

City Planning and Development Department
Administrative Approval Application
Development Management Division, 15th Floor, City Hall
414 E. 12th Street, Kansas City, Mo. 64106 Telephone (816) 513-2846
www.kcmo.org/planning

FOR OFFICE USE

Date Received: _____ Fee: _____
(\$250, except \$50 for signage)

Assigned to Planner: _____ KIVA: BADM _____

Case No.: _____ Receipt No.: _____

Applicant: _____

Contact Person: _____

Address: _____

City, State, Zip Code: _____

Telephone: _____

Fax No.: _____ E-Mail: _____

Property Owner Name: _____

Address: _____

City, State, Zip Code: _____

Telephone: _____

Location of Property: _____

Zoning District: _____

Zoning Case No.: _____

Type of Request:

- revised or specific site plan
- increase in building size
- increase in building height
- change in use
- landscaping plan
- architectural character and elevations
- signage plan
- new/revised wall sign
- revised monument sign
- other

Narrative description of request, including any specific changes from approved development plan:

(Over)

Required Submittal Items:

- Application
- Fee (\$250, except \$50 for signage)
- One (1) copy of approved development plan
- Three (3) copies of proposed plans (**Note: Plans must be folded to fit into 8.5 x 14 in. file folder, collated and stapled if multiple sheets are submitted. Plans not folded and collated and stapled (if multiple sheets are used) will not be accepted for review.**)
- With wall signage application, **submit:**
 - Elevation drawing of sign, including dimensions of panel and letters, and total square footage of sign
 - Elevation drawing of building, with height and frontage dimensioned.

Additional Information:

The Director of City Development is authorized to approve certain revisions or adjustments in Planned Districts, Section 80-281 and General Planned Development Districts, Section 80-206 of the Zoning Ordinance.

Site plan approval in Urban Redevelopment Districts, which may include lighting, landscaping, signage, and architectural character, must be approved by the Director as outlined Section 80-175.

A final signage plan in Districts GP1, GP2, and GP3 is also required to be approved by the Director as outlined in Section 80, Appendix A, Chapter 4, Section 4.1 (J) (1) B.

It is suggested that contact be made with the planning staff prior to filing an application to determine the specific information and plans required. Staff will review the application and plans and then present that information to the Director of City Planning and Development for approval. If the Director approves the application, a copy of the plan will be forwarded to the Codes Administrator and the applicant. If the Director does not approve the application, the applicant may pursue those options outlined in Sections 80-175, 80-206, and 80-281 of the zoning ordinance.

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Revised 05/08/2007