



**Director's Minimum Submittal Requirements**  
City Planning and Development Department  
Last updated October 10, 2023

October 10, 2023

Dear Applicant,

Thank you for your interest in developing in Kansas City. We are excited to work with you.

The Director's Minimum Submittal Requirements has been prepared for your use to help ensure that the application you file is complete. Upon filing, our staff will conduct a quality control review, the purpose of which is to determine whether you've filed complete application. Staff will only verify 1) that you have filed the correct application; and 2) that you held a pre-application meeting with staff if required. This allows us to proceed immediately to formal plan review, saving about a week's worth of time in the schedule.

The trade-off is that formal review may result in staff identifying deficiencies that would have previously been caught during quality control review. To help you prevent this from occurring we are offering the attached set of detailed submittal requirements we refer to collectively as the "Director's Minimum Submittal Requirements". The requirements consist of the following:

1. Required Plan Sheets
2. Required Content by Plan Sheet
3. Required Supplemental Information
4. Required Steps by Application Type
5. Tabular Data Specifications
6. Addendums
7. Final Plat Acknowledgment
8. Applicant's Acknowledgment

You are strongly encouraged to review these in detail and ensure your design professional understands them and complies with them. We understand that not all requirements listed in this packet will be applicable to your project and we ask that you allow your design professional to use their professional judgment in determining what is needed. In exchange, we ask for the same collaboration with us upon review. Staff's goal is never to delay your project – after all, we get new work every day so delay only results in a heavier caseload for us. Our goal is to have the information needed so that we can offer a comprehensive and accurate recommendation to our decision-making bodies.

**Changes, effective October 10, 2023 include:**

1. New requirement to provide a tree removal and tree preservation plan.
2. New requirement to provide a CAD/.DWG file at time of application filing (See Supplemental Information and Addendum 2).
3. Final Plat Acknowledgment and City Standard Final Plat Signature Block.

Finally, this document will be updated periodically as needed. The most current version of this document will always be posted to [kcmo.gov/cpc](http://kcmo.gov/cpc) and [kcmo.gov/bza](http://kcmo.gov/bza). We encourage you to check there.

As always, if you have any questions about these requirements, please let your planner know. We appreciate your collaboration and look forward to partnering with you in 2024 and beyond.

Jeffrey Williams, AICP  
Director  
City Planning and Development Department



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		Required Plan Sheets																							
		Rezoning (open district)	MPD Rezoning & Preliminary Plan	UR Rezoning & Preliminary Plan	MPD Final Plan	UR Final Plan	Special Use Permit	Development Plan	Project Plan	Area Plan Amendment	Council Approved Sign Plan	Tax Incentive Plan	Annexation	Major Street Plan Amendment	Minor Subdivision	Major Subdivision (Preliminary Plat)	Major Subdivision (Final Plat)	Variance	Special Exception	Honorary Street Name	Vacation of Right-of-Way	Appeal of Administrative Decision	Alternative Compliance Parking Plan	Alternative Compliance Landscape Plan	
Required Plan Sheets	<p align="center"><b>Required Plan Sheets</b></p> <p>The plan sheets listed below are required for the application submittal to the right if its cell is marked with an "X". The director or her/his designee may waive any required plan sheets if requested by the applicant for good cause shown. Such request shall be placed on the face of the cover sheet under a heading of "Plan Sheet Exemptions Requested".</p>																								
	Cover Sheet		X	X	X	X	X	X	X		X													X	
	Site Plan (concept)		1	1				1	1				X									X			
	Site Plan (detailed)		1	1	X	X	X	1	1		X						X	X						X	
	Landscape Plan (concept)		1	1				1																	
	Landscape Plan (detailed)		1	1	X	X	X	1	1															X	
	Grading Plan				X	X	X	X	X																
	Building Elevations (concept)		1	1				1	1																
	Building Elevations (detailed)		1	1	X	X	X	1	1																
	Sign Plan		2	2				2			X														
	Preliminary Plat		3	3				3	3							X									
	Final Plat																X								
	Utility Plan		X	X	X	X	X	X	X																
	Streetscape Plan (concept)		4	4				4																	
	Streetscape Plan (detailed)				4	4	4	4	4																
	Survey														X			X							
	Photometric Plan		6	6	5	5	5	5,6	5																
Tree Removal Plan		X	X	7	7	X	X	X							X	7									
Tree Preservation/Mitigation Plan		8	8	7	7	X	8	8							8	7									

<sup>1</sup> Plan sheets may only be submitted in "concept" form (vs. detailed) for development plan if the applicant 1) expressly consents to subsequent project plan approval wherein a detailed form of the same sheets is required, and 2) the applicant submits design standards to regulate site and building design within the plan area as required by the Design Standards Addendum of this document.

