



PUBLIC INFRASTRUCTURE PLAN SUBMITTAL CHECKLIST – PART A
INFORMATION BULLETIN NO. IB159 (August 25, 2008)
City Planning & Development Department - Development Services (CPD-DS)
City of Kansas City, Missouri <http://www.kcmo.org/codes/>

Read Part A before completing Part B or Part C of the Checklist

Applicants should visit the LDD website at <http://www.kcmo.org/codes.nsf/web/LDDstandards?opendocument> before every submittal to assure they have verified all requirements prior to submittal.

Part A - Checklist Overview and Instructions:

Applicants should visit the LDD website at <http://www.kcmo.org/codes.nsf/web/LDDstandards?opendocument> before every submittal to assure they have verified all requirements prior to submittal.

1. **Introduction:** Use of this checklist is mandatory. It expedites the QCR in-processing and the plan review of documents submitted for public infrastructure permits issued by CPD-DS. Not every project will require a review by every City department. The checklist offers guidance for specific project types and is not intended to be as a complete list of every item that may be required during the plan review process. Plan review time allotments are for completion of reviews only and may not represent the actual time required to obtain 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.**

2. **Missouri-registered Professional Engineer:** A Missouri-registered Professional Engineer must certify to the completeness of submittals and their compliance with applicable standards, therefore, the Engineer must review and coordinate the various submittals prepared by the design team.

3. **The Development Assistance Team (DAT)** is a group of representatives from most City departments involved in the development process. DAT meetings are optional, free of charge and provide preliminary, informal information and schedules for development, as well as explanations of the applications and procedures. Contact the Business Assistance Center (816) 513-2880, for further information.

4. **City Plan Commission/City Council Rezoning/Plat Approval Processes:** Public infrastructure plan reviews are required as conditions of approval established by a development plan, rezoning, preliminary or final plat application. This checklist identifies documents required to accompany those applications to assure a complete submittal. Review of public infrastructure plans are ministerial. Until conditions of approval for rezoning or platting are established by the City Council, a full review for code compliance cannot be accomplished.

5. **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-Planning Services, Development Management Division (CPD-PS-DMD) and the City Plan Commission has provided their recommended conditions of approval.

6. **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).

Building Permit Plans and Watermain Extension Plans are not submitted as public infrastructure plans:

1. **Building Plans** – are reviewed and permitted by CPD-DS-Plans Review Division. Reference “Information Bulletin No. 110 – Checklist for Building Permit Plans Submittal” available online at www.kcmo.org/codes.
2. **Watermain Extensions and Fire Hydrant Installations** – are reviewed and permitted by David Powell, Water Main Extensions, Systems Engineering Division, Water Services Dept., (816) 513-0315, 4800 E. 63rd Street, Room 201, Kansas City, Missouri 64130.

7. **Site Disturbance Permit:** Projects that will disturb an area equal to or greater than one acre require a SiteDisturbance 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 need for 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. **An application for private grading must also accompany the SiteDisturbance Permit Application.**

8. **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. **Completed Checklist (Part B, pages 7-15) must accompany the submittal, as well as the number of plan sets shown on sheet 8 of this form.**

9. **Resubmittal:** Resubmittals will not be accepted without: 1) Resubmittal Form (Part C, pages 16 & 17) signed by a Missouri-registered Professional Engineer, 2) comment response letter explaining changes made due to plan review comments, 3) required number of plan sets. Contact plan reviewer, if necessary, for number of plan sets or to clarify review comments and requirements.

10. **Review Comment Resolution (RCR):** RCR is a meeting held between the Plan Reviewer and the applicant to clarify and reach agreement on how the applicant intends to address plan review deficiencies 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 the plans can be found "In General Compliance". The 0.30% fee 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. RCR's will be documented and a one-week plan review time will be allotted after resubmittal.

11. **Permits, Licenses, Bonding and Insurance:** After plans are found "In General Compliance", permits can be issued to the developer, property owner, owner's representative or a contractor.

Permitees must have a valid business license issued by the Business License Division of the Finance Department.

Contractors 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 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. The Code stipulates that when a contractor obtains a permit, the contractor shall complete the work at their expense. Effectively, in this situation, the contractor becomes the developer. 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.

13. **CPD-DS Quality Control Review:** Submittals for public infrastructure improvements are processed by the QCRgroup of the Land Development Division. QCR is allotted two working days for -processing. If the submittal is incomplete, applicants will be informed of the additional information required. **QCR will not distribute plans for technical review without the following,** (additional items may also be requested):

1. Plan review fee equal to 3.65% of the engineer's wet-sealed opinion of probable cost.
2. Required number of plan sets, specifications, storm drainage studies and other required documents.
3. Completed Submittal Checklist Form - Part B.
4. Plans, design information, a detailed bar chart-type construction schedule multi-phased site disturbance activities and the application, including any associated public and private grading as well as any detention basin grading and any permanent storm sewer piping associated with the detention basin (when proposed with site disturbance activities.)
5. Separate wet-sealed engineer's opinion of probable cost for public and private construction and permit valuations with relevant information (prepared in accordance with State of Missouri law section: 4 CSR 30-3.030).
6. Developer/Owner's signature block with contact information including e-mail address and the number of contracts (permits) proposed by the project with original signature (non-photocopied).

7. A Missouri-registered professional engineer's wet-seal on all documents.
8. Copy of the controlling ordinance, CPC case number or CPD-DS-LDD Plats Review Committee comments.
9. Application for variances submitted to the CPC or PZ&E Committee of the City Council.
10. Executed and recorded offsite easements with exhibits.

Please direct submittals to the 5th floor of City Hall:

City Planning and Development Department - Development Services

Attn: Sy Noorbakhsh, C.B.O. Supervisor of Plans Management

Permits Division, Plans Management Branch

Kansas City, Missouri 64106

E-mail: sy_noorbakhsh@kcmo.org

Tele: (816) 513-1500 #4

Fax: (816) 513-1484

CPD-DS-LDD will forward comments to the applicant as they become available. When full or partial compliance is determined, CPD-DS-LDD will advise the applicant of the availability of permits.

