CITY OF FOUNTAINS
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KANSAS CITY
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City Planning & Development Department
Development Management Division

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Kansas City, Missouri 64106-2795

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How to Request Approval of a Group Housing Project

Group housing projects are an alternative in the City of Kansas City, Mo., to more traditional residential development approaches. In such projects, dwelling units can be clustered on a tract of land that is developed as a unit, rather than on individual lots.

Group housing projects are residential building projects consisting of four or fewer buildings on a tract or lot consisting of three or fewer acres. They must comply with the requirements of the city zoning ordinances, and they require the review and recommendation of the City Plan Commission and approval by the Board of Zoning Adjustment. Section 80-260 of the Zoning Ordinance identifies the requirements of a Group Housing Project.

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. They are located on the 15th floor of City Hall at 414 E. 12th St., Kansas City, MO., 64106. The office phone number is (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 concerning the preliminary plan will be forwarded to the Board of Zoning Adjustment, which will hold a public hearing at which you or your representative must be present. You will be told when and where to appear.

F. A final plan application to the City Plan Commission is required, and you should submit it to the City Planning and Development Department. The plan must be substantially in compliance with the plan approved by the Board of Zoning Adjustment. If a subdivision plat is required, you also should begin that process.

G. Once the final plan and the subdivision plat, if any, are approved, and the plat has been recorded in the appropriate county, you are ready to apply for a building permit.

In the event your group housing project is denied, these options are available:

A. If your application is denied by the City Plan Commission, you may revise it and submit a new application at any time, or you can wait a year and resubmit a new application without making any changes.

B. If the application is denied by the Board of Zoning Adjustment, you can appeal to the County Circuit Court.