



FINAL DEVELOPMENT PLAN CHECKLIST

Submittal Requirements	Yes	No*
Completed application form with signatures	✓	
Ownership affidavit form	✓	
Legal description	✓	
Technical Studies, if required (2) sets of Structural Analysis Report		
Filing fee – \$600 (0-5 acres) \$1000 (over 5 acres)	✓	
Final Development Plans – 1 digital multi-page PDF plan sets, studies, letter and applications shall be separate files	✓	
File Naming Conventions- All uploaded files should be named as follows DOCUMENT NAME_REVISION NUMBER_DATE OF PLAN STAMP	✓	
Checklist for Plan Submission Requirements	✓	
Checklist for Final Development Plan	✓	
Checklist for Zoning District Regulations – Separate document		
Checklist for Design Standards (See Article 8) – Separate document		
Checklist for Other Ordinance Requirements		

* **Applications missing any required item above will be deemed incomplete.**

Table 1. General Application Requirements Plan Submission Requirements				
UDO Article 2., Sec. 2.040	Ordinance Requirement	Met	Not Met	N/A
B.1. Date Prepared	Date prepared	X		
B.2. Name & address	Name, address and telephone number of the person who prepared, or person responsible for preparing, the plan;	X		
B.3. Scale	Graphic, engineering scale not to exceed 1:100. All plans shall be drawn to a standard engineer's scale of 1:50 or 1:100', unless a different scale is specifically approved by the Director.	X		
B.4. Plan Size	Plan size maximum of 24 X 36 inches with one (1) inch border	X		
B.5. North Arrow	North Arrow; plan shall be oriented so north is to the top or to the right side of the sheet.	X		
B.6. Vicinity Map	Vicinity map with north arrow indicating the location of the property within the City.	X		

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Table 3. Final Development Plan				
UDO Article 2, Sec. 2.360.	Ordinance Requirement	Met	Not Met	N/A
C.1. Legal Description	A legal description which accurately describes the limits of the property.	X		
C.2. Land Area	Area of land in square feet and acres.	X		
C.3. Floodplain	Location and limits of the 1% Annual Chance Flood, as set forth on the current FEMA maps with reference to the panel number. Elevations shall be provided if shown on the FEMA map.	X		
C.4. Lot Area	Layout, number and approximate dimensions of lots and approximate lot areas.			X
C.5. Streets	Name, location, width, radii, centerline, and grade of streets and alleys, both public and private;	X		
C.6. Sidewalks	Location, width and limits of all existing and proposed sidewalks and public walkways;	X		
C.7. Easements	Location and width of proposed easements;	X		
C.8. Building Setback	Building setback lines from streets with dimensions.	X		
C.9. Culverts	Location and approximate dimensions of culverts and bridges;	X		
C.10. Driveways	Location of existing and proposed driveways, curb cuts, median breaks and turn lanes;	X		
C.11. Utilities	The location and size of all utility lines, including water, storm water, and sanitary sewers.	X		
C.12. Sanitary Sewer	Final analysis of the capacity of the existing sanitary sewer receiving system.	X		
C.13. Water & Sanitary Plans	Final water and sanitary sewer plans.	X		
C.14. Water Demand	Appropriate water service demand data (including, but not limited to, planned land usage, densities of proposed development, pipe sizes, contours and fire hydrant layout) to allow for the preliminary analysis of the demand for water service if required by the City Engineer.	X		
C.15. Storm Water	Final storm water collection, detention and erosion control plans.	X		
C.16. Storm Water Management	Information (proposed size, nature and general location) on all proposed storm water management facilities and detention facilities. A final storm water report shall be submitted unless the stormwater report requirement was waived by the City Engineer or there are no required revisions to the preliminary storm water report. All storm water reports shall include:			
C.16.a.	Current and proposed land use assumptions,	X		
C.16.b.	Identification of the watershed in which the project is located,	X		

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UDO Article 2, Sec. 2.360.	Ordinance Requirement	Met	Not Met	N/A
C.16.c.	Identification of offsite drainage areas,	X		
C.16.d.	Surrounding property information,	X		
C.16.e.	Any other pertinent information about the site which may influence storm water runoff,	X		
C.16.f.	Proposed storm water facilities,	X		
C.16.g.	The downstream effects of the development	X		
C.16.h.	Calculations for the 100%, 10%, and 1% storms. All calculations must be submitted with the report; a summary table is not acceptable.			
C.16.i.	If the storm water report indicates that detention is not required, supporting calculations evaluating the downstream effects must be provided.	X		
C.16.j.	All reports shall be signed and sealed by a Professional Engineer registered in the State of Missouri.	X		
C.17. Open Space	Location and size of proposed open space for public use proposed to be dedicated or reserved and any conditions of such dedication or reservation; parks, playgrounds, churches, or school sites or other special uses of land to be considered for public use, or to be reserved by deed or covenant for the use of all property owners in the subdivision.			X
C.18. Parking	Location and dimensions of all parking spaces, accessible spaces, accessible routes, drive aisles, driveways, and curbs.	X		
C.19. Contours	Finished grades showing 1-foot contours for the entire site (2-foot contour intervals may be allowed by the Director, depending on the site).	X		
C.20. Right-of-Way	All proposed and existing adjacent public street rights-of-way with centerline location.	X		
C.21. Streets	All proposed and existing adjacent public street and public drive locations, widths, curb cuts and radii.	X		
C.22. Dimensions	Sufficient dimensions to indicate relationship between buildings, property lines, parking areas and other elements of the plan.	X		
C.23. Setbacks	Location of all required building and parking setbacks.	X		
C.24. Building Dimensions	Location, dimensions, number of stories and area in square feet of all proposed buildings.	X		
C.25. Oil & Gas Wells	The location of all oil and/or gas wells within the subject property.	X		
C.26. Retaining Walls	Limits, location, size and material to be used in all proposed retaining walls.	X		

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UDO Article 2, Sec. 2.360.	Ordinance Requirement	Met	Not Met	N/A
C.27. Driveways	Location and dimensions of all driveways, parking lots, parking stalls, aisles, loading and service areas and docks.	X		
C.28. Lighting	Location, height, intensity and type of outside lighting fixtures for buildings and parking lots.	X		
C.29. Photometric Diagram	Photometric diagram indicating the foot candle levels throughout the site and at the property lines.	X		
C.30. Lighting Spec Sheets	The manufacturer's specification sheets for proposed exterior lighting to include both parking lot pole mounted and wall mounted fixtures. The specification sheets shall indicate the exact fixture to be used.	X		
C.31. Mechanical Screening	Location, size, and type of material to be used in all screening of ground mounted mechanical equipment.	X		
C.32. Equipment Spec Sheets	The manufacturer's specification sheets for proposed mechanical equipment to be used.	X		
C.33. Signs	Location, size, and type of material of all proposed monument or freestanding signs.			X
C.34. Adjacent Developments	The location of adjacent developments, alignment and location of existing public and private driveways and streets, medians, and public and semi-public easements.	X		
C.35. Fire Hydrants	Locations of existing and proposed fire hydrants.	X		
C.36. Sight Triangles	Sight triangles (See Article 8)	X		
D.1. Building Elevations	Elevations of all sides of proposed buildings including notation indicating building materials to be used on exteriors and roofs.	X		
D.2. Screening Materials	Location, size and materials to be used in all screening of rooftop mechanical equipment.	X		
D.3. Roof Line	A dashed line indicating the roof line and rooftop mechanical equipment.	X		
E. Floor Plan	Floor plan showing dimensions and areas of all floors within proposed buildings and structures.	X		
F. Landscape Plan	Landscaping plans shall be submitted in accordance with Article 8.	X		
G. Land Use Schedule	A land use schedule shall include the following:			
G.1.	Total floor area	X		
G.2.	Number of dwelling units	X		
G.3.	Land area	X		

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G.4.	Number of required and proposed parking spaces	X		
G.5.	Impervious coverage	X		
G.6.	Floor Area Ratio (FAR)	X		
H.	The following shall be submitted in support of the application for final development plan approval:			
H.1. Deeds	Deeds of dedication for all rights-of-way or easements required as a result of preliminary development plan approval, if conveyance thereof is not to be made by plat.			X
H.2. Covenants	A copy of all proposed covenants and restrictions applicable to the development.			X
H.3. POA Bylaws	A copy of the property owners association bylaws as evidence of the establishment of the agency for the ownership and maintenance of any common open space and all assurances of the financial and administrative ability of such agency.			X
H.4. Conditions	Evidence of satisfaction of any conditions of the preliminary development plan approval that were conditions precedent to consideration of the final development plan.			X
H.5. Engineering Plans	An application for engineering approval pursuant to the Design and Construction Manual. All applications for engineering approval shall be accompanied by the number of copies of the following as required by the City Engineer:			
H.5.a.	Engineering drawings with the information required in the Design and Construction Manual			X
H.5.b.	Plans, profiles and details for streets, curb and gutters, sidewalks, storm and sanitary sewers, and water lines			X
H.5.c.	A written benchmark description and elevation	X		
H.5.d.	A storm water Master Drainage Plan that contains detailed plans for storm drainage, storm water detention, and grading plans, as specified in the Design and Construction Manual.			X

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Table 4. Other Requirements				
	Ordinance Requirement	Met	Not Met	N/A
UDO Art. 8, Div. III Landscaping, Buffers & Tree Protection				
Sec. 8.720. Landscaping & buffer plans	Landscaping and buffer plans shall be submitted, and shall include information as listed in the ordinance.	X		
Sec. 8.750. Acceptable plant material	Acceptable plant materials and sizes for landscaping, buffers and tree replacement shall meet the ordinance requirements.	X		
Sec. 8.790.A.1. Street frontage trees	1 tree shall be planted for each 30 feet of street frontage. Such trees may be clustered or arranged within the setback if approved as part of the landscape plan. A minimum 20-foot landscape strip shall be provided along the full length of any street frontage, except where the building setback is less than 20 feet.	X		
Sec. 8.790.A.2. Front parking setback	In commercial and industrial districts, any parking or loading area visible from a street shall be separated from the street right-of way with a landscape strip at least 20 feet wide.	X		
Sec. 8.790.A.3. Street frontage shrubs	1 shrub shall be provided for each 20 feet of street frontage, or portion thereof, with in the landscaped setback abutting such frontage. Such shrubs may be clustered or arranged within the setback.	X		
Sec. 8.790.B.1. Open yard shrub reqt.	The minimum of 2 shrubs per 5,000 square feet of total lot area, excludes single family and duplex developments. For schools, large sports/play fields and other areas specifically open to the public for use, i.e., tennis courts, paved play areas, paved parking lots etc. may be excluded in the calculation of this requirement.	X		
Sec. 8.790.B.2. Ground cover	Open areas not covered with other materials shall be covered with sod.	X		
Sec. 8.790.B.3. Open yard tree reqt.	In addition to the trees required based upon street frontage, additional trees shall be required at a ratio of 1 tree for every 5,000 square feet of total landscaped open space. For schools, large open sports/play fields may be excluded in the calculation of total landscaped open space. The remaining open space shall be applied to the ratio for tree planting as stated herein.	X		
Sec. 8.790.C. Trash enclosures	A detailed drawing of enclosure and screening methods to be used in connection with trash storage containers on the property shall be included with the landscaping plan. (See Section 8.180.G for requirements)			X
Sec. 8.810.A. Parking lot landscape islands	Landscape islands, strips or other planting areas shall be located within the parking lot and shall constitute at least 5% of the entire area devoted to parking spaces, aisles and driveways. <i>Every four rows of parking shall include a landscape island of at least ten feet in width.</i> Industrial zoned properties, PI and CS, shall be exempt from this requirement.	X		

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	Ordinance Requirement	Met	Not Met	N/A
Sec. 8.810.B. Landscape island placement	A landscaping island shall be located at the end of every parking bay between the last parking space and an adjacent travel aisle or driveway. The island shall be no less than 9 feet wide for at least one-half the length of the adjacent parking space. The island shall be planted in trees, shrubs, grass, or ground cover, except for those areas that are mulched.	X		
Sec. 8.810.C. Island width	Tree planting areas shall be no less than 10 feet in width. No tree shall be located less than 4 feet from the back of curb. All parking lot landscape islands, strips or other planting areas shall be curbed with minimum 6 inch high curbs.	X		
Sec. 8.820 Parking lot screening	Screening to a height of 2.5 feet must be provided along the edge of the parking lot or loading area closest to and parallel to the street. (See Sec. 8.820 for full requirements).	X		
Sec. 8.870. Buffer/screen requirements	Buffer/screen between developments of differing land uses adjoining one another or separated from one another by only a street or alley shall comply with Table 8.890 Typical buffers.	X		
UDO Art. 8, Div. II Vehicle Parking				
Sec. 8.530 Number of Parking spaces	See Table 8-1 for minimum required.	X		
Sec. 8.620.A. Head-in parking	All areas devoted to vehicle parking shall be so designed and be of such size that no vehicle is required to back into a public street to obtain access.	X		
Sec. 8.620.B.1. Parking setback	Parking lots shall be set back a minimum 20 feet from any public right-of-way or private street edge of pavement.	X		
Sec. 8.620.B.2. Parking setback	Parking lots shall be set back a minimum 20 feet from any residential use or district.	X		
Sec. 8.620.B.3. Parking setback	Parking lots shall be set back a minimum 6 feet from the side or rear property line when not part of shared parking and/or cross access.	X		
Sec. 8.620.C. Parking Dimensions	9' wide x 19' deep, placed at the prescribed angle so that it lies between the curb and aisle. 9 feet by 17 feet parking spaces shall be permitted when the parking space abuts a 6 feet wide sidewalk or when abutting a curbed open green/landscaped space. Parallel parking spaces shall not be less than 9' wide x 23' long.	X		
Sec. 8.620.F.2.b Curb blocks	The use of curb blocks in parking areas shall be prohibited, except at the head of accessible parking spaces when they are adjacent to a pedestrian walkway with no raised curb.	X		
Sec. 8.620.E.1. Aisle Width	Adequate aisle width (per Table 8-4) for maneuvering into and out of each space.	X		
Sec. 8.620.E.4. Drive width	Minimum width (not including curb and gutter) is the same as aisle width (see Table 8-4).	X		
Sec. 8.620.E.5. Curb cut spacing	Distance of driveways from intersections and from other driveways shall conform to the Access Management Code.	X		

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	Ordinance Requirement	Met	Not Met	N/A
Sec. 8.250. Parking Lot Lighting	Any lights used to illuminate the parking area shall be arranged, located or screened so that light is directed away from and no light source is visible from a public street, a residentially-zoned area, or a residential use. (See Article 8).	X		
Sec. 8.620.F.1.a & b Improvement of Parking Area	Permanent surface, consisting of asphalt or concrete, per specifications.	X		
Sec. 8.620.F.2.a & c. Curbing	CG-1 concrete curbing required around all parking areas and access drives in all zoning districts, except for driveways serving single-, two-, three- and four-family residences. Temporary asphalt curbs may be used in areas to be expanded only as shown and approved on the development plan.	X		
Sec. 8.580. Accessible Parking Space Size	Accessible parking spaces shall have an adjacent aisle 5 feet wide, and one in every 8 accessible spaces (but no less than one) shall be adjacent to an aisle 8 feet wide and the space shall be clearly marked with a sign indicating that the space is "van accessible." Accessible parking space aisles shall be clearly demarcated by lines painted on or otherwise applied to the parking lot surface. Access aisles shall be on the same level as the vehicle pull-up space they serve.	X		
Sec. 8.580.E. Accessible Parking Space Slope	Accessible parking spaces shall be located on a surface with a slope not exceeding 1 vertical foot in 50 horizontal feet.	X		
Sec. 8.580.H. Accessible Parking Space Clearance	Parking spaces for vans shall have a vertical clearance of 98 inches minimum at the space and along the vehicular route thereto. In cases of a loading zone, the vertical clearance of 114 inches minimum shall be provided at passenger loading zones and along vehicle access routes to such areas from site entrances.	X		
Sec. 8.580.C. No. of Accessible Parking Spaces	See Table 8-3	X		
Sec. 8.580.F. Accessible Parking Space Location	Accessible spaces shall be located at the nearest point to the front building entry and/or accessible ramp. Such spaces separated by a drive aisle shall have clearly discernable cross walks.	X		
Sec. 8.580.J. Accessible Parking Standards	All accessible parking shall comply with the requirements of the federal Americans with Disabilities Act.	X		
Sec. 8.580.I. Accessible Parking Sign	Every parking space required by this section shall be identified by a sign, mounted on a pole or other structure, located between 36 inches (3 feet) and 60 inches (5 feet) above the ground measured from the bottom of the sign, at the head of the parking space. The sign shall be at least 12" by 18" in area and meet the requirements set forth in the Manual on Uniform Traffic Control Devices, as referenced in Section 29-381 of the Lee's Summit General Code of Ordinances.	X		

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	Ordinance Requirement	Met	Not Met	N/A
UDO Art. 9 Signs				
Sec. 9.030.B Signs	All signs must comply with the sign requirements as outlined in the sign section of the ordinance	X		
UDO Art. 5. Div. I - Airport Overlay				
Sec. 5.030. Airport Zones	No structure shall be erected, altered, or maintained, and no tree shall be allowed to grow in any zone created by this District to a height in excess of the applicable height limit herein established for such zone. See Article 5			X
Sec. 5.040 Use Restrictions	No use may be made of land or water within any zone established by this Article in such a manner as to create electrical interference with navigational signals or radio communication between the airport and aircraft, make it difficult for pilots to distinguish between airport lights and others, result in glare in the eyes of pilots using the airport, impair visibility in the vicinity of the airport, create bird strike hazards, or otherwise in any way endanger or interfere with the landing, takeoff, or maneuvering of aircraft intending to use the airport.			X
	For any property within two miles of the airport, a Form 7460 shall be completed and submitted to the FAA, and comments received back prior to any construction.			X
UDO Art. 5. Div. II - Flood Hazard and Zoning				
Misc.	Floodplain boundaries shall be shown, along with base flood elevations.			X
Misc.	Any lots which contain floodplain shall have a note establishing the minimum floor elevation and/or minimum low opening for structures.			X
UDO Art. 5. Div. III - Historic Preservation				
Misc.	Is the property in a local historic district?			X
Misc.	Is the property or structure listed in the National Register of Historic Places?			X
UDO Article 7. Platting				
Sec. 7.020.G	Any division of land or unplatted piece of property requires platting prior to the issuance of building permits			X