13. **“As-Built” Drawings:** “As-built” drawings, prepared in conformance with the PWD’s “Plan Presentation Criteria and Procedure” (available at <http://www.kcmo.org/codes.nsf/web/LDDstandardspolicies?opendocument>), 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. Contact CPD-DS-LDD–Inspections Branch for status of the construction inspector’s agreement with this status change as indicated on the permit inspection activity signoff. A “Request for As-builts” letter will be sent to the design professional. Submit drawings, a copy of the “Request for As-builts” letter and a Resubmittal Form (Part C, page 16) 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, but it can also be prepared and submitted by the design professional at the permittee’s option.

14. **Easement Releases and Right-of-Way Vacations:** Specific instructions on the process to request the release of an easement or the vacation of public right-of-way can be found in Section 75 of the Code of Ordinances, including fees paid upon application for easement release to Land Development Division. Plat and right-of-way vacation applications are filed with Development Management on the 15th Floor of City Hall at telephone (816) 513-2846.

15. **KivaNet and other online resources:** Following submittal of plan review applications, the status of the review can be monitored online through KivaNet at <http://kivaweb.kcmo.org/kivanet/2/index.cfm>. The City’s home page at <http://www.kcmo.org/kcmo.nsf/web/home?opendocument> can also provide KivaNet access by clicking “Site Directory” in the left-hand blue toolbar and selecting “Developer Information” or directly at <http://www.kcmo.org/codes.nsf/web/develops>. This page includes links to the majority of services available in the development process, including the Public Works “Plan Presentation Criteria and Procedure.” When the review is complete, the plan reviewer will notify the applicant, using the applicant’s preferred contact method, of the specific KivaNet review website and permit number and type.

16. **Assessor’s Parcel Numbers (APN):** To expedite the in-processing and review of plans, use KivaNet to locate the property and use the “GIS Map” links to verify the location. When the location on the GIS maps is verified, use the “Parcel Info” tool to select the parcels and view the Parcel APN. Include the applicable APN’s in the application form located in Part B of the checklist.

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

CITY PLANNING & DEVELOPMENT DEPARTMENT:

Development Services – Land Development Division

Dion Waldon, P.E., Division Manager-Land Development Division dion_waldon@kcmo.org

TEL (816) 513-2604

5th Floor, City Hall, 414 E. 12th Street, Kansas City, MO 64106

FAX (816) 513-2548

Projects requiring review: Land Disturbance, public street, sidewalk and drives, public storm sewers, public sanitary sewers, private improvements including modification to 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 63, Code of Ordinances

Streets, Sidewalks and Public Places, Chapter 64, Code of Ordinances

Subdivisions, Chapter 66, Code of Ordinances

APWA 5600 – As amended

Erosion and Sediment Control Specifications, APWA Sections 2100 and 5100, as amended

Estimated Plan Review Turnaround: 90% of submittals within 4 weeks or less
90% of resubmittals within 2 weeks or less

90% review comment resolution resubmittals within 1 week or less

Development Services - Plans Review Division

Gary Marker, R.A., Division Manager of Plans Review

gary_marker@kcmo.org

TEL (816) 513-1500

2nd Floor, Oak Tower, 324 East 11th Street, Kansas City, MO 64106

FAX (816)513-1485

Code Questions Line

(816) 513-1511

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

Applicable Codes, Standards, and Ordinances:

Fences and Walls, Chapter 27, Code of Ordinances

Floodplain Management, Chapter 28, Code of Ordinances

Estimated Plans Review Turnaround:

90% of submittals within 4 weeks or less

90% of resubmittals within 2 weeks or less

90% review comment resolution resubmittals within 1 week or less

Arterial Street Impact Fees

Impact Fee Administrator (816) 513-2551

5th Floor, City Hall, 414 E. 12th Street, Kansas City, MO 64106

FAX 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

Estimated Plans Review Turnaround Time: 90% of submittals reviewed in 2 weeks or less.

DEPARTMENT OF PARKS & RECREATION:

Planning Services Division

Larry R. Kilgore, Principal Engineering Technician

larry_kilgore@kcmo.org (816) 513-7606

4600 East 63rd Street, 2nd Floor, Kansas City, MO 64130

FAX 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.

Applicable Codes and Ordinances: **Parks and Recreation**, Division 7, Administration, Chapter 2, Code of Ordinances

Estimated Plan Review Turnaround: 90% of submittals within 2 weeks or less

Related permits issued:

- Drive approach, curb replacement and sidewalk permits in Parks Dept. right-of-way
- Street tree planting permits

DEPARTMENT OF PUBLIC WORKS:

Street & Traffic Division (Transportation Planning)

Tom Degenhardt, P.E., Asst. City Engineer

mohsin_zaidi@kcmo.org (816) 513-2683

19th Floor, City Hall, 414 E. 12th Street, Kansas City, MO 64106

FAX 513-2712

Projects requiring review: New or modifications to existing signalization, street operations and street improvements associated with traffic studies.

Street & Traffic Division:

Jerry Tapscott, P.E., Engineer

jerold_tapscott@kcmo.org (816) 513-2678

5th Floor, City Hall, 414 E. 12th Street, Kansas City, MO 64106

FAX 513-2712

Projects requiring review: Public street construction with traffic control plans, detour plans, permanent street signage and stripping, new or modified signalization and street or sidewalk closures.

Applicable Codes and Ordinances:

Streets, Sidewalks and Public Places, Chapter 64, Code of Ordinances
Subdivisions, Chapter 66, Code of Ordinances
APWA 5600 - as amended

Estimated Plan Review Turnaround: 90% of submittals reviewed in 2 weeks or less.

Related Permits Issued:

- Street and Sidewalk Closure Permits
- Hauling Permits

WATER SERVICES DEPARTMENT:

Water Main Extensions and Relocations

David W. Powell, Manager, Systems Engineering Division
4800 East 63rd Street, Room 201, Kansas City, Missouri 64130

david_powell@kcmo.org (816) 513-0315
FAX 513-0288

Applicable Codes and Ordinances: Water Services, Chapter 78, Code of Ordinances; Regulations of the Water Services Department, Standards and Specifications for Water Main Extensions and Relocations; and, Procedures for Engineers

FLOOD CONTROL LEVEE DISTRICTS:

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

Engineering & Planning Division-Geotechnical Branch

Local Protection Section (Levees and Channels)

Kathleen E. Lust, P.E., Local Protection Chief
8th Floor, Federal Building, 601 East 12th Street, Kansas City, MO 64106

(816) 389-3612
FAX 426-5462

Kansas City, Missouri Levee Committee:

East Bottoms Unit

North Kansas City Unit-Airport Section

Central Industrial Unit-Missouri Section

Jim Merideth, P.E., Chairman of the KCMO Levee Committee
4800 E. 63rd St., Kansas City, MO 64130

(816) 513-0443
FAX 513-0366

Birmingham Drainage District

Robert W. McKinley, President
922 Walnut Street, Suite 1500, Kansas City, MO 64106

(816) 842-6100
FAX 842-0013

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.

