



City Planning & Development Department Development Management Division

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How to Request Approval of a Community Unit Project

Community unit projects are an alternative in Kansas City, Mo., to more traditional residential development approaches. These projects can include single family, duplex or multi-family units. In such projects, dwelling units can be clustered on a tract of land that is developed as a unit, rather than on individual lots.

Community unit projects include residential development that may be constructed in more than one phase. They must comply with city zoning requirements. The projects require a review and recommendation by the City Plan Commission and approval of the City Council. Section 80-270 of the Zoning Ordinance identifies the requirements of Community Unit Project Plans.

Here's what you need to know:

- A. The first step in obtaining approval of a community unit project is to schedule a pre-application conference with the City Planning and Development Department planning staff, 15th floor, City Hall, 414 E. 12th St., Kansas City, Mo., 64106 (telephone 816-513-2846).

The purpose of the conference is to help you develop a satisfactory proposal and to inform you of the process, allow for an initial review of your proposed development and inform you of possible development requirements.

You will be given lists of information required for both the preliminary plan and the existing conditions map, and the appropriate application forms. If the planning staff has made recommendations that require revision to your initial plan, it is recommended that you meet again with staff.

- B. The completed application forms, plans and other required information is submitted to the City Planning and Development Department, along with the appropriate fee. (The staff can identify the amount due and the application form also identifies the fee. Make checks payable to the "City Treasurer.")

In addition, if rezoning is required, you must apply for it at this time. An additional application and fee will be required.

- C. The material you have submitted will be reviewed by several City Departments. The City Planning and Development Department will schedule a review of the application by the Plats Review Committee and schedule a public hearing before the City Plan Commission.

You should incorporate any suggested changes into a revised preliminary plan. Return the revised plans to the City Planning and Development Department.

- D. Your application will be reviewed by the City Plan Commission, which will conduct a public hearing. You will be notified of the time, date and place. You or your appointed representative must be present at the hearing and should bring any material you have in support of your project, such as photographs or drawings.

At the hearing, the City Plan Commission will review information you had previously submitted to the City Planning and Development Department, allow you to present your case, and hear recommendations of the City Planning and Development Department. Owners of adjacent property and other interested persons also will be allowed to testify and ask questions.

- E. The City Plan Commission recommendation, if favorable, will be forwarded to the City Council. The preliminary plan, in ordinance form, then will be given a first reading before the council and will be referred to the council's Plans, Zoning and Economic Development Committee.

The committee will hold a public hearing at which you or your representative must be present. You will be notified of the time, date and place. If the committee recommends approval of the ordinance, it will be given two more readings on consecutive weeks before the full City Council, which will vote on it at the third reading. The ordinance, if approved, takes effect 10 days later. However, the approval must not be construed as final authority to begin construction.

- F. Having obtained approval of your preliminary development plan, you should prepare a more detailed, final development plan, which must include a site plan, dimension plan, grading plan, landscaping plan and if required a subdivision plat.

Subdivision plats normally are required of a community unit project. If a plat is required, you will be ready for the pre- final plat phase as the preliminary development plan will have served as the preliminary plat.

- G. A final plan application and plans are submitted to the City Planning and Development Department as well as a final plat application. The City Plan Commission must approve the final development plan. If a plat is required, it could be considered either at the same time as the final development plan or earlier. You or your representative must be present at the meetings. You will be notified of the time, date and place. The purpose of the meetings is to determine that the final plan is substantially the same as the revised preliminary plan that was adopted by ordinance and to make sure the pre-final plat is in order. No further authorizations are required for the final development plan; however, if a subdivision plat was required, additional steps are necessary, as outlined in another Web page in this series.
- H. Following completion of the subdivision plat process, the plat will be recorded in the appropriate county recorder's office. Some aspects of the completion process may include meeting bonding requirements, paying money in lieu of park dedications, and attending a hearing before the City Council Plans, Zoning and Economic Development Committee.
- I. Once the final plan, the subdivision plat (if any) and the rezoning request (if any) are approved, and the plat has been recorded, you are ready to apply for a building permit.

If your community unit project is denied, these options are available:

- A. If your project is denied by the City Plan Commission, you can revise it and submit a new application at any time, or you can wait a year and resubmit it without making changes. You also can ask a City Council member to introduce an ordinance authorizing your plan. If the council member agrees and your plan has not been revised, the ordinance will be presented to the City Council. Your plan may be returned to the City Plan Commission for review.
- B. If your project is denied by the City Council, you can determine what the objections were, modify the project and submit a new application to the City Plan Commission; appeal to the County Circuit Court; or wait one year and resubmit the proposal.