Application for Administrative Approval

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

For Office Use: Case Number: _____ MPD Final Plan DRC Date _____

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

1. Request

- ☐ **Administrative Adjustment (88.570)**
- ☐ **Minor Site Plan Review (88.530)**
- ☐ **Temporary Use (88.370)**
- ☐ **Final Plan (UR 88.260/MPD 88.520)**
- ☐ **Minor Modification (Amendment) (88.530)**
- ☐ **Other** _____

2. 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 _____

Contact for project information _____ Company _____

Address _____ City & State _____ Zip _____

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

→ ***All correspondence should be sent to (check ONE):*** ☐ Applicant ☐ Property Owner ☐ Contact

3. Project Location/Address

_____

4. Summarize your request, including any specific revisions to an approved plan

_____

_____

_____

_____

5. Filing Fee

☐ Administrative Adjustment	$259
☐ Final Plan	$259
☐ Minor Site Plan	
☐ Residential	$233 plus $4 per dwelling unit, not to exceed $648
☐ Nonresidential	$233 plus $93 per acre or fraction thereof, not to exceed $648
☐ Minor Plan Amendment	
☐ Residential	$233 plus $4 per dwelling unit, not to exceed $648
☐ Nonresidential	$233 plus $93 per acre or fraction thereof, not to exceed $648
☐ Temporary Use	$259
☐ Other	$259

6. Required number of Plans:

☐ 8 copies of plans for Final Plans (UR 88.260/MPD 88.520), Collated, stapled and folded, including legal description. Also include a digital submittal of the plan on a CD in PDF format.

☐ 3 Copies of Plans for all other requests (Collated, stapled and folded), including legal description

7. A Preapplication Consultation prior to filing an application for administrative approval is encouraged but not required. Please indicate whether you have met with a planner.

☐ 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** _____

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), including legal description

☐ Digital submittal of plan on a CD in PDF format

☐ Application Fee payable to City Treasurer KCMO

☐ The submitted plan contains all of the information required by the Zoning & Development Code for the particular request.

☐ The undersigned is the owner or authorized agent of the owner or the officers of a corporation or partnership.

Signature _____

Printed Name _____ **Date** _____