



## PRELIMINARY DEVELOPMENT PLAN PROCESS

### *Purpose of Preliminary Development Plans*

The purpose of a preliminary development plan is for the City Council to consider the proposed development of a particular parcel of property. The preliminary development plan shows the general concept for the entire development, including one or more phases. Public notice is required and a public hearing will be held before both the Planning Commission and the City Council.

A preliminary development plan is required for rezoning, development or redevelopment of any property already zoned for the proposed use, or a change in the primary use of property. The plan includes a site plan showing such things as the layout of buildings and parking areas, proposed building elevations, and the relationship of the proposed development to existing or proposed development on surrounding property. The City's Unified Development Ordinance (UDO) contains regulations for each zoning district that specify permitted uses, required yard setbacks, maximum building height, basic parking requirements, and related development standards.

The Planning Commission and City Council will consider any concerns that surrounding property owners or members of the general public may have regarding the proposed development and its impact on the community.

After approval of a preliminary development plan, all subsequent development applications and construction activities are required to be consistent with this preliminary development plan. Making significant revisions to the plan requires going through the same notification and public hearing process that was required for the original approval.

### *Step 1 – Pre-Application Meeting*

The UDO requires the applicant to meet with City Staff at a "pre-app" meeting prior to submitting an application. Staff members include representatives from Development Services, Public Works, Traffic Engineering, Fire, and Parks. An exchange of information early in the process can often make the rest of the development go more smoothly. The purposes of the pre-application meeting are:

- **Applicant** - The applicant can explain the proposed development and present any sketches or plans. Detailed plans are not required, but the more information brought to the meeting, the more thorough and specific staff can be in response.
- **Staff** - City staff will advise the applicant of:
  - Land use considerations, including compatibility with the Comprehensive Plan and adjacent land uses
  - Procedural requirements for submitting an application and going through the appropriate process
  - Site design regulations, including setbacks, parking, screening, traffic, and others
  - Building code regulations
  - Special studies required, such as traffic, storm water, etc.
  - Public sources of information that may aid the applicant



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- Policies that may create opportunities or pose significant restraints

### ***Step 2 – Filing the Application***

The applicant must submit the following items to the Development Services Department:

- **Application** - A complete application for preliminary development plan, including all items identified in the Submittal Requirements checklist.
- **Drawings** – The proper number and type of drawings, including site plan, landscape plan, building elevations and civil engineering plans. These include full-size and reduced drawings, **as well as an electronic copy**.
- **Checklists** - Completed checklists. See UDO Article 2 for the preliminary development plan application contents and submission requirements.
- **Fees** - Application filing fee and legal notice publishing charge, payable to the City of Lee's Summit - see Schedule of Fees and Charges. Two legal notices are required for a preliminary development plan application. A single payment covering the application fee and legal notice charge may be accepted. An application may be withdrawn at any time upon written request; however, no refund will be made after the initial publication.
- **Deadline** - All information must be submitted by the deadline date. Items will be placed on the Planning Commission agenda based upon the completeness of the application submittal. All additional information to support the application must be submitted by the deadline. The application will be delayed if information is missing or is not submitted by the deadline date.

### ***Step 3 – Neighborhood Meeting***

One neighborhood meeting is required for each application, which must occur within the initial 10 day review period and prior to re-submission of the application. More than one neighborhood meeting may be held on an application, at the option of the applicant.

- **Timing and Location:** Within two miles of the project site, Monday through Thursday, excluding holidays; and start between 6:00 P.M. and 8:00 P.M. If a location for the meeting is not available within [2] miles of the subject property, the applicant shall select a location outside this area that is reasonably close to these boundaries.
- **Notification** shall be sent by certified mail or delivered to property owners within 300 feet of the project site. Mailed notices shall be postmarked at least seven days prior to the meeting. Hand deliveries must occur at least five days prior to the meeting.
- **Notes:** The Applicant shall take sufficient notes at the neighborhood meeting to recall issues raised by the participants, in order to report on and discuss them at public hearings before City governmental bodies on the application. The notes shall be turned in with the application re-submittal.



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### ***Step 4 – Development Review Committee (DRC)***

The Development Review Committee is a staff-only committee consisting of 10 to 15 representatives of various city departments and divisions that reviews each item on the agenda, and identifies relevant issues. The development departments then prepare written comments for the applicant, which will be sent to all parties listed on the application form (via fax or email) on the Friday before the Tuesday Applicant's Meeting. A Project Manager will be assigned as the project lead on each application.

