Application to City Plan Commission

Date Stamp

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: _____

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

1. Request(s):

- ☐ **Rezoning (88.515) from _____ to _____**
- ☐ **Preliminary Plan Review for UR (88.260) or MPD (88.520)**
- ☐ **Major Amendment (88.530)**
- ☐ **Council Approved Signage Plan (88.445.11)**
- ☐ **Appeal of Director's Decision regarding minor site plan (88.530.12)**
- ☐ **Land Use Plan Amendment**
- ☐ **Major Site Plan Review (88.530)**
- ☐ **Overlay District (88.205)**
- ☐ **Tax Incentive Plan**
- ☐ **Other (text amendment, major street plan, annexation, etc.)**

2. Applicant/Owner/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 for Project Information _____ Company_____

Address _____City & State _____Zip _____

Telephone (_____)_____Fax (_____)_____Email _____

3. Project Location/Address _____

4. (Complete the table as applicable, except for gray boxes)

Land Use	*No. Of Units/ Buildings*		*No. Of Lots*	*Bldg. Square Footage*	*Acres*
Residential-Single family					
Residential-Two-unit					
Residential-Multi-family					
Private Open Space					
Public Park					
Stormwater Detention					
Office, Business, Commercial					
Manufacturing					
Public Right-of-Way					
TOTAL					

5. Describe your request, including any revisions to an approved plan.

_____

_____

_____

6. Project Description/Conformance to Land Use Plan

- Describe the present use and condition of the property

  _____

- Applicable Land Use Plan _____
- Current Recommended Land Use _____
- Does this request necessitate a Land Use Plan Amendment? _____
- If so, to which category? _____
- State why, in your opinion, the requested action is justified

  _____

7. Filing Fee (per Ordinance CS100395, passed September 30, 2010)

☐ **Rezoning**	**$625 (For neighborhood rezoning, refer to fee ordinance.)**
☐ **Land Use Plan Amendment**	**$800**
☐ **Preliminary Plan Review for UR or MPD**	**$625 plus $90 per acre <u>or</u> $4 per dwelling unit, whichever is greater, not to exceed $3,500**
☐ **Major Site Plan**	
☐ **Residential:**	**$625 plus $4 per dwelling unit, not to exceed $3,500**
☐ **Nonresidential:**	**$625 plus $90 per acre or fraction thereof, not to exceed $3,500**
☐ **Major Amendment**	
☐ **Residential:**	**$300 plus $4 per dwelling unit, not to exceed $1,250**
☐ **Nonresidential:**	**$300 plus $90 per acre or fraction thereof, not to exceed $1,250**
☐ **Council Approved Signage Plan**	**$250**
☐ **Text Amendment**	**$500**
☐ **Major Street Plan Amendment**	**$400**
☐ **Appeal of Director's Decision (regarding minor site plan)**	**$500**
☐ **All other applications**	**$600**

8. Applicant's Declaration

To ascertain that this submittal is complete, please check:

- ☐ Completed Application
- ☐ Owner's Consent Form (Attachment)
- ☐ Required Number of Plans (collated, stapled and folded), portraying all required information (refer to checklist)
- ☐ Required Application Fee
- ☐ Legal Description (may be attached)

☐ Legal Description on Disk. Include the legal description on CD (*Microsoft Word* format preferred) for metes and bounds descriptions.

☐ Digital submittal of plan CD.

1. Include digital copies of the site plan and landscaping plan in a geo-referenced, monochromatic TIF file format (no less than 300 dpi).
2. Also include a CAD/GIS compatible layer that reflects the perimeter/boundary line of the site plan (boundary must close to create a polygon). **ALL** files must be referenced to coordinate system: NAD_1983_StatePlane_Missouri_West_FIPS_2403_Feet.
Contact Kyle Elliott at kyle_elliott@kcmo.org (816) 513-2802 or Bryan Foster at bryan_foster@kcmo.org (816) 513-2815 for further information.

☐ **The following declarations are hereby made:**

- ✓ The undersigned is the owner or authorized agent of the owner or the officers of a corporation or partnership.
- ✓ The submitted plan, if any, contains all of the information required by the Zoning Ordinance.

9. A Preapplication Consultation is required prior to filing applications for rezoning and major site plan review. For other requests listed on this application, consultation is encouraged but not required. Please indicate whether you have met with a planner ☐ **Yes** ☐ **No**

If so, Planner _____ **Date** _____

10. 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** _____.

Signature _____

Printed Name _____ **Date** _____

Form Revised November 19, 2010