



ADMINISTRATIVE APPROVAL APPLICATION

City Planning & Development Department
City Hall, 414 E. 12th Street, 15th floor; Kansas City, MO 64106-2795
Phone (816) 513-8801 | www.kcmo.gov/planning

Date Stamp

FOR OFFICE USE:	CASE #:	
KIVA #: BADM	RECEIPT #:	FILING FEE:

1. REQUEST

ADMINISTRATIVE APPROVAL TYPE	FILING FEE
<input type="checkbox"/> Final Plan in District UR (88-260)	\$259
<input type="checkbox"/> Minor Amendment to a Development Plan or Project Plan (88-516)	<input type="checkbox"/> Residential: \$233 plus \$4 per dwelling unit, not to exceed \$648 <input type="checkbox"/> Nonresidential: \$233 plus \$93 per acre or fraction thereof, not to exceed \$648
<input type="checkbox"/> Administrative Adjustment (88-570)	\$259
<input type="checkbox"/> Temporary Use (88-370)	\$259
<input type="checkbox"/> Minor Amendment to Special Use Permit (88-525)	\$259
<input type="checkbox"/> Other _____	\$259
SHORT TERM RENTAL APPROVAL TYPE	
<input type="checkbox"/> Short Term Rental (Type 1)	\$259
<input type="checkbox"/> Short Term Rental (Type 2) – Seasonal	\$259
<input type="checkbox"/> Short Term Rental (Type 2) – Year-round	\$259

2. CONTACT INFORMATION

Applicant _____ Company _____
 Address _____ City & State _____ Zip _____
 Phone (____) _____ Alt Phone (____) _____ Email _____

Property Owner(s) (if different from applicant) _____
 Address _____ City & State _____ Zip _____
 Phone (____) _____ Alt Phone (____) _____ Email _____

Contact _____ Company _____
 Address _____ City & State _____ Zip _____
 Phone (____) _____ Alt Phone (____) _____ Email _____

→ All correspondence should be sent to (check ONE): Applicant Property Owner Contact

3. PROJECT LOCATION/ADDRESS

4. SUMMARIZE YOUR REQUEST, INCLUDING ANY SPECIFIC REVISIONS TO AN APPROVED PLAN

5. REQUIRED PLANS (Only required for STR if exterior or site modifications are proposed):

- One hard copy of the plan -- collated, stapled and folded.
- Digital submittal of the plan on a CD in PDF format.
- Plan must include legal description.

6. 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 _____

7. APPLICANT'S DECLARATION (See #8 for Short Term Rental)

To confirm this submittal is complete, please check:

- Completed Application
- Owner's Consent Form (if required)
- Required plans (collated, stapled and folded), including legal description
- Digital submittal of plan on a CD in PDF format (please limit files to no more than 12MB)
- Application Fee payable to City Treasurer KCMO
- The submitted plan contains all of the information required by the Zoning & Development Code for the particular request.
- The undersigned is the owner or authorized agent of the owner or the officers of a corporation or partnership.

8. SHORT TERM RENTAL APPLICANT'S DECLARATION

Type 1 and Type 2 - Seasonal Short Term Rental (95 days or less per year), shall provide the following:

- Notarized affidavit from the owner (if required per 88-321-02-B)
- Notarized affidavit stating that notification of short term rental was mailed, as required (88-321-02-B)
- Aerial map indicating those properties that were notified and a list of properties that were notified
- Application Fee payable to City Treasurer KCMO

Type 2 - Year-round Short Term Rental (More than 95 days per year), shall provide the following:

- Notarized affidavit from the owner (if required per 88-321-03-B)
- Notarized affidavit stating that notification of short term rental was sent, as required (88-321-02-B)
- Notarized affidavit containing signatures of at least 55% of adjacent residential property owners (88-321-03-B)
- Aerial map indicating those properties that were notified and a list of properties that were notified
- Application Fee payable to City Treasurer KCMO

Signature _____

Printed Name _____ **Date** _____