### ***Step 5 – Applicant's Meeting***

The applicant is required to attend an Applicant's meeting:

- **Staff** - City staff will provide a technical review of the submitted plans and request any necessary plan revisions.
- **Applicant** - The applicant will have an opportunity to ask questions.
- **Timeline** - Staff will provide a timeline for the rest of the process. If extensive changes are required or more information is needed to adequately review the application (e.g. additional traffic or engineering studies), the application may be rescheduled to a later Planning Commission meeting date to allow time for the necessary work to be completed. If deficiencies are minor, the item will be scheduled for a Planning Commission meeting, subject to revised plans being submitted by the Revised Plans Due date.

This meeting is *not* the appropriate forum to discuss policy issues or negotiate any agreements. If an application involves policy issues or items that may be resolved through a development agreement, the Lead Planner will schedule a separate meeting with appropriate City staff.

### ***Step 6 – Notices and Posting of the Property***

- **Notice in Newspaper** – City staff will prepare and publish the required legal notice of the time and place of the public hearings, which must be published 15 days prior to the hearing in an official City paper.
- **Letters to Surrounding Property Owners** – The applicant must mail notices by certified mail, to all property owners within 300 feet of the property, at least 15 days prior to the hearing, notifying them of the opportunity to be heard. A form letter for the notice can be obtained from the Development Services Department. An affidavit must be submitted certifying that notice has been sent, along with a list of property owners and a copy of the letter sent.
- **Sign** – The applicant must post a sign on the premises at least 15 days prior to the date of the hearing, informing the public of the time and place of the public hearing. The City will furnish the sign to the applicant for posting. The applicant shall make a good faith effort to maintain the sign for at least 15 days immediately preceding the date of the hearing through



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the hearing, and through any continuances of the hearing. The sign shall be placed within 5 feet of the street right-of-way line in a central position on the property. The sign shall be readily visible to the public. If the property contains more than 1 street frontage, 1 sign shall be placed on each street frontage so as to face each of the streets. The sign may be removed at the conclusion of the public hearing and must be removed at the end of all proceedings on the application or upon withdrawal of the application.

### ***Step 7 – Planning Commission Public Hearing***

The Planning Commission consists of nine (9) appointed citizens who meet on the second and fourth Thursday of each month in the Council Chambers of City Hall at 220 SE Green Street. All meetings are televised on the local cable television government channel. The Commission holds a public hearing on each preliminary development plan application and makes a recommendation to the City Council.

- **Applicant's presentation** - The applicant begins the public hearing with a presentation, which should include a brief description of the proposed project and a response to any concerns raised in the staff report. Visual presentations shall be:
  - In electronic format - on a laptop, CD ROM, DVD, or flash drive. The City's presentation system can support Word, Excel, Power Point, Adobe, Windows Media Player and Internet Explorer applications.
  - Reduced drawings for use on the Document Camera to display on the screen. Presentation boards will not be allowed, as they cannot be seen by the audience.
  - Samples of building materials (samples are required to be brought to the meeting or submitted in advance, and shall be retained by the City); and any additional information which the applicant wishes to bring to the meeting (for example, color renderings, maps, photographs, or petitions). *(It is recommended that any additional information be provided to staff in advance, so it can be included in the Commissioner's packets.)*
- **Staff's presentation** - Staff will then give a staff report and recommendation.
- **Public comments** – members of the audience will be given an opportunity to speak. If issues or concerns are raised by the public, the applicant is typically given an opportunity to respond.

**Commission discussion and decision** - The Commission members may ask questions of either staff or the applicant. Finally, the public hearing portion of the meeting is closed, and the Planning Commission discusses the action that should be taken and the reasons for that action. The Planning Commission's action is a recommendation to the City Council to either approve, approve with conditions, or deny the application. The Planning Commission may also vote to continue an application to a later meeting to allow further study or the submission of information by the applicant or staff. Once the Planning Commission has made a recommendation, a hearing (typically three weeks later) will be scheduled before the City Council.

