements with the applicable recorder of deeds office. See Sec. 88-520-03-H of the zoning and development code for information about those statements.

7. Within two years of approval of an MPD preliminary development plan, a final MPD development plan application for the project or a phase of the project must be filed with the city planning and development department. Final development plans will not be accepted for filing until all conditions of approval have been met or if the final development plan constitutes a major change from the approved preliminary development plan. See Sec. 88-520-04 of the zoning and development code for more information on the definition of "major changes."

8. Once a final development plan has been filed, the development review committee must review and take action on the final development plan.

## How are applications reviewed?

The MPD rezoning and preliminary development plan will be reviewed in accordance with the code's general rezoning criteria and the special MPD criteria in Article 88-280.

The development review committee will approve the final development plan if it complies with the approved preliminary development plan, all conditions of the preliminary development plan approval and all applicable standards of this zoning and development code.

## What are the keys to obtaining approval?

- Preapplication consultation with city planning and development department staff
- Meeting with surrounding neighbors and registered neighborhood groups to explain the rezoning proposal BEFORE the first public hearing and keeping them informed throughout the rezoning process
- Demonstrating compliance with adopted area plan and planning policies
- Identifying the ways in which the proposed rezoning will help to ensure that future development on the subject property will be compatible with the character of the surrounding area
- Explaining any public benefits that will be obtained as a result of the rezoning

*The City Plan Commission requests that applicants meet with neighbors and registered neighborhood groups before the City Plan Commission public hearing. Failure to do so may be cause for a continuance of the hearing. Information about registered neighborhood groups can be obtained from the City Planning and Development Department staff at (816) 513-2846 or from the on-line listing maintained by the Neighborhood Services Division of the City's Neighborhood and Community Services Department.*

## What kind of public notice is required?

At least 15 days before the required public hearing, the applicant must post signs that are visible from each public right-of-way abutting the subject property. Signs are available in the city planning and development department on the 15th floor of city hall.

City staff will provide newspaper and mailed notice of required public hearings in accordance with the requirements of the zoning and development code.

## **How much is the fee?**

MPD rezoning applications start at \$625, plus applicable preliminary and final plan fees. See the fee schedule that begins on page 47.

## **What do I have to submit?**

At a minimum, you will need to submit an “Application to City Plan Commission” (CPC-88), which is included with the forms attached to end of this guide. You should also review the “City Plan Commission Application/Plan Requirement Checklist” (CPC Checklist), which is also attached.

For the MPD final development plan, you will need to submit an “Application for Administrative Approval” (AA-01), which is attached.

## **Who do I contact for more information?**

If you have any questions call the city planning and development department at (816) 513-2846.

# subdivisions

The new zoning and development code includes regulations and procedures governing the creation of lots and subdivisions. These procedures—often referred to as the subdivision or plat approval procedures—are very similar to those contained in the former subdivision regulations (Chapter 66). This section of the guide provides an overview of the subdivision review and approval process that is contained in sections 88-535 through 88-555 of the zoning and development code.

## When is subdivision review required?

Some form of subdivision review is required whenever land is proposed to be divided into multiple lots of less than 20 acres in area and whenever existing lots are proposed to be consolidated or reconfigured. The zoning and development code provides a separate approval process for minor subdivisions and major subdivisions.

*... The manner in which land is subdivided, how streets are designed and how the lots are laid out have a lasting effect on the physical character of the city.*

### MINOR SUBDIVISIONS

The “minor subdivision” procedures of 88-535 provide a streamlined process for review and approval of:

- small subdivisions that result in the creation of no more than 5 lots;
- lot line adjustments that change the boundaries between abutting lots;
- lot consolidations of lots under single ownership;
- condominium plats; and
- lot splits of existing platted lots.

The planning and development director is authorized to approve minor subdivisions, which upon approval must be recorded in the office of the

applicable county recorder of deeds. Appeals of the director’s decision may be taken to the city plan commission.

**MAJOR SUBDIVISIONS**

Land divisions that do not meet the criteria for processing as “minor subdivisions” require review and approval in accordance with the zoning and development code’s major subdivision procedures (88-540 through 88-555). During the major subdivision review and approval process, applicants are required to secure approval of a preliminary plat and a final plat for the subdivision (or each phase of a phased subdivision), and, when infrastructure improvement obligations are established, secure approval and permits for the required construction plans that serve the subdivision.

**What is the process?**

**MINOR SUBDIVISIONS**

1. Property owners are encouraged to schedule a preapplication consultation with city planning and development department staff before filing a minor subdivision application. These early informal visits can help prepare applicants for the process and help avoid delays and confusion.
2. Once the required application form has been completed and all required information has been collected, a minor subdivision application must be filed with staff in the development management division of the planning and development department.
3. Once the department has received a complete application, staff will review the minor subdivision.
4. The planning and development director has the authority to review and approve minor subdivisions that comply with all applicable code requirements. Appeals of the planning and development director’s decision on a minor subdivision may be appealed to the city plan commission. If an appeal is taken to the city planning plan commission, the plan commission’s decision may be appealed to the city council.



**MAJOR SUBDIVISIONS--PRELIMINARY PLATS**

The major subdivision approval process begins with review and approval of a preliminary subdivision plan/plat. The new zoning and development code offers a streamlined approval procedure for preliminary plats (as compared to Chapter 66); it authorizes the development review committee (formerly known as the “plats review committee”) to approve any preliminary plat that does not include a request for waivers or modifications of subdivision design and improvement standards.

## [ SUBDIVISIONS ]

1. Property owners are encouraged to schedule a preapplication consultation with city planning and development department staff before filing a preliminary plat application. These early informal visits can help prepare applicants for the process and help avoid delays and confusion.
2. Once the required application form has been completed and all required information has been collected, a preliminary plat and application must be filed with staff in the development management division of the planning and development department.
3. Once the department has received a complete application, an interdepartmental staff review committee—known as the DRC (development review committee)—will review the proposed preliminary plat. If the preliminary plat application does not include requests for waivers or modifications of subdivision design and improvement standards and the DRC determines that the plat complies with applicable zoning and development code regulations, it will be approved by the DRC. If the DRC acts to approve a preliminary plat with conditions, the applicant may take the matter to the city plan commission for a final decision.
4. If the preliminary plat is recommended for disapproval by the DRC or if the preliminary plat application includes a request for waivers or modifications of code standards, it must be forwarded to the city plan commission for final decision-making following at least one public hearing. The city plan commission’s final decision on a preliminary plat matter may be appealed to the city council, in which case the same procedures that governed the city plan commission’s actions must be followed.

### **MAJOR SUBDIVISIONS--FINAL PLATS**

During the final plat process land is divided into lots and the city approves the final layout and design of new or extended streets, utilities and other public improvements needed to serve the subdivision. The final plat approval procedure involves review and recommendation by the development review committee and the city plan commission and review and final action by the city council.

1. Property owners are encouraged to schedule a preapplication consultation with city planning and development department staff before filing a final plat application. These early informal visits can help prepare applicants for the process and help avoid delays and confusion.
2. Once the required application form has been completed and all required information has been collected, a final plat and application form must be filed with staff in the development management division of the



planning and development department. It is important to note that final plat applications must be filed within two years of the date that the preliminary subdivision plat received final approval.

3. Once the department has received a complete application, the DRC will review the proposed final plat for compliance with the approval criteria of 88-555-05 and for the purpose of formulating a recommendation to the city plan commission that the plat be approved, approved with conditions or disapproved.

4. The city plan commission must review the final plat and the DRC's recommendations and, within 60 days of the first meeting at which the plat was considered, prepare its own recommendation for consideration by city council.

5. The city council has final approval authority for final plats. The final plat must be submitted for city council review and decision within two years of the date of the city plan commission's recommendation.

6. Following city council's approval by simple majority vote of a final plat, any outstanding fees must be paid, all agreements must be executed, all required infrastructure permits must be secured by the developer with bonding or improvements completed if no bonding, all supplemental documents submitted (including executed and recorded separate easement documents) and all code requirements must be fulfilled (including outstanding ordinance conditions) before the final plat is released for recording.

7. Once released, the final plats must be recorded with the applicable county recorder of deeds and a copy of the recorded final plat must be returned to the city. After a copy of the recorded final plat has been returned to the city, lots in the newly created subdivision may be sold. The returned final plat copy is used for the purpose of postal service and 911 addressing and to allow City utilities to process water and sewer connection orders.

### **MAJOR SUBDIVISION--CONSTRUCTION PLANS**

(for public infrastructure improvements)

It is important to note that final plats requiring construction or installation of public infrastructure will not be released for recording until construction plans for the subdivision's public infrastructure have been approved and work has been completed or financial guarantees are in place as surety for the required improvements. The construction plans may be submitted after approval of the preliminary plat and concurrently with submittal

## [ SUBDIVISIONS ]

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of the final plat application or after final plat approval in accordance with 88-550.

The construction plan phase of the major subdivision approval process involves the review and approval of detailed plans for construction and installation of public infrastructure improvements (e.g., streets, lighting, water, sewer, and drainage facilities, etc.). During this process, the developer, and land development division staff work to achieve a schedule for completing the required improvements, and sequence for completing all required improvements to ensure a high-quality, cost-effective project.

1. The first step in the construction plan approval process is the submission of detailed engineering construction plans to the land development division staff for review and comment. These plans, once approved, provide a baseline reference for use during the construction and inspection phase and ensure that improvements meet minimum city standards. Construction plans must address paving, utility and drainage improvements, as specified in the city's adopted APWA standards and supplements.

2. Once construction plans are found to be in general compliance with city standards, they will be considered "Reviewed for General Compliance."

At this point, the developer, the developer's contractor and the land development divisions engineering inspection staff hold a pre-construction meeting to coordinate construction activities. A city inspector will be assigned to ensure

that city codes, policies, and procedures are followed. The developer's contractor must notify adjacent or affected residents and city inspection staff at least 48 hours before beginning any construction work.

3. When construction of public infrastructure improvements is complete, a final field inspection will be conducted by Land Development Division, at which point a "punch list" of any remaining items or issues will be generated.

4. After the items on the punch list have been completed, the city will issue, in the case of sewer infrastructure, a "request for as-built letter", and upon submittal and acceptance of the as-built document, will then issue a "start of maintenance letter." Where no sewers are involved, no

*... The Kansas City Metropolitan Chapter of the American Public Works Association (APWA) Standards, Specification and Design Criteria are developed by chapter members in the KC metro area (MO and KS) to provide a common set of design guidelines and standards for public infrastructure. The standards also form the basis by which local governments, by state law, administer permitting that might otherwise be done by the state government agencies, thereby streamlining the development and permitting process.*

as-built documents are required. As-built drawings must show all deviations from the originally approved engineering construction drawings, including changes in grading of drainage facilities. Upon successful completion of the bond maintenance period, as stipulated on the bond, the city will issue a formal permit and bond release letter indicating city acceptance of the asset for ownership and maintenance (by the city or third party).

## **How are applications reviewed?**

Both minor and major subdivision applications are reviewed to determine that they comply with all relevant regulations of the zoning and development code and all other applicable city ordinances and planning policies..

## **What kind of public notice is required?**

City staff will provide mailed notice of required public hearings in accordance with the requirements of the zoning and development code.

## **How much is the fee?**

See the fee schedule that begins on page 47 for applicable fees. Minor subdivision fees start at \$200. Preliminary and final plat review fees for major subdivisions start at \$375.

## **What do I have to submit?**

For minor subdivisions, see the “Application for Minor Subdivision” (MnSUB), which is included with the forms attached to the end of this guide, and the one-page “Minor Subdivision Checklist” (also attached).

For major subdivision preliminary plats, see the “Application for Preliminary Plat” (PPLAT). For final plats, see the “Application for Major Subdivision Final Plat” (FPLAT). Both applications are included with the attached forms.

## **Who do I contact for more information?**

Call the city planning and development department (land development division) at (816) 513-2593.