Applicable Codes and Ordinances: Kansas City Flood Control Project, Operation & Maintenance Manual, latest edition as published by the United States Corps of Engineers.

Estimated Plans Review Turnaround: 90% of submittals completed within 8 weeks.

These agencies are notified of the plans submittal by CPD-DS and their approval is required prior to issuance of permits. In levee districts, the applicant is required to submit 3 sets 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 for approval by the Corps of Engineers.

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

Beth Wright, P.E., District Manager
600 NE Colbern Rd., P. O. Box 648002, Lee's Summit, MO 64064-8002

(816) 622-6300
FAX 622-0699
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

Christine Myrick, Manager

christine_myrick@kcmo.org

(816) 513-1100

2nd Floor, West, City Hall, 414 E. 12th Street, Kansas City, MO 64106

FAX 513-1077

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



Public Infrastructure Plan Submittal Checklist – Part B
Information Bulletin No. IB159 (AUGUST 8-25-08)
City Planning & Development Department - Development Services (CPD-DS)
City of Kansas City, Missouri <http://www.kcmo.org/codes/>

Project Number: _____ **Project/Subdivision/Plat name:** _____

NOTE: City does not regulate or review County, State or Federally-owned projects when all work is confined within the property. Such projects are subject to City review and permit procedures only when work associated with the project is to be performed in the public right-of-way.

Part B - Sections 1-23 on pages 7-15 must accompany submittals

1. Complete print the following information:

| | |
|--|--|
| Project Name: | |
| Project Address/General Location Description: | |
| Project Scope: | |
| <input type="checkbox"/> Residential subdivision | <input type="checkbox"/> Single lot |
| <input type="checkbox"/> Commercial | <input type="checkbox"/> Industrial |
| <input type="checkbox"/> Offsite sewer extension | <input type="checkbox"/> Roadway/Street Improvements |
| Parcel APN(s): | |
| Controlling Ordinance No./CPC Case No./DAT Case No.: | Attach copies |

2. Where to send plan review comments:

| | | | |
|---|-------|-----------|---------|
| Co. Name: | | | |
| Contact: | | Position: | |
| Address: | | | |
| City: | | State: | Zip: |
| Phone: | Extn: | Fax: | E-mail: |
| Forward plans review comments by <input type="checkbox"/> US Mail <input type="checkbox"/> Fax <input type="checkbox"/> e-mail to the above listed address. | | | |

3. Missouri-registered Professional Engineer:

| | | | |
|--|-------|--------|---------|
| Missouri-registered Professional Engineer: | | | |
| Co. Name: | | | |
| Address: | | | |
| City: | | State: | Zip: |
| Phone: | Extn: | Fax: | E-mail: |

4. Engineer's Certification:

| | |
|---|----------------------------|
| I hereby certify that: | |
| <ul style="list-style-type: none"> ▪ I am a Missouri-registered Professional Engineer; ▪ I have completed this checklist indicating the requirements for plan review; ▪ this submittal is complete for review of the work as described herein; ▪ this submittal meets minimum requirements of the adopted APWA standards and DPW's "Plan Presentation Criteria and Procedure" ▪ I understand that omission of any required information will delay the plan review process. | |
| Certified by: _____ | Date: _____ |
| Print name: _____ | Tele: () _____ |
| Company: _____ | PE Registration No.: _____ |

Plan Types and Required Sets:

| Plan Type | No. of Sets Required | Review Type |
|--|----------------------|-------------|
| Land Disturbance | 2 | SEA0 |
| Street, Storm/Sanitary Sewer | 4 | SEBH |
| Prelim Public grading | 2 | SEBC |
| Public Grading | 2 | SEA0 |
| Sanitary Sewers | 2 | SEFA |
| Sanitary Sewer OffSite | 2 | SEFB |
| Street and Storm Sewer | 4 | SEBG |
| Storm Sewer | 2 | SEDA |
| Sanitary & Storm Sewer | 2 | SEFC |
| Street | 4 | SEBF |
| Street Lighting | 2 | SEBI |
| Storm Drainage Study | 2 | SEGC |
| Storm Drainage Letter | 2 | SEGB |
| Prel. Storm Drainage Study | 2 | SEGA |
| Site Grading Private Property | 2 | SEBC |
| Recorded Off-Site Easements | 1 | SEIA |
| Easement Release | 1 | SEIB |
| Engineers Estimate | 1 | |
| Maintenance Agreements | 1 | SERK |
| Project Specifications | 2 | |
| Structural Calculations | 2 | |
| Soils Reports | 2 | |
| Sewer Abandonment | 2 | |
| Controlling Ordinance, CPC Disposition Letter and/or staff report | 1 | |
| Request(s) for variance for these public improvements | 1 | |
| Floodplain Certificate | 5 | |
| Signalization/Traffic/Street Operations | 3 | |
| Other | | |

5. Owner/Developer and Design Team Information:

| Owner/Developer | | |
|---------------------|------------|---------|
| Co. Name: | | |
| Contact: | Title: | |
| Address: | | |
| City/State/Zip: | | |
| Tele: () | Fax: () | E-mail: |
| Civil Engineer | | |
| Co. Name: | | |
| Contact: | Title: | |
| MO Registration No. | Signature: | |
| Address: | | |
| City/State/Zip: | | |
| Tele: () | Fax: () | E-mail: |

| | | |
|----------------------------|------------|---------|
| Structural Engineer | | |
| Co. Name: | | |
| Contact: | Title: | |
| MO Registration No. | Signature: | |
| Address: | | |
| City/State/Zip: | | |
| Tele: () | Fax: () | E-mail: |
| Other | | |
| Co. Name: | | |
| Contact: | Title: | |
| MO Registration No.: | Signature | |
| Address: | | |
| City/State/Zip: | | |
| Tele: () | Fax: () | e-mail: |

