



Director's Minimum Submittal Requirements
City Planning and Development Department
Last updated January 12, 2023

January 12, 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 you ensure that the application you file is complete. If you are a returning customer, you know that our staff will conduct a quality control review after you file an application with our office. The purpose of that review is to determine whether you've filed complete application. Historically, that review consisted of 1) verifying you filed the correct application type, 2) verifying you held a pre-application meeting with staff, when required, 3) verifying you provided a set of plans with the necessary plan sheets, 4) verifying those plan sheets included content necessary for staff to perform a complete review, 5) verifying that necessary supplemental information is provided.

Staff is always considering how to make our process more efficient. The quality control review process described above is labor intensive and as a result it takes several days to complete. A recently analysis of our schedule revealed that time in the schedule could be saved by reconceptualizing our quality control review. Beginning January 1, 2022, staff will no longer perform the level of detailed review noted above. 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 will allow 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. 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.

Finally, this document will be updated periodically as needed. You will note we have reserved space for supplemental information to be offered by other departments and divisions. The most current version of this document will always be posted to kcmo.gov/cpc and 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 2023 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	Required Plan Sheets	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".																						
	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														

¹ 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.

² Required only if applicant proposes sign standards which are less restrictive than the code (allowed only for MPD and UR) or more 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).

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

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

⁵ Photometric plan is required anytime new outdoor lighting is proposed or existing lighting is modified.

⁶ 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.



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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																								
	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	Short-term Rental	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	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									
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																	

⁵ Only required when appealing a notice of violation.

⁶ See 88-415 to determine if required.

⁷ Confirm with Land Development Division whether this is required.

⁸ Confirm with Public Works whether this is required.

⁹ 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

		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) ¹⁰	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	Short-term Rental	Temporary Use Permit	
		<p>Required Procedural Step The meetings below are required for the application submittals to the right if the cell has an "X". If final action on the application submittal is taken at a meeting it is marked with an "F".</p>																									
Required Procedural Steps	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	F	
	Public Engagement	X	X	X			X	X					X				X										
	Development Review Comm.		X	X			X	X					X	X			9										
	Street Name Committee														X		X				F						
	City Plan Commission	X	X	X	F		X	X	F	X	X	X	X	X	X		9	X				X					
	Board of Zoning Adjustment						F												F	F			F				
	City Council	F	F	F					F		F	F	F	F	F		9	F				F					

¹⁰ 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.



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.

SITE DATA	Existing	Proposed	Deviation Requested?	Approved
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.

BUILDING DATA	Required	Proposed	Deviation Requested?	Approved
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.

88-425 – LANDSCAPE REQUIREMENTS	Required	Proposed	Alternative Requested?	Approved
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			



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Table 3a. Alternative Compliance to Landscape Standards

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

88-425 – LANDSCAPE REQUIREMENTS	Proposed Alternative	Approved
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		

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.

88-425 – LANDSCAPE SCHEDULE	SYMBOL			
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.

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



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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.).

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

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”.

88-425 – OTHER DEVELOPMENT STANDARDS	Method of Compliance
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



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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



Addendum 1.
Parks and Recreation Department
Quality Control Review Checklist Items

Any project creating a 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 purposes.



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Addendum 2.
Water Services Department
Quality Control Review Checklist Items

RESERVED FOR FUTURE USE



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Addendum 3.
Land Development Division
Quality Control Review Checklist Items

RESERVED FOR FUTURE USE



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Addendum 4.
Fire Department
Quality Control Review Checklist Items

RESERVED FOR FUTURE USE



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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: _____