# site plans

Several forms of development require submission and review of a site plan when an application is filed. Examples include special use permits, master planned developments (MPDs), rezonings to the URD district and variances. Unlike the city’s previous zoning ordinance, however, the new zoning and development code does not require that site plans be submitted with and “tied to” most rezoning applications. That doesn’t necessarily mean that site plan review and approval won’t eventually be required. Even “as-of-right” development—projects that don’t require rezoning or other forms of development review under the code—will likely require site plan review before permits may be issued for the project. This section of the guide provides an overview of the site plan review process that is contained in Article 88-530 of the zoning and development code.

## Exemptions

Site plan review under Article 88-530 is not required for detached houses or for developments that have been reviewed and approved as special use permits, the MPD or URD rezoning process or other procedures of the zoning and development code that involve the approval of a development plan or other plan that is equivalent to a site plan. This provision is intended to clarify that multiple forms of site plan or development plan approval are not required. It is also important to note that if a development plan was approved for a “planned district” under the previous zoning ordinance (Chapter 80) and the proposed development is consistent with that approved plan, no further site plan review is required under the zoning and development code.

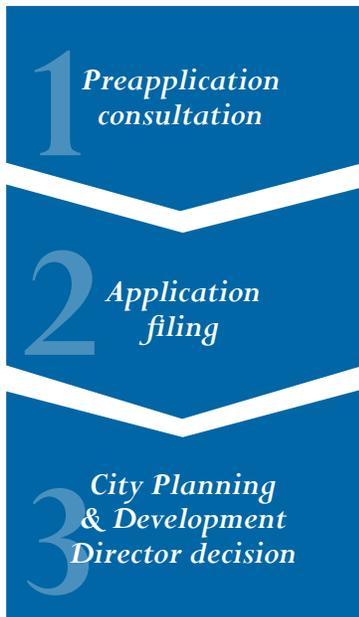
## Major site plan thresholds

Proposed buildings and developments involving any of the following are required to go through the code’s “major” site plan review process:

- More than 100 dwelling units in a residential (R) or business (B) zoning district;
- Retail sales-related uses with a gross floor area of 75,000 square feet or more in a B zoning district;
- Commercial development on a site of 10 acres or more in a B zoning district;
- Industrial development on a site of 10 acres or more in an M zoning district;
- Industrial development in an M zoning district on a site of 5 acres or more if the site is located within 200 feet of an R zoning district;
- Buildings that exceed 180 feet in height;
- Above-grade (structured) parking for more than 100 vehicles in a D zoning district;
- Multiple principal buildings on a single lot; and
- Development within a designated light rail zone or overlay district.

## Minor site plan thresholds

Development that is not exempt and that is not subject to major site plan review (as described above) is subject to the zoning and development code’s “minor” site plan review procedures.



## What is the process?

### MINOR SITE PLAN REVIEW

1. Property owners are encouraged to schedule a preapplication consultation with city planning and development department staff before filing any site plan review application. These early informal visits can help prepare applicants for the process and help avoid delays and confusion.
2. Once the required application form has been completed and all required information has been collected, a site plan and application form must be filed with staff in the development management division of the planning and development department.

3. Once the department has received a complete application, staff will review the proposed site plan. The planning and development director has the authority to approve or disapprove the site plan or forward it to the city plan commission for review as a major site plan. No notice or public hearing is required for minor site plan review. Appeals of the planning and development director's decision on a minor site plan may be appealed (by the applicant or any other aggrieved person) to the city plan commission, in which case the major site plan review procedures must be followed.

### MAJOR SITE PLAN REVIEW

1. Property owners are encouraged to schedule a preapplication consultation with city planning and development department staff before filing any site plan review application. These early informal visits can help prepare applicants for the process and help avoid delays and confusion.

2. Once the required application form has been completed and all required information has been collected, a site plan and application form must be filed with staff in the development management division of the planning and development department. See the calendar on page 45 for information about application filing deadlines.

3. Once the department has received a complete application, a staff review committee (development review committee) will review the proposed site plan for the purpose of formulating a recommendation to the city plan commission. Following review by the development review committee, city planning and development department staff will schedule a public hearing before the city plan commission and notify surrounding residents and the general public that major site plan approval has been requested.

4. The city plan commission will hold a public hearing on the major site plan request, at which time the applicant, city staff and members of the public will be given an opportunity to express their views. Following the close of the public hearing, the city plan commission will vote to approve or deny the major site plan request. In some cases, city plan commission hearings will be continued in order to gather additional information or allow time for more public input. The decision of the city plan commission is final unless the applicant or another party appeals the city plan commission's decision, in which case the matter will be forwarded to the city council. In cases of appeals, the city council must hold a public hearing and take action on the site plan following the same rules that applied to the city plan commission.



## How are applications reviewed?

Both minor and major site plan applications are reviewed to determine that they comply with all relevant regulations of the zoning and development code and all other applicable city ordinances and planning policies. Plans are also reviewed to determine their anticipated impacts on motorized and non-motorized traffic movements.

## What kind of public notice is required?

No notice is required for minor site plan review.

For major site plan review, the applicant must post signs that are visible from each public right-of-way abutting the subject property. Signs must be posted at least 15 days before the required public hearing, and are available in the city planning and development department on the 15th floor of city hall.

City staff will provide newspaper and mailed notice of required major site plan public hearings in accordance with the requirements of the zoning and development code.

## How much is the fee?

See the fee schedule that begins on page 47 for applicable fees. Minor site plan review fees start at \$225. Major site plan review fees start at \$625.

## What do I have to submit?

For minor site plans, you will need to submit an “Application for Administrative Approval” (AA-01). For major site plans, see the “Application to City Plan Commission” (CPC-88) and the “City Plan Commission Application/Plan Requirement Checklist (CPC Checklist).

## Who do I contact for more information?

If you have any questions call the city planning and development department at (816) 513-2846.

# special uses

Zoning district regulations classify uses as “permitted” (as of right), “prohibited” or “special.” Special uses—typically designated with an “S” in the code’s use tables—are only allowed if reviewed and approved in accordance with the special use permit procedures of Article 88-525. This case-by-case review procedure helps ensure that proposed special uses—which can have widely varying land use and operational characteristics, are considered in context with surrounding uses and development patterns. Special uses may or may not be approved after due consideration of the impact of such uses on the surrounding area and a determination of the public need for the use at the subject location. This section provides an overview of the special use permit review and approval process.

## What is the process?

1. Property owners are encouraged to schedule a preapplication consultation with city planning and development department staff before filing a rezoning application. These early informal visits can help prepare applicants for the process and help avoid delays and confusion down the road.
2. Once the required application form has been completed and all required information has been collected, special use permit applications must be filed with staff in the development management division of the planning and development department. See the calendar on page 45 for information about application filing deadlines.



3. Once a complete special use permit application has been received by the department, the staff will review the proposal, schedule a public hearing before the city plan commission and notify surrounding residents and the general public that an application has been filed.

4. The city plan commission will hold a public hearing on the proposed special use permit, at which time the applicant, city staff and members of the public will be given an opportunity to express their views. After the public hearings have concluded, the city plan commission will make a recommendation on whether the special use permit request should be approved, approved with conditions or disapproved.

5. After the city plan commission makes its recommendation, the public hearing process will be repeated by the board of zoning adjustment who, following the close of their hearing, will make a final decision on the special use permit request. City plan commission and board of zoning adjustment hearings are sometimes continued in order to gather additional information or allow time for more public input.

*The City Plan Commission requests that applicants meet with neighbors and registered neighborhood groups before the City Plan Commission public hearing. Failure to do so may be cause for a continuance of the hearing. Information about registered neighborhood groups can be obtained from the City Planning and Development Department staff at (816) 513-2846 or from the on-line listing maintained by the Neighborhood Services Division of the City's Neighborhood and Community Services Department.*

## How are applications reviewed?

In reviewing and making decisions on special use permits, the planning and development department, city plan commission and board of zoning adjustment will weigh and balance a variety of factors, including:

- Adopted land use plans and city planning policies;
- Potential (positive and negative) impacts on the surrounding area and the general welfare of the citizens;
- Compatibility with the character of the surrounding area, in terms of site planning and building scale and project design;
- Compatibility with the character of the surrounding area, in terms of hours of operation, outdoor lighting, noise, traffic generation and other operational impacts; and
- Impacts on pedestrian safety and comfort.

## **What kind of public notice is required?**

City staff will provide newspaper and mailed notice of required public hearings in accordance with the requirements of the zoning and development code.

## **How much is the fee?**

See the fee schedule that begins on page 47 for applicable special use permit fees.

## **What do I have to submit?**

See the “Application to Special Use Permit” (SUP) and the “City Plan Commission Application/Plan Requirement Checklist (CPC Checklist), both which are included with the forms at the end of this guide.

## **Who do I contact for more information?**

If you have any questions call the city planning and development department at (816) 513-2846.



# variances

A zoning variance allows relief from or modification of a zoning-related standard, such as a building setback requirement. Zoning variances are intended to address unnecessary hardships or practical difficulties that occasionally result from unusual circumstances related to such things as oddly shaped parcels, the application of (newer) zoning regulations to older buildings or other site-specific circumstances that are beyond the reasonable control of the property owner. The zoning variance procedures of the zoning and development code (see Article 88-565) must be followed for all zoning variances except for very minor deviations, which may qualify as “administrative adjustments” (see page 35).

## Which code standards can be varied?

A variance may be requested from any zoning and development code standard except that a zoning variance may not be granted if the requested variance would:

- Permit a use that is not allowed in a zoning district (often referred to as a “use variance”);
- Modify a subdivision regulation, such as those found in Article 88-405;
- Change a definition of a general term or a use type;
- Change the process required to be following for development or permit approval;
- Change a condition of approval imposed by a review and decision-making body, such as the city plan commission or city council..

Also, it is important to remember that under the law, zoning variances are not intended merely as a way to avoid complying with applicable code

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provisions. Consequently, the findings required to support a variance application are intentionally difficult to meet.

## What is the process?



1. Property owners are encouraged to schedule a preapplication consultation with city planning and development department staff before filing a zoning variance application. These early informal visits can help prepare applicants for the process and help avoid delays and confusion down the road.
2. Once the required application form has been completed and all required information has been collected, the zoning variance application must be filed with staff in the development management division of the planning and development department.
3. Once a complete application has been received by the department, the staff will review the proposal, schedule a public hearing before the board of zoning adjustment and notify surrounding residents and the general public that a zoning variance has been requested.
4. The board of zoning adjustment will hold a public hearing on the requested variance, at which time the applicant, city staff and members of the public will be given an opportunity to express their views. Following the close of the public hearing, the board of zoning adjustment will vote to approve or deny the variance request. In some cases, board of zoning adjustment hearings will be continued in order to gather additional information or allow time for more public input. At least 4 members of the board of adjustment must vote in favor of a zoning variance in order for it to be approved.

## How are applications reviewed?

In reviewing and making decisions on variance requests, the board of zoning adjustment will seek to determine if the evidence presented with the variance application shows that:

- Strict application of the subject standards would result in unnecessary hardships or practical difficulties for property owner and that those unnecessary hardships or practical difficulties do not generally affect other property in the same zoning district;
- The requested variance is generally consistent with all relevant purpose and intent statements of the zoning and development code; and

- Approving the variance will result in substantial justice being done, considering both the public benefits intended by the subject regulations and the individual hardships or practical difficulties that will be suffered if the zoning variance request is denied.

## **What kind of public notice is required?**

At least 15 days before the required public hearing, the applicant must post signs that are visible from each public right-of-way abutting the subject property. Signs are available in the city planning and development department on the 15th floor of city hall.

City staff will provide newspaper and mailed notice of required public hearings in accordance with the requirements of the zoning and development code.

## **How much is the fee?**

Variance application filing fees range from \$250 to \$500. See the fee schedule that begins on page 47 for applicable fee amounts.

## **What do I have to submit?**

You will need to submit an “Application to the Board of Adjustment” (BZA-01), which is attached.

## **Who do I contact for more information?**

If you have any questions call the city planning and development department at (816) 513-2846.



