Application for Special Use Permit
City Plan Commission and Board of Zoning Adjustment

City Planning & Development Department
City Hall, 414 E. 12th Street, 15th floor; Kansas City, MO 64106-2795
Phone (816) 513-2846 | Facsimile (816) 513-2838 | www.kcmo.org/planning

Refer to *Development Guide* for additional information

For Office Use: Case Number: _____ CPC Date: _____ BZA Date: _____

KIVA Number: BSUP_____ Receipt Number: _____ Filing Fee $ _____

1. Location

Address _____

2. Geographical Data for Site or District

Legal Description _____

_____

_____

Acreage _____ Zoning Classification _____

3. Applicant/Agent Contact Information

Applicant _____ Company _____

Address _____ City & State _____ Zip _____

Telephone (_____) _____ Fax (_____) _____ Email _____

Property Owner(s) (if different from applicant) _____

Address _____ City & State _____ Zip _____

Telephone (_____) _____ Fax (_____) _____ Email _____

Agent/Contact _____ Company _____

Address _____ City & State _____ Zip _____

Telephone (_____) _____ Fax (_____) _____ Email _____

4. Property Owner (if different from applicant)

Name _____

Address _____ City & State _____ Zip _____

Telephone (_____) _____ Fax (_____) _____ Email _____

5. Notice to Applicant

A. A preapplication consultation is required prior to the filing of a special use permit application.

The applicant has discussed this application with a staff planner in the Development Management Division of the City Planning and Development Department, as follows.

Planner _____ **Date** _____

B. **Prior to any public hearing,** an applicant must make a reasonable effort to contact and meet with, if requested, the applicable neighborhood and/or civic organizations registered with the city. Failure to do so may be cause for continuance. Please provide information on this contact, as follows:

Neighborhood or Civic Organization(s) _____
Date _____**Time** _____**Location** _____
Describe (optional) _____
_____

C. At the hearing, please attempt to limit your presentation to fifteen (15) minutes or less.

D. No request for continuance of a hearing, either legally advertised or set for a special day by the CPC and/or BZA, shall be granted by the CPC and/or BZA unless written notification of such a request is filed in the office of the CPC and BZA the Friday immediately preceding the hearing date or, in the case of special meetings, four (4) calendar days prior to the date set for the hearing. The notification and intent to request a continuance shall set forth the facts upon which the application and continuance is based. Receipt of said notification in the office of the CPC and BZA shall not be deemed to grant a continuance until such time as acted upon by the CPC and/or BZA.

E. For any request for continuance by the applicant, a fee of **$125** will be assessed. The continuance fee must be paid in full (with a copy of the "paid" receipt forwarded to the staff planner assigned to the case) by 4:00 PM of the Tuesday preceding the next hearing of the case.

F. The owner of record of the real property which is the subject matter of the application before the CPC and/or MUST appear at the hearing either in person, through an attorney licensed to practice law in the State of Missouri, or by a designated person as indicated by a signed, notarized affidavit.

G. **This application constitutes the consent of the property owner to authorize staff to enter the premises for the purpose of making a video of or otherwise documenting the property which is the subject of the appeal.**

H. Any person with a disability desiring reasonable accommodation to participate at this hearing may contact (816) 513-2533 or (800) 735-2966 (Missouri Relay for persons who are hard of hearing) at least 24 hours prior to the hearing.

I. If you have questions, please contact City Planning and Development Department staff, (816) 513-2846.

6. The Applicant Shall Submit the following:

All applications for a Special Use Permit **must** include the following on the date of submission.
The case will not be placed on a docket until all information is received and complete.

☐ Completed **application** form (original and 2 copies) with legal description, property owner, and signature.

☐ **Appropriate fee** (see attachment) payable to **City Treasurer**.

☐ **Affidavit** signed by the property owner. (An affidavit is not required if the property owner, or an attorney representing the property owner, will be in attendance at the hearing.)

