Application for Special Use Permit
City Plan Commission and Board of Zoning Adjustment

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 Date: _____ BZA Date: _____

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

1. Location

Address _____

2. Geographical Data for Site or District

Legal Description _____

_____

_____

Acreage _____ Zoning Classification _____

3. 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 _____ Company _____

Address _____ City & State _____ Zip _____

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

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

4. Notice to Applicant

A. A preapplication consultation is required prior to the filing of a special use permit application.
The applicant has discussed this application with a staff planner in the Development Management Division of the City Planning and Development Department, **15th Floor, (816) 513-2846**, as follows.

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 at (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 Neighborhood Services, 4th Floor of City Hall, (816) 513-3200, 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 and/or BZA, shall be granted by the CPC and/or BZA unless written notification of such a request is filed in the office of the CPC and BZA 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 and BZA shall not be deemed to grant a continuance until such time as acted upon by the CPC and/or BZA.

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.

5. The Applicant Shall Submit the following:

All applications for a Special Use Permit **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.

- ☐ Completed **application** form with **legal description**, **property owner**, and **signature**.
- ☐ **Required application fee** (see attachment) payable to **City Treasurer KCMO**.
- ☐ **Affidavit** signed by the property owner. (An affidavit is not required if the property owner, or an attorney representing the property owner, will be in attendance at the hearing.)
- ☐ Eight (8) copies of a **site plan** which includes information as required on the checklist.
  - All site plans, except single-family and two-family use, must be sealed or certified by an architect, engineer or surveyor.
  - Provide an 8.5 X 11 inch copy of the site plan and, if applicable, elevation drawings or picture.
  - Site plans must be FOLDED to a size no larger than 8.5 x 14 inches.
  - Multiple pages must be collated and stapled.
- ☐ Digital submittal of plan on a CD in PDF format.
- ☐ Traffic Impact Analysis and Walkability Assessment, if required.
- ☐ Stream Buffer Plan, if required.

☐ Information presented with this application is true and correct to the best of the undersigned's knowledge.

Signature _____

Printed Name _____ **Date** _____

6. Select the type of Special Use Permit

Use	√	Fee
Ambulance service		**$855**
Bed & Breakfast		**$596**
Blood/Plasma Center		**$829**
Car wash/cleaning service		**$855**
Cemetery/columbarium/mausoleum		**$855**
Check-cashing, short-term loan/title loan establishment		**$1,502**
College/University		**$855**
Community Center		**$389**
Community Supported Agriculture		**$104**
Crematory		**$855**
Day Care (home & family)		**$596**
Day Care (11-20 children) (group)		**$596**
Day Care Center (21+)		**$829**
Day labor employment agency		**$829**
Demolition debris landfill		**$1,502**
Detention & Correctional Facilities		**$1,502**
Drive-Thru facility		**$855**
Entertainment & Spectator Sports		**$855**
Entertainment: Small venue (1-149 capacity)		**$466**
Entertainment Medium venue (150-499 capacity)		**$855**
Entertainment: Large Venue (500 + capacity)		**$1,502**
Entertainment: Outdoor (all sizes)		**$1,502**
Financial Services (except check-cashing and pawn shops)		**$829**
Gasoline & Fuel Sales		**$855**
Group Living		**$596**
Heavy equipment sales/rental		**$855**
Historic Landmark (reuse of officially designated historic landmark, local or national)		**$207**
Hospital		**$855**
Hotel/motel		**$855**
Household living		**$855**
Junk/Salvage Yard		**$1,502**
Library/Museum/Cultural Exhibit		**$389**
Light equipment sales/rental (indoor)		**$855**
Light equipment sales/rental (outdoor)		**$1,502**
Manufacturing, Production & Industrial Service – limited		**$1,502**
Manufacturing, Production & Industrial Service – general		**$1,502**
Mining & Quarrying		**$1,502**
Motor Vehicle repair limited		**$855**
Motor Vehicle repair general		**$855**
Neighborhood-serving retail		**$855**
Nursing Homes		**$829**
Office, Administrative, Professional or General		**$855**
Park/Recreation		**$466**
Parking, non-accessory		**$855**
Pawn Shops		**$1,502**
Recreation vehicle park		**$1,502**
Recycling Service – limited		**$1,502**