# adjustments

**Administrative adjustments are intended to provide a faster, more streamlined approval procedure for reviewing requests for minor deviations from selected zoning and development code standards.**

## Which code standards are eligible for adjustment?

There are only a few regulations eligible for modification through the administrative adjustment process, all of which are expressly identified in the zoning and development code. Unless the code specifically states that a regulation may be “administratively adjusted,” zoning-related standards may only be modified through the zoning variance procedure (see page 31). At the time this guide was prepared the following regulations were eligible for administrative adjustment:<sup>1</sup>

- Building placement, ground-floor transparency, building entrance and driveway standards that apply in Pedestrian-Oriented Overlay (P/O) districts.
- Minimum ground-floor commercial floor area requirements in B (business) zoning districts.
- Bicycle parking space requirements.
- Landscaping and screening requirements (alternative compliance).

## What is the process?

1. Property owners are encouraged to schedule a preapplication consultation with city planning and development department staff before filing an administrative adjustment application. These early informal visits

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<sup>1</sup> Article 88-570 of the zoning and development code for the most up-to-date list of administrative adjustments.

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can help prepare applicants for the process and help avoid delays and confusion.

2. Once the required application form has been completed and all required information has been collected, an administrative adjustment application must be filed with staff in the development management division of the planning and development department.
3. Once the department has received a complete application, staff will review the proposal and notify surrounding residents and the general public that an administrative adjustment application has been filed.
4. The planning and development director has the authority to review and approve administrative adjustments, but no sooner than 15 days after notices are sent to surrounding property owners.

## How are applications reviewed?

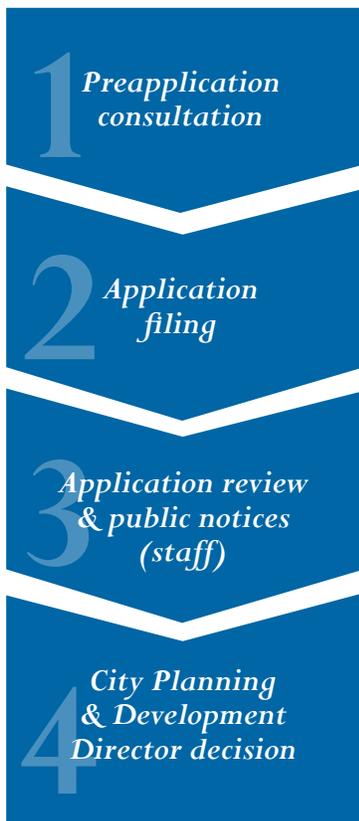
In reviewing and making decisions on administrative adjustment requests, the planning and development director will determine if all applicable specific approval criteria have been met and whether the evidence presented with the application shows that:

- The requested administrative adjustment is consistent with all relevant purpose and intent statements of the zoning and development code;
- The requested administrative adjustment will have no appreciable adverse impact on the health, safety, or general welfare of surrounding property owners or the general public; and
- Any adverse impacts resulting from the administrative adjustment will be mitigated to the maximum extent feasible.

## What kind of public notice is required?

The applicant must post signs that are visible from each public right-of-way abutting the subject property. Signs must be posted at least 15 days before the planning and development director makes a decision on the application. Signs and are available in the city planning and development department on the 15th floor of city hall.

City staff will provide mailed notice in accordance with the requirements of the zoning and development code.



## **How much is the fee?**

The application filing fee for an administrative adjustment is \$250.

## **What do I have to submit?**

You will need to submit an “Application for Administrative Approval” (AA-01).

## **Who do I contact for more information?**

If you have any questions call the city planning and development department at (816) 513-2846.



# appeals

Decisions made by the planning and development director or other city staff who authorized to make decisions under the zoning and development code may be appealed to the board of zoning adjustment. Appeals of administrative decisions will be considered by the board in a public hearing following the appeal procedures found in Article 88-575 of the zoning and development code.

## Who can file an appeal?

The applicant or any other aggrieved party may appeal an administrative decision, but since the decision being appealed isn't one made in a public hearing, it will typically be an applicant or an immediate neighbor who files an appeal. Appeals must be filed within 15 days of the date of the decision that is being appealed.

## What is the process?

1. Property owners are encouraged to schedule a preapplication consultation with city planning and development department staff before filing an appeal. These early informal visits can help prepare applicants for the process and help avoid delays and confusion down the road.
2. Once the required application form has been completed and all required information has been collected, the application must be filed with staff in the development management division of the planning and development department.
3. Once a complete application has been received by the department, the staff will compile relevant materials for review by the board of zoning adjustment, schedule a public hearing before the board of zoning

adjustment and notify the general public that an appeal of an administrative decision has been filed.

4. The board of zoning adjustment will hold a public hearing on the appeal, at which time the appellant, city staff and members of the public will be given an opportunity to express their views. Following the close of the public hearing, the board of zoning adjustment will vote to affirm or overturn the administrative official’s decision. In some cases, board of zoning adjustment hearings will be continued in order to gather additional information or allow time for more public input. It takes a vote of at least 4 members of the board of adjustment to overturn the administrative decision being appealed.

## How are appeals decided?

The board of zoning adjustment is authorized only to hear and decide, based on the facts presented, whether there has been an error in any order, requirement, decision or determination made by an administrative official in the administration, interpretation or enforcement of the zoning and development code.

## How much is the fee?

The application filing fee for an appeal of an administrative decision is \$500.

## What do I have to submit?

You will need to submit an “Application to the Board of Adjustment” (BZA-01), which is attached.

## Who do I contact for more information?

If you have any questions call the city planning and development department at (816) 513-2846.



# contacts

## City Planning and Development Department

Tom Coyle, Director  
15th Floor, City Hall  
414 E 12th St, Kansas City, MO 64106  
tom\_coyle@kcmo.org  
Phone: (816) 513-2871  
Fax: (816) 513-2838

## Development Assistance Team

Contact Jim Hedstrom, Projects Coordinator  
Business Assistance Center  
Phone: (816) 513-2852

## Development Services – Permits Division

Jomy John, Division Manager  
5th Floor, City Hall,  
414 E 12th St, Kansas City, MO 64106  
jomy\_john@kcmo.org  
Phone: 816-513-1468  
Fax: 816-513-1456

## Development Services – Plans Management Branch

Sy Noorbakhsh, C.B.O., Supervisor  
2nd Floor, Oak Tower  
324 E 11th St, Kansas City, MO 64106  
sy\_noorbakhsh@kcmo.org  
Phone:(816) 513-1500 #4  
Fax: (816) 513-1484

[Development Services – Plans Review Division](#)

Gary Marker, R.A., Division Manager  
2nd Floor, Oak Tower  
324 E 11th St, Kansas City, MO 64106  
gary\_marker@kcmo.org  
Phone:(816) 513-1500  
Fax: (816) 513-1485  
Code Questions Line: (816) 513-1511

[Development Services – Land Development Division](#)

Public Streets, Curbs, Sidewalk, Storm, Sanitary Sewers  
Dion Waldon, P.E., Division Manager 5th Floor, City Hall  
414 E. 12th St, Kansas City, MO 64106  
dion\_waldon@kcmo.org  
Phone :(816) 513-2604  
Fax: (816) 513-2548

[Arterial Street Impact Fee Administrator](#)

John Thiel, Impact Fee Administrator  
5th Floor, City Hall,  
414 E 12th, Kansas City, MO 64106  
john\_thiel@kcmo.org  
Phone: (816) 513-2531  
Fax: (816) 513-2548

[Planning Services – Development Management Division](#)

Diane Binckley, Division Manager  
15th Floor, City Hall,  
414 E 12th St, Kansas City, MO 64106  
diane\_binckley@kcmo.org  
Phone :(816) 513-2874  
Fax: (816) 513-2835

## [ CONTACTS ]

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### Planning Services - Planning, Preservation & Urban Design Division - Historic, Landmarks

Brad Wolf, Assistant Administrator

26th Floor, City Hall

414 E 12th, Kansas City, MO 64106 [bradley\\_wolf@kcmo.org](mailto:bradley_wolf@kcmo.org)

Phone : (816) 513-2901

Fax: (816) 513-2899

### Planning Services - Planning, Preservation & Urban Design Division - New Buildings, SRD

John Debauche, Area Planner

15th Floor, City Hall

414 E 12th St, Kansas City, MO 64106

[john\\_debauche@kcmo.org](mailto:john_debauche@kcmo.org)

Phone: (816) 513-2869

Fax: (816) 513-2835

### KC BizCare - Business Customer Service Center

1118 Oak St

Kansas City, MO 64106

[kcbizcare@kcmo.org](mailto:kcbizcare@kcmo.org)

Phone: (816) 513-2492





2011 City Plan Commission Schedule

Cut-off Dates		Meeting Dates [3]	
Advertised Matters [1] (Friday Noon*)	Non-Advertised Matters [2] (Wednesday Noon*)	Development Review Committee (Wednesday a.m.*)	City Plan Commission (Tuesday)
Nov. 19, 2010	Nov. 24, 2010	Dec. 15, 2010	Jan. 4, 2011
Dec. 3, 2010	Dec. 15, 2010	Jan. 5, 2011	Jan. 18, 2011
Dec. 17, 2010	Dec. 29, 2010	Jan. 19, 2011	Feb. 1, 2011
Dec. 30 (Thursday)	Jan. 12, 2011	Feb. 2, 2011	Feb. 15, 2011
Jan. 14, 2011	Jan. 26, 2011	Feb. 16, 2011	March 1, 2011
Jan. 28, 2011	Feb. 9, 2011	Mar. 2, 2011	March 15, 2011
Feb. 18, 2011	Mar. 2, 2011	Mar. 23, 2011	April 5, 2011
Mar. 4, 2011	Mar. 16, 2011	Apr. 6, 2011	April 19, 2011
Mar. 18, 2011	Mar. 30, 2011	Apr. 20, 2011	May 3, 2011
Apr. 1, 2011	Apr. 13, 2011	May 4, 2011	May 17, 2011
Apr. 22, 2011	May 4, 2011	May 25, 2011	June 7, 2011
May 6, 2011	May 18, 2011	June 8, 2011	June 21, 2011
May 20, 2011	June 1, 2011	June 22, 2011	July 5, 2011
June 3, 2011	June 15, 2011	July 6, 2011	July 19, 2011
June 17, 2011	June 29, 2011	July 20, 2011	August 2, 2011[4]
July 1, 2011	July 13, 2011	Aug. 3, 2011	August 16, 2011[4]
July 22, 2011	Aug. 3, 2011	Aug. 24, 2011	Sept. 6, 2011
Aug. 5, 2011	Aug. 17, 2011	Sept. 7, 2011	Sept. 20, 2011
Aug. 19, 2011	Aug. 31, 2011	Sept. 21, 2011	Oct. 4, 2011
Sept. 2, 2011	Sep. 14, 2011	Oct. 5, 2011	Oct. 18, 2011
Sept. 16, 2011	Sep. 28, 2011	Oct. 19, 2011	Nov. 1, 2011
Sept. 30, 2011	Oct. 12, 2011	Nov. 2, 2011	Nov. 15, 2011
Oct. 21, 2011	Nov. 2, 2011	Nov. 23, 2011	Dec. 6, 2011
Nov. 4, 2011	Nov. 16, 2011	Dec. 7, 2011	Dec. 20, 2011
Nov. 18, 2011	Nov. 30, 2011	Dec. 21, 2011	Jan. 3, 2012
Dec. 2, 2011	Dec. 14, 2011	Jan. 4, 2012	Jan. 17, 2012
Dec. 23, 2011	Jan. 4, 2012	Jan. 25, 2012	Feb. 7, 2012
Jan. 6, 2012	Jan. 18, 2012	Feb. 8, 2012	Feb. 21, 2012

\* unless otherwise noted

- [1] Advertised matters include rezoning, land use plan amendment, preliminary plan, major site plan, major amendment, overlay district, council signage plan, street vacations, preliminary plats, "353" applications, and zoning text amendments. Applications for advertised matters will be docketed for the next available meeting if submitted in complete form prior to cut-off date.
- [2] Non-advertised matters include final plans, final plats and variances which require review by the Commission. Applications for non-advertised matters will be docketed for the next available meeting if submitted in complete form prior to the cut-off date.
- [3] Development Review Committee (DRC) meetings are held in the Planning and Development Department Conference Room, 15th Floor, City Hall. City Plan Commission (CPC) public hearings are held in the City Council Chambers on the 26th Floor of City Hall, unless otherwise noted. Developers or their authorized representatives are required to attend DRC and CPC meetings.
- [4] The City Plan Commission may not meet or may meet only once during the month of August.



