



SPECIAL USE PERMIT APPLICATION

CITY PLAN COMMISSION AND BOARD OF ZONING ADJUSTMENT

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

CASE #:	CPC DATE:	BZA DATE:
KIVA #:	RECEIPT #:	FILING FEE:

1. LOCATION

Address _____

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 _____

Agent/Contact _____ Company _____

Address _____ City & State _____ Zip _____

Phone (____) _____ Alt Phone (____) _____ Email _____

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

3. NOTICE TO APPLICANT

A. A Preapplication Consultation is required prior to filing applications for rezoning, development plan and project 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

Planner _____ **Date** _____

B. Traffic Impact Analysis and Walkability Assessment: A Traffic Study and Walkability Assessment may be required to be submitted by the applicant with this application (Section 88-440). For questions or assistance with the traffic study requirement please contact the Public Works Department, Street and Traffic Division (816)513-9869. For questions or assistance with the Walkability Assessment, please visit <http://kcmo.gov/planning/area-plans-2/>.

C. Stream Buffer Plans: A stream buffer plan may be required. The buffer plans must be prepared in accordance with requirements set forth in Section 88-415. For questions contact the Land Development Division (816) 513-1500 option 2.

D. Prior to any public hearing, an applicant must make an effort to contact and meet with the applicable neighborhood and/or civic organizations registered with the city. Failure to do so may be cause for continuance. For guidance to obtain the applicable neighborhood and/or civic organization please contact the Neighborhood Services Division, 4th Floor of City Hall, phone: (816) 513-3200, website: <http://webfusion.kcmo.org/coldfusionapps/neighborhood/groups/search.cfm>

Please provide information of the neighborhood contact, as follows:

Neighborhood or Civic Organization(s) _____

Date _____ **Time** _____ **Location** _____

Describe _____

- E. At the hearings, please attempt to limit your presentation to fifteen (15) minutes or less.
- F. For any request for continuance by the applicant, a fee of **\$130** may be assessed.
- G. The owner of record of the real property which is the subject matter of the application **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.
- H. 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.
- I. Any person with a disability desiring reasonable accommodation to participate in this meeting may contact the 311 Action Center at 311 or (816) 513-1313 or for TTY 513-1889 or by email at actioncenter@kcmo.org.

4. REQUIRED ATTACHMENTS

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 with **legal description, property owner, and signature**.
- Required application fee** (see attachment) payable to **City Treasurer KCMO**.
- 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.)
- Two (2) copies of a **site plan** which includes information as required on the checklist.
 - All site plans must be sealed or certified by a licensed design professional.
 - Provide an 8.5 X 11 inch copy of the site plan and, if applicable, elevation drawings or picture.
 - Site plans must be FOLDED to a size no larger than 8.5 x 14 inches.
 - Multiple pages must be collated and stapled.
 - **Short term rental applications require a site plan only if exterior modifications or site modifications are proposed.**
- Digital submittal of plan on a CD in PDF format (please limit files to no more than 12MB).
- Traffic Impact Analysis and Walkability Assessment, if required.
- Stream Buffer Plan, if required.

The information presented with this application is true and correct to the best of the undersigned's knowledge and consists of the required items as listed above, necessary for a complete application

- By checking this box I acknowledge that the applicant team may not contact or have discussions with any commission or board member reviewing my application. I understand any letters or emails to the commission or board must be provided to the city staff for distribution.

Signature _____

Printed Name _____ Date _____

5. SELECT THE TYPE OF SPECIAL USE PERMIT

Use	√	Fee
Ambulance service		\$855
Bed & Breakfast		\$596
Blood/Plasma Center		\$829
Car wash/cleaning service		\$855
Cemetery/columbarium/mausoleum		\$855
Check-cashing, short-term loan/title loan establishment		\$1,502
College/University		\$855
Community Center		\$389
Community Supported Agriculture		\$104
Crematory		\$855
Day Care (home & family)		\$596
Day Care (11-20 children) (group)		\$596
Day Care Center (21+)		\$829
Day labor employment agency		\$829
Demolition debris landfill		\$1,502
Detention & Correctional Facilities		\$1,502
Drive-Thru facility		\$855
Entertainment & Spectator Sports		\$855
Entertainment: Small venue (1-149 capacity)		\$466
Entertainment Medium venue (150-499 capacity)		\$855
Entertainment: Large Venue (500 + capacity)		\$1,502
Entertainment: Outdoor (all sizes)		\$1,502
Financial Services (except check-cashing and pawn shops)		\$829
Gasoline & Fuel Sales		\$855
Group Living		\$596
Heavy equipment sales/rental		\$855
Historic Landmark (reuse of officially designated historic landmark, local or national)		\$207
Hospital		\$855
Hotel/motel		\$855
Household living		\$855
Junk/Salvage Yard		\$1,502
Library/Museum/Cultural Exhibit		\$389
Light equipment sales/rental (indoor)		\$855
Light equipment sales/rental (outdoor)		\$1,502
Manufacturing, Production & Industrial Service – limited		\$1,502
Manufacturing, Production & Industrial Service – general		\$1,502
Mining & Quarrying		\$1,502
Motor Vehicle repair limited		\$855
Motor Vehicle repair general		\$855
Neighborhood-serving retail		\$855
Nursing Homes		\$829
Office, Administrative, Professional or General		\$855
Park/Recreation		\$466
Parking, non-accessory		\$855
Pawn Shops		\$1,502
Recreation vehicle park		\$1,502
Recycling Service – limited		\$1,502