6. Permit Valuation and Fees: Construction values used to calculate the permit fee shall include the total value of the work for which permits are issued and can be actual contract values. When materials, labor or equipment are provided by others, those values shall be included in the valuation for the work under the permit to which they apply. Make checks payable to "KCMO City Treasurer."

| Site Disturbance Plan Review | No. of Disturbed Acres | Requested Permit Duration (Month) | Plan Review Fee \$73.00 x No. of Disturbed Ac. |
|------------------------------|------------------------|-----------------------------------|---|
| Total | | | \$ |

* Permit Fee is subject to duration fee factor per Code

| Review Type | Valuation * * | Plan Review Fee * 0.0365 x Valuation |
|--|---------------|---|
| Sanitary Sewer | | |
| Storm Sewer | | |
| Public Street Paving | | |
| Curb and Gutter, Sidewalk and Drive Approach | | |
| Public Street Lighting | | |
| Silt and/or Detention Basin(s) | | |
| Public Street Marking and Signage | | |
| Public Street Grading in r/w | | |
| Storm Drainage Study | *** | |
| Sewer Abandonment (Removal Value) | | |
| San/Storm Sewer Connection | | City will determine fee amount |
| Total | \$ | \$ |

** Valuation subject to review and acceptance by City as compared with values for similar work as determined by City.

*** Valuation for purposes of determination of fee when study is submitted independently and ahead of public improvement plans shall be 3.0% of the value of project infrastructure improvements but the fee shall not be less than \$300. This fee shall be credited against the public infrastructure fees when plans are submitted.

| Private Grading Outside R/W | Valuation | Plan Review Fee *USE COMMERCIAL FEE SCHEDULE |
|-----------------------------|-----------|--|
| Total | \$ | * \$ |

PRIVATE GRADING OF RESIDENTIAL DEVELOPMENTS IS TREATED AS A COMMERCIAL PROJECT FOR CALCULATION OF THE PLAN REVIEW FEE. USE THE COMMERCIAL FEE SCHEDULE AND PROVIDE CALCULATIONS WITH THE SUBMITTAL.

PROVIDE SEPARATE PERMIT VALUATIONS FOR PUBLIC STREET GRADING AND PRIVATE GRADING. Public Street Grading - required plan review fee is 3.25% of the valuation of the work from the Engineer's Estimate. Private Grading - required plan review is 1/2 of the grading permit fee when the total valuation of the project exceeds \$100,000. Permit valuations for Private Grading shall include the value of ALL work on private property.

Following are basic plan submittal requirements for City departmental plan reviews. **Mark the appropriate response in checkboxes for every item in the Checklist**

CPD-DS-LDD

7. Plan Presentation Criteria: minimum requirements for street, storm, sanitary sewer, Land Disturbance, street lighting, site grading and storm drainage studies:

| | |
|----|--|
| a. | Name and type of project |
| b. | Scope, Summary of Quantities, standard legend and contract no. information |
| c. | Engineer's Certification block |
| d. | Developer's Acknowledgement block with contract information |
| e. | Location map |
| f. | P.E. seal (In accordance with the MO Board for Architects, Professional Engineers, Land Surveyors and Landscape Architects section: 4 CSR 30-3.030.) |
| g. | Revision block noting all changes in accordance with State Sealing Requirements. |
| h. | Standard plan size (24" x 36") |
| i. | Case Number, CPC Case Number, Final Plat SD Number, Controlling Ordinance Number |
| j. | Watershed Name, Parcel APN numbers |

8. Terms and Conditions:

| | | |
|---|----|--|
| YES <input type="checkbox"/> NO <input type="checkbox"/> | a. | Zoning/rezoning - provide pertinent documents (Case no., Controlling Ordinance, Staff Report |
| YES <input type="checkbox"/> NO <input type="checkbox"/> | b. | Platting - provide pertinent documents (Case no. Controlling Ordinance, Staff Report |
| YES <input type="checkbox"/> NO <input type="checkbox"/> | c. | Lot split - provide all pertinent documents including lot split no.) |
| YES <input type="checkbox"/> NO <input type="checkbox"/> | d. | Development Plan Application submitted |
| YES <input type="checkbox"/> NO <input type="checkbox"/> | e. | Disposition letter issued by City Plan Commission - submit copy |
| YES <input type="checkbox"/> NO <input type="checkbox"/> | f. | Exploratory borings |
| YES <input type="checkbox"/> NO <input type="checkbox"/> | g. | Borings indicate rock |
| YES <input type="checkbox"/> NO <input type="checkbox"/> | h. | Removals by blasting - a blasting permit will be required from PWD |
| Need to apply <input type="checkbox"/> Have Applied <input type="checkbox"/> | h. | Status of blasting permit application |
| YES <input type="checkbox"/> NO <input type="checkbox"/> | i. | Public right-of-way to be dedicated by warranty deed. Include <u>ALL</u> related documents on page 11 at http://www.kcmo.org/codes/LDD/stds/policy/pwerow2b.pdf |

9. General Utility Requirements:

| | | |
|--|----|--|
| YES <input type="checkbox"/> NO <input type="checkbox"/> | a. | Storm sewer crossings of new or existing streets. Flowable fill, performance bond or letter of credit will be required. http://www.kcmo.org/codes.nsf/web/LDDstandards?opendocument . See Surety Forms |
| YES <input type="checkbox"/> NO <input type="checkbox"/> | b. | Waterman extensions? Yes - verify MDNR requirements and provide status of Water Service Dept. review |

10. Site Disturbance:

| | | |
|--|----|---|
| YES <input type="checkbox"/> NO <input type="checkbox"/> | a. | Disturbed area equal to or in excess of one acre. No - Land Disturbance Permit is not required. Remaining conditions of Ordinance 981135 do apply. Yes - Land Disturbance Permit is required. See item c. - NOTE below. |
| YES <input type="checkbox"/> NO <input type="checkbox"/> | b. | Proposed drainage improvements discharge to a lake or pond. Yes - Developer must post performance bond for Land Disturbance Permit. Bond not required at time of plan review. |
| NOTE: | c. | If disturbed area is equal to or greater than one acre, a Land Disturbance Permit is required from the Missouri Department of Natural Resources (MDNR). After City compliance of Land Disturbance Plans is met, CPD-DS-LDD will issue a letter to the design professional which must be included with the MDNR NPDES permit application. Send NPDES Land Disturbance Permit requests to: MDNR Attn: Sonny Wellesley Water Pollution Control Program 500 Colbern Road Lee's Summit, Missouri 64086 Phone: 816-622-7026 Fax: 816-622-7044 |