### ***Step 8 – City Council Public Hearing***

The Lee's Summit City Council holds public hearings at their regular meetings on the first and third Tuesdays of each month at the Council Chambers of City Hall at 220 SE Green Street.



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- **Public Hearing** - The format of the public hearing is similar to that used by the Planning Commission and applicants should plan on making a similar type of presentation. After the City Council has listened to the presentations and to any public comments, they will discuss the application and then take action. The City Council will either reject the request or direct staff to prepare an ordinance granting the zoning change.
- **Ordinance** - The ordinance is normally read at a subsequent City Council meeting and approved or denied.



# LEE'S SUMMIT MISSOURI

## PRELIMINARY DEVELOPMENT PLAN APPLICATION

1. PROJECT NAME: Kensington Farms PDP
2. PROPERTY LOCATION/ADDRESS: SW Corner of Count Line Road and Ward Road
3. ZONING OF PROPERTY: Residential and AG
4. LEGAL DESCRIPTION (attach if description is metes and bounds description):  
N2 Section EX Kensington Farms and EX SM Strip Along S Ling of SENW and OF SWNE
5. Size of Building(s) (sq. ft): N/A Lot Area (acres): N/A
6. APPLICANT (DEVELOPER) Inspired Homes, LLC PHONE 913-220-1788  
CONTACT PERSON Raegan Long FAX \_\_\_\_\_  
ADDRESS 1300 NW Briarcliff Parkway CITY/STATE/ZIP KCMO  
E-MAIL rlong@inspired-homes.com
7. PROPERTY OWNER Inspired Homes, LLC PHONE 913-220-1788  
CONTACT PERSON Raegan Long FAX \_\_\_\_\_  
ADDRESS 1300 NW Briarcliff Parkway CITY/STATE/ZIP KCMO  
E-MAIL rlong@inspired-homes.com
8. ENGINEER/SURVEYOR N/A PHONE \_\_\_\_\_  
CONTACT PERSON \_\_\_\_\_ FAX \_\_\_\_\_  
ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_  
E-MAIL \_\_\_\_\_
9. OTHER CONTACTS N/A PHONE \_\_\_\_\_  
CONTACT PERSON \_\_\_\_\_ FAX \_\_\_\_\_  
ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_  
E-MAIL \_\_\_\_\_

All applications require the signature of the owner on the application and on the ownership affidavit. Applications without the proper signatures will be deemed incomplete and will not be processed.

  
PROPERTY OWNER

  
APPLICANT

Print name: Raynard Brown

Raynard Brown

Receipt #: \_\_\_\_\_ Date Filed: \_\_\_\_\_ Processed by: \_\_\_\_\_ Application # \_\_\_\_\_





## **PRELIMINARY DEVELOPMENT CRITERIA**

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In considering a preliminary development plan application, the Planning Commission and City Council will give consideration to the criteria stated below to the extent they are pertinent to the particular application. The Commission and Council may consider other factors that may be relevant to a particular application.

1. The character of the neighborhood.
2. The existing and any proposed zoning and uses of adjacent properties, and the extent to which the proposed use is compatible with the adjacent zoning and uses.
3. The extent to which the proposed use facilitates the adequate provision of transportation, water, sewerage, schools, parks and other public requirements.
4. The suitability of the property for the uses to which it has been restricted under the applicable zoning district regulations.
5. The length of time, if any, the property has remained vacant as zoned.
6. The extent to which the proposed use will negatively affect the aesthetics of the property and neighboring property.
7. The extent to which the proposed use will seriously injure the appropriate use of, or detrimentally affect, neighboring property.
8. The extent to which the proposed use will adversely affect the capacity or safety of the portions of the street network impacted by the use, or present parking problems in the vicinity of the property.
9. The extent to which the proposed use will create excessive storm water runoff, air pollution, water pollution, noise pollution or other environmental harm.
10. The extent to which the proposed use will negatively affect the values of the property or neighboring properties.
11. The extent to which there is a need for the use in the community.
12. The economic impact of the proposed use on the community.
13. The ability of the applicant to satisfy any requirements applicable to the specific use imposed pursuant to the UDO.
14. The extent to which public facilities and services are available and adequate to meet the demand for facilities and services generated by the proposed use.
15. The gain, if any, to the public health, safety and welfare due to approval of the application as compared to the hardship imposed upon the landowner, if any, as a result of denial of the application.
16. The conformance of the proposed use to the Comprehensive Plan, the Major Street Plan, the Capital Improvement Plan, and other adopted planning policies.
17. The recommendation of professional staff.
18. The consistency of the proposed use with the permitted uses and the uses subject to conditions in the district in which the proposed rezoning or special use is located.