Use	√	Fee
Recycling Service – general		**$1,502**
Religious Assembly		**$389**
Repair or Laundry Service, Consumer		**$855**
Residential Storage Warehouse		**$855**
Safety Service (except for police and fire stations)		**$855**
School		**$389**
Solid waste separation facility		**$1,502**
Sports & Recreation, Participant (indoor)		**$855**
Sports & Recreation, Participant (outdoor)		**$1,502**
Stable		**$829**
Tavern or nightclub		**$855**
Transfer station:		**$1,502**
Undertaking		**$855**
Utility & Services (except basic, minor)		**$855**
Vehicle Sales & Service		**$855**
Vehicle Storage/towing		**$1,502**
Warehousing, Wholesaling, Freight Movement – indoor		**$855**
Warehousing, Wholesaling, Freight Movement – outdoor		**$1,502**
Waste Related Use		**$1,502**
All other uses		**$855**

City Plan Commission Application/Plan Requirement Checklist

1. Name of the development.

2. Name, address, and phone number of person or firm that prepared the plan.

3. Date plan prepared and any revision dates.

4. Graphic and written scale of one inch equals 10-60 or 100 feet. A scale of one inch equals 200 feet may be used for applications consisting of over 200 acres.

5. A legal description of the property.

6. North arrow

7. A location map identifying boundaries of property in relation to major streets.

8. Existing property lines identifying point of beginning and distances and bearings of property lines, consistent with the legal description

9. Identification and written dimensions of the width from centerline and total width of existing perimeter and interior streets, other rights-of-way, and all existing easements.

10. Identification and written dimensions of the total width of pavement of existing streets.

11. Existing medians within the public right-of-way shall be shown including turn lanes and all other pertinent information within the right-of-way to provide a complete understanding of existing conditions.

12. Identification and written dimensions of additional street right-of-way to be dedicated and width of any proposed interior streets and easements (reference Major Street Plan).

13. Location and written dimensions of the widths of existing or proposed private vehicular access into the property from perimeter streets and location of existing or approved accesses on properties adjacent or opposite the property, with off-set dimension from the centerlines of such streets and private access.

14. Show existing conditions of surrounding property within 500'.

15. Name of adjacent platted subdivision and identification of lot number and tracts.

16. Location, identification, and dimension of proposed lots and tracts.

17. Location of proposed buildings and structures and existing buildings and structures to remain, with written dimensions of setback from proposed street right-of-way and adjacent property lines, dimensions of building width and length, number of floors, gross floor area per floor, and total building area. Residential buildings shall identify, in addition, the number of dwelling units per floor and the total number of dwelling units.

18. Identification of proposed or existing use or uses within each building, building entrances and exits, docks or other service entrances, outdoor storage and sales areas, and other paved areas.

19. Location of proposed or existing parking spaces, aisles, and drives with written setback dimensions from proposed street rights-of-way and adjacent property lines; typical width and length of parking spaces; number of parking spaces per row; and width of parking aisles. (Parking & Loading – 88-420)

20. Location and identification of boundaries and phase numbers of the development if proposed to be platted or developed in phases, showing the buildings, structures, access, and parking areas in each phase.

21. Existing and proposed topography, with contours at an interval of not less than 5 feet and with approximate first floor elevations of buildings and top of wall and bottom of wall for all retaining walls proposed.

22. Location and identification of any proposed and any existing site features to be retained, including detention areas, retaining walls, and other pertinent site features.

23. A plan for landscaping & screening (88-425); outdoor lighting, (88-430)

24. Identification of all public and private existing and proposed sidewalks, trails and / or bicycle facilities. (reference Trails KC and Bike KC)

25. Written information shall be provided in the following order on the site plan and in tabular form for each phase and in total. The site plan shall identify buildings, phases of development, and other graphic information by numbers or letters to allow easy reference to the following information:

    a. Existing zoning of property and proposed zoning, including type of planned district requested.

    b. Total land area in square feet or acre.

    c. Land area or acres for existing and proposed street right of way.

    d. Net land area or acres.

    e. Proposed use or uses of each building and structure.

    f. Height above grade of buildings and structures and number of floors of each building.

    g. Gross floor area per floor and total for each building. Residential buildings shall also include type of dwelling units, number of dwelling units per floor, and total number of dwelling units.

    h. Building coverage and floor area ratio.

    i. Residential development shall, in addition, identify gross and net density.

    j. Ratio of required number of parking spaces for each use and amount of required, proposed parking spaces.

    k. Ratio of required number of short term and long term bicycle parking spaces for each use and amount of required, proposed short term and long term bicycle parking spaces.

    l. Commencement and completion dates for each phase.

    m. Applications for amendments to development plans shall include a written description of the changes to the approved development plan, including any changes in use, phases, parking, signage, or site arrangement.

26. Any other information necessary for a determination as to the suitability of the plan for the site.

27. **The Director of City Planning and Development has the ability to waive any of the above listed plan requirements upon written request and justification for the request.**