SiteDisturbance Plan Components: additions to those listed in 8) above

| | | |
|---|----|---|
| Title Sheet | | |
| REQ <input type="checkbox"/> N/A <input type="checkbox"/> | a. | Total disturbed area |
| REQ <input type="checkbox"/> N/A <input type="checkbox"/> | b. | Project benchmark |
| REQ <input type="checkbox"/> N/A <input type="checkbox"/> | c. | Section-Range-Township |
| REQ <input type="checkbox"/> N/A <input type="checkbox"/> | d. | City, County, State |
| REQ <input type="checkbox"/> N/A <input type="checkbox"/> | e. | Legal description, labeled "Legal Description" or Property Description" |
| REQ <input type="checkbox"/> N/A <input type="checkbox"/> | f. | Sheet index |
| REQ <input type="checkbox"/> N/A <input type="checkbox"/> | g. | Full name of Land Disturbance plans including other coincidental activities |
| Sheet 2 | | |
| REQ <input type="checkbox"/> N/A <input type="checkbox"/> | h. | General notes |
| REQ <input type="checkbox"/> N/A <input type="checkbox"/> | i. | KCMO Ordinance No. 981135 notes |
| REQ <input type="checkbox"/> N/A <input type="checkbox"/> | j. | Construction schedule |
| REQ <input type="checkbox"/> N/A <input type="checkbox"/> | k. | Excerpt of soil survey from County soils records |
| REQ <input type="checkbox"/> N/A <input type="checkbox"/> | l. | Soils legend |
| Sheet 3 | | |
| REQ <input type="checkbox"/> N/A <input type="checkbox"/> | m. | Existing and proposed contours |
| REQ <input type="checkbox"/> N/A <input type="checkbox"/> | n. | Seed and mulch notes |
| REQ <input type="checkbox"/> N/A <input type="checkbox"/> | o. | Show and identify Property Lines and label as "Property Line" |
| REQ <input type="checkbox"/> N/A <input type="checkbox"/> | p. | BMP construction details |
| REQ <input type="checkbox"/> N/A <input type="checkbox"/> | q. | Storm sewer plans for permanent detention facilities used temporarily for siltation control |
| REQ <input type="checkbox"/> N/A <input type="checkbox"/> | r. | Earthwork quantities (public/private) |
| Sheet 4/5/6 | | |
| REQ <input type="checkbox"/> N/A <input type="checkbox"/> | s. | Phased erosion control measures |
| REQ <input type="checkbox"/> N/A <input type="checkbox"/> | t. | Inlet protection measures |
| REQ <input type="checkbox"/> N/A <input type="checkbox"/> | u. | Explanation of work to be performed in each phase of Land Disturbance activities |
| REQ <input type="checkbox"/> N/A <input type="checkbox"/> | v. | Vehicle tracking control location and detail |
| REQ <input type="checkbox"/> N/A <input type="checkbox"/> | w. | No more than ¼ acre of disturbed area per 100 LF of silt fence |
| REQ <input type="checkbox"/> N/A <input type="checkbox"/> | x. | Material stockpile locations and erosion control measures |
| Sheet 7 | | |
| REQ <input type="checkbox"/> N/A <input type="checkbox"/> | y. | Riser pipe/sediment basin detail |
| REQ <input type="checkbox"/> N/A <input type="checkbox"/> | z. | Check dam detail |
| REQ <input type="checkbox"/> N/A <input type="checkbox"/> | aa | Silt trap detail |
| REQ <input type="checkbox"/> N/A <input type="checkbox"/> | bb | Temporary diversion dike detail |
| REQ <input type="checkbox"/> N/A <input type="checkbox"/> | cc | Diversion ditch details |
| REQ <input type="checkbox"/> N/A <input type="checkbox"/> | dd | Inlet protection details |
| Miscellaneous | | |
| REQ <input type="checkbox"/> N/A <input type="checkbox"/> | ee | Offsite grading easements |
| REQ <input type="checkbox"/> N/A <input type="checkbox"/> | ff | Private grading permit application |

11. Storm Drainage Study:

| | | |
|--|----|---|
| YES <input type="checkbox"/> NO <input type="checkbox"/> | a. | Does the project meet the definition of a "development" under APWA section 5601.2 part H? |
|--|----|---|

| | | |
|---|----|--|
| YES <input type="checkbox"/> NO <input type="checkbox"/> | b. | Yes - A drainage study sealed by a Missouri-registered professional engineer is required, consisting, at a minimum, of a letter addressing stormwater runoff management from the project and may recommend stormwater detention/retention and/or downstream drainage improvements in accordance with APWA and adopted KCMO supplements. A macro drainage must be prepared for phased projects in accordance with the Stormwater Management Plan document. Refer to “Policies” on the City webpage. |
| YES <input type="checkbox"/> NO <input type="checkbox"/> | c. | Is project located in a regulatory floodplain? |
| REQ <input type="checkbox"/> N/A <input type="checkbox"/> | d. | Yes - a Floodplain Study must be provided for processing through CPD-DS-PMB. |
| REQ <input type="checkbox"/> N/A <input type="checkbox"/> | e. | Yes - address the following comment: Substantial improvements for this project do not address the detrimental impact to the Health and Safety issues that exist upon such property. Under the Nuisance law “Chapter 28 of Code of Ordinances of KCMO i.e. Sections 28-4(b), 28-4(e), 28-5(2)...” and “FEMA 44CFR i.e. sections 60.3(4)(II), 60.22(b)(2), 60.22(c)(1), 60.22(c)(7), 60.23(h)(1), 60.23(h)(6)...” you must address the above issue before the Floodplain Certificate is issued, even though the damage would be self inflicted. |