☐ Twelve (12) copies of a **site plan**, **drawn to scale with property lines, north arrow, locations of buildings, setback dimensions, parking, lighting, screening and landscaping of parking lots, signage (including elevations), ingress/egress, etc**.

- All site plans must be sealed or certified by an architect, engineer or surveyor (except for one and two-family residential properties) and include plan information as applicable to the request.
- Requests for height variances and special exceptions to fences and walls must include an elevation drawing.
- Provide an 8.5 X 11 inch copy of the site plan and, if applicable, and an elevation drawing.
- Site plans must be FOLDED to a size no larger than 8.5 x 14 inches.
- Multiple pages must be collated and stapled.
- Site plans are not required for appeals where no variances are requested.

☐ Digital submittal of plan on CD in TIF or PDF format.

☐ Information presented with this application is true and correct to the best of the undersigned's knowledge.

Signature _____

Printed Name _____**Date** _____

Form Revised May 4, 2011

7. Select the type of Special Use Permit

Use	√	Fee
Ambulance service		**$825**
Bed & Breakfast		**$575**
Blood/Plasma Center		**$800**
Car wash/cleaning service		**$825**
Cemetery/columbarium/mausoleum		**$825**
Check-cashing, short-term loan/title loan establishment		**$1,450**
College/University		**$825**
Community Center		**$375**
Community Supported Agriculture		**$100**
Crematory		**$825**
Day Care (home & family)		**$575**
Day Care (11-20 children) (group)		**$575**
Day Care Center (21+)		**$800**
Day labor employment agency		**$800**
Demolition debris landfill		**$1,450**
Detention & Correctional Facilities		**$1,450**
Drive-Thru facility		**$825**
Entertainment & Spectator Sports		**$825**
Entertainment: Small venue (1-149 capacity)		**$450**
Entertainment Medium venue (150-499 capacity)		**$825**
Entertainment: Large Venue (500 + capacity)		**$1,450**
Entertainment: Outdoor (all sizes)		**$1,450**
Financial Services (except check-cashing and pawn shops)		**$800**
Gasoline & Fuel Sales		**$825**
Group Living		**$575**
Heavy equipment sales/rental		**$825**
Historic Landmark (reuse of officially designated historic landmark, local or national)		**$200**
Hospital		**$825**
Hotel/motel		**$825**
Household living		**$825**
Junk/Salvage Yard		**$1,450**
Library/Museum/Cultural Exhibit		**$375**
Light equipment sales/rental (indoor)		**$825**
Light equipment sales/rental (outdoor)		**$1,450**
Manufacturing, Production & Industrial Service – limited		**$1,450**
Manufacturing, Production & Industrial Service – general		**$1,450**
Mining & Quarrying		**$1,450**
Motor Vehicle repair limited		**$825**
Motor Vehicle repair general		**$825**
Neighborhood-serving retail		**$825**
Nursing Homes		**$800**
Office, Administrative, Professional or General		**$825**
Park/Recreation		**$450**
Parking, non-accessory		**$825**
Pawn Shops		**$1,450**
Recreation vehicle park		**$1,450**
Recycling Service – limited		**$1,450**

Use	√	Fee
Recycling Service – general		**$1,450**
Religious Assembly		**$375**
Repair or Laundry Service, Consumer		**$825**
Residential Storage Warehouse		**$825**
Safety Service (except for police and fire stations)		**$825**
School		**$375**
Solid waste separation facility		**$1,450**
Sports & Recreation, Participant (indoor)		**$825**
Sports & Recreation, Participant (outdoor)		**$1,450**
Stable		**$800**
Tavern or nightclub		**$825**
Transfer station:		**$1,450**
Undertaking		**$825**
Utility & Services (except basic, minor)		**$825**
Vehicle Sales & Service		**$825**
Vehicle Storage/towing		**$1,450**
Warehousing, Wholesaling, Freight Movement – indoor		**$825**
Warehousing, Wholesaling, Freight Movement – outdoor		**$1,450**
Waste Related Use		**$1,450**
All other uses		**$825**