<sup>2</sup> Required only if applicant proposes sign standards which are more or less restrictive than the code (allowed for development plans, MPD and UR) as part of a comprehensive design standard package referenced in Footnote 1 above (see Design Standards Addendum).

<sup>3</sup> Only required if the application submittal is intended to act as a preliminary plat.

<sup>4</sup> Streetscape plan only required if the property lies in the area bound by the Missouri River, Blue River, 85<sup>th</sup> Street, and State Line and if a building is proposed within 5 feet of a street right-of-way line.

<sup>5</sup> Photometric plan is required anytime new outdoor lighting is proposed or existing lighting is modified.

<sup>6</sup> The requirement for such a plan may be waived if the applicant acknowledges they will have to demonstrate compliance with the code with subsequent MPD final plan, UR final plan, or project plan.

<sup>7</sup> Only required if a tree preservation/mitigation plan was reviewed and approved with the parent preliminary development plan that the final plan is following.

<sup>8</sup> Required for development sites with more than 1 contiguous acre of tree canopy cover. See plan specifications in 88-424-06.



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All required plan sheets shall be combined into one PDF file given the file name of the application submittal (example: "development plan") and be uploaded both as an attachment to CompassKC and to E-review.

\*The Director of City Planning and Development may request additional plan sheets as necessary in order to evaluate the proposal against applicable city policies and standards.

### Required Supplemental Information

Required Supplemental Information	Required Supplemental Information																							
	Resoning (open district)	MPD Rezoning & Preliminary Plan	UR Rezoning & Preliminary Plan	MPD Final Plan	UR Final Plan	Special Use Permit	Development Plan	Project Plan	Area Plan Amendment	Council Approved Sign Plan	Tax Incentive Plan	Annexation	Major Street Plan Amendment	Minor Subdivision	Major Subdivision (Preliminary Plat)	Major Subdivision (Final Plat)	Variance	Special Exception	Honorary Street Name	Vacation of Right-of-Way	Appeal of Administrative Decision	Alternative Compliance Parking Plan	Alternative Compliance Landscape Plan	Temporary Use Permit
Owner Consent Form	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Sign Posting & Affidavit	X	X	X			X	X								X		X	X						
Legal Description (text format)	X	X	X	X	X	X	X	X	X	X		X		X	X	X					X			
Statement of Intent				X																				
Zoning Determination																		X						
Nomination Statement																			X					
Petition of Support																			X	X				
Notice of Violation																					5			
Owner Affidavit						X												X	X			X		
Survey														X				X						
Stream Buffer Plan	6	6	6			6	6	6							6									
Stormwater Study	7	7	7			7	7	7							7									
Traffic Impact Study	8	8	8			8	8	8							8									
Design Standards		9	9			9	9	9																
CAD/.DWG File			X				X	X						X	X									
Title Report															X	X								

<sup>5</sup> Only required when appealing a notice of violation.

<sup>6</sup> See 88-415 to determine if required.

<sup>7</sup> Confirm with Land Development Division whether this is required.

<sup>8</sup> Confirm with Public Works whether this is required.

<sup>9</sup> Design standards required when plan includes two or more lots/phases or when conceptual plans are proposed. See Design Standards Addendum attached for specifications.



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**Required Procedural Steps by Application Submittal Type**

