



CITY OF  
KANSAS CITY,  
MISSOURI

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# CITY PLANNING & DEVELOPMENT

CPD–DS Land Development—Introduction & Information

information bulletin no. 159-Part A

[www.kcmo.gov/planning](http://www.kcmo.gov/planning)

**This Information Bulletin contains 3 additional parts for use as follows (note that these are published as separate documents):**

**[Part B- Land Development Division Application Form](#)**

**[Part C- Land Development Division Resubmittal Form](#)**

**[Part D- Final Plat Resubmittal Application Form](#)**

*You should always verify that you have the latest forms and information before every submittal to verify all requirements are being met prior to submittal.*

**1. Introduction:** Use of the IB159 is mandatory to expedite Quality Control Review (QCR) and plan review processes for public infrastructure plan submittals for construction permits issued by CPD-LDD. Not every project will require a review by every City department. The IB159 checklist offers guidance for specific project types and is not intended to be a comprehensive list of every item that may be required during the plan review process. Plan review time allotments represent the time for completion of reviews only and may not represent the actual total time required for documents and plans to be found in general compliance. **The Owner and Design Professional are responsible for compliance with the requirements of the Code of Ordinances of Kansas City, MO. Timely compliance depends upon the accuracy and completeness of submittals. Please note that the developer is the LDD Permittee, the name used in the application from will be the name that must appear on the plans, bond, insurance, or other forms required for processing of permits.**

**2. Approval Processes:** Public infrastructure plan reviews are required as conditions of approval established by a development plan, rezoning, preliminary or final plat application. The IB159 checklist identifies the documents required to accompany these applications to assure a complete submittal. Reviews of public infrastructure plans are ministerial. Until conditions of approval for development plans, rezoning, or platting are established by the City Council, a full review for code compliance cannot be accomplished.

**3. Timing of Submittals:** Unless the applicant receives authorization to the contrary, applications and construction plans for public infrastructure review cannot be accepted until the final plat application has been accepted by the CPD-Development Management Division and the City Plan Commission has provided the recommended conditions of approval.

**4. Building Plan Submittals:** Public infrastructure improvements of limited scope may be submitted as part of the commercial building application at the Design Professional's option. Site disturbance and grading plans are required in conjunction with any building plan submittal. A completed version of [IB110 "Part D"](#) must be completed and included with the application showing the public infrastructure scope of work. All public infrastructure plans included as part of the building submittal must still meet the requirements of IB159 checklist.

Building Plans, excluding the public infrastructure, are reviewed and permitted by CPD-Plans Review Division. Reference ["Information Bulletin No. 110 – Commercial Construcion Permit"](#) application available online at [www.kcmo.gov](http://www.kcmo.gov).

**5. Supplemental Permits:** Permits from departments other than CPD may be required. For instance, Air Quality Permits are issued by the Health Dept. Traffic Control Permits and Excavation Permits are issued by the Public Works Dept. (PWD). Wastewater Discharge Permits are issued by the Water Services Dept. Each requires separate applications and processing. It is recommended that the applicant research requirements for non-CPD permits and contact the appropriate department(s).

**Water main Extension Plans are not submitted as public infrastructure plans.** Water main Extensions and Fire Hydrant Installations are reviewed and permitted by the Water Main Extension Desk at the Water Services Dept., (816) 513-0460, 4800 E. 63rd Street, Room 201, Kansas City, Missouri 64130.

**6. Site Disturbance Permit:** Projects that will disturb an area equal to or greater than one acre requires a Site Disturbance Permit for installation of BMP's and erosion control measures for site disturbance associated with another permit type. This permit must be issued prior to any other permit. Additionally, the permits that cause the site disturbance activity shall also be issued simultaneously with the Site Disturbance Permit. Therefore, Site Disturbance Plans and associated permits required for public infrastructure are required as part of any first submittal for public infrastructure plan review. Submittal of the Site Disturbance, Public

and Private Grading, critical portions of the Public Storm Sewer Improvement Plan, and the storm study may be made prior to and independently of the other required public infrastructure document to enable mass grading to begin in advance of the rest of the public improvements submittal. **An application for private grading must also accompany the Site Disturbance Permit Application.**

7. **Initial Submittal:** Plans must be of adequate size to provide legible text, dimensions and detail. Plans, specifications, calculations, soils reports, and storm drainage studies must bear the wet-seal (non-photocopied) of a Missouri-registered Professional Engineer on the first sheet of each design discipline.