## **PRELIMINARY DEVELOPMENT CRITERIA**

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Under Article 2 of the UDO, the Planning Commission and City Council will give consideration to the criteria stated below to the extent they are pertinent to the particular application.

1. Development is designed, located and proposed to be operated so that the public health, safety and welfare will be protected.
2. Development will not impede the normal and orderly development and improvement of the surrounding property.
3. Development incorporates adequate ingress and egress and an internal street network that minimizes traffic congestion.



## PRELIMINARY DEVELOPMENT PLAN CHECKLIST

| Submittal Requirements                                                                                                                                                                                                                                                                                                                                                           | Yes | No* |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|
| Completed application form with signatures                                                                                                                                                                                                                                                                                                                                       | x   |     |
| Ownership affidavit form                                                                                                                                                                                                                                                                                                                                                         | x   |     |
| Legal description                                                                                                                                                                                                                                                                                                                                                                | x   |     |
| Technical Studies, if required                                                                                                                                                                                                                                                                                                                                                   | N/A |     |
| Filing fee – <b>Residential 0-5 acres</b> \$1600 + 2 legal notice publishing charges (\$165 each);<br><b>Residential over 5 acres</b> \$2000 + 2 legal notice publishing charges (\$165 each);<br><b>Commercial 0-5 acres</b> \$1800 + 2 legal notice publishing charges (\$165 each);<br><b>Commercial over 5 acres</b> \$2400 + 2 legal notice publishing charges (\$165 each) | x   |     |
| Number of folded sets of preliminary development plans – <b>Initial submittal (4) full size, resubmittal (4) full size</b> (including site plan, landscape plan, building elevations, civil engineering), collated, stapled (seals required for engineering plans)                                                                                                               | N/A |     |
| <b>An electronic copy of all plan submittal and resubmittals</b>                                                                                                                                                                                                                                                                                                                 | x   |     |
| Checklist for Plan Submission Requirements                                                                                                                                                                                                                                                                                                                                       | x   |     |
| Checklist for Preliminary Development Plan                                                                                                                                                                                                                                                                                                                                       | x   |     |
| Checklist for Zoning District Regulations – <b>Separate document</b>                                                                                                                                                                                                                                                                                                             | N/A |     |
| Checklist for Design Standards (See Article 7) – <b>Separate document</b>                                                                                                                                                                                                                                                                                                        | N/A |     |
| Checklist for Other Ordinance Requirements                                                                                                                                                                                                                                                                                                                                       | N/A |     |

| Table 1. General Application Requirements<br>Plan Submission Requirements |                                                                                                                                                                                               |     |            |     |
|---------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|------------|-----|
| UDO Article 2.,<br>Sec. 2.040                                             | Ordinance Requirement                                                                                                                                                                         | Met | Not<br>Met | N/A |
| B.1. Date Prepared                                                        | Date prepared                                                                                                                                                                                 |     |            | x   |
| B.2. Name &<br>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" with one 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   |