12. Storm Sewers: Conforming to APWA Section 2600 requirements

| | | |
|---|----|---|
| YES <input type="checkbox"/> NO <input type="checkbox"/> | a. | Is the project within an existing subdivision? |
| YES <input type="checkbox"/> NO <input type="checkbox"/> | b. | Are storm sewers available? |
| REQ <input type="checkbox"/> N/A <input type="checkbox"/> | c. | Yes - submit a Storm Drainage Study detailing development conditions in conformance with APWA Section 5600. Submit Storm Sewer Plans if downstream or site improvements are proposed as part of the drainage study recommendations |
| YES <input type="checkbox"/> NO <input type="checkbox"/> | c. | No - are offsite storm sewers available within 100 feet of the project limits? |
| REQ <input type="checkbox"/> N/A <input type="checkbox"/> | d. | Yes - submit Storm Sewer Extension Plans to extend sewers to the project limits and/or site area |
| REQ <input type="checkbox"/> N/A <input type="checkbox"/> | e. | No - submit a Storm Water Drainage Study substantiating that proposed runoff characteristics are unchanged by the proposed project. Submit Storm Sewer Plans as required by the Storm Water Drainage Study if downstream improvements are proposed. |
| YES <input type="checkbox"/> NO <input type="checkbox"/> | f. | Are offsite storm sewer easement(s) required? Yes - offsite easement(s), i.e. (beyond plat limits), must be executed and recorded at the county in which the project is located and must identify that county’s document book & page numbers. Permanent and temporary construction easements must be submitted with the initial plan submittal. Sewer alignments typically do not change as a result of the City plan review. An easement exhibit must accompany the easement. The City will verify that easements are on the correct form and will process the ordinance for their acceptance. Submit separate easement documents for each required easement No - and subdivision platting is required, onsite easements are to be dedicated by plat in accordance with Chapter 66 of the Code of General Ordinances. If platting is not required, easement documents are required as for “Yes” above. |
| REQ <input type="checkbox"/> N/A <input type="checkbox"/> | g. | Surface Drainage Easements are referenced and delineated on the plat and are submitted as separate easement documents using the appropriate standard form (available on request from CPD-DS-LDD or online). Surface drainage easements must be executed, but need not be recorded if they are within the plat boundary and will be recorded by plat |
| REQ <input type="checkbox"/> N/A <input type="checkbox"/> | h. | Storm Water BMP’s labeled on the plat with boundaries clearly delineated by showing dimensional ties to known points on the plat and dimensions and bearings along the perimeter. A separate maintenance agreement is required for BMP maintenance. |

13. Sanitary Sewers: Conforming to APWA Section 2500 requirements

| | | |
|--|----|--|
| YES <input type="checkbox"/> NO <input type="checkbox"/> | a. | Is the project within an existing subdivision? |
| YES <input type="checkbox"/> NO <input type="checkbox"/> | b. | Are onsite sanitary sewers available? |
| YES <input type="checkbox"/> NO <input type="checkbox"/> | c. | Yes - Sanitary Sewer Extension plans are not required. In certain situations, i.e., when existing system capacity is limited or a substantial capacity is to be utilized by a proposed new user, an analysis may be required to verify capacity adequacy of the existing sewer. Submit sanitary sewer capacity analysis, if required. No – and sewer connection is needed, submit Sanitary Sewer Extension plans |
| YES <input type="checkbox"/> NO <input type="checkbox"/> | d. | Are offsite sanitary sewer easements required? Yes - offsite easement(s), must be executed and recorded at the county in which the project is located and must identify reflect the county’s document book and page numbers. Permanent and temporary construction easements must be submitted with the initial plan submittal. Sewer alignments generally do not change as a result of the City plan review. An easement exhibit must accompany the easement. The City will verify that easements are on the correct form and will process the ordinance for their acceptance. Submit separate easement documents for each easement required. No - and subdivision platting is required, onsite easements are to be dedicated on the plat in accordance with Chapter 66 of the Code of General Ordinances of Kansas City, Missouri. If the project is not associated with a proposed subdivision plat application, easement documents are required as for “yes” above. |

| | | |
|--|----|---|
| YES <input type="checkbox"/> NO <input type="checkbox"/> | e. | Is a forcemain required? Yes – submit Sanitary Sewer Forcemain plans which requires review by the Water Services Dept. Contact that dept. for an estimate of the review time. |
|--|----|---|

14. As-Built Drawings: 14. “As-Built” Drawings: Preparation of “As-builts” drawings is the responsibility of the permittee. Alternatively, they may be prepared and submitted by the design engineer. The original design documents are to be revised to show as-constructed elevations and pipe lengths. Drawings are to be submitted after field acceptance of construction and receipt of a “Request for As-builts” letter. “As-builts” must be submitted for **all** public sewer improvements permitted through CPD-DS-LDD per policy of the Public Works Dept., adopted July 11, 1988, stating: “As-built” drawings are included as permit obligations and are the responsibility of the permittee. Following are the requirements for the “as-built” submittal.

| | | |
|------------------------------|----|--|
| REQ <input type="checkbox"/> | a. | Full set of mylar plans |
| REQ <input type="checkbox"/> | b. | Engineer’s “As-built” certification statement and seal |
| REQ <input type="checkbox"/> | c. | “As-built” summary of quantities |
| REQ <input type="checkbox"/> | d. | Revised elevations and pipe lengths |
| REQ <input type="checkbox"/> | e. | Revision block update |

15. Street Lighting: Installation of streetlights is required on new roadway or street widening projects. After acceptance of the installation, the City will assume maintenance and operating costs for a standard system. Plans shall conform to APWA Sections 2800 and 5800 Plan Requirements PWD “Plan Presentation Criteria” and other applicable adopted City standards.

| | | |
|---|----|--|
| YES <input type="checkbox"/> NO <input type="checkbox"/> | a. | Does project involve new roadway or street widening? |
| YES <input type="checkbox"/> NO <input type="checkbox"/> | b. | Yes - submit Street Lighting Improvement Plans. Plans shall be separate from other improvement plans and not incorporated into the street construction plans No - Street Lighting Improvement Plans are not required. In certain situations, relocation(s) of existing lights to avoid new drive entrances or utilities must be reviewed by the City. Pole relocations may require changes to existing hardware or additional poles may be required to meet illumination standards. These will be at the developer’s expense. Submit Street Lighting Adjustment Plans, as necessary |
| REQ <input type="checkbox"/> N/A <input type="checkbox"/> | c. | Alternative or nonstandard poles, bases, arms, lamps, fixtures and incidental hardware dedicated for public roadway and/or sidewalk lighting require a maintenance agreement between the City and the Developer. The lighting design must meet current City Standards. Allow additional time for review of alternative lighting and for finalizing the agreement. Estimated length of review can be provided by the. Submit manufacturer’s shop drawings, vendor contact information and IES photometric files for alternative/nonstandard lighting systems. |