Persons with disabilities needing reasonable accommodations should contact the City's Disabled Information Line at (816) 513-2532. For Relay Service, please dial 711.



# fees

**APPROVAL PROCESS/PERMIT**

**APPLICATION/FILING FEE**

**SUBDIVISIONS**

**Preliminary plat**

**Residential**

\$375 + \$4 per dwelling unit, not to exceed \$1,250

Residential (amended area)

\$375 + \$4 per dwelling unit within amended area,

not to exceed \$1,250

Nonresidential

\$375 + \$60 per acre or fraction of an acre,

not to exceed \$1,250

Nonresidential (amended area)

\$375 + \$60 per acre or fraction of an acre within

amended area, not to exceed \$1,250

**Final plat**

Residential

\$375 + \$4 per dwelling unit, not to exceed \$1,750

Nonresidential

\$375 + \$30 per acre or fraction of an acre,

not to exceed \$1,750

**Minor subdivisions**

Residential lot split

\$200 + \$3 per lot/dwelling unit

Nonresidential lot split

\$200 + \$60 per acre or fraction of an acre

Lot line adjustment

\$200 + \$3 per lot

Lot consolidation

\$200 + \$3 per lot

Condominium plat

\$200 + \$3 per dwelling unit, not to exceed \$1,750

**Plat resubmittal<sup>1</sup>**

25% of original filing fee for 3rd and subsequent resubmittals

**Plat recording**

As required by county (deposited with office of director of records)

<sup>1</sup> Plat resubmittal fee applies after 2nd submittal when previously identified deficiencies were not addressed in first resubmittal.

APPROVAL PROCESS/PERMIT	APPLICATION/FILING FEE
<b>Street naming</b>	
With subdivision plat	\$125
Honorary street name petition	\$125
<b>Appeals to City Plan Commission</b>	
Director's decision, minor subdivision	\$500
<b>CITY PLAN COMMISSION</b>	
<b>Land use plan amendment</b>	\$800
<b>Rezoning</b>	
Urban redevelopment district	\$625 + \$4 per dwelling unit or \$90 per acre, whichever is greater, not to exceed \$3,500
Master plan development	\$625 + \$4 per dwelling unit or \$90 per acre, whichever is greater, not to exceed \$3,500
Neighborhood rezoning	
0-200 lots/parcels	\$2,500
201-500 lots/parcels	\$4,500
501+ lots/parcels	\$5,500
Other rezonings	\$625
<b>Text amendment</b>	\$500
<b>Special use permit</b>	\$500
<b>Major site plan review</b>	
Residential	\$625 + \$4 per dwelling unit, not to exceed \$3,500
Nonresidential	\$625 + \$90 per acre, not to exceed \$3,500
<b>Major amendments</b>	
Residential	\$300 + \$4 per dwelling unit, not to exceed \$1,250
Nonresidential	\$300 + \$90 per acre, not to exceed \$1,250
<b>Special review district</b>	\$425
<b>Council-approved comprehensive signage plan</b>	\$250
<b>Major street plan amendment</b>	\$400
<b>Land use plan amendment</b>	\$800
<b>All other CPC matters</b>	\$600

[ FEES ]

**APPROVAL PROCESS/PERMIT**

**APPLICATION/FILING FEE**

**BOARD OF ZONING ADJUSTMENT**

**Variances**

Detached/attached houses and associated accessory structures	\$250
All other uses/structures	\$500

**Special use permits**

Ambulance service	\$825
Bed and breakfast	\$575
Blood/plasma center	\$800
Car wash/cleaning service	\$825
Cemetery/columbarium/mausoleum	\$825
Check-cashing, short-term loan/title loan establishment	\$1,450
College/university	\$825
Community center	\$375
Crematory	\$825
Day care (home and family)	\$575
Day care (11-20 children) (group)	\$575
Day care center (21+)	\$800
Day labor employment agency	\$800
Demolition debris landfill	\$1,450
Detention and correctional facilities	\$1,450
Drive-thru facility	\$825
Entertainment and spectator sports	\$825
Entertainment: 1-149 capacity	\$450
Entertainment: 150-499 capacity	\$825
Entertainment: 500+ capacity	\$1,450
Entertainment: outdoor (all sizes)	\$1,450
Financial services (except check-cashing, pawn shops)	\$800
Gasoline and fuel sales	\$825
Group living	\$575
Heavy equipment sales/rental	\$825
Historic landmark (adaptive reuse)	\$200

<b>APPROVAL PROCESS/PERMIT</b>	<b>APPLICATION/FILING FEE</b>
Hospital	\$825
Hotel/motel	\$825
Household living	\$825
Junk/salvage yard	\$1,450
Library/museum/cultural exhibit	\$375
Light equipment sales/rental (indoor)	\$825
Light equipment sales/rental (outdoor)	\$1,450
Manufacturing, production and industrial service - limited	\$1,450
Manufacturing, production and industrial service - general	\$1,450
Mining and quarrying	\$1,450
Motor vehicle repair limited	\$825
Motor vehicle repair general	\$825
Neighborhood-serving retail	\$825
Nursing homes	\$800
Office, admin, professional, general	\$825
Park/recreation	\$450
Parking, non-accessory	\$825
Pawn shops	\$1,450
Recreation vehicle park	\$1,450
Recycling service - limited	\$1,450
Recycling service - general	\$1,450
Religious assembly	\$375
Repair or laundry service, consumer	\$825
Residential storage warehouse	\$825
Safety service (except for police and fire stations)	\$825
School	\$375
Solid waste separation facility	\$1,450
Sports and recreation, participant (indoor)	\$825
Sports and recreation, participant (outdoor)	\$1,450

[ FEES ]

<b>APPROVAL PROCESS/PERMIT</b>	<b>APPLICATION/FILING FEE</b>
Stable	\$800
Tavern or nightclub	\$825
Transfer station	\$1,450
Undertaking	\$825
Utility and services (except basic, minor)	\$825
Vehicle sales and service	\$825
Vehicle storage/towing	\$1,450
Warehousing, wholesaling, freight movement – indoor	\$825
Warehousing, wholesaling, freight movement – outdoor	\$1,450
Waste-related use	\$1,450
All other uses requiring special use permit	\$825
<b>Sign special use permit</b>	\$325
<b>Certificate of Legal Nonconformance</b>	
Detached houses and two-unit houses	\$125
All other	\$300
<b>Change of nonconforming use</b>	
Detached houses and two-unit houses	\$50
All other	\$175
<b>Stay of enforcement</b>	\$400
<b>Appeal of administrative decision</b>	\$500
<b>Rehearing</b>	\$200
<b>All other BZA matters</b>	\$375
<b>ADMINISTRATIVE AND OTHER FEES</b>	
<b>Minor site plan review</b>	
Residential	\$225 + \$4 per dwelling unit, not to exceed \$625
Nonresidential	\$225 + \$90 per acre or fraction of an acre, not to exceed \$625
<b>Administrative adjustment</b>	\$250
<b>Other administrative approvals</b>	\$250
<b>Requests for continuance (by applicant)</b>	\$125

# Application to City Plan Commission (CPC-88)

City Planning & Development Department  
 City Hall, 414 E. 12<sup>th</sup> Street, 15<sup>th</sup> floor; Kansas City, MO 64106-2795  
 Phone (816) 513-2846 | Facsimile (816) 513-2838 | [www.kcmo.org/planning](http://www.kcmo.org/planning)

Date Stamp  
(office use)



Refer to **Zoning and Development Code Guide** for additional information

<b>For Office Use:</b>	Case Number: _____
KIVA Number: _____	Receipt Number: _____ Filing Fee \$ _____

## 1. Request(s):

- |  |   |
|--|---|
| <input type="checkbox"/> Rezoning (88.515) from _____ to _____   | <input type="checkbox"/> Land Use Plan Amendment                              |
| <input type="checkbox"/> Preliminary Plan Review for UR (88.260) or MPD (88.520)                       | <input type="checkbox"/> Major Site Plan Review (88.530)                      |
| <input type="checkbox"/> Major Amendment (88.530)  | <input type="checkbox"/> Overlay District (88.205)                            |
| <input type="checkbox"/> Council Approved Signage Plan (88.445.11)                                     | <input type="checkbox"/> Tax Incentive Plan                                   |
| <input type="checkbox"/> Appeal of Director's Decision<br>street regarding minor site plan (88.530.12) | <input type="checkbox"/> Other (text amendment, major plan, annexation, etc.) |

## 2. Applicant/Owner/Contact Information

Applicant \_\_\_\_\_ Company \_\_\_\_\_  
 Address \_\_\_\_\_ City & State \_\_\_\_\_ Zip \_\_\_\_\_  
 Telephone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Property Owner(s) (if different from applicant) \_\_\_\_\_  
 Address \_\_\_\_\_ City & State \_\_\_\_\_ Zip \_\_\_\_\_  
 Telephone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Agent/Contact for Project Information \_\_\_\_\_ Company \_\_\_\_\_  
 Address \_\_\_\_\_ City & State \_\_\_\_\_ Zip \_\_\_\_\_  
 Telephone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

## 3. Project Location/Address \_\_\_\_\_

## 4. (Complete the table as applicable, except for gray boxes)

Land Use	No. Of Units/ Buildings		No. Of Lots	Bldg. Square Footage	Acres
Residential-Single family					
Residential-Two-unit					
Residential-Multi-family					
Private Open Space					
Public Park					
Stormwater Detention					
Office, Business, Commercial					
Manufacturing					
Public Right-of-Way					
<b>TOTAL</b>					

**5. Describe your request, including any revisions to an approved plan.**

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**6. Project Description/Conformance to Land Use Plan**

- Describe the present use and condition of the property

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- Applicable Land Use Plan \_\_\_\_\_
- Current Recommended Land Use \_\_\_\_\_
- Does this request necessitate a Land Use Plan Amendment? \_\_\_\_\_
- If so, to which category? \_\_\_\_\_
- State why, in your opinion, the requested action is justified

---

**7. Filing Fee (per Ordinance CS100395, passed September 30, 2010)**

- |  |   |
|--|---|
| <input type="checkbox"/> Rezoning  | \$625 (For neighborhood rezoning, refer to fee ordinance.)  |
| <input type="checkbox"/> Land Use Plan Amendment                                   | \$800   |
| <input type="checkbox"/> Preliminary Plan Review for UR or MPD                     | \$625 plus \$90 per acre <u>or</u> \$4 per dwelling unit, whichever is greater, not to exceed \$3,500 |
| <input type="checkbox"/> Major Site Plan   |   |
| <input type="checkbox"/> Residential:  | \$625 plus \$4 per dwelling unit, not to exceed \$3,500   |
| <input type="checkbox"/> Nonresidential:   | \$625 plus \$90 per acre or fraction thereof, not to exceed \$3,500                                   |
| <input type="checkbox"/> Major Amendment   |   |
| <input type="checkbox"/> Residential:  | \$300 plus \$4 per dwelling unit, not to exceed \$1,250   |
| <input type="checkbox"/> Nonresidential:   | \$300 plus \$90 per acre or fraction thereof, not to exceed \$1,250                                   |
| <input type="checkbox"/> Council Approved Signage Plan                             | \$250   |
| <input type="checkbox"/> Text Amendment  | \$500   |
| <input type="checkbox"/> Major Street Plan Amendment                               | \$400   |
| <input type="checkbox"/> Appeal of Director's Decision (regarding minor site plan) | \$500   |
| <input type="checkbox"/> All other applications                                    | \$600   |

**8. Applicant's Declaration**

To ascertain that this submittal is complete, please check:

- Completed Application
- Owner's Consent Form (Attachment)

- Required Number of Plans (collated, stapled and folded), portraying all required information (refer to checklist)
- Required Application Fee
- Legal Description (may be attached)
- Legal Description on Disk. Include the legal description on CD (*Microsoft Word* format preferred) for metes and bounds descriptions.
- Digital submittal of plan CD.

