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: _____ CPC Hearing Date_____

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

1. Request(s):

- ☐ **Rezoning (88.515) from _____ to _____**
- ☐ **Rezoning With Plan from _____ to _____ for UR (88.260) or MPD (88.520)**
- ☐ **Development Plan (88.517)**
- ☐ **Area Plan Amendment**
- ☐ **Council Approved Signage Plan (88.445.11)**
- ☐ **Tax Incentive Plan**
- ☐ **Overlay District (88.205)**
- ☐ **Appeal of Director's Decision regarding minor site plan (88.530.12)**
- ☐ **Other (text amendment, major street plan, annexation, etc.)**

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 _____

Agent/Contact for Project Information _____ Company_____

Address _____ City & State _____ Zip _____

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

Check only ONE—All correspondence on this application should be sent to: ☐Applicant ☐ Property Owner ☐Agent

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

_____

_____

_____

6. Project Description/Conformance to Land Use Plan (For guidance please contact Citywide Planning at 513-2818)

- Describe the present use and condition of the property

  _____

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

  _____

7. Filing Fee

☐ Rezoning	$648 (For neighborhood rezoning, refer to fee schedule.)
☐ Rezoning With Plan for UR or MPD	$648 plus $93 per acre or $4 per dwelling unit, whichever is greater, not to exceed $3,626
☐ Area Plan Amendment	$829
☐ Development Plan	
☐ Residential:	$648 plus $4 per dwelling unit, not to exceed $3,626
☐ Nonresidential:	$648 plus $93 per acre or fraction thereof, not to exceed $3,626
☐ Major Amendment	
☐ Residential:	$311 plus $4 per dwelling unit, not to exceed $1,295
☐ Nonresidential:	$311 plus $93 per acre or fraction thereof, not to exceed $1,295
☐ Council Approved Signage Plan	$259
☐ Text Amendment	$518
☐ Major Street Plan Amendment	$414
☐ Appeal of Director's Decision (regarding minor site plan)	$518
☐ All other applications	$622

8. Notice to Applicant

A. 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 _____

B. Traffic Impact Analysis and Walkability Assessment: A Traffic Study and Walkability Assessment may be required to be submitted by the applicant with this application (Section 88-440). For questions or assistance with the traffic study requirement please contact Wei Sun of the Public Works Department, Street and Traffic Division (816) 513-9869. For questions or assistance with the Walkability Assessment, please contact the City Planning and Development Department (816) 513-2818.

C. Stream Buffer Plans: A stream buffer plan may be required. The buffer plans must be prepared in accordance with requirements set forth in Section 88-415. For questions contact Dion Waldon (816) 513-2604.

D. 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. For guidance to obtain the applicable neighborhood and/or civic organization please contact the Neighborhood Services Division, 4th Floor of City Hall, phone: (816) 513-3200, website: http://webfusion.kcmo.org/coldfusionapps/neighborhood/groups/search.cfm

Please provide information of the neighborhood contact, as follows:

Neighborhood or Civic Organization(s) _____
Date _____ **Time** _____ **Location** _____

Describe (optional) _____

_____

E. At the hearings, please attempt to limit your presentation to fifteen (15) minutes or less.

F. No request for continuance of a hearing, either legally advertised or set for a special day by the CPC shall be granted by the CPC unless written notification of such a request is filed in the office of the CPC the Friday immediately preceding the hearing date or, in the case of special meetings, four (4) calendar days prior to the date set for the hearing. The notification and intent to request a continuance shall set forth the facts upon which the application and continuance is based. Receipt of said notification in the office of the CPC shall not be deemed to grant a continuance until such time as acted upon by the CPC.

G. For any request for continuance by the applicant, a fee of **$130** will be assessed. The continuance fee must be paid in full (with a copy of the "paid" receipt forwarded to the staff planner assigned to the case) by 4:00 PM of the Tuesday preceding the next hearing of the case.

H. The owner of record of the real property which is the subject matter of the application MUST appear at the hearing either in person, through an attorney licensed to practice law in the State of Missouri, or by a designated person as indicated by a signed, notarized affidavit.

I. This application constitutes the consent of the property owner to authorize staff to enter the premises for the purpose of making a video of or otherwise documenting the property.

J. Any person with a disability desiring reasonable accommodation to participate in this meeting may contact the 311 Action Center at 311 or (816) 513-1313 or for TTY 513-1889 or by email at actioncenter@kcmo.org.

K. If you have questions, please contact City Planning and Development Department staff, (816) 513-2846.

9. Applicant's Declaration

All applications **must** include the following on the date of submission. The case will not be placed on a docket until all information is received and complete.

To ascertain that this submittal is complete, please check:

- ☐ Completed Application
- ☐ Owner's Consent Form (Attachment), if required
- ☐ Eight (8) copies of plans (collated, stapled and folded), portraying all required information (refer to checklist)
- ☐ Required Application Fee payable to City Treasurer KCMO
- ☐ Legal Description on CD. Include the legal description on CD (*Microsoft Word* format) for metes and bounds descriptions.
- ☐ Digital submittal of plan on a CD in PDF format.
- ☐ Traffic Impact Analysis and Walkability Assessment, if required.
- ☐ Stream Buffer Plan, if required.

☐ **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 and Development Code.

Signature _____

Printed Name _____ **Date** _____

Form Revised March 6, 2013