<b>Required Procedural Step</b> The meetings below are required for the application submittals to the right if the cell has an "X". "F" indicates final action at the procedural step listed.		Rezoning (open district)	MPD Rezoning & Preliminary Plan	UR Rezoning & Preliminary Plan	MPD Final Plan	UR Final Plan	Special Use Permit	Development Plan	Project Plan	Area Plan Amendment	Council Approved Sign Plan	Tax Incentive Plan	Annexation	Major Street Plan Amendment	Minor Subdivision	Major Subdivision (Preliminary Plat) <sup>10</sup>	Major Subdivision (Final Plat)	Variance	Special Exception	Honorary Street Name	Vacation of Right-of-Way	Appeal of Administrative Decision	Alternative Compliance Parking Plan	Alternative Compliance Landscape Plan	Temporary Use Permit
		<b>Required Procedural Steps</b>	Pre-Application Meeting	X	X	X			X	X	X	X	X	X	X	X	X	X		X			X		
	Administrative Review					F									F								F	F	F
	Public Engagement	X	X	X			X	X					X			X									
	Development Review Comm.		X	X			X	X					X	X		10									
	Street Name Committee													X		X				F					
	City Plan Commission	X	X	X	F		X	X	F	X	X	X	X	X		10	X				X				
	Board of Zoning Adjustment						F											F	F			F			
	City Council	F	F	F				F		F	F	F	F	F		10	F				F				

<sup>10</sup> Preliminary Plats may be approved by Development Review Committee only when waivers and modifications to the public improvement standards are not requested. Any preliminary plat with such requests must be approved by the City Council following a recommendation of the City Plan Commission.



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**Required Content by Plan Sheet**

**Required Content**

If any of the plan sheets to the right are required as part of an application submittal, any of the content items listed below are required on that plan sheet if its cell is marked with an "X". The director or her/his designee may waive any required plan sheets or content if requested by the applicant for good cause shown. Such request shall be placed on the face of the applicable plan sheet under a heading of *Content Exemptions Requested*.

Failure to provide required plan sheets and content **may result in delay.**

	Site Plan	Landscape Plan (concept)	Landscape Plan (detailed)	Grading Plan	Building Elevations (concept)	Building Elevations (detailed)	Floor Plans	Building Sections	Sign Plan	Preliminary Plat	Final Plat	Utility Plan	Streetscape Plan (concept)	Streetscape Plan (detailed)	Lighting Plan
1. Name of the development or plat.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
2. Name, address, phone number, and email of person or firm that prepared the plan.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
3. Date plan prepared and any revision dates.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
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.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
5. A legal description of the property.	X									X	X				
6. North arrow.	X	X	X	X					X	X	X	X			
7. A location map identifying boundaries of property in relation to major streets.	X									X	X				
8. Existing property lines identifying point of beginning and distances and bearings of property lines, consistent with the legal description.	X								X	X	X				
9. Identification and written dimensions of the width from centerline and total width of existing perimeter and interior streets, other rights-of-way, and proposed/existing easements.	X		X	X					X	X	X	X		X	
10. Identification and written dimensions of the total width of pavement of existing streets and drives.	X									X		X			
11. Existing and proposed medians, thru-lanes, turn lanes, sidewalks, trails, and other vertical or horizontal obstructions within the public right-of-way and all other pertinent information necessary to understand of conditions in the right-of-way.	X		X	X						X					
12. Identification and written dimensions of additional street right-of-way to be dedicated and width of any proposed interior streets and easements (reference Major Street Plan).	X		X	X					X	X	X				
13. 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, with off-set dimension from the centerlines of such streets and private access.	X									X					
14. Show existing conditions of surrounding property within 300 feet, including: properties with ownership, lots including lot numbers and use, rights-of-way and streets with labels. For properties which abut the subject property (i.e. physically touching the subject property or lying on the opposite side of the right-of-way), include building footprint on abutting property with approximate dimension from the shared property line.	X									X					
15. Name of adjacent platted subdivision and identification of lot number and tracts.	X			X						X	X				
16. Location, identification, and dimension of proposed lots and tracts.	X									X	X				
17. 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, dimensions of building width and length, number of floors, gross floor area per floor, and total building area. Residential buildings shall identify the number of dwelling units per floor and the total number of dwelling units.	X	X	X	X								X			
18. 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.	X	X	X									X			
19. 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)	X	X	X												
20. 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.	X	X								X		X			



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Failure to provide required plan sheets and content **may result in delay.**

