



## 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>		/
Legal Description	/	
Legal Description Closure Report – <b>only required for metes and bounds descriptions</b>		
Technical Studies	/	
Filing fee – See Development Services Fees under the Schedule of Fees and Charges found at <a href="http://www.cityofls.net">www.cityofls.net</a> . <b>Please note that fees differ based on residential versus commercial development, and differ based on project land area.</b>	/	
Rezoning plans, 1 digital multi-page PDF plan sets, studies, letter and applications shall be separate files	/	
One (1) 8 ½" by 11" reduction of each sheet in the rezoning plans	/	
Preliminary Development Plans, 1 digital multi-page PDF plan sets, studies, letter and applications shall be separate files	/	
File Naming Conventions- All uploaded files should be named as follows DOCUMENT NAME_REVISION NUMBER_DATE OF PLAN STAMP	/	
Checklist for Plan Submission Requirements	/	
Checklist for 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.	/		
B.4. Plan Size	Plan size maximum of 24" x 36" with one inch border	/		

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<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.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: <ol style="list-style-type: none"> <li>1. Boundaries of the property to be rezoned.</li> <li>2. Legal Description</li> <li>3. Existing and proposed zoning districts of the property to be rezoned.</li> <li>4. Zoning, land use, and ownership of all parcels within 185 feet of the property to be rezoned.</li> </ol>	/		
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.			/
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.			/

## 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.	/		
C.2. Acreage	Approximate total acreage.	/		
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.	/		
C.3.b. Bodies of Water	Existing streams, bodies of water, and surface drainage channels.	/		
C.3.c. Existing Vegetation	Location, massing and pattern of existing vegetation.	/		
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.	/		
C.3.e. Oil & Gas Wells	Location of all oil and gas wells, whether active, inactive, or capped.	/		
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.	/		
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.	/		
C.3.h. Streets	Location, width and name of any existing or platted street, alley or any other dedicated rights-of-way.	/		
C.3.i. Easements	Location, width and dimensions of existing utility easements, with document reference if dedicated by separate document;	/		
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.	/		
C.3.k. Utility Lines	Location and size of all