

# Final Site Plan Review

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City of Independence, Missouri

PROJECT TITLE: \_\_\_\_\_

LOCATION: \_\_\_\_\_

Proposed land use \_\_\_\_\_ Building Size \_\_\_\_\_

Total acreage \_\_\_\_\_ Property zoning \_\_\_\_\_ Neighborhood meeting required? Yes / No

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## ***APPLICANT (DEVELOPER):***

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_

E-Mail \_\_\_\_\_ Fax \_\_\_\_\_

## ***PROPERTY OWNER:***

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_

E-Mail \_\_\_\_\_ Fax \_\_\_\_\_

## ***ARCHITECT:***

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_

E-Mail \_\_\_\_\_ Fax \_\_\_\_\_

## ***SURVEYOR/ENGINEER:***

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_

E-Mail \_\_\_\_\_ Fax \_\_\_\_\_

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\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Owner's Signature

# **APPLICATION REQUIREMENTS**

## ***If submitted prior to a building permit***

1. A complete application form.

2. Application fee:

Less than 5.00 acres	\$275.00
5.00-10.00 acres	\$600.00
10.01-15.00 acres	\$800.00
15.01-20.00 acres	\$1,100.00
More than 20.01 acres	\$1,600.00

3. A cover letter outlining the details of the proposed project.

4. Eight 24 inch X 36 inch paper copies, and one 8.5 inch by 11 inch paper copy, of the site plan, the landscape plan, and building elevations. Other plans may be required.

5. A digital copy of the above plans in a .pdf or image format (not in a CAD file format).

## ***If submitted in conjunction with a building permit***

1. A complete application form.

2. Application fee:

Less than 5.00 acres	\$275.00
5.00-10.00 acres	\$600.00
10.01-15.00 acres	\$800.00
15.01-20.00 acres	\$1,100.00
More than 20.01 acres	\$1,600.00

3. A cover letter outlining the details of the proposed project.

4. One 24 inch X 36 inch paper copy, and one 8.5 inch by 11 inch paper copy, of the site plan, the landscape plan, and building elevations. Other plans may be required.

5. A digital copy of the above plans in a .pdf or image format (not in a CAD file format).

# **REQUIRED NEIGHBORHOOD MEETING**

When a project requiring final site plan approval is within 185 feet of property zoned residential (except any city, county, state or national park property), the applicant must conduct a neighborhood meeting to inform adjacent property owners about the project before any final site plan or building permit is approved. Notice by regular mail must be sent to the last known record owners of all property within 185 feet, unless specified otherwise, as shown by the Jackson County tax records. The notice must state the time and place of the neighborhood meeting include a general description of the proposal, a location map of the property, the general street location of the

property subject to the proposed change, and a statement explaining the nature of the neighborhood meeting. Failure to receive mailed notice will not invalidate any action taken on the application.

The applicant shall schedule the neighborhood meeting for a time, date and place reasonable to allow the adjoining property owners to attend. The applicant shall provide the Community Development Department an affidavit stating when and where the meeting was held along with the list of the property owners the notice was mailed to. Copies of a draft meeting notice and affidavit is attached to this application.

A neighborhood meeting is required for any development project that involves:

1. The construction of one or more new buildings with a gross floor area of 5,000 square feet or more.
2. A building addition to one or more existing buildings where the gross floor area added is 5,000 square feet or more.
3. Separate incremental additions below the 5,000 square foot amount if the aggregate effect of such development activity over a period of 18 months would trigger the 5,000 square foot threshold.
4. Any drive-through facility, except those exempted in Section 14-705-04.
5. Any Gasoline and Fuel Sales use.
6. Any Vehicle Sales and Service use.

## **APPLICABILITY**

A final site plan is required for any development project that involves:

- The construction of one or more new buildings with a gross floor area of 5,000 square feet or more;
- A building addition to one or more existing buildings where the gross floor area added is 5,000 square feet or more; or
- Separate incremental additions below the 5,000 square foot amount if the aggregate effect of such development activity over a period of 18 months would trigger the 5,000 square foot threshold; or
- The installation or addition of more than 15,000 square feet of impervious cover;
- Any drive-through facility, except those exempted in Section 14-705-04;
- Any gasoline and fuel sales use;
- Any vehicle sales and service use;
- Any nonresidential development involving a nonconforming use or nonconforming structure;
- Changes to the exterior of a building where a building permit is not required, or
- Whenever expressly required by any other part of the City code.

## **EXEMPTIONS**

The following are exempt from the final site plan review procedures:

- Single family, duplex, triplex and four-plexes and their associated site improvements. However, if such types of dwellings are designed to form a complex having an area of common usage, such as a parking area or private recreational area, and such complex contains a combined total of five units or more, Site Plan Review is required;
- Any changes to an existing drive-through facility where the access points are not being changed;
- Developments for which plans have been reviewed and approved pursuant to the special use or PUD procedures of this development ordinance.

## **PRE-APPLICATION MEETINGS**

A pre-application meeting is required prior to submitting a final site plan application. Contact the Community Development Department at 816-325-7425 to schedule a pre-application meeting. The purpose of the conference is to

- Acquaint the applicant with the procedural requirements of the Unified Development Ordinance (UDO);
- Provide for an exchange of information regarding applicant's proposed development and the regulations, restrictions and requirements of the UDO, the Comprehensive Plan and other development requirements;

- Advise the applicant of any public sources of information that may aid the application; identify policies and regulations that create opportunities or pose significant restraints for the proposed development;
- Review proposed concept plans and provide the applicant with opportunities to enrich the development plan in order to mitigate any undesirable project consequences;
- Review the compatibility with adjacent land uses, either proposed or existing;
- Provide general assistance by City staff on the overall design of the proposed development.