	Site Plan	Landscape Plan (concept)	Landscape Plan (detailed)	Grading Plan	Building Elevations (concept)	Building Elevations (detailed)	Floor Plans	Building Sections	Sign Plan	Preliminary Plat	Final Plat	Utility Plan	Streetscape Plan (concept)	Streetscape Plan (detailed)	Lighting Plan
21. Existing and proposed topography, with contours at an interval of not less than 5 feet and with approximate first floor elevations of buildings and top of wall.			X	X											
22. Location and identification of any proposed and any existing site features to be retained, including detention areas, retaining walls, and other pertinent site features. Retaining walls should include materials and top and bottom of wall heights.	X		X	X											
23. Landscape data chart/table as required by the specifications.		X	X												
24. Outdoor lighting information including proposed light fixtures, whether ground, building or pole-mounted, a photometric study, property lines, and zoning and use of adjacent properties.															X
25. Identification of all public and private existing and proposed sidewalks, trails and/or bicycle facilities. (see <a href="#">Trails KC and Bike KC plans</a> )	X	X	X												
26. Building elevations, in color, with materials and architectural detailing.					X	X									
27. Signage plan. (88-445)									X						
28. Written information shall be provided in the following order on the plan and in tabular form for each phase and in total. The 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 any proposed zoning, including type of any planned district requested.	X	X	X							X					
b. Total land area in square feet or acre.	X	X	X							X	X				
c. Land area or acres for existing and proposed street right of way.	X									X	X				
d. Net land area or acres.	X									X	X				
e. Proposed use or uses of each building and structure.	X	X	X												
f. Height above grade of buildings and structures and number of floors of each building.	X			X											
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.	X		X												
h. Building coverage and floor area ratio.	X														
i. Residential development shall, in addition, identify gross and net density.	X														
j. Ratio of required number of parking spaces for each use and amount of required, proposed parking spaces.	X		X												
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.	X		X												
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.	X														
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.	X														
29. Any other information necessary for a determination as to the suitability of the plan for the site, as requested by the Director of City Planning and Development.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
30. Final Plat Standard Signature Block											X				



**Tabular Information Specifications**

The specifications provided below are for design professional's use when preparing plan sheets which require information referenced. The design professional is encouraged to copy and paste the specifications as provided below and enter the tabular data.

Table 1. Site Data

On plan sheets in which this table is required, the table shall appear in this format. Note that "Deviation Requested" column is only applicable to the following application submittals: Development Plan, MPD and UR. For Special Use Permit application submittals, replace this column with "Variance Requested". For all others do not include this column.

<b>SITE DATA</b>	<b>Existing</b>	<b>Proposed</b>	<b>Deviation Requested?</b>	<b>Approved</b>
Zoning				
Gross Land Area				
in square feet				
in acres				
Right-of-way Dedication				
in square feet				
in acres				
Net Land Area				
in square feet				
in acres				
Building Area (sq. ft.)				
Floor Area Ratio				
Residential Use Info				
Total Dwelling Units				
Detached House				
Zero lot line House				
Cottage House				
Semi-attached House				
Townhouse				
Two-unit House				
Multi-unit House				
Colonnade				
Multiplex				
Multi-unit Building				
Total Lots				
Residential				
Public/Civic				
Commercial				
Industrial				
Other				

Table 2. Building Data

On plan sheets in which this table is required, the table shall appear in this format. Note that "Deviation Requested" column is only applicable to the following application submittals: Development Plan, MPD and UR. For Special Use Permit application submittals, replace this column with "Variance Requested". For all others do not include this column.

<b>BUILDING DATA</b>	<b>Required</b>	<b>Proposed</b>	<b>Deviation Requested?</b>	<b>Approved</b>
Rear Setback				
Front Setback				
Side Setback				
Side Setback (abutting street)				
Height				



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Table 3. Landscape Requirements

This table shall appear on all landscape plans. Note that the column labeled "Alternative Requested" shall only be used when you cannot meet the landscape requirement and, if used, must be accompanied by Table 3a.

<b>88-425 – LANDSCAPE REQUIREMENTS</b>	<b>Required</b>	<b>Proposed</b>	<b>Alternative Requested?</b>	<b>Approved</b>
88-425-03 Street Trees				
88-425-04 General				
88-425-05 Perimeter Vehicular Use Area Adjacent to Streets				
Buffer Width				
Trees				
Shrubs/Wall/Berm				
Adjacent to Residential Zones				
Buffer Width				
Shrubs/Berm/Fence/Wall				
88-425-06 Interior Vehicular Use Area				
Interior Area				
Trees				
Shrubs				
88-425-07 Parking Garage Screening	Describe			
88-425-08 Mechanical/Utility Equipment Screening	Describe			
88-425-09 Outdoor Use Screening	Describe			

Table 3a. Alternative Compliance to Landscape Standards

This table shall appear on all landscape plans in which alternative compliance is requested.