1. Include digital copies of the site plan and landscaping plan in a geo-referenced, monochromatic TIF file format (no less than 300 dpi).
2. Also include a CAD/GIS compatible layer that reflects the perimeter/boundary line of the site plan (boundary must close to create a polygon). **ALL** files must be referenced to coordinate system: NAD\_1983\_StatePlane\_Missouri\_West\_FIPS\_2403\_Feet.  
Contact Kyle Elliott at [kyle\\_elliott@kcmo.org](mailto:kyle_elliott@kcmo.org) (816) 513-2802 or Bryan Foster at [bryan\\_foster@kcmo.org](mailto:bryan_foster@kcmo.org) (816) 513-2815 for further information.

**The following declarations are hereby made:**

- ✓ The undersigned is the owner or authorized agent of the owner or the officers of a corporation or partnership.
- ✓ The submitted plan, if any, contains all of the information required by the Zoning Ordinance.

**9. A Preapplication Consultation is required prior to filing applications for rezoning and major site plan review. For other requests listed on this application, consultation is encouraged but not required. Please indicate whether you have met with a planner  Yes  No**

If so, Planner \_\_\_\_\_ Date \_\_\_\_\_

**10. Prior to any public hearing, an applicant must make a reasonable effort to contact and meet with, if requested, the applicable neighborhood and/or civic organizations registered with the city. Failure to do so may be cause for continuance. Please provide information on this contact, as follows:**

Neighborhood or Civic Organization(s) \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_.

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

## City Plan Commission Application/Plan Requirement Checklist

1. Name of the development.
2. Name, address, and phone number of person or firm that prepared the plan.
3. Date plan prepared and any revision dates.
4. Graphic and written scale of one inch equals 10-60 or 100 feet. A scale of one inch equals 200 feet may be used for applications consisting of over 200 acres.
5. A legal description of the property.
6. North arrow
7. A location map identifying boundaries of property in relation to major streets.
8. Existing property lines identifying point of beginning and distances and bearings of property lines, consistent with the legal description
9. Identification and written dimensions of the width from centerline and total width of existing perimeter and interior streets, other rights-of-way, and all existing easements.
10. Identification and written dimensions of the total width of pavement of existing streets.
11. Identification and written dimensions of additional street right-of-way to be dedicated and width of any proposed interior streets and easements.
12. Location and written dimensions of the widths of existing or proposed private vehicular access into the property from perimeter streets and location of existing or approved accesses on properties adjacent or opposite the property, with off-set dimension from the centerlines of such streets and private access.
13. Name of adjacent platted subdivision and identification of lot number and tracts.
14. Location, identification, and dimension of proposed lots and tracts.
15. Location of proposed buildings and structures and existing buildings and structures to remain, with written dimensions of setback from proposed street right-of-way and adjacent property lines, dimensions of building width and length, number of floors, gross floor area per floor, and total building area. Residential buildings shall identify, in addition, the number of dwelling units per floor and the total number of dwelling units.
16. Identification of proposed or existing use or uses within each building, building entrances and exits, docks or other service entrances, outdoor storage and sales areas, and other paved areas.
17. Location of proposed or existing parking spaces, aisles, and drives with written setback dimensions from proposed street rights-of-way and adjacent property lines; typical width and length of parking spaces; number of parking spaces per row; and width of parking aisles. (Parking & Loading – 88-420)
18. Location and identification of boundaries and phase numbers of the development if proposed to be platted or developed in phases, showing the buildings, structures, access, and parking areas in each phase.
19. Existing and proposed topography, with contours at an interval of not less than 5 feet and with approximate first floor elevations of buildings.
20. Location and identification of any proposed and any existing site features to be retained, including detention areas, retaining walls, and other pertinent site features.
21. A plan for landscaping & screening (88-425); outdoor lighting, (88-430)

## City Plan Commission Application/Plan Requirement Checklist

22. Written information shall be provided in the following order on the site plan and in tabular form for each phase and in total. The site plan shall identify buildings, phases of development, and other graphic information by numbers or letters to allow easy reference to the following information:
- a. Existing zoning of property and proposed zoning, including type of planned district requested.
  - b. Total land area in square feet or acre.
  - c. Land area or acres for existing and proposed street right of way.
  - d. Net land area or acres.
  - e. Proposed use or uses of each building and structure.
  - f. Height above grade of buildings and structures and number of floors of each building.
  - g. Gross floor area per floor and total for each building. Residential buildings shall also include type of dwelling units, number of dwelling units per floor, and total number of dwelling units.
  - h. Building coverage and floor area ratio.
  - i. Residential development shall, in addition, identify gross and net density.
  - j. Ratio of required number of parking spaces for each use and amount of required, proposed parking spaces.
  - k. Commencement and completion dates for each phase.
  - l. Applications for amendments to development plans shall include a written description of the changes to the approved development plan, including any changes in use, phases, parking, signage, or site arrangement.
23. Any other information necessary for a determination as to the suitability of the plan for the site.
24. **The Director of City Planning and Development has the ability to waive any of the above listed plan requirements upon written request and justification for the request.**

# Application for Administrative Approval (AA-01)

City Planning & Development Department  
City Hall, 414 E. 12<sup>th</sup> Street, 15<sup>th</sup> floor; Kansas City, MO 64106-2795  
Phone (816) 513-2846 | Facsimile (816) 513-2838 | [www.kcmo.org/planning](http://www.kcmo.org/planning)

Date Stamp  
(office use)



Refer to *Zoning and Development Code Guide* for additional information

<b>For Office Use:</b>	Case Number: _____
KIVA Number: _____	Receipt Number: _____ Filing Fee \$ _____

## 1. Request

- |   |  |
|---|--|
| <input type="checkbox"/> Administrative Adjustment (88.570) | <input type="checkbox"/> Final Plan (UR 88.260/MPD 88.520)       |
| <input type="checkbox"/> Minor Site Plan Review (88.530)    | <input type="checkbox"/> Minor Modification (Amendment) (88.530) |
| <input type="checkbox"/> Temporary Use (88.370)             | <input type="checkbox"/> Other _____                             |

## 2. Applicant/Owner/Contact Information

Applicant \_\_\_\_\_ Company \_\_\_\_\_  
Address \_\_\_\_\_ City & State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Property Owner(s) (if different from applicant) \_\_\_\_\_  
Address \_\_\_\_\_ City & State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Contact for project information \_\_\_\_\_ Company \_\_\_\_\_  
Address \_\_\_\_\_ City & State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

## 3. Project Location/Address

\_\_\_\_\_

## 4. Describe your request, including any specific revisions to an approved plan

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 5. Filing Fee

- |  |       |
|--|-------|
| <input type="checkbox"/> Administrative Adjustment | \$250 |
| <input type="checkbox"/> Final Plan                | \$250 |

- Minor Site Plan**
  - Residential \$225 plus \$4 per dwelling unit, not to exceed \$625
  - Nonresidential \$225 plus \$90 per acre or fraction thereof, not to exceed \$625
- Minor Plan Amendment**
  - Residential \$225 plus \$4 per dwelling unit, not to exceed \$625
  - Nonresidential \$225 plus \$90 per acre or fraction thereof, not to exceed \$625
- Temporary Use** \$250
- Other** \$250

**6. Applicant's Declaration**

To ascertain that this submittal is complete, please check:

- Completed Application
- Owner's Consent Form (Attachment)
- Required Number of Plans (Collated, stapled and folded)
- Application Fee
- Legal Description
- The undersigned is the owner or authorized agent of the owner or the officers of a corporation or partnership.
- The submitted plan contains all of the information required by the Zoning & Development Code for the particular request.

**7. A Preapplication Consultation prior to filing an application for administrative approval is encouraged, but not required. Please indicate whether you have met with a planner.**

- The applicant has discussed this application with a staff planner in the Development Management Division of the City Planning and Development Department, as follows.

Planner \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

# Application for Minor Subdivision (MnSUB)

City Planning & Development Department  
City Hall, 414 E. 12<sup>th</sup> Street, 15<sup>th</sup> floor; Kansas City, MO 64106-2795  
Phone (816) 513-2846 | Facsimile (816) 513-2838 | [www.kcmo.org/planning](http://www.kcmo.org/planning)

Date Stamp  
(office use)



Refer to *Zoning and Development Code Guide* for additional information

**For Office Use Only:** Case Number: \_\_\_\_\_

KIVA Number: \_\_\_\_\_ Receipt Number: \_\_\_\_\_ Filing Fee \$ \_\_\_\_\_

## 1. Request (88.535)

- Lot Split
- Lot Line Adjustment
- Lot Consolidation
- Condominium Plat

## 2. Applicant/Owner/Contact Information

Applicant \_\_\_\_\_ Company \_\_\_\_\_

Address \_\_\_\_\_ City & State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Property Owner(s) (if different from applicant) \_\_\_\_\_

Address \_\_\_\_\_ City & State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Firm Preparing Plat/Agent \_\_\_\_\_ Contact \_\_\_\_\_

Address \_\_\_\_\_ City & State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

**All correspondence should be sent to (check one):**  Applicant  Property Owner  Firm/Agent

## 3. Project Information

General Project Location (nearest intersection) \_\_\_\_\_

Street Address \_\_\_\_\_

Land Area (in square feet or acres) \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

Lot number(s) and subdivision name, if part of an existing plat \_\_\_\_\_

## 4. Application Fee

### Lot Split

- Residential: \$200 plus \$3 per lot/unit
- Nonresidential: \$200 plus \$60 per acre

Proposed No. of lots/units: \_\_\_\_\_  
Acreage: \_\_\_\_\_

**Lot Line Adjustment** or **Lot Consolidation** \$200 plus \$3 per lot.

**Condominium Plat** \$200 plus \$3 per unit, not to exceed \$1,750

**5. Applicant's Declaration**

To ascertain that this submittal is complete, please check:

- Completed Application Form
- Required Filing Fee, payable to the KCMO City Treasurer, in the amount of \$ \_\_\_\_\_
- Certificate of Survey (5 folded copies)
- Ownership Information Certificate (2 copies)

**6. A Preapplication Consultation prior to filing an application for a minor subdivision is encouraged, but not required. Please indicate whether you have met with a planner.**

- The applicant has discussed this application with a staff planner in the Development Management Division of the City Planning and Development Department, as follows.

**Planner** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Printed Name** \_\_\_\_\_ **Date** \_\_\_\_\_

## MINOR SUBDIVISION CHECKLIST

**1. Authority:** Chapter 88-535.

**2. Purpose:** Allows the creations of up to five (5) parcels of land without approval of a subdivision plat.

**3. General Requirements:**

ALL lots or tracts created by a Certificate of Survey must meet the following requirements **without** variance:

- ✓ Provide a minimum of 50 feet of frontage on a dedicated and built public street, except as provided by the Development Ordinance;
- ✓ Conform to the requirements of the Development Ordinance for lot area and lot design;
- ✓ Conform to lots in surrounding area;
- ✓ Pay money in lieu of parkland dedication for new lots created;
- ✓ Be served by existing public water; no new parcels may be created that are served by well or hauled water;
- ✓ Lots created with less than **one** acre of area must be served by existing sanitary sewer;
- ✓ Townhouse or common wall units must conform to all applicable requirements of Chapter 18, Buildings.

**4. Requirements for initial submittal:**

- Application form
- Filing fee (see schedule on Application Form)
- Five (5) folded copies of a Certificate of Survey prepared by a Missouri registered land surveyor. Surveys shall be folded so as to fit into an 8½" x 14" case file folder and shall include the following items:
  1. Legal description of each parcel being created;
  2. Name, address, and phone number of firm preparing said certificate of survey;
  3. A drawing showing the lots described in said legal description;
  4. Verbiage on the face of the survey for the owners acknowledgment and the notary public witnessing such signatures;
  5. North arrow, scale, date, seal of surveyor and location sketch;
  6. Existing street rights-of-way and all street improvements, including pavement width, sidewalks, curbs, gutters and street lights;
  7. All easements of record documented as shown in the record information certificate;
  8. All existing improvements on the site, including buildings, driveways, and utilities.
  9. Existing street address of any existing buildings.
- Two (2) copies of a Record Information Certificate, prepared by a title company and current within 90 days of the Effective date, which indicate the following:
  1. Ownership of the property;
  2. Legal Description;
  3. Existing easements of record;
  4. Deeds of trust or mortgages on the property (subordination and/or partial deeds of release will be required);
  5. Status of City and County Real Estate Taxes and any special taxes or assessments.