16. Street Plans: Conforming to APWA Section 5200 Plan Requirements.

| | | |
|--|----|--|
| YES <input type="checkbox"/> NO <input type="checkbox"/> | a. | Does project involve new roadway or street widening? |
| YES <input type="checkbox"/> NO <input type="checkbox"/> | b. | Yes - submit Street Improvement Plans No - Street Improvement Plans are not required. In certain situations, street right-of-way improvements plans may be necessary when substantial streetscape or driveway and sidewalk improvements are proposed. Generally, these improvements are shown as Site Improvements associated with building plan submittals. Since these are incorporated into building plans, separate plans are not required. Submit site improvement sheets in accordance with DS-PMB requirements. Submit separate Street Improvement Plans as necessary. |

CPD-DS-PRD

17. Site Plan: (see also CPD-DS-LDD)

| | | |
|---|----|---|
| REQ <input type="checkbox"/> N/A <input type="checkbox"/> | a. | Legal description |
| REQ <input type="checkbox"/> N/A <input type="checkbox"/> | b. | Scale not less than 1”= 60’ |
| REQ <input type="checkbox"/> N/A <input type="checkbox"/> | c. | Identify and label dimensions of property lines |
| REQ <input type="checkbox"/> N/A <input type="checkbox"/> | d. | Earth retaining structures |
| REQ <input type="checkbox"/> N/A <input type="checkbox"/> | e. | North arrow |
| REQ <input type="checkbox"/> N/A <input type="checkbox"/> | f. | Existing and proposed contours |
| REQ <input type="checkbox"/> N/A <input type="checkbox"/> | g. | Sidewalks, driveways, paved areas, streets, curbs and gutters |
| REQ <input type="checkbox"/> N/A <input type="checkbox"/> | h. | Existing and proposed fire hydrants and siamese connections |
| REQ <input type="checkbox"/> N/A <input type="checkbox"/> | i. | Building dimensions and distances to other buildings, improvements, property lines, driveways, and proposed parking |
| REQ <input type="checkbox"/> N/A <input type="checkbox"/> | j. | Site utilities and storm drainage systems and structures, indicate routing of all utilities to the point of connection to public facilities |
| REQ <input type="checkbox"/> N/A <input type="checkbox"/> | k. | Note limits of 100-year Regulatory Floodplain and Floodway |
| REQ <input type="checkbox"/> N/A <input type="checkbox"/> | l. | Location of public right-of-way adjacent to property |

| | | |
|---|----|---|
| REQ <input type="checkbox"/> N/A <input type="checkbox"/> | m. | Location of easements on the property. |
| REQ <input type="checkbox"/> N/A <input type="checkbox"/> | n. | Layout and design of the parking areas, including ADA spaces, screening, offstreet loading/unloading areas, vehicle maneuvering area and pavement construction details |
| REQ <input type="checkbox"/> N/A <input type="checkbox"/> | o. | Parking area lighting |
| REQ <input type="checkbox"/> N/A <input type="checkbox"/> | p. | Landscaping plan |
| REQ <input type="checkbox"/> N/A <input type="checkbox"/> | q. | Erosion and sedimentation control measures as required by sections 18-19(a)(5), 18-19(d)(3), and 18-51, Appendix Chapter 70, Section 7013 of Chapter 18, KCBRC, Code of Ordinances. |

18. Structural:

| | | |
|---|----|---|
| REQ <input type="checkbox"/> N/A <input type="checkbox"/> | a. | Retaining Walls (1) Footings must meet or exceed minimum depth of 36" (2) Soils report or soil design calculations (i.e., vertical and lateral bearing, sliding, etc.) (3) Statement of design values used (i.e., assumed for stated soil classification, recommended in soils investigation report, etc.) |
|---|----|---|

19. Special Inspections: in accordance with Section 1704 of the International Building Code:

| | | |
|---|----|--|
| REQ <input type="checkbox"/> N/A <input type="checkbox"/> | a. | Identify applicable work requiring Special Inspection per KCBRC Section 18-22, IBC Section 1704 and Chapter Two of the CPD-DS Special Inspections Manual : <input type="checkbox"/> Place Reinforced Concrete <input type="checkbox"/> Excavation and Fill <input type="checkbox"/> Testing of Reinforced Concrete <input type="checkbox"/> Drilled Piers or Piles <input type="checkbox"/> Place Reinforcing Steel <input type="checkbox"/> Earth Retaining Structure <input type="checkbox"/> Structural Masonry <input type="checkbox"/> Detention Basin <input type="checkbox"/> Bolts installed in Concrete <input type="checkbox"/> Verification of Soils <input type="checkbox"/> Other |
| REQ <input type="checkbox"/> N/A <input type="checkbox"/> | b. | Identify the Special Inspector for each work item and submit qualifications and letter of acknowledgment from Special Inspector. If unknown, submit time schedule for submittal |