It is not necessary to have detailed plans drawn prior to the pre-application meeting. However, the more information brought to the meeting (even in sketch form), the more thorough and specific the staff can be in its response.

### **FILING THE APPLICATION**

Application for final site plan can be filed at City Hall on any business day between 8 a.m. and 5 p.m. A complete application consists of all items identified in the Submittal Requirements checklist. The final development plan shall include the proper types of drawings (site plan, landscape plan and building elevations), the proper number of paper copies, and the completed checklists. Application fees can be paid in cash, with a check, or with a credit card.

### **REVIEW PROCESS**

A final site plan is reviewed and approved by development staff. The application can be approved once the site plan complies with all the ordinance requirements of the City Code.

### **EXPIRATION**

Final site plan approvals are valid for 12 months from the date of the approval. The expiration expires if the applicant fails to file an application for a building permit within 12 months after final approval of the final site plan. Approval of a site plan will also expire upon expiration of an initial, related building permit.

## SITE PLAN CONTENTS

A site plan must be prepared by an architect, engineer, landscape architect, or other qualified professional and include the following information:

Drawn to a standard engineers scale of one inch equals 30 feet or larger for sites of five or fewer acres and be prepared at a scale of one inch equals 40 feet for sites over five acres;

The top of the plan represents north or, if otherwise oriented, is clearly and distinctly marked;

Be arranged so that the top of the plan represents north or, if otherwise oriented, is clearly and distinctly marked;

A small key map indicating the location of the property within the City;

A legal description which accurately describes the limits of the property;

Property boundaries with bearings and distances;

Area of land in square feet and acres;

Existing and finished grades at not more than two-foot intervals;

Location of existing and proposed utilities and easements;

Plan and profile of existing sanitary sewers, water mains, storm sewers and culverts within and adjacent to the site;

Name, location, width, radii, centerline, and grade of streets and alleys, both public and private;

Location of existing and proposed driveways, curb cuts, median breaks and turn lanes;

Location, width and limits of all existing and proposed sidewalks and public walkways;

Proposed storm drainage flow (using directional arrows) on and off the site;

Supplemental storm water information required by City regulations;

A site summary table which indicates:

Building area (in sq. ft.) and building area as a percentage of the site;

Paved surface area (in sq. ft.) and paved surface area as a percentage of the site;

Unpaved surface areas (in sq. ft.) and unpaved surface areas as a percentage of the site.

Location, dimensions, number of stories, entrances, and area in square feet of existing and proposed structures;

Location, height, and material for screening walls, fences and retaining walls;

Type of surfacing and base course for all parking, loading and walkway areas;

Location, size and type of ground mounted equipment; (See Section 14-503 for location and screening requirements);

Location of trash dumpster/bins (See Section 14-503 for location and screening requirements) or a note explaining how refuse removal will be handled;

Show the name, business address and licensing information for that professional in the information block on each sheet;

Land use schedule to include the following:

Proposed use;

Number of required and proposed parking spaces;

Total floor area;

Number of dwelling units;

Land area; and

Impervious coverage.

Pertinent peripheral information to include adjacent developments, alignment and location of public and private driveways and streets, medians, public and semi-public easements;

Location and dimensions of all driveways, parking lots, parking stalls, aisles, loading and service areas and docks;

Sufficient dimensions to indicate relationship between buildings, property lines, parking areas and other elements of the plan;

Location of existing and proposed fire hydrants;

Location of all building and parking setbacks;

Building elevations shall be submitted for each building and shall include the following:

A north, south, east and west elevation at a reasonable scale to illustrate building shape, height, and screening proposed;

Notation indicating exterior colors and the building materials used on the exterior and roofs;

Location, size and materials to be used in all screening of rooftop mechanical equipment.

Floor plan showing dimensions and areas of all floors.

Landscape Plan shall be submitted in accordance with Section 14-503;

Photometric Plan shall be submitted in accordance with Section 14-508.

# **PROPERTY OWNER NOTIFICATION LETTER - FINAL SITE PLAN**

Date: \_\_\_\_\_

Case No. \_\_\_\_\_

Dear Property Owner:

This is to notify you that a final site plan application will be, or has been, submitted for the property listed below to the City of Independence for consideration and approval. The Independence City Code requires that the applicant for certain final site plan approvals conduct a public meeting with the property owners within 185 feet of the subject property to discuss the project. As your property is within this 185 feet, you are invited to attend this meeting.

**Location of project property:** \_\_\_\_\_  
Location Map must also be attached

**Proposed project description:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Applicant:** \_\_\_\_\_

## **Meeting Date, Time, and Location**

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **am/pm** **Location:** \_\_\_\_\_

All interested persons are invited to attend and hear about the proposed project, ask questions, or make comments.

\_\_\_\_\_  
Applicant (or Owner or Agent) Phone Number \_\_\_\_\_

**Property Owner Notification Affidavit – Final Site Plan**

STATE OF MISSOURI

COUNTY OF JACKSON

Case No. \_\_\_\_\_

I, \_\_\_\_\_ of lawful age being first duly sworn upon oath,  
state:

That I am the (agent, owner, attorney) for the property for which the application was filed and did, not later than fifteen (15) days prior to the date of the public meeting scheduled, mail notices to all persons owning property within 185 feet of the subject property. **The list of property owners to whom notice has been mailed is attached.**

These notices were mailed on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Agent, Owner or Attorney

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
My Commission Expires: