

## CHECKLIST

Submittal Requirements	Yes	No*
Completed rezoning and preliminary development plan application form with signatures	✓	
Ownership Affidavit form	✓	
Completed Compatibility for Single Family Development form – <b>only required for single family developments</b>		N/A
Legal Description	✓	
Legal Description Closure Report – <b>only required for metes and bounds descriptions</b>		N/A
Technical Studies		N/A
Filing fee – <b>Residential 0-5 acres</b> \$2400 + 2 legal notice publishing charges; <b>Residential over 5 acres</b> \$3000 + 2 legal notice publishing charges; <b>Commercial 0-5 acres</b> \$2800 + 2 legal notice publishing charges; <b>Commercial over 5 acres</b> \$3600 + 2 legal notice publishing charges		
Legal Notice Publishing Charge – <b>\$165</b>		
Correct number of rezoning plans – 4 full size, collated, stapled (seals not required) and folded		Online
One (1) 8 ½" by 11" reduction of each sheet in the rezoning plans		
Correct number of preliminary development plans – 4 full size (including site plan, landscape plan, building elevations, civil), collated, stapled and folded		
One (1) 8 ½" by 11" reduction of each sheet in the preliminary development plans		
<b>An electronic copy of all plan submittals and resubmittals</b>		
Checklist for Plan Submission Requirements	✓	
Checklist for Preliminary Development Plan	✓	
Checklist for Zoning District Regulations – <b>Separate document</b>	✓	
Checklist for Design Standards (See Article 8) – <b>Separate document</b>	✓	
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	✓		
B.2. Name & address	Name, address and telephone number of the person who prepared, or person responsible for preparing, the plan;	✓		
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.	✓		

## CHECKLIST

<b>Table 1. General Application Requirements Plan Submission Requirements</b>				
<b>UDO Article 2., Sec. 2.040</b>	<b>Ordinance Requirement</b>	<b>Met</b>	<b>Not Met</b>	<b>N/A</b>
B.4. Plan Size	Plan size maximum of 24" x 36" with one inch border	✓		
B.5. North Arrow	North Arrow; plan shall be oriented so north is to the top or to the right side of the sheet.	✓		
B.6. Vicinity Map	Vicinity map with north arrow indicating the location of the property within the City.	✓		

<b>Table 1.A. Rezoning Plan Submission Requirements</b>				
<b>UDO Article 2., Sec. 2.240</b>	<b>Ordinance Requirement</b>	<b>Met</b>	<b>Not Met</b>	<b>N/A</b>
C. Rezoning Map	Rezoning map showing the following: 1. Boundaries of the property to be rezoned. 2. Legal Description 3. Existing and proposed zoning districts of the property to be rezoned. 4. Zoning, land use, and ownership of all parcels within 185 feet of the property to be rezoned.	✓		
D. Preliminary Development Plan	A preliminary development plan or a conceptual development plan, as required by this Article, shall be submitted with every application for rezoning, except that a preliminary development plan need not be submitted for any rezoning to the AG, RDR, RLL, or R-1 District if the applicant does not propose the modification of any regulation contained in this Chapter pursuant to this Article.	✓		
E. Preliminary Plat	Rezoning to the R-1 District shall require a preliminary plat submittal concurrent with the rezoning application.			N/A
F. Phasing Plan	A phasing plan, indicating the proposed date of commencement and completion of each phase.			
G. Adjacency Compatibility	An adjacency compatibility study for single family residential development, pursuant to Section 2.050.			N/A

## CHECKLIST

<b>Table 3. Preliminary Development Plan</b>				
<b>UDO Article 2, Sec. 2.310</b>	<b>Ordinance Requirement</b>	<b>Met</b>	<b>Not Met</b>	<b>N/A</b>
C.1. Legal Description	A legal description which accurately describes the limits of the property.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C.2. Acreage	Approximate total acreage.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C.3.	The plan shall include the following information on the existing conditions for the proposed site and within 185 feet.			
C.3.a. 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C.3.b. Bodies of Water	Existing streams, bodies of water, and surface drainage channels.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C.3.c. Existing Vegetation	Location, massing and pattern of existing vegetation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C.3.d. Contours	Topography with contours at 2-foot intervals. In areas where grades are gentle, the Director may require a lesser contour interval.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C.3.e. Oil & Gas Wells	Location of all oil and gas wells, whether active, inactive, or capped.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C.3.f. Special Features	Special features (such as ponds, dams, steep slopes or unusual geology) or unusual historical features (such as former landfills, fill areas or lagoons) must be identified by the applicant. The applicant, at the Director's discretion, may be required to provide professional analysis of these conditions to address health, safety and general welfare questions related to the proposed subdivision.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C.3.g. Drainage Structures	The location and size of retention basins, detention basins and drainage structures, such as culverts, paved or earthen ditches or storm water sewers and inlets.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C.3.h. Streets	Location, width and name of any existing or platted street, alley or any other dedicated rights-of-way.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C.3.i. Easements	Location, width and dimensions of existing utility easements, with document reference if dedicated by separate document;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C.3.j. Structures	Existing and proposed buildings, which existing on plans on file with the City. Single and two-family buildings may be shown in approximate location and general size and shape.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C.3.k. Utility Lines	Location and size of all existing utility lines and storm water management/detention facilities;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C.3.l. Abutting Subdivisions	Names of abutting subdivisions and owners of abutting parcels of unsplit land;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C.3.m. Surrounding Land Uses	Surrounding land uses and zoning districts of adjacent properties.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<b>Table 3. Preliminary Development Plan</b>				
<b>UDO Article 2, Sec. 2.310</b>	<b>Ordinance Requirement</b>	<b>Met</b>	<b>Not Met</b>	<b>N/A</b>
C.4.	The plan shall include the following information on the proposed development			
C.4.a. Lot dimensions	Layout, number and approximate dimensions of lots and approximate lot areas.	✓		
C.4.b. Streets	Name, location, width, radii, centerline, and grade of proposed streets and alleys, both public and private;	✓		
C.4.c. Sidewalks	Location and width of proposed sidewalks and public walkways;	✓		
C.4.d. Easements	Location and width of proposed easements;	✓		
C.4.e. Setback Lines	Building setback lines from streets with dimensions.	✓		
C.4.f. Culverts	Location and approximate dimensions of culverts and bridges;	✓		
C.4.g. Driveways	Location of driveways, curb cuts, median breaks and turn lanes;	✓		
C.4.h. Utility Lines	The general location and approximate size of all proposed utility lines, including water, storm water, and sanitary sewers.	✓		
C.4.i. Sanitary Sewer	A sanitary sewer impact statement that will address the proposed discharge into the existing sanitary sewer receiving system, if required by the City Engineer.	✓		
C.4.j. Water Service Demand Data	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.	✓		
C.4.k. Storm Water Report	Information (proposed size, nature and general location) on all proposed storm water management facilities and detention facilities. A preliminary storm water report shall be submitted unless the requirement is waived by the City Engineer. All preliminary storm water reports shall include:			
C.4.k.1.	Current and proposed land use assumptions,	✓		
C.4.k.2.	Identification of the watershed in which the project is located,	✓		
C.4.k.3.	Identification of offsite drainage areas,	✓		
C.4.k.4.	Surrounding property information,	✓		
C.4.k.5.	Any other pertinent information about the site which may influence storm water runoff,	✓		
C.4.k.6.	Proposed storm water facilities,	✓		
C.4.k.7.	The downstream effects of the development	✓		
C.4.k.8.	Calculations for the 100%, 10%, and 1% storms. All calculations must be submitted with the report; a summary table is not acceptable.	✓		

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<b>Table 3. Preliminary Development Plan</b>				
<b>UDO Article 2, Sec. 2.310</b>	<b>Ordinance Requirement</b>	<b>Met</b>	<b>Not Met</b>	<b>N/A</b>
C.4.k.9.	If the storm water report indicates that detention is not required, supporting calculations evaluating the downstream effects must be provided.	✓		
C.4.k.10	All reports shall be signed and sealed by a Professional Engineer registered in the State of Missouri.	✓		
C.4.l 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.			N/A
C.4.m. Buildings	Location, dimensions and area in square feet of all proposed buildings and structures.	✓		
C.4.n. Parking	Location and dimensions of all parking spaces, accessible spaces, drive aisles, driveways, and curbs.	✓		
C.4.o. Dimensions	Sufficient dimensions to indicate relationship between buildings, property lines, parking areas and other elements of the plan.	✓		
C.4.p. Landscaping	General extent and character of proposed landscaping to include general species and size information.	✓		
C.4.q. Topography	Proposed topography at two foot (2') intervals, including general drainage patterns.	✓		
C.4.r. Lighting	Proposed exterior lighting, including parking lot lights and wall-mounted fixtures, including fixture type, location, height and intensity. Manufacturer's specification sheets shall be submitted.	✓		
C.4.s. Phasing	Phasing of development	✓		
C.4.t. Sight Triangle	Sight triangles (see Article 8)	✓		
C.5.a. Building Elevations	Preliminary building elevations of all sides depicting the general style, size and exterior construction materials and color schedule of the building proposed. In the event of several building types, a minimum of one elevation of each building type is required.	✓		
C.5.b. Building Height	Building height	✓		
C.6.	A land use schedule shall include the following, as applicable:			
C.6.a.	Total floor area,	✓		
C.6.b.	Number of dwelling units,			N/A
C.6.c.	Land area,	✓		
C.6.d.	Number of required and proposed parking spaces,	✓		
C.6.e.	Impervious coverage,	✓		

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<b>Table 3. Preliminary Development Plan</b>				
<b>UDO Article 2, Sec. 2.310</b>	<b>Ordinance Requirement</b>	<b>Met</b>	<b>Not Met</b>	<b>N/A</b>
C.6.f.	Floor Area Ratio (FAR),	✓		
C.6.g.	Dwelling units per acre, with and without common area;			N/A
C.6.h.	The range of land uses to be permitted in each designated area of the development.	✓		
C.7. Modification Statement	A narrative statement that explains the need for modification of the applicable zoning district regulations, as such modification is permitted pursuant to Article 4, shall be submitted in support of the application for the preliminary development plan approval.	✓		
C.8. Common Property Maintenance Plan	A written plan in such form as may be prescribed by the Director that demonstrates that all common property, if any, will be owned and maintained in accordance with Article 4, of this Chapter, shall be submitted with the application for preliminary with the application for preliminary development plan approval.			N/A

<b>Table 4. Other Requirements</b>				
	<b>Ordinance Requirement</b>	<b>Met</b>	<b>Not Met</b>	<b>N/A</b>
<b>UDO Art. 8, Div. III Landscaping, Buffers &amp; Tree Protection</b>				
Sec. 8.720. Landscaping & buffer plans	Landscaping and buffer plans shall be submitted, and shall include information as listed in the ordinance.	✓		
Sec. 8.750. Acceptable plant material	Acceptable plant materials and sizes for landscaping, buffers and tree replacement shall meet the ordinance requirements.	✓		
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.	✓		
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.	✓		
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.	✓		

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Table 4. Other Requirements				
	Ordinance Requirement	Met	Not Met	N/A
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.	✓		
Sec. 8.790.B.2. Ground cover	Open areas not covered with other materials shall be covered with sod.	✓		
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.	✓		
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. <b>(See Section 8.180.G for requirements)</b>	✓		
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.	✓		
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.	✓		
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.	✓		
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).	✓		
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 <b>Table 8.890</b> Typical buffers.	✓		
UDO Art. 8, Div. II Vehicle Parking				
Sec. 8.530 Number of Parking spaces	See Table 8-1 for minimum required.	✓		
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.	✓		

## CHECKLIST

Table 4. Other Requirements				
	Ordinance Requirement	Met	Not Met	N/A
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.	✓		
Sec. 8.620.B.2. Parking setback	Parking lots shall be set back a minimum 20 feet from any residential use or district.	✓		
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.	✓		
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.	✓		
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.	✓		
Sec. 8.620.E.1. Aisle Width	Adequate aisle width (per Table 8-4) for maneuvering into and out of each space.	✓		
Sec. 8.620.E.4. Drive width	Minimum width (not including curb and gutter) is the same as aisle width (see Table 8-4).	✓		
Sec. 8.620.E.5. Curb cut spacing	Distance of driveways from intersections and from other driveways shall conform to the Access Management Code.	✓		
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).	✓		
Sec. 8.620.F.1.a & b Improvement of Parking Area	Permanent surface, consisting of asphalt or concrete, per specifications.	✓		
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.	✓		
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.	✓		
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.	✓		



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<b>Table 4. Other Requirements</b>				
	Ordinance Requirement	Met	Not Met	N/A
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.	✓		
Sec. 8.580.C. No. of Accessible Parking Spaces	See Table 8-3	✓		
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.	✓		
Sec. 8.580.J. Accessible Parking Standards	All accessible parking shall comply with the requirements of the federal Americans with Disabilities Act.	✓		
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.	✓		
<b>UDO Art. 9 Signs</b>				
Sec. 9.030.B Signs	All signs must comply with the sign requirements as outlined in the sign section of the ordinance	✓		
<b>UDO Art. 5. Div. I - Airport Overlay</b>				
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			N/A
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.			N/A
	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.			N/A
<b>UDO Art. 5. Div. II - Flood Hazard and Zoning</b>				

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Table 4. Other Requirements				
	Ordinance Requirement	Met	Not Met	N/A
Misc.	Floodplain boundaries shall be shown, along with base flood elevations.	✓		
Misc.	Any lots which contain floodplain shall have a note establishing the minimum floor elevation and/or minimum low opening for structures.	✓		
UDO Art. 5. Div. III - Historic Preservation				
Misc.	Is the property in a local historic district?			N/A
Misc.	Is the property or structure listed in the National Register of Historic Places?			N/A
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		✓	