20. Floodplain: applications for floodplain certificates may be filed separately or with applications for permit

| | | |
|---|----|---|
| REQ <input type="checkbox"/> N/A <input type="checkbox"/> | a. | A letter of request for Floodplain Certificate, describing the site involved. |
| REQ <input type="checkbox"/> N/A <input type="checkbox"/> | b. | Site plans at a scale not less than 1"= 60' based on the City's Datum Plane (722.57' NAVD = 0' KCD) showing: (1) Existing and proposed contours and floodplain boundaries (2) Existing and proposed contours (3) Elevations: (A) Regulatory flood level-NAVD (B) Regulatory flood level-KCD (C) Lowest floor elevation-KCD (4) Legal description, locations and dimensions of property lines. (5) City benchmark in the area (contact City Surveyor at 923-2058 or view online at http://www.kcmo.org/pubworks.nsf/web/engsurvey?opendocument). (6) Verification that all utilities and mechanical equipment will be protected from flooding by elevation or flood-proofing means. |
| REQ <input type="checkbox"/> N/A <input type="checkbox"/> | c. | Calculations substantiating no calculable increase in the flood level in the occurrence of a regulatory flood when construction is within the regulatory floodway. |
| REQ <input type="checkbox"/> N/A <input type="checkbox"/> | d. | Evidence that permits required by Section 404 of the Clean Water Act or other necessary permits have been obtained from the United States Corps of Engineers. |
| REQ <input type="checkbox"/> N/A <input type="checkbox"/> | e. | Stormwater runoff calculations |
| REQ <input type="checkbox"/> N/A <input type="checkbox"/> | f. | Name and address of the property owner |
| REQ <input type="checkbox"/> N/A <input type="checkbox"/> | g. | Note on plans boundaries of 100-year Regulatory Floodplain and Floodway. |

DEPT. OF PARKS & RECREATION – PLANNING SERV. DIV.

21. Plan Requirements:

| | | |
|---|----|--|
| REQ <input type="checkbox"/> N/A <input type="checkbox"/> | a. | Site plans showing property lines and boulevard or parkway right-of-way |
| REQ <input type="checkbox"/> N/A <input type="checkbox"/> | b. | Dimensioned setbacks of proposed structures from property lines |
| REQ <input type="checkbox"/> N/A <input type="checkbox"/> | c. | Existing and proposed drive approaches, reference the appropriate standard |
| REQ <input type="checkbox"/> N/A <input type="checkbox"/> | d. | Existing and proposed storm drainage inlets |
| REQ <input type="checkbox"/> N/A <input type="checkbox"/> | e. | Demolition areas |
| REQ <input type="checkbox"/> N/A <input type="checkbox"/> | f. | Existing and proposed street trees |
| REQ <input type="checkbox"/> N/A <input type="checkbox"/> | g. | Existing and proposed signage |

DEPT OF PUBLIC WORKS – TRANSPORTATION SERVICES SECTION

22. Plan Requirements:

| | | |
|---|----|---|
| REQ <input type="checkbox"/> N/A <input type="checkbox"/> | a. | Location of drive approaches on public streets and driveway geometrics. |
| REQ <input type="checkbox"/> N/A <input type="checkbox"/> | b. | Identification of Public Works Standards for public improvements. |



PUBLIC INFRASTRUCTURE PLAN RESUBMITTAL CHECKLIST - PART C
INFORMATION BULLETIN NO. IB159 (REVISED 8-25-08)
 City Planning and Development Department- Development Services (CPD-DS)
 City of Kansas City, Missouri <http://www.kcmo.org/codes/>

Project Number: _____ **Project/Subdivision/Plat name:** _____

Part C – This page must accompany resubmittals related to prior deficiency comment revisions

Note: Any changes to plan valuations warrant a plan review and/or permit fee adjustments. Include a revised Engineer’s Estimate.

Submittal Type: Resubmittal * “As-Built” Change(s) to Previously Reviewed Plans * *

* **On the 3rd and all subsequent reviews and as noted by prior review comments, the following fees apply:**

- Site Disturbance – 25% of prior total plan review fee
- Public Infrastructure - 0.30% of total approved valuation

* * **Site Disturbance and Public Infrastructure Fees (refer to ordinance no. 080766 sec. 63 & 64):**

- Minor - \$48.00
- Major – one-half total basic plan fee (plan review plus permit issuance fee)

* * * **RE-SUBMITTALS MUST INCLUDE A COMMENT RESPONSE LETTER THAT EXPLAINS HOW PLAN REVIEW COMMENTS WERE ADDRESSED. RE-SUBMITTALS MADE WITHOUT A COMMENT RESPONSE LETTER AND APPROPRIATE FEES WILL BE REJECTED DURING THE QCR PROCESS.**

*** * * PLAN REVIEW FEES EQUAL TO 0.30% OF THE TOTAL PERMIT FEE MAY BE IMPOSED WHEN PREVIOUSLY IDENTIFIED DEFICIENCIES REMAIN UNCORRECTED ON SUBSEQUENT SUBMITTALS.**

| Plan Type | Resubmittal No. | | | No. of Plan Sets | Page No. and Location of change(s) | Review Engineer | Date of Last Review | Review Type |
|-----------------------------------|-----------------|------|------------------|------------------|------------------------------------|-----------------|---------------------|----------------|
| | 2nd | *3rd | *4 th | | | | | |
| Land Disturbance | | | | | | | | SEA0: SEAA: |
| Prel. Public Grading | | | | | | | | SEBC: |
| Public Street Grading | | | | | | | | SEA0: |
| Sanitary Sewers | | | | | | | | SEFA: |
| Offsite San. Sewer | | | | | | | | SEFB: |
| Street and Storm Sewer | | | | | | | | SEBG: |
| Storm Sewer | | | | | | | | SEDA: |
| San. & Storm Sewer | | | | | | | | SEFC: |
| Street | | | | | | | | SEBF: |
| Street Lighting | | | | | | | | SEBI: |
| Storm Drainage study | | | | | | | | SEGC: |
| Storm Drainage Letter | | | | | | | | SEGB: |
| Prel. Strm. Drnge Study | | | | | | | | SEGA: |
| Priv. Grading outside r/w | | | | | | | | SEBC: |
| Recorded Easements | | | | | | | | SEIA: |
| Easement Release | | | | | | | | SEIB: |
| San. Sewer As-Built | | | | | | | | SEFD: |
| Storm Sewer As-Built | | | | | | | | SEDE: |
| Engineer’s Estimate | | | | | | | | |
| Resubmittal fee* | | | | | | | | |
| Review comments response letter** | | | | | | | | |
| Other | | | | | | | | |

I hereby certify that:

- I am a Missouri-registered Professional Engineer;
- I have completed this checklist indicating the requirements for plan review;
- this submittal is complete for review of the work as described herein;
- this submittal meets minimum requirements of the adopted APWA standards and DPW's "Plan Presentation Criteria and Procedure"
- I understand that omission of any required information will delay the plan review process.

Certified by: _____

Date: _____

Print Name: _____

Tele: _____

Company: _____

P.E. Registration No.: _____