Use	√	Fee
Recycling Service – general		\$1,502
Religious Assembly		\$389
Repair or Laundry Service, Consumer		\$855
Residential Storage Warehouse		\$855
Safety Service (except for police and fire stations)		\$855
Short Term Rental		\$596
School		\$389
Solid waste separation facility		\$1,502
Sports & Recreation, Participant (indoor)		\$855
Sports & Recreation, Participant (outdoor)		\$1,502
Stable		\$829
Tavern or nightclub		\$855
Transfer station:		\$1,502
Undertaking		\$855
Utility & Services (except basic, minor)		\$855
Vehicle Sales & Service		\$855
Vehicle Storage/towing		\$1,502
Warehousing, Wholesaling, Freight Movement – indoor		\$855
Warehousing, Wholesaling, Freight Movement – outdoor		\$1,502
Waste Related Use		\$1,502
All other uses		\$855

DEVELOPMENT PLAN REQUIREMENT CHECKLIST

Development Plan, UR Plan, MPD Plan, and Special Use Permit

1. BASIC INFORMATION

- a. Name of the development
- b. Name, address, phone number, and email address of person or firm that prepared the plan
- c. Date plan prepared and any revision dates
- d. Graphic Scale (engineering scale required)
- e. A legal description of the property
- f. North arrow
- g. A location map identifying boundaries of property in relation to major streets

2. DEVELOPMENT SUMMARY TABLE

The following shall be provided on the site plan and in a chart format:

- 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. Ratio of required number of short term and long term bicycle parking spaces for each use and amount of required, proposed short term and long term bicycle parking spaces.
- l. Commencement and completion dates for each phase.
- m. 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.

3. PLAN DRAWING

- a. A location map identifying boundaries of property in relation to major streets
- b. Property lines and lot dimensions
- c. 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
- d. Existing medians within the public right-of-way shall be shown including turn lanes and all other pertinent information
- e. Identification and written dimensions of additional street right-of-way to be dedicated and width of any proposed interior streets and easements
- f. Name of adjacent platted subdivision and identification of lot number and tracts
- g. Location, identification, and dimension of proposed lots and tracts
- h. Location of proposed buildings and structures and existing buildings and structures to remain, with dimensions of setback from proposed street right-of-way and adjacent property lines
- i. 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.
- j. 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.
- k. Existing and proposed rights-of-way improvements (curb/gutter/sidewalk/driveways, etc)
- l. Existing and proposed topography, with contours at an interval of at least 5 feet
- m. Location and identification of any proposed and any existing site features to be retained, including detention areas, retaining walls, and other pertinent site features.

- n. 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.

4. PARKING AND CIRCULATION

- a. Location and 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
- b. Location of proposed or existing parking spaces, aisles, and drives with 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 and drive aisles. (Parking & Loading 88-420)
- c. Identification of all public and private existing and proposed sidewalks, trails and / or bicycle facilities (reference Trails KC and Bike KC)
- d. A plan showing compliance with Pedestrian Standards (88-450)

5. LANDSCAPING AND SCREENING

- a. A plan for landscaping & screening (88-425)
- b. All landscaping plans must be sealed and certified by a registered landscape architect licensed in the State of Missouri (88-425)
- c. A landscape schedule showing compliance with 88-425-10 Landscaping and Screening Material

6. ELEVATIONS

- a. Show windows and entrances
- b. Label all materials
- c. Show canopies and awnings if proposed
- d. Label building height

7. OTHER REQUIREMENTS

- a. A plan showing compliance with Outdoor Lighting 88-430
- b. A plan showing compliance with Signs 88-445
- c. Any other information necessary for a determination as to the suitability of the plan for the site.