

Final Plan Review

City of Independence, Missouri

PROJECT TITLE: _____

LOCATION: _____

Proposed land use _____ Building Size _____

Total acreage _____ Property zoning _____ Stream Buffer? Yes / No

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 _____

Applicant's Signature

Owner

APPLICATION REQUIREMENTS

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 (8) (24" X 36") paper copies of the required plans. See list below for plan contents.
5. One (1) copy of the proposed site plan and one copy of the proposed building elevations shall be reduced onto 8-1/2 inch by 11 inch bond paper.
6. An electronic digital copy in a .pdf or image format (not in an CAD file format).

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.