**5.** The certificate of survey is reviewed by City staff for conformance with the requirements listed above in Part 3. Upon completion of the review, the applicant is sent a letter confirming the approval or denial of their request. An approval letter may contain a list of additional requirements that will need to be complied with prior to final approval, as well as a copy of the preliminary certificate of survey marked with corrections to be made prior to receiving the City's final approval.

**6. Final submittal:**

- ✓ **Six (6)** rolled paper copies of survey. To aid in the recording of these instruments, they should NOT be folded.
- ✓ The Certificate of Survey must be signed by the current property owner(s) in the presence of a notary public and the surveyor preparing drawing.
- ✓ The surveys will be stamped "Approved; No Plat Required" by City Development Department Staff.
- ✓ The stamped approved survey will be distributed as follows:
  - 1.) Two (2) copies to applicant for recording in appropriate county.\*
  - 2.) Four (4) recorded copies to the City, with copies distributed to:  
Development Services, Land Development (two copies); Plans Management Branch (1); and  
Development Management case file (1).

\* In addition, two (2) Mylar copies of the survey are required for recording in Jackson County

# Application for Preliminary Plat (PPLAT)

City Planning & Development Department  
 City Hall, 414 E. 12<sup>th</sup> Street, 15<sup>th</sup> floor; Kansas City, MO 64106-2795  
 Phone (816) 513-2846 | Facsimile (816) 513-2838 | [www.kcmo.org/planning](http://www.kcmo.org/planning)

Date Stamp  
(office use)



Refer to *Zoning and Development Code Guide* for additional information

<b>For Office Use:</b>	Case Number: _____
KIVA Number: _____	Receipt Number: _____ Filing Fee \$ _____

**1. Subdivision Name** \_\_\_\_\_

**2. Request**

Preliminary Plat       Revising Preliminary Plat to: \_\_\_\_\_

**3. Applicant/Owner/Contact Information**

Applicant \_\_\_\_\_ Company \_\_\_\_\_

Address \_\_\_\_\_ City & State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Property Owner(s) (if different from applicant) \_\_\_\_\_

Address \_\_\_\_\_ City & State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Firm Preparing Plat \_\_\_\_\_ Company \_\_\_\_\_

Address \_\_\_\_\_ City & State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

**All correspondence should be sent to (check one):**       Applicant       Property Owner       Firm

**4. Project Location/Address** \_\_\_\_\_

**5. (Complete the table as applicable, except for gray boxes)**

Land Use	No. of Dwelling Units	No. of Lots	Acres
Residential-Single family			
Residential-Two-unit			
Residential-Multi-family			
Public Right-of-Way			
Public Park			
Private Open Space (Park)			
Stormwater Tract			
<b>Office, Business, Commercial</b>			
<b>Manufacturing</b>			
<b>Other (specify)</b>			
<b>TOTAL</b>			

**6. For residential plat: How will Parkland Dedication Requirement (88-405-17) be met?**

- Parkland dedication                       Cash in-lieu-of dedication                       Private open space

**7. Filing Fee (per Ordinance CS100395, passed September 30, 2010)**

- Residential: \$375 plus \$4 per unit, not to exceed \$1,250  
 Nonresidential: \$375 plus \$60 per acre or fraction thereof, not to exceed \$1,250  
 Revision to an approved preliminary plat: \$375 plus \$4 per unit of the area being amended not to exceed \$1,250 or \$375 plus \$60 per acre of the area being amended, not to exceed \$1,250

**8. Applicant's Declaration**

To ascertain that this submittal is complete, please check:

- Completed Application and two copies,
  - 20 copies of the preliminary plat, collated, stapled and folded to fit in an 8.5" x 14" file.
  - 20 copies of the preliminary stream buffer plan, stapled to each plat drawing and folded to fit in an 8.5" x 14" file
  - 3 copies of a Traffic Impact Analysis and Walkability Assessment (if necessary)
  - An 8.5" x 11" transparency of the plat and stream buffer plan
  - Legal Description (may be attached)
  - Legal Description on Disk. Include the legal description on CD (*Microsoft Word* format preferred) for metes and bounds descriptions.
  - Digital submittal of plan CD.
    - 1. Include digital copies of the site plan and landscaping plan in a geo-referenced, monochromatic TIF file format (no less than 300 dpi).
    - 2. Also include a CAD/GIS compatible layer that reflects the perimeter/boundary line of the site plan (boundary must close to create a polygon). **ALL** files must be referenced to coordinate system: NAD\_1983\_StatePlane\_Missouri\_West\_FIPS\_2403\_Feet.
- Contact Kyle Elliott at [kyle\\_elliott@kcmo.org](mailto:kyle_elliott@kcmo.org) (816) 513-2802 or Bryan Foster at [bryan\\_foster@kcmo.org](mailto:bryan_foster@kcmo.org) (816) 513-2815 for further information.
- The following declarations are hereby made:**
- ✓ The undersigned is the owner or authorized agent of the owner or the officers of a corporation or partnership.
  - ✓ The submitted plat contains all of the information required by the Zoning Ordinance.

**9. Notice to Applicant**

**A. A preapplication consultation** prior to filing an application to the Board of Zoning Adjustment is encouraged, but not required. Please indicate whether you have met with a planner.

The applicant has discussed this application with a staff planner in the Development Management Division of the City Planning and Development Department, as follows.

Planner \_\_\_\_\_ Date \_\_\_\_\_

**B. Prior to any public hearing**, an applicant must make a reasonable effort to contact and meet with, if requested, the applicable neighborhood and/or civic organizations registered with the city. Failure to do so may be cause for continuance. Please provide information on this contact, as follows:

Neighborhood or Civic Organization(s) \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

# Application for Major Subdivision Final Plat (FPLAT)

City Planning & Development Department  
 City Hall, 414 E. 12<sup>th</sup> Street, 15<sup>th</sup> floor; Kansas City, MO 64106-2795  
 Phone (816) 513-2846 | Facsimile (816) 513-2838 | [www.kcmo.org/planning](http://www.kcmo.org/planning)

Date Stamp  
(office use)



KANSAS CITY  
MISSOURI

Refer to *Zoning and Development Code Guide* for additional information

<b>For Office Use Only:</b> Case Number: _____ CPC Date _____ KIVA Number: _____ Receipt Number: _____ Filing Fee \$ _____
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## 1. Final Plat Name \_\_\_\_\_

## 2. Applicant/Owner/Surveyor Contact Information

Applicant \_\_\_\_\_ Company \_\_\_\_\_  
 Address \_\_\_\_\_ City & State \_\_\_\_\_ Zip \_\_\_\_\_  
 Telephone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Property Owner(s) (if different from applicant) \_\_\_\_\_  
 Address \_\_\_\_\_ City & State \_\_\_\_\_ Zip \_\_\_\_\_  
 Telephone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Firm Preparing Plat/Agent \_\_\_\_\_ Contact \_\_\_\_\_  
 Address \_\_\_\_\_ City & State \_\_\_\_\_ Zip \_\_\_\_\_  
 Telephone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

**All correspondence should be sent to (check one):**     **Applicant**     **Property Owner**  **Firm/Agent**

## 3. Project Information

General project location or address \_\_\_\_\_ APN \_\_\_\_\_  
 Case No. of applicable Approved Preliminary Development Plan or Preliminary Plat \_\_\_\_\_  
 Controlling Ordinance No. of Approved Development Plan or Preliminary Plat \_\_\_\_\_

## 4. Final Plat Contents

(Complete the table as applicable; gray boxes do not apply. If residential, state unit type.)

Land Use	Units	Lots	Acres	Plat Dedications	Tracts	Acres
Residential				Private Open Space		
Retail/Office				Parkland (88-405-17-E)		
Industrial				Stormwater Detention		
Other (state use)				Public Right of Way		
<b>Subtotal</b>				<b>Subtotal</b>		
<b>Total Acreage of Plat</b>						

**5. Filing Fee.** Checks should be made payable to the City Treasurer, with fee as follows:

- For residential plats, a base charge of **\$375.00 plus \$4.00 per unit, not to exceed \$1,750.**
- For non-residential plats, a base charge of **\$375.00 plus \$30.00 per acre or fraction thereof, not to exceed \$1,750.**

**6. Required Submittals**

- Original completed application form, plus two copies.
- An approved street tree planting plan
- Eighteen (18) copies of the final plat are required with submittal of this application. Plats submitted with this application must be collated, stapled and folded so as to fit within an 8 1/2" X 14" case file.
- An 8 1/2" X 11" copy and a PDF of the plat
- Required fee \$ \_\_\_\_\_ See above for information on calculating the amount.

**7. Required Supplementary Documents** Please include the following in a separate envelope: (write "P" for provided or "NA" for not applicable for this plat next to all check boxes)

- \_\_\_\_\_  A copy of the completed application form.
- \_\_\_\_\_  Ownership certificate from a title company which shows the following: (If checked the certifier has verified the content satisfies these requirements)
  - The legal description of the property to be subdivided.
  - The fee simple ownership of all property within the described property.
  - Any deeds of trust, liens, attachments or encumbrances upon property to be subdivided.
  - Statement of taxes and assessments due, paid, and payable upon the property described.
  - Existing easements or right-of-way of record.

**Must be current within 90 days of the submission to the City Council.** Typically this requires the ownership certificate to be current within 7-14 days of the application cut-off date. Refer to the City Plan Commission Submittal Schedule at <http://www.kcmo.org/planning.nsf/devmgt/dvmcpcsc?opendocument>

- \_\_\_\_\_  Two (2) copies of the plat that are collated, stapled and folded so as to fit within an 8 1/2" X 14" case file.
- \_\_\_\_\_  Park Board resolution number if parkland is being dedicated on the plat. PBR# \_\_\_\_\_
- \_\_\_\_\_  A **digital file** of the plat in DWG format on a CD-Rom.
- \_\_\_\_\_  An electronic copy of the final plat in pdf format on a CD-Rom.
- \_\_\_\_\_  One copy of all draft agreements, if agreements other than the City's standard agreements are used. Standard agreements can be found at <http://www.kcmo.org/pubworks.nsf/web/pwestandards?opendocument>.  
Name of Agreement(s) (list all)  
\_\_\_\_\_

- \_\_\_\_\_  One draft copy of additional items required per the controlling ordinance.
- \_\_\_\_\_  One copy of the Final Stream Buffer Plan prepared in accordance with Chapter 65 of the City's Code of Ordinances.

**8. Public Improvement Options.** Check the boxes that apply, if such conditions were required by preliminary plan or plat.

- Option #1 – Construct Public Improvements** (Per ordinance condition or approved geometrics)  
The developer or his contractor shall proceed to obtain construction permits by posting performance and maintenance bonds for all required public improvements in accordance with the plans and specifications approved by Development Services.
- Option #2 – Performance Bond** (considered a secured deferral – two years)  
The Developer provides a Bond prior to recording of Plat, issuance of building permit, or approval of Final Plan, as determined by the Development Review Committee.
- Option #3 – Unsecured Deferral Agreement** (to future date or phase)  
The Developer executes standard agreement provided by City prior to recording of Plat, issuance of building permit, or approval of Final Plan, as determined by the Development Review Committee.

**Option #4 – Secured Deferral Agreement** – Escrow or Letter of Credit (LOC)

The Developer executes standard agreement provided by City prior to recording of Plat, issuance of building permit, as determined by the Development Review Committee.

**Option #5 – Cooperative Agreement**

The Developer executes standard agreement provided by City prior to recording of Plat, issuance of building permit, as determined by the Development Review Committee.

**9. Contents of Final Plat.** The surveyor certifies that the attached final plat drawing includes all of the items listed in the Final Plat Checklist (FPLAT Attachment A)

**10. Surveyor's Declaration.**

I hereby certify that I am the owner's registered surveyor in charge and that I have reviewed and/or completed this application to identify the requirements for this final plat. I also certify that this survey meets or exceeds the current Minimum Standard for Property Boundary Surveys as established by the Missouri Board for Architects, Professional Engineers and Land Surveyors and the Missouri Department of Natural Resources, and that the submitted final plat, along with supplementary documents, contains all of the information for a final plat application and approval by the City Council as required by Chapter 88 of the General Code of Ordinances of Kansas City, Missouri, also known as the Z. I understand that this application will not be reviewed if the information required in Items 1 through 9 above has not been provided at the time of application. I understand that submittal of incomplete or erroneous information will result in delays in the plat approval process.

Surveyor's Signature \_\_\_\_\_ Printed Name \_\_\_\_\_

Survey Firm \_\_\_\_\_ State Registration Number \_\_\_\_\_ Date \_\_\_\_\_

Agent's Signature \_\_\_\_\_ Printed Name \_\_\_\_\_

**For Office Use Only:**  
YOUR APPLICATION HAS BEEN REVIEWED FOR COMPLETENESS AND DEEMED "**COMPLETE**".  
BY \_\_\_\_\_ (QCR reviewer)  
ON \_\_\_\_\_ (date).  
THE APPLICANT WAS NOTIFIED VIA \_\_\_\_\_ (fax, telephone, email, mail)  
AT \_\_\_\_\_ (number or address)  
ON \_\_\_\_\_ (date).

**For Office Use Only:**  
YOUR APPLICATION HAS BEEN REVIEWED FOR COMPLETENESS AND DEEMED "**INCOMPLETE**".  
THE INCOMPLETE OR OMITTED ITEMS HAVE BEEN CIRCLED ON THE APPLICATION FORM  
BY \_\_\_\_\_ (QCR reviewer)  
ON \_\_\_\_\_ (date).  
THE APPLICANT WAS NOTIFIED VIA \_\_\_\_\_ (fax, telephone, email, mail)  
AT \_\_\_\_\_ (number or address)  
ON \_\_\_\_\_ (date).

**FPLAT Attachment A**  
**Final Plat Checklist**

<input type="checkbox"/> <b>Legal Description</b> (inc. acreage, bearings & measurements) *	<input type="checkbox"/> <b>Signature Blocks</b> (Owner(s); CPC; Public Works; Mayor, etc.) *
<input type="checkbox"/> <b>Surveyors Certification</b> *	<input type="checkbox"/> <b>Notary Block and Language</b> *
<input type="checkbox"/> <b>North Arrow, Legend, Graphic, Scale, Location Map</b>	<input type="checkbox"/> <b>Street Rights of Way</b> (Existing <i>and</i> Proposed) *
<input type="checkbox"/> <b>Lot and Tract Dimensions and Bearings</b> *	<input type="checkbox"/> <b>Control Point, Traverse Table, Conversion Factor</b> *
<input type="checkbox"/> <b>Coordinates on Corners</b> *	<input type="checkbox"/> <b>Monumentation</b> *
<input type="checkbox"/> <b>Street Grades</b> (draft) *	<input type="checkbox"/> <b>15-Foot Radius (Minimum) at Intersections</b> *
<input type="checkbox"/> <b>Plat Name</b> *	<input type="checkbox"/> <b>Easements</b> (Existing <i>and</i> Proposed, including easement type)
<input type="checkbox"/> <b>Abutting Plats</b> *	<input type="checkbox"/> <b>Open Space Dedication or Money in lieu of Parkland</b> (if applicable) *
<input type="checkbox"/> <b>Temporary Cul-de-Sacs</b> (if applicable)	<input type="checkbox"/> <b>Tracts</b> (labeled and uses described on plat) *
<input type="checkbox"/> <b>Vacations</b> (Ord. number, date, and note if easements were retained or released) *	<input type="checkbox"/> <b>Dedications, Easement Language, and Statements</b>
<input type="checkbox"/> <b>Building Lines</b> (if applicable)	<input type="checkbox"/> <b>Floodplain</b> (if applicable)
<input type="checkbox"/> <b>Minimum Low Opening</b> (if applicable)	<input type="checkbox"/> <b>Stream Buffer Zones</b> (shown and labeled on the plat if applicable)
<input type="checkbox"/> <b>Other</b> (description and location on plat)	
* Indicates item will be verified as included at the time of application. Remaining items will be verified during review process.	

Form Revised December 16, 2010

# Application for Special Use Permit (SUP) City Plan Commission and Board of Adjustment

City Planning & Development Department  
City Hall, 414 E. 12<sup>th</sup> Street, 15<sup>th</sup> floor; Kansas City, MO 64106-2795  
Phone (816) 513-2846 | Facsimile (816) 513-2838 | [www.kcmo.org/planning](http://www.kcmo.org/planning)

Date Stamp  
(office use)



Refer to *Zoning and Development Code Guide* for additional information

**For Office Use:** Case Number: \_\_\_\_\_ Submittal Date: \_\_\_\_\_  
KIVA Number: BSUP Receipt Number: \_\_\_\_\_ Filing Fee \$ \_\_\_\_\_

## 1. Location

Address \_\_\_\_\_

## 2. Geographical Data for Site or District

Legal Description \_\_\_\_\_  
\_\_\_\_\_

Acreage \_\_\_\_\_ Zoning Classification \_\_\_\_\_

## 3. Applicant/Owner/Agent Contact Information

Applicant \_\_\_\_\_ Company \_\_\_\_\_

Address \_\_\_\_\_ City & State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Property Owner(s) (if different from applicant) \_\_\_\_\_

Address \_\_\_\_\_ City & State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Agent/Contact \_\_\_\_\_ Company \_\_\_\_\_

Address \_\_\_\_\_ City & State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

## 4. Property Owner (if different from applicant)

Name/Title \_\_\_\_\_

Street & Number \_\_\_\_\_ Telephone \_\_\_\_\_

City or Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

## 5. Notice to Applicant

**A. A preapplication consultation is required** prior to the filing of a special use permit application.

The applicant has discussed this application with a staff planner in the Development Management Division of the City Planning and Development Department, as follows.

Planner \_\_\_\_\_ Date \_\_\_\_\_

**B. Prior to any public hearing**, an applicant must make a reasonable effort to contact and meet with, if requested, the applicable neighborhood and/or civic organizations registered with the city. Failure to do so

may be cause for continuance. Please provide information on this contact, as follows:

**Neighborhood or Civic Organization(s)** \_\_\_\_\_  
**Date** \_\_\_\_\_ **Time** \_\_\_\_\_ **Location** \_\_\_\_\_  
**Describe (optional)** \_\_\_\_\_  
\_\_\_\_\_

- C. At the hearing, please attempt to limit your presentation to fifteen (15) minutes or less.
- D. No request for continuance of a hearing, either legally advertised or set for a special day by the CPC and/or BZA, shall be granted by the CPC and/or BZA unless written notification of such a request is filed in the office of the CPC and BZA the Friday immediately preceding the hearing date or, in the case of special meetings, four (4) calendar days prior to the date set for the hearing. The notification and intent to request a continuance shall set forth the facts upon which the application and continuance is based. Receipt of said notification in the office of the CPC and BZA shall not be deemed to grant a continuance until such time as acted upon by the CPC and/or BZA.
- E. For any request for continuance by the applicant, a fee of **\$125** will be assessed. The continuance fee must be paid in full (with a copy of the "paid" receipt forwarded to the staff planner assigned to the case) by 4:00 PM of the Tuesday preceding the next hearing of the case.
- F. The owner of record of the real property which is the subject matter of the application before the CPC and/or MUST appear at the hearing either in person, through an attorney licensed to practice law in the State of Missouri, or by a designated person as indicated by a signed, notarized affidavit.
- G. **This application constitutes the consent of the property owner to authorize staff to enter the premises for the purpose of making a video of or otherwise documenting the property which is the subject of the appeal.**
- H. Any person with a disability desiring reasonable accommodation to participate at this hearing may contact (816) 513-2533 or (800) 735-2966 (Missouri Relay for persons who are hard of hearing) at least 24 hours prior to the hearing.
- I. If you have questions, please contact City Planning and Development Department staff, (816) 513-2846.

**6. The Applicant Shall Submit the following:**

All applications for a Special Use Permit **must** include the following on the date of submission.  
The case will not be placed on a docket until all information is received and complete.

- Completed **application** form (original and 2 copies) with legal description, property owner, and signature.
- Appropriate fee** (see attachment) payable to **City Treasurer**.
- Affidavit** signed by the property owner. (An affidavit is not required if the property owner, or an attorney representing the property owner, will be in attendance at the hearing.)
- Twelve (12) copies of a **site plan, drawn to scale with property lines, north arrow, locations of buildings, setback dimensions, parking, screening and landscaping of parking lots, signage (including elevations), ingress/egress, etc.**
  - All site plans must be sealed or certified by an architect, engineer or surveyor (except for one and two-family residential properties) and include plan information as applicable to the request.
  - Requests for height variances and special exceptions to fences and walls must include an elevation drawing.
  - Provide an 8.5 X 11 inch copy of the site plan and, if applicable, and an elevation drawing.
  - Site plans must be FOLDED to a size no larger than 8.5 x 14 inches.
  - Multiple pages must be collated and stapled.
  - Site plans are not required for appeals where no variances are requested.
- Information presented with this application is true and correct to the best of the undersigned's knowledge.

**Signature** \_\_\_\_\_

**Printed Name** \_\_\_\_\_ **Date** \_\_\_\_\_

Form Revised December 16, 2010

## 7. Select the type of Special Use Permit

Use	√	Fee
Ambulance service		\$825
Bed & Breakfast		\$575
Blood/Plasma Center		\$800
Car wash/cleaning service		\$825
Cemetery/columbarium/mausoleum		\$825
Check-cashing, short-term loan/title loan establishment		\$1,450
College/University		\$825
Community Center		\$375
Community Supported Agriculture		\$100
Crematory		\$825
Day Care (home & family)		\$575
Day Care (11-20 children) (group)		\$575
Day Care Center (21+)		\$800
Day labor employment agency		\$800
Demolition debris landfill		\$1,450
Detention & Correctional Facilities		\$1,450
Drive-Thru facility		\$825
Entertainment & Spectator Sports		\$825
Entertainment: Small venue (1-149 capacity)		\$450
Entertainment Medium venue (150-499 capacity)		\$825
Entertainment: Large Venue (500 + capacity)		\$1,450
Entertainment: Outdoor (all sizes)		\$1,450
Financial Services (except check-cashing and pawn shops)		\$800
Gasoline & Fuel Sales		\$825
Group Living		\$575
Heavy equipment sales/rental		\$825
Historic Landmark (reuse of officially designated historic landmark, local or national)		\$200
Hospital		\$825
Hotel/motel		\$825
Household living		\$825
Junk/Salvage Yard		\$1,450
Library/Museum/Cultural Exhibit		\$375
Light equipment sales/rental (indoor)		\$825
Light equipment sales/rental (outdoor)		\$1,450
Manufacturing, Production & Industrial Service – limited		\$1,450
Manufacturing, Production & Industrial Service – general		\$1,450
Mining & Quarrying		\$1,450
Motor Vehicle repair limited		\$825
Motor Vehicle repair general		\$825
Neighborhood-serving retail		\$825
Nursing Homes		\$800
Office, Administrative, Professional or General		\$825
Park/Recreation		\$450
Parking, non-accessory		\$825
Pawn Shops		\$1,450
Recreation vehicle park		\$1,450
Recycling Service – limited		\$1,450
Recycling Service – general		\$1,450
Religious Assembly		\$375
Repair or Laundry Service, Consumer		\$825
Residential Storage Warehouse		\$825
Safety Service (except for police and fire stations)		\$825
School		\$375
Solid waste separation facility		\$1,450
Sports & Recreation, Participant (indoor)		\$825
Sports & Recreation, Participant (outdoor)		\$1,450
Stable		\$800
Tavern or nightclub		\$825
Transfer station:		\$1,450
Undertaking		\$825
Utility & Services (except basic, minor)		\$825