<b>88-425 – LANDSCAPE REQUIREMENTS</b>	<b>Proposed Alternative</b>	<b>Approved</b>
88-425-03 Street Trees		
88-425-04 General		
88-425-05 Perimeter Vehicular Use Area Adjacent to Streets		
Buffer Width		
Trees		
Shrubs/Wall/Berm		
Adjacent to Residential Zones		
Buffer Width		
Shrubs/Berm/Fence/Wall		
88-425-06 Interior Vehicular Use Area		
Interior Area		
Trees		
Shrubs		
88-425-07 Parking Garage Screening		
88-425-08 Mechanical/Utility Equipment Screening		
88-425-09 Outdoor Use Screening		





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Table 3b. Landscape Schedule

This table shall appear on all landscape plans and be used to identify the graphic information displayed on the face of the plan.

<b>88-425 – LANDSCAPE SCHEDULE</b>	<b>SYMBOL</b>			
88-425-03 Street Trees				
88-425-04 General				
88-425-05 Perimeter Vehicular Use Area Adjacent to Streets  Buffer Width Trees Shrubs/Wall/Berm  Adjacent to Residential Zones Buffer Width Shrubs/Berm/Fence/Wall				
88-425-06 Interior Vehicular Use Area Interior Area Trees Shrubs				
88-425-07 Parking Garage Screening	Describe			
88-425-08 Mechanical/Utility Equipment Screening	Describe			
88-425-09 Outdoor Use Screening	Describe			

Table 4. Parking

On plan sheets where this is required the table shall appear in this format. State “yes or no” in the “Alternatives Proposed” column. If yes, use Table 5a to describe the alternatives proposed using the list provided in 88-420-16-H.

<b>88-420 – PARKING</b>	<b>Vehicle Spaces</b>		<b>Bike Spaces</b>		<b>Alternatives Proposed?</b> (See 88-420-16)
	Required	Proposed	Required	Proposed	
Proposed Use(s) List All Proposed Uses					
Total					

Table 4a. Alternative Compliance Parking

The table below shall appear on plans where Table 5 is required when alternative compliance is requested. To complete, insert the specific alternative(s) requested (as listed in 88-420-16-H) in the first column followed by a narrative description of the alternative (for example, if the alternative is off-site parking, describe where the parking will be located, etc.).

<b>88-420 – ALTERNATIVE COMPLIANCE PARKING</b>		<b>Approved</b>
<b>Alternative Proposed</b> (See 88-420-16-H)	Describe	



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Table 5. Other Development Standards

Use this table on required plan sheets. Complete by providing a narrative description of how each development standard is satisfied. For example, for Parkland Dedication, you might state: “Developer will provide a combination of private open space and payment in-lieu. See table.” and provide an additional table. For stream buffer, you might state “Not applicable.” or “Stream Buffer plan submitted”.

<b>88-425 – OTHER DEVELOPMENT STANDARDS</b>	<b>Method of Compliance</b>
88-408 Parkland Dedication	See Addendum 1
88-415 Stream Buffers	Describe
88-430 Outdoor Lighting	Describe
88-435 Outdoor Display, Storage and Work Areas	Describe
88-445 Signs	Describe
88-450 Pedestrian Standards	Describe

Table 6. Final Plat Data

Use this table on all Final Plats. To complete place the area in square feet or acres for Land Data items. For items under Plat Data insert the total amount of lots and tracts respectively that the Final Plat is creating.

<b>Land Data</b>	<b>Area</b>
Total Land Area	
Land Area for Proposed and Existing Right of Way	
Net Land Area	
<b>Plat Data</b>	<b>Count</b>
Number of Lots	
Number of Tracts	



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Table 7. Final Plat Signature

The following shall be placed on all final plats at the time of initial submittal.