## PRELIMINARY DEVELOPMENT PLAN CHECKLIST

| <b>Table 3.</b><br><b>Preliminary Development Plan</b> |                                                                                                                                                                                                                                                                                                                                                                                                              |            |                    |            |
|--------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|--------------------|------------|
| <b>UDO Article<br/>2, Sec. 2.310</b>                   | <b>Ordinance Requirement</b>                                                                                                                                                                                                                                                                                                                                                                                 | <b>Met</b> | <b>Not<br/>Met</b> | <b>N/A</b> |
| C.1. Legal Description                                 | A legal description which accurately describes the limits of the property.                                                                                                                                                                                                                                                                                                                                   | x          |                    |            |
| C.2. Acreage                                           | Approximate total acreage.                                                                                                                                                                                                                                                                                                                                                                                   |            |                    | x          |
| 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.                                                                                                                                                                                                                          |            |                    | x          |
| C.3.b. Bodies of Water                                 | Existing streams, bodies of water, and surface drainage channels.                                                                                                                                                                                                                                                                                                                                            |            |                    | x          |
| C.3.c. Existing Vegetation                             | Location, massing and pattern of existing vegetation.                                                                                                                                                                                                                                                                                                                                                        |            |                    | x          |
| 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.                                                                                                                                                                                                                                                                          |            |                    | x          |
| C.3.e. Oil & Gas Wells                                 | Location of all oil and gas wells, whether active, inactive, or capped.                                                                                                                                                                                                                                                                                                                                      |            |                    | x          |
| 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. |            |                    | x          |
| 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.                                                                                                                                                                                                                                            |            |                    | x          |
| C.3.h. Streets                                         | Location, width and name of any existing or platted street, alley or any other dedicated rights-of-way.                                                                                                                                                                                                                                                                                                      |            |                    | x          |
| C.3.i. Easements                                       | Location, width and dimensions of existing utility easements, with document reference if dedicated by separate document;                                                                                                                                                                                                                                                                                     |            |                    | x          |
| 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.                                                                                                                                                                                                                             |            |                    | x          |
| C.3.k. Utility Lines                                   | Location and size of all existing utility lines and storm water management/detention facilities;                                                                                                                                                                                                                                                                                                             |            |                    | x          |
| C.3.l. Abutting Subdivisions                           | Names of abutting subdivisions and owners of abutting parcels of unsubdivided land;                                                                                                                                                                                                                                                                                                                          |            |                    | x          |
| C.3.m. Surrounding Land Uses                           | Surrounding land uses and zoning districts of adjacent properties.                                                                                                                                                                                                                                                                                                                                           |            |                    | x          |
| C.4.                                                   | The plan shall include the following information on the proposed development                                                                                                                                                                                                                                                                                                                                 |            |                    |            |



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| <b>Table 3.</b><br><b>Preliminary Development Plan</b> |                                                                                                                                                                                                                                                                                                    |            |                    |            |
|--------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|--------------------|------------|
| <b>UDO Article<br/>2, Sec. 2.310</b>                   | <b>Ordinance Requirement</b>                                                                                                                                                                                                                                                                       | <b>Met</b> | <b>Not<br/>Met</b> | <b>N/A</b> |
| C.4.a. Lot dimensions                                  | Layout, number and approximate dimensions of lots and approximate lot areas.                                                                                                                                                                                                                       |            |                    | x          |
| 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;                                                                                                                                                                                                                                      |            |                    | x          |
| C.4.d. Easements                                       | Location and width of proposed easements;                                                                                                                                                                                                                                                          |            |                    | x          |
| C.4.e. Setback Lines                                   | Building setback lines from streets with dimensions.                                                                                                                                                                                                                                               |            |                    | x          |
| C.4.f. Culverts                                        | Location and approximate dimensions of culverts and bridges;                                                                                                                                                                                                                                       |            |                    | x          |
| C.4.g. Driveways                                       | Location of driveways, curb cuts, median breaks and turn lanes;                                                                                                                                                                                                                                    |            |                    | x          |
| C.4.h. Utility Lines                                   | The general location and approximate size of all proposed utility lines, including water, storm water, and sanitary sewers.                                                                                                                                                                        |            |                    | x          |
| 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.                                                                                                                                    |            |                    | x          |
| 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.                 |            |                    | x          |
| 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,                                                                                                                                                                                                                                                         |            |                    | x          |
| C.4.k.2.                                               | Identification of the watershed in which the project is located,                                                                                                                                                                                                                                   |            |                    | x          |
| C.4.k.3.                                               | Identification of offsite drainage areas,                                                                                                                                                                                                                                                          |            |                    | x          |
| C.4.k.4.                                               | Surrounding property information,                                                                                                                                                                                                                                                                  |            |                    | x          |
| C.4.k.5.                                               | Any other pertinent information about the site which may influence storm water runoff,                                                                                                                                                                                                             |            |                    | x          |
| C.4.k.6.                                               | Proposed storm water facilities,                                                                                                                                                                                                                                                                   |            |                    | x          |
| C.4.k.7.                                               | The downstream effects of the development                                                                                                                                                                                                                                                          |            |                    | x          |
| 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.                                                                                                                                                              |            |                    | x          |
| C.4.k.9.                                               | If the storm water report indicates that detention is not required, supporting calculations evaluating the downstream effects must be provided.                                                                                                                                                    |            |                    | x          |

REVISED AUGUST 2019

## PRELIMINARY DEVELOPMENT PLAN CHECKLIST

| <b>Table 3.</b><br><b>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.10                                               | All reports shall be signed and sealed by a Professional Engineer registered in the State of Missouri.                                                                                                                                                                                                                                                       |            |                | x          |
| 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. |            |                | x          |
| C.4.m. Buildings                                       | Location, dimensions and area in square feet of all proposed buildings and structures.                                                                                                                                                                                                                                                                       |            |                | x          |
| C.4.n. Parking                                         | Location and dimensions of all parking spaces, accessible spaces, drive aisles, driveways, and curbs.                                                                                                                                                                                                                                                        |            |                | x          |
| C.4.o. Dimensions                                      | Sufficient dimensions to indicate relationship between buildings, property lines, parking areas and other elements of the plan.                                                                                                                                                                                                                              |            |                | x          |
| C.4.p. Landscaping                                     | General extent and character of proposed landscaping to include general species and size information.                                                                                                                                                                                                                                                        |            |                | x          |
| C.4.q. Topography                                      | Proposed topography at two foot (2') intervals, including general drainage patterns.                                                                                                                                                                                                                                                                         |            |                | x          |
| 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.                                                                                                                                                          |            |                | x          |
| C.4.s. Phasing                                         | Phasing of development                                                                                                                                                                                                                                                                                                                                       |            |                | x          |
| C.4.t. Sight Triangle                                  | Sight triangles (see Article 8)                                                                                                                                                                                                                                                                                                                              |            |                | x          |
| 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.                                                                                        | x          |                |            |
| C.5.b. Building Height                                 | Building height                                                                                                                                                                                                                                                                                                                                              |            |                | x          |
| C.6.                                                   | A land use schedule shall include the following, as applicable:                                                                                                                                                                                                                                                                                              |            |                |            |
| C.6.a.                                                 | Total floor area,                                                                                                                                                                                                                                                                                                                                            |            |                | x          |
| C.6.b.                                                 | Number of dwelling units,                                                                                                                                                                                                                                                                                                                                    |            |                | x          |
| C.6.c.                                                 | Land area,                                                                                                                                                                                                                                                                                                                                                   |            |                | x          |
| C.6.d.                                                 | Number of required and proposed parking spaces,                                                                                                                                                                                                                                                                                                              |            |                | x          |
| C.6.e.                                                 | Impervious coverage,                                                                                                                                                                                                                                                                                                                                         |            |                | x          |
| C.6.f.                                                 | Floor Area Ratio (FAR),                                                                                                                                                                                                                                                                                                                                      |            |                | x          |
| C.6.g.                                                 | Dwelling units per acre, with and without common area;                                                                                                                                                                                                                                                                                                       |            |                | x          |



# LEE'S SUMMIT MISSOURI

## PRELIMINARY DEVELOPMENT PLAN CHECKLIST

| Table 3.<br>Preliminary Development Plan       |                                                                                                                                                                                                                                                                                                                                      |     |            |     |
|------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|------------|-----|
| UDO Article<br>2, Sec. 2.310                   | Ordinance Requirement                                                                                                                                                                                                                                                                                                                | Met | Not<br>Met | N/A |
| C.6.h.                                         | The range of land uses to be permitted in each designated area of the development.                                                                                                                                                                                                                                                   |     |            | x   |
| C.7.<br>Modification<br>Statement              | A narrative statement that explains the need for modification of the applicable zoning district regulations, as such modification is permitted pursuant to Article 5, shall be submitted in support of the application for the preliminary development plan approval.                                                                |     |            | x   |
| C.8. Common<br>Property<br>Maintenance<br>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 5, Division V, of this Chapter, shall be submitted with the application for preliminary with the application for preliminary development plan approval. |     |            | x   |

| Table 4. Other Requirements                                 |                                                                                                                                                                                                                                                                                                                                        |     |            |     |
|-------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|------------|-----|
|                                                             | Ordinance Requirement                                                                                                                                                                                                                                                                                                                  | Met | Not<br>Met | N/A |
| UDO Art. 8, Div. III Landscaping, Buffers & Tree Protection |                                                                                                                                                                                                                                                                                                                                        |     |            |     |
| Sec. 8.720.<br>Landscaping &<br>buffer plans                | Landscaping and buffer plans shall be submitted, and shall include information as listed in the ordinance.                                                                                                                                                                                                                             |     |            | x   |
| Sec. 8.750.<br>Acceptable plant<br>material                 | Acceptable plant materials and sizes for landscaping, buffers and tree replacement shall meet the ordinance requirements.                                                                                                                                                                                                              |     |            | x   |
| Sec. 8.790.A.1.<br>Street frontage<br>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.<br>Front parking<br>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.<br>Street frontage<br>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<br>Open yard shrub<br>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   |