<b>Use</b>	√	<b>Fee</b>
Vehicle Sales & Service		<b>\$825</b>
Vehicle Storage/towing		<b>\$1,450</b>
Warehousing, Wholesaling, Freight Movement – indoor		<b>\$825</b>
Warehousing, Wholesaling, Freight Movement – outdoor		<b>\$1,450</b>
Waste Related Use		<b>\$1,450</b>
All other uses		<b>\$825</b>

# Application to Board of Adjustment (BZA-01)

City Planning & Development Department  
City Hall, 414 E. 12<sup>th</sup> Street, 15<sup>th</sup> floor; Kansas City, MO 64106-2795  
Phone (816) 513-2846 | Facsimile (816) 513-2838 | [www.kcmo.org/planning](http://www.kcmo.org/planning)

Date Stamp  
(office use)



KANSAS CITY  
MISSOURI

Refer to *Zoning and Development Code Guide* for additional information

<b>For Office Use:</b>	Case Number: _____	BZA Date _____
KIVA Number: _____	Receipt Number: _____	Filing Fee \$ _____

## 1. Request

- |   |   |
|---|---|
| <input type="checkbox"/> Variance (88.565)                        | <input type="checkbox"/> Special Exception to Fencing Requirements (Chapter 27) |
| <input type="checkbox"/> Appeal of Determination (88.575)         | <input type="checkbox"/> Appeal of Certificate of Legal Nonconformance (88.610) |
| <input type="checkbox"/> Request for Rehearing (88.565, 570, 575) | <input type="checkbox"/> Other (Please describe) _____                          |

## 2. Applicant/Owner/Agent Contact Information

Applicant \_\_\_\_\_ Company \_\_\_\_\_  
Address \_\_\_\_\_ City & State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Property Owner(s) (if different from applicant) \_\_\_\_\_  
Address \_\_\_\_\_ City & State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Agent/Contact \_\_\_\_\_ Company \_\_\_\_\_  
Address \_\_\_\_\_ City & State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

## 3. Property Description

- Location \_\_\_\_\_
- Land Area (in square feet or acres) \_\_\_\_\_
- Current use of property \_\_\_\_\_
- Length of time property owner has owned the property \_\_\_\_\_

## 4. Reason for the Request/Why the Application is being Filed (attach additional sheet if needed)

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## 5. For variance request, also state

- Type of variance (setback, height, parking, bulk, etc.) \_\_\_\_\_
- Amount of variance \_\_\_\_\_
- Describe the practical difficulty requiring you to appear before the Board; i.e. why you cannot comply with code requirement (attach additional sheet if needed) \_\_\_\_\_

## 6. Filing Fee

- |   |       |
|---|-------|
| <input type="checkbox"/> Variance   |       |
| <input type="checkbox"/> For one and two family dwelling and accessory uses   | \$250 |
| <input type="checkbox"/> For all other uses   | \$500 |
| <input type="checkbox"/> Appeal of Determination or Certificate of Legal Nonconformance<br>(must be filed within 15 days of the decision) | \$500 |
| <input type="checkbox"/> Request for Rehearing  | \$200 |
| <input type="checkbox"/> Special Exception to Fencing Requirements  | \$168 |
| <input type="checkbox"/> Other (Please describe) _____  | \$375 |

## 7. Notice to Applicant

- A. **A preapplication consultation** prior to filing an application to the Board of Zoning Adjustment is encouraged, but not required. Please indicate whether you have met with a planner in the Development Management Division of the City Planning and Development Department  **Yes**  **No**

If so, Planner \_\_\_\_\_ Date \_\_\_\_\_

- B. **Prior to any public hearing**, an applicant must make a reasonable effort to contact and meet with, if requested, the applicable neighborhood and/or civic organizations registered with the city. Failure to do so may be cause for continuance. Please provide information on this contact, as follows:

Neighborhood or Civic Organization(s) \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

Describe (optional) \_\_\_\_\_

- C. **Notice to Property Owners: Applicants are responsible for providing additional courtesy notice to interested parties by posting a sign on the subject property visible from each abutting public right-of-way.** Signs must be posted by the applicant 15 days before the public hearing. The sign is provided by the City at the time of application. Additional notification is provided to all residents within 300' of the subject property by the city via mail and through notice in the newspaper.
- D. **This application constitutes the consent of the property owner for staff to enter the premises for the purpose of making a video of or otherwise documenting the property which is the subject of the appeal.**
- E. The owner of record of the real property which is the subject matter of the application before the CPC and/or BZA MUST appear at the hearing either in person, through an attorney licensed to practice law in the State of Missouri, or by a designated person as indicated by a signed, notarized affidavit. On the day of the hearing, please make every effort to keep your presentation to fifteen (15) minutes or less.
- F. No request for continuance of a hearing, either legally advertised or set for a special day by the CPC and/or BZA, shall be granted by the CPC and/or BZA unless written notification of such a request is filed in the office of the CPC and BZA the Friday immediately preceding the hearing date or, in the case of special meetings, four (4) calendar days prior to the date set for the hearing. The notification and intent to request a continuance shall set forth the facts upon which the application and continuance is based. Receipt of said notification in the office of the CPC and BZA shall not be deemed to grant a continuance until such time as acted upon by the CPC and/or BZA.
- G. For any request for continuance by the applicant, a fee of **\$125** will be assessed. The continuance fee must be paid in full (with a copy of the "paid" receipt forwarded to the staff planner assigned to the case) by 4:00 PM of the Tuesday preceding the next hearing of the case.
- H. Any person with a disability desiring reasonable accommodation to participate at this hearing may contact

(816) 513-2533 or (800) 735-2966 (Missouri Relay for persons who are hard of hearing) at least 24 hours prior to the hearing.

- I. If you have any questions regarding this application, please contact the City Planning and Development Department staff at (816) 513-2846 for assistance.

**8. The Applicant Shall Submit the following:**

All applications to the Board of Zoning Adjustment **must** include the following on the date of submission. The case will not be placed on a docket until all information is received and complete.

- Completed **application** form with legal description, property owner, and signature. (Submit original application, plus two copies.)
  - Appropriate **fee** payable to **City Treasurer**.
  - Zoning Determination**. Submit a copy of the site plan to the 5<sup>th</sup> floor, Permits Division, to request a zoning determination. As your case cannot be docketed without a zoning determination, allow up to 5 days for completion.
  - In cases of **appeal**, submit the Notice of Violation or written determination (including denial of Certificate of Legal Nonconformance). A zoning determination is not required for appeals, unless a variance is also requested.
  - Affidavit** (owner's consent form) signed by the property owner. (This form is attached to this application) An affidavit is not required if the property owner, or an attorney representing the property owner, will be in attendance at the hearing.
  - Twelve (12) copies of a **site plan, drawn to scale with property lines, north arrow, locations of buildings, setback dimensions, parking, screening and landscaping of parking lots, signage (including elevations), ingress/egress, etc.**
    - All site plans must be sealed or certified by an architect, engineer or surveyor (except for one and two-family residential properties) and include plan information as applicable to the development and to the request.
    - Requests for height variances and special exceptions to fences and walls must include an elevation drawing.
    - Provide an 8.5 x 11 inch copy of the site plan and, if applicable, an elevation drawing.
    - Site plan must be FOLDED to a size no larger than 8.5 x 14 inches.
    - Multiple pages must be collated and stapled.
    - Site plans are not required for appeals where no variances are requested.
  - The information presented with this application is true and correct to the best of the undersigned's knowledge.
8. **Applicant declares** that this application consists of the following items as listed above, necessary for a complete application.

**Signature** \_\_\_\_\_

**Printed Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**LOCATION OR BZA CASE NO.** \_\_\_\_\_

STATE OF \_\_\_\_\_ )

COUNTY OF \_\_\_\_\_ )

The undersigned, having been duly sworn and under oath, hereby states that the undersigned is the owner of the land which is the subject of the case referenced above, that the undersigned has authorized \* \_\_\_\_\_ as agent for the purposes of this case and that any representations made by agent to the Board of Zoning Adjustment may be relied upon and that agent has full authority to bind the undersigned to any conditions of approval including but not limited to time limits for performance, dedication of right-of-way, submission of a plat pursuant to Chapter 66, Code of General Ordinances, submission of a drainage plan, construction of public improvements or modification of site plan.

(Corporate Seal\*\*)

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Typed or Printed Name

ATTEST:

\_\_\_\_\_  
Title

\_\_\_\_\_  
Corporate Secretary  
(If no seal)

\_\_\_\_\_  
Name of Company or Organization  
(If Applicable)

Subscribed and sworn to before me a notary public on this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission expires: \_\_\_\_\_

\* Note: Designated agent must be an individual, not a company or firm.  
\*\* If Corporate Seal not available, must have signature of both the Corporate President and the Corporate Secretary.



## Board of Zoning Adjustment

City Planning & Development Department  
City Hall, 414 E. 12<sup>th</sup> Street, 15<sup>th</sup> floor; Kansas City, MO 64106-2795  
Phone (816) 513-2846 | Facsimile (816) 513-2838 | [www.kcmo.org/planning](http://www.kcmo.org/planning)

TO WHOM IT MAY CONCERN:

December 1, 2010

This letter is to advise you of the Board of Zoning Adjustment's schedule for the next twelve months. Public hearings will be held on the second and fourth Tuesday of each month in the City Council Chambers on the 26th Floor of City Hall, unless notified otherwise. Normally, only one (1) meeting is held during the month of August, due to vacations of Board of Zoning Adjustment Members and Staff.

Applications require a legal advertisement and will be docketed for the next available meeting when submitted in completed form on or prior to the cut-off dates as listed below. A completed application will include an original, plus 2 copies, of a completed application form, filing fee, twelve (12) copies of the site plan and other supporting documents when required. If there are any questions, please call this office.



For persons with disabilities needing reasonable accommodations please contact the City's Disabled Information Line at (816) 513-2532. If you need to use the Relay Service, please dial 711.

### **MEETING DATES (TUESDAY)**

January 11, 2011  
January 25, 2011  
February 8, 2011  
February 22, 2011  
March 8, 2011  
March 22, 2011  
April 12, 2011  
April 26, 2011  
May 10, 2011  
May 24, 2011  
June 14, 2011  
June 28, 2011  
July 12, 2011  
July 26, 2011  
\*August 9, 2011  
\*August 23, 2011  
September 13, 2011  
September 27, 2011  
October 11, 2011  
October 25, 2011  
November 8, 2011  
November 22, 2011  
December 13, 2011  
January 10, 2012  
January 24, 2012

### **CUT-OFF DATES (FRIDAY, unless otherwise noted)**

#### **12:00 NOON**

December 3, 2010  
December 17, 2010  
December 30, 2010 (Thursday)  
January 14, 2011  
January 28, 2011  
February 11, 2011  
March 4, 2011  
March 18, 2011  
April 1, 2011  
April 15, 2011  
May 6, 2011  
May 20, 2011  
June 3, 2011  
June 17, 2011  
July 1, 2011  
July 15, 2011  
August 5, 2011  
August 19, 2011  
September 2, 2011  
September 16, 2011  
September 30, 2011  
October 14, 2011  
November 4, 2011  
December 2, 2011  
December 16, 2011

\*The Board of Zoning Adjustment will not meet at one of the August meetings.

\* \* \* \* \*

CASE NUMBER \_\_\_\_\_

LOCATION \_\_\_\_\_

KIVA BBZA \_\_\_\_\_

# APPLICANT NOTIFICATION OF SIGN POSTING

## BOARD OF ZONING ADJUSTMENT

### 88-515-04-C. COURTESY POSTED NOTICE

Applicants are responsible for providing additional courtesy notice to interested parties by posting a sign on the subject property visible from each abutting public right-of-way. Signs must be posted by the applicant at least 15 days before the public hearing.

**SIGN RECEIVED BY:**

\_\_\_\_\_  
Print

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FOR STAFF USE ONLY:**

SIGN MAILED TO APPLICANT/REPRESENTATIVE STAFF INITIALS \_\_\_\_\_

**Note:** For applications requesting a variance, please complete this form after you have filed the application and after you have received and posted the sign.

KIVA BBZA \_\_\_\_\_

ADDRESS OR LOCATION \_\_\_\_\_