**CITY PLAN COMMISSION**

**PUBLIC WORKS**

Approved Date: \_\_\_\_\_

Case Number: \_\_\_\_\_

\_\_\_\_\_  
Michael J. Shaw  
Director

**COUNCIL**

This is to certify that the within Plat was duly submitted to and approved by the Council of Kansas City, Missouri, by Ordinance No. \_\_\_\_\_ duly authenticated as passed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
Mayor  
Quinton Lucas

\_\_\_\_\_  
City Clerk  
Marilyn Sanders

**COUNTY RECORDING INFORMATION**

<b>Plat Dedication:</b>  Insert Plat Name	Reserved for County Recording Stamp
<b>Private Open Space Dedication:</b>  Insert Acres of Parkland to be Dedicated	
<b>Record As:</b>  Survey or Plat	

\_\_\_\_\_  
Vincent E. Brice  
Jackson County Assessment Department

**Please Note: The Jackson County Assessment Department signature line is only required for final plats being recorded in Jackson County.**



### **Addendum 1. Design Standards Specifications**

The following specifications set forth required content for design standards whenever they are proposed. The design standards shall be informed by relevant adopted policies. Consult with your planner at time of pre-application consultation or prior to filing to verify the relevant policies.

#### **Required Content**

Design Standards shall, at a minimum, cover the following subject areas:

1. Site design, specifically:
  - a. Building orientation. Whether buildings are oriented toward a street or internally.
  - b. Site arrangement. The placement of buildings in relation to landscaped or preserved areas, service/utility features, recreational and open spaces, and vehicular use areas.
  - c. Shared features. How the property will be subdivided and showing common elements such as drives or private streets, stormwater, etc. in tracts to be owned and maintained by an owners association.
  - d. Common character. Specific standards which ensure the arrangement and orientation create a consistent theme throughout the development.
2. Architectural design, specifically:
  - a. Common character. Provide a palette of architectural design elements (with graphics where helpful) to ensure each phase contributes to a consistent theme throughout the development. Note: this provision is not intended to require each building look the same, but only that each has an element that ties it to the rest of the development.
3. Building materials, specifically:
  - a. Primary materials. Identify a palette of materials that be used as the predominant building material on building facades. Identify a minimum area of each façade that shall consist of primary materials.
  - b. Secondary materials. Identify a palette of materials that shall be used as an accent or secondary building material on building facades. Identify a maximum area of each façade that shall consist of secondary materials.
  - c. Transparency. Identify a minimum area of facades facing streets (private or public) that will consist of a transparent glass storefront system or similar.

Design Standards may also include the following subject areas:

4. Landscape standards
5. Sign standards



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**Addendum 2.**  
**CAD/.DWG FILE**  
**Content Requirements**

New for 2024 application cycles, you must provide a CAD/.DWG file for most application types (See Required Supplemental Information). The file cannot be uploaded to CompassKC and must be emailed to [lotmapping@kcmo.org](mailto:lotmapping@kcmo.org) at the time of initial submittal and once more when plans are approved. Acknowledgement of an emailed file is required on the Applicant Acknowledgement Form at the end of this packet. If you have questions about this, you may also contact us at the same email address as above.

<b>Required Content</b>	<b>Preliminary Plat, Final Plat, Minor Subdivision</b>	<b>All Other Applications</b>
Polyline layer of lot lines	X	X
Polyline layer of street right-of-way	X	X
Polygon layer of lot lines	X	X
Polygon layer of street right-of-way	X	X
Polyline layer of parking lots		X
Polyline layer of existing to remain and proposed building footprints		X
Polyline layer of existing tree cover and cover to be removed, and cover to be preserved		X
Polygon layer of lot lines		X
Polygon layer of parking lots		X
Polygon layer of street right-of-way		X
Polygon layer of existing to remain and proposed building footprints		X
Polygon layer of existing tree cover, cover to be removed, and cover to be preserved		X
Point layer of individual trees to be planted (with data to show types of trees)		X



**Director's Minimum Submittal Requirements**  
City Planning and Development Department  
Last updated October 10, 2023

**Addendum 3.**  
**Parks and Recreation Department**  
**Quality Control Review Checklist Items**

Any project creating one or more residential dwelling units is required to provide park land (either dedicated as a public park or as private open space) or make a payment in-lieu. The developer may elect either option or a combination. Your plan must identify your election and provide the following details, or it will not pass quality control review.

If electing to provide private open space to meet their parkland dedication requirements, please note that:

1. You will be obligated to plat such space as a tract.
2. You will be obligated to execute an agreement to maintain.
3. The tract must be exclusive and dedicated for use only as private open space for park land purposes.

If you elect this option, provide the following information on your plan:

1. Identify the boundaries of the private open space tract graphically.
2. State its area (in acres).
3. Specify its recreational benefit (i.e. what features or amenities are proposed).
4. Provide private open space plat dedication note language (only on final plats).
5. Provide table on plans and plats a listing number of single family, multifamily units, and/or duplex units and listing the parkland requirements and/or fee.

If electing to pay money-in-lieu to meet their park land requirement, provide the following on the preliminary plat:

1. Provide money in lieu plat dedication note language
2. Provide table on the plan/plat listing number of single family, multifamily units, and/or duplex units and listing the parkland requirements and/or fee.

**Recreational Amenities**

You must propose recreational amenities such as a playground, pool and clubhouse, dog park, or trail or a combination thereof.

When proposing a trail within a private open space tract you will be given credit for the trail corridor only. In this case, identify the following:

1. The centerline linear feet of the trail.
2. That linear feet will be multiplied by 50 to determine the land area dedicated for park purpose



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**FINAL PLAT ACKNOWLEDGMENT**

**Note to Applicant: You must complete and upload this document to CompassKC with your application for all Final Plat Applications.**

1. Plat documents submitted for review **MUST** be uploaded to CompassKC. Documents emailed to the Plat Reviewer will not be reviewed.
2. Executed original documents that are to be recorded with the plat, must be submitted by mail or hand-delivered and addressed to the assigned Plat Reviewer.
3. All files must be clearly labeled with the name of document being uploaded, name of the plat, and followed by the upload date. This ensures that the documents are easily identifiable during the Quality Control Review (QCR) process and that the most current document is being reviewed.

**Examples:** Final Plat\_John Doe Estates\_12-24-2022  
Paid Tax Receipt\_John Doe Estates\_1-14-2023

4. Re-submittals will not be accepted without a letter that explains how each prior plat review correction has been addressed. The letter must also acknowledge all conditions. If a condition is unable to be acknowledged the letter must provide additional details on why the condition cannot be met.
5. Incomplete plat submittals that do not include all required plat documents will not be made available for review.

**Changes to agreements post City Council approval will result in an increased review period and place your application at the back of our queue.**

**The following items must be satisfied before the Final Plat and supporting documentation are released by the Development Management Division (DMD) to the City Clerk's Office for processing for recording:**

1. The Final Plat ordinance must be passed by City Council and have become effective ten (10) days later.
2. All public improvements must be completed or bonded.
3. All applicable documents must be resubmitted with all the requested revisions per the City Plan Commission Disposition Letter and all applicable conditions must be satisfied. Staff will complete a review of outstanding conditions after public improvements have been approved or bonded. Each reviewing entity must confirm that their conditions have been satisfied before the plat is released by DMD to the City Clerk's Office for processing for recording.

I, \_\_\_\_\_ (print name), acknowledge that I have read the above information and will comply with the requirements.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_



Director's Minimum Submittal Requirements
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Last updated October 10, 2023

APPLICANT'S ACKNOWLEDGMENT
Of the Director's Minimum Submittal Requirements

Note to Applicant: You must complete and upload this document to CompassKC with your application.

In order to expedite review of your application, beginning January 1, 2022 staff will no longer perform a detailed quality control review. As the applicant it is your responsibility to review the Director's Minimum Submittal Requirements (hereinafter referred to as "requirements") and ensure your submittal fully complies. This document serves as your acknowledgment of these requirements and confirmation that your submittal complies with the requirements or modified requirements (where applicable). You should complete Section 1 below only if you have had a pre-application meeting with city staff and staff waived specific requirements. If no waivers were granted you should leave this section blank. Section 2 should be completed in all cases.

Section 1. I acknowledge the Director's Minimum Submittal Requirements and to the best of my knowledge I have submitted plans which comply with all submittal requirements except the following (insert any requirements waived by staff below, if none were waived leave blank):

Blank lines for listing waived requirements.

As authorized by \_\_\_\_\_ (insert city staff person that granted waiver) on \_\_\_\_\_ (insert date).

Section 2. I understand that to expedite review of my submittal staff will not independently verify that I have met these minimum submittal requirements and will instead proceed directly to a formal review. I understand that, if during formal review, it is found that I have filed the incorrect application, or it is found that my submittal does not include the required plan sheets or plan contents which were not waived by staff, that my project may be subject to delay.

Date: \_\_\_\_\_

Applicant's Printed Name: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_