

**PLANNING AND DEVELOPMENT**

**Minor Plat  
Applicant's Letter**

**Date:** Tuesday, October 24, 2017

**To:**

**Property Owner:** JOHN KNOX VILLAGE

**Email:**

**Fax #:** <NO FAX NUMBER>

**Applicant:** JOHN KNOX VILLAGE

**Email:** KKLOCKENGA@JKV.ORG

**Fax #:** (816) 246-1979

**Engineer:** ANDERSON SURVEY CO

**Email:** JSA@ANDERSONSURVEY.COM

**Fax #:** (816) 246-0502

**From:** Shannon McGuire, Planner

**Re:**

**Application Number:** PL2017181

**Application Type:** Minor Plat

**Application Name:** JOHN KNOX VILLAGE, LOT 3

**Location:** 600 NW REDBUD DR, Unit:A, LEES SUMMIT, MO 64081

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**Electronic Plans for Resubmittal**

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Beginning Monday, May 23, 2016, all Planning application and development engineering plan resubmittals shall include an electronic copy of the documents as well as the required number of paper copies. Electronic copies will not be required for initial application submittals at this time as the plans are subject to change.

Electronic copies shall be provided on CD in the following formats

- Plats – All plats shall be provided in Tagged Image Format File (TIFF) Group 4 compression.
- Engineered Civil Plans – All engineered civil plans shall be provided in Tagged Image Format File (TIFF) Group 4 compression. All sheets shall be individually saved and titled with the sheet title.
- Architectural and other plan drawings – Architectural and other plan drawings, such as site electrical and landscaping, shall be provided in Portable Document Format (PDF).
- Studies – Studies, such as stormwater and traffic, shall be provided in Portable Document Format (PDF).
- It is requested that each plan sheet be a maximum of 2MB.

Please contact Staff with any questions or concerns.

**Review Status:**

Okay to submit the plat for City signatures. Please submit a minimum of three (3) mylars, five (5) paper copies, and one (1) digital copy following the electronic plan submittal guides as stated above. After recording the documents, return one (1) recorded mylar and one (1) recorded paper to the Development Services Department.

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**PLANNING AND DEVELOPMENT****Required Corrections:**

<b>Planning Review</b>	Shannon McGuire (816) 969-1237	Planner Shannon.McGuire@cityofls.net	No Comments
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<b>Engineering Review</b>	Sue Pyles (816) 969-1245	Staff Engineer Sue.Pyles@cityofls.net	No Comments
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<b>GIS Review</b>	Kathy Kraemer (816) 969-1277	GIS Technician Kathy.Kraemer@cityofls.net	No Comments
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