8. **Resubmittal:** Resubmittals will not be accepted without the following: 1) Resubmittal Form (Part C) signed by a Missouri registered Professional Engineer, 2) Comment response letter explaining what changes were made to the plans as a result of plan review comments.

9. **Review Comment Resolution (RCR):** RCR is a meeting held between the Developer/Owner, Plan Reviewer and the applicant to clarify and reach agreement as to how the applicant intends to address plan review deficiency comments so the next re-submittal can most likely be found "In General Compliance". Whether the RCR is optional or required, as defined below, it is the objective of RCR to reach an agreement as stated above. There are two types of RCR:

**Optional RCR** – After receiving the Plan Reviewer's deficiency comments from the first submittal review, the applicant may choose to schedule an RCR with the Plan Reviewer for the purpose of explaining how they plan to address the deficiencies so that the first resubmittal (second submittal) will likely be found "In General Compliance". The applicant must bring a draft copy of the comment response letter to the RCR so proposed plan revisions can be discussed.

**Required RCR** - When the first resubmittal (second submittal) fails to satisfactorily address all review deficiency comments from the first submittal review, the Plan Reviewer will schedule a mandatory RCR with the applicant to discuss what issues were not adequately addressed. This should assure that the second resubmittal (third submittal) adequately addresses the items not addressed in the prior submittal and to resolve noncompliance issues. A resubmittal fee, as authorized by Ordinance Nos. 080766, 080903, and City Manager Update thereto, will be added to the permit fees as part of the second resubmittal.

Questions on or interpretations of plan review deficiency comments and issues concerning compliance with the Code of Ordinances should be referred to the plan reviewer prior to the RCR.

10. **Permits, Licenses, Bonding and Insurance:** After plans are found "In General Compliance", permits can be issued to the developer/owner. The developer/owner may assign as authorized agent with a signed letter.

Permittees must have a valid business license issued by BizCare.

Permittees who obtain permits on behalf of the developer assumes and accepts all risk and responsibility for successful completion of the permitted work in compliance with adopted standards and requirements. The consideration received by the permittee is the issuance of the permit authorizing work to be performed and the satisfaction of the improvement obligation allowing the plat to be released for recording, if applicable. The Code stipulates that when a permittee obtains a permit, the permittee shall complete the work at their expense. Additionally, the permitted work shall endure without the need of "any repairs" until the permitted work is accepted for ownership, operation and maintenance by the City after completion of the maintenance period. Typically, this is accomplished through the use of a performance and maintenance bond, except for street light performance which require only a performance bond.

Insurance requirements vary by permit type and may be required for permit issuance. These obligations will be determined during the plan review process.

11. **CPD Quality Control Review (QCR):** Submittals for public infrastructure improvements are processed by the Plans Management Branch (PMB) of the CPD Permits Division. QCR is allotted two (2) working days for processing. If the submittal is determined to be incomplete, applicants will be informed of the additional information required and supplemental QCR fees may be required per ordinance. **QCR will not activate plans for technical review without the following CRITICAL ITEMS,** (additional items may also be requested):

- a. Plan review fees in accordance with ordinance based on the engineer's wet-sealed cost estimate.
- b. Required plan, specifications, storm drainage studies and other required documents.
- c. Completed Submittal Checklist Form - Part B.
- d. Complete infrastructure plans and design information.
- e. Separate sealed engineer's cost estimates for public construction and permit valuations with relevant information (prepared in accordance with State of Missouri law section: 4 CSR 30-3.030).
- f. Developer/Owner's signature block, with contact information including e-mail address with original signature (non-photocopied).
- g. A seal on all plans and engineering document by a Missouri registered professional engineer.
- h. Executed and recorded copies of all separate easements, with exhibits, required and not dedicated on the plat.

12. **“As-Built” Drawings:** “As-built” drawings, prepared in conformance with the PWD’s “Plan Presentation Criteria and Procedure” are required prior to the City authorizing any service connections to the public main or issuance of written notification of the beginning of the maintenance period. A “Request for As-builts” letter will be sent to the permittee and cc’d to their design professional. Submit the as-built drawings, a copy of the “Request for As-builts” letter and a Resubmittal Form (Part C) to the QCR group to the attention of the Land Development Division. Preparation and submittal of “As-built” drawings is the responsibility of the permittee and an obligation under the performance bond or platting clearance, but it can also be submitted by the permittees’ agent or design professional.

13. **Easement Releases:** Specific instructions on the process to request the release of an easement can be found in Section 75 of the Code of Ordinances, including fees paid upon application for easement release to Land Development Division.

14. **CompassKC and other online resources:** All plan submittals shall be in digital pdf format – paper plan submittals will not be accepted. All submittals should be made electronically through CompassKC. Following submittal of plan review applications, the status of the review can be monitored online at Compass KC. Other online tools can be reached at <http://kcmo.gov/planning/> including links to the majority of services available in the development process.

15. **Assessor’s Parcel Numbers (APN):** To expedite the QCR processing and plan reviews, use the KCMO Parcel Viewer <http://gis.kcmogis.kc.lan/apps/parcelviewer/> to locate the property and verify the location. When the location on the KCMO Parcel Viewer is verified, find the County APN on the “Results” tab. Include the applicable APN’s in the application form located in Part B of the checklist.

16. The following City Departments and Agencies may have plans routed to them for review:

**CITY PLANNING & DEVELOPMENT DEPARTMENT:**

**Land Development Division**

5th Floor, City Hall, 414 E. 12th Street, Kansas City, MO 64106 TEL (816) 513-1500 Opt #2 FAX (816) 513-2548

**Projects requiring review:** site disturbance, public street/sidewalk/and drives, public storm sewers, public sanitary sewers, private improvements that will impact existing public facilities, easements and rights-of-way.

**Applicable Codes and Ordinances:**

**Sewers and Sewage Disposal,** [Chapter 60, Code of Ordinances](#)

**Storm Water Management,** [Chapter 61, Code of Ordinances](#)

**Site Disturbance,** [Chapter 63, Article II, Code of Ordinances](#)

**Erosion and Sediment Control Design Criteria and Specifications,** [APWA Sections 2100 and 5100, as amended](#)

**Streets, Sidewalks and Public Places,** [Chapter 64, Code of Ordinances](#)

**Street Design Criteria and Specifications,** [APWA Sections 2200 and 5200, as amended](#)

**Major and Minor Subdivisions (Platting),** [Chapter 88, Code of Ordinances](#)

**Release of Easement,** [Chapter 75, Code of Ordinances](#)

**[APWA 5600 – As amended](#)**

**Stream Buffer,** [Chapter 88-415, Code of Ordinances](#)

**Land Development Division - Arterial Street Impact Fee Group:**

Impact Fee Administrator

5th Floor, City Hall, 414 E. 12th Street, Kansas City, MO 64106 TEL (816) 513-1500 Opt #2 FAX (816) 513-2548

**Projects requiring review:** New buildings, alterations and additions to residential buildings that increase the number of dwelling units, alterations and additions to nonresidential buildings that increase the floor area, other projects as described in Chapter 39, Arterial Street Impact Fees Code of Ordinances.

**Applicable Codes and Ordinances:**

**Arterial Street Impact Fees,** Chapter 39, Arterial Street Impact Fees, Code of Ordinances

**Development Services - Plans Review Division**

5th Floor, City Hall, 414 E. 12th Street, Kansas City, MO 64106 TEL (816) 513-1500 Opt #3 then Option #5

FAX (816) 513-1485

Code Questions Line (816) 513-1511

**Projects requiring review:** Grading and site improvements on private property.

**DEPARTMENT OF PARKS & RECREATION:**

**Planning Services Division**

Engineering, Planning, Design and Contract Divisions  
4600 East 63rd Street, 2<sup>nd</sup> Floor, Kansas City, MO 64130

TEL (816) 513-7562  
FAX (816) 513-7602

**Projects requiring review:** Public improvements located on or adjacent to boulevards, parkways or City parks under jurisdiction of the Board of Parks and Recreation Commissioners.

**DEPARTMENT OF PUBLIC WORKS:**

**Street & Traffic Division**

**Traffic Study Review**

[wei.sun@kcmo.org](mailto:wei.sun@kcmo.org)

(816) 513-9869

**Traffic Engineering Review**

[wei.sun@kcmo.org](mailto:wei.sun@kcmo.org)

(816) 513-9869

**Striping and Signage Review**

[wei.sun@kcmo.org](mailto:wei.sun@kcmo.org)

(816) 513-9869

**Signal Review**

[sam.akula@kcmo.org](mailto:sam.akula@kcmo.org)

(816) 513-9861

5310 Municipal Drive, Kansas City, MO 64120

FAX 513-2712

**Projects requiring review:** New or modifications to existing signalization, street operations and street improvements associated with traffic studies, as well as public street construction with traffic control plans, detour plans, permanent street signage and striping, new or modified signalization and street or sidewalk closures

**WATER SERVICES DEPARTMENT:**

**Water Main Extensions and Relocations**

Water Main Relocation Desk  
4800 East 63rd Street, Room 201, Kansas City, Missouri 64130

TEL (816) 513-0360  
FAX (816) 513-0288

**FLOOD CONTROL LEVEE DISTRICTS:**

**Department of the Army-Kansas City District, Corps of Engineers**

**Engineering Division-Geotechnical Branch**

<http://www.nwk.usace.army.mil/Missions/EngineeringDivision/GeotechnicalBranch.aspx>

Federal Building, 601 East 12th Street, Kansas City, MO 64106

TEL (816) 389-3696  
FAX (816) 426-5462

**Kansas City, Missouri Levee Committee:**

**East Bottoms Unit**

**North Kansas City Unit-Airport Section**

**Central Industrial Unit-Missouri Section**

Thomas Kimes, Chairman of the KCMO Levee Committee

[Thomas.kimes@kcmo.org](mailto:Thomas.kimes@kcmo.org)

4800 E. 63<sup>rd</sup> St., Kansas City, MO 64130

TEL (816) 513-0443  
FAX (816) 513-0272

**Birmingham Drainage District**

Tedrick Housh (Lathrop & Gage)  
2345 Grand, Kansas City, MO 64108

TEL (816) 460-5642

**Projects requiring review:** Excavation riverward and within 500 feet landward of the levee centerline, including excavation for building foundations, basements, piers, loading pits, ditches, pipe trenches.

In levee districts, the applicant is required to submit one additional set of plans, specifications and calculations and a cover letter describing the project. After completion of the work, 3 sets of as-built drawings must be submitted.

**Related permits issued:**

- Section 10 Permit, Rivers and Harbors Act of 1889, regulates any work in, over, or under navigable waters.
- Section 404 Permit, Clean Water Act, regulates the excavation or discharge of dredged or fill materials in all waters.

**MISSOURI DEPARTMENT OF TRANSPORTATION (MODOT):**

**Maintenance and Traffic Division -- District 4 – Kansas City Area**

**<http://www.modot.state.mo.us/>**

Brian Kidwell, P.E., District Engineer  
600 NE Colbern Rd., Lee's Summit, MO 64086

TEL (816) 607-2281  
FAX (816) 622-6323  
Toll Free 1-888-ASK-MODOT

CPD-DS does not route submittals to MoDOT. MoDOT must be contacted when work is proposed within or adjacent to State right-of-way. Drive approach locations on State right-of-way must be approved and permitted by MoDOT.

**DEPARTMENT OF FINANCE:**

**Business License Section**

1118 Oak Street, KCMO 64106

TEL (816) 513-1135  
FAX (816) 513-1221

CPD-DS does not route submittals to the Business License Section. Applicant should contact this section regarding business licenses.