# LEE'S SUMMIT MISSOURI

## PRELIMINARY DEVELOPMENT PLAN CHECKLIST

| Table 4. Other Requirements                    |                                                                                                                                                                                                                                                                                                                                                                                            |     |         |     |
|------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---------|-----|
|                                                | Ordinance Requirement                                                                                                                                                                                                                                                                                                                                                                      | Met | Not Met | N/A |
| Sec. 8.790.B.2.<br>Ground cover                | Open areas not covered with other materials shall be covered with sod.                                                                                                                                                                                                                                                                                                                     |     |         | x   |
| Sec. 8.790.B.3.<br>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.<br>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. <i>(See Section 8.180.G for requirements)</i>                                                                                                                                                                    |     |         | x   |
| Sec. 8.810.A.<br>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   |
| Sec. 8.810.B.<br>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.<br>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<br>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.<br>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.                                                                                                                                                                                              |     |         | x   |
| UDO Art. 8, Div. II Vehicle Parking            |                                                                                                                                                                                                                                                                                                                                                                                            |     |         |     |
| Sec. 8.530<br>Number of Parking spaces         | See Table 8-1 for minimum required.                                                                                                                                                                                                                                                                                                                                                        |     |         | x   |
| Sec. 8.620.A.<br>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.<br>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.<br>Parking setback             | Parking lots shall be set back a minimum 20 feet from any residential use or district.                                                                                                                                                                                                                                                                                                     |     |         | x   |

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## PRELIMINARY DEVELOPMENT PLAN CHECKLIST

| Table 4. Other Requirements                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |     |         |     |
|-----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---------|-----|
|                                                     | Ordinance Requirement                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Met | Not Met | N/A |
| Sec. 8.620.B.3.<br>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.<br>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<br>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.<br>Aisle Width                      | Adequate aisle width (per Table 8-4) for maneuvering into and out of each space.                                                                                                                                                                                                                                                                                                                                                                                                              |     |         | x   |
| Sec. 8.620.E.4.<br>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.<br>Curb cut spacing                 | Distance of driveways from intersections and from other driveways shall conform to the Access Management Code.                                                                                                                                                                                                                                                                                                                                                                                |     |         | x   |
| Sec. 8.250.<br>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<br>& b Improvement of Parking Area | Permanent surface, consisting of asphalt or concrete, per specifications.                                                                                                                                                                                                                                                                                                                                                                                                                     |     |         | x   |
| Sec. 8.620.F.2.a<br>& 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.<br>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.<br>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.<br>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   |



## PRELIMINARY DEVELOPMENT PLAN CHECKLIST

| Table 4. Other Requirements                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |     |         |     |
|----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---------|-----|
|                                                          | Ordinance Requirement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Met | Not Met | N/A |
| Sec. 8.580.C.<br>No. of Accessible<br>Parking Spaces     | See Table 8-3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |     |         | X   |
| Sec. 8.580.F.<br>Accessible<br>Parking Space<br>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.<br>Accessible<br>Parking<br>Standards      | All accessible parking shall comply with the requirements of the federal Americans with Disabilities Act.                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |     |         | X   |
| Sec. 8.580.I.<br>Accessible<br>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   |
| UDO Art. 9 Signs                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |     |         |     |
| Sec. 9.030.B<br>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.<br>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<br>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   |



## PRELIMINARY DEVELOPMENT PLAN CHECKLIST

| Table 4. Other Requirements                  |                                                                                                                 |     |         |     |
|----------------------------------------------|-----------------------------------------------------------------------------------------------------------------|-----|---------|-----|
|                                              | Ordinance Requirement                                                                                           | Met | Not Met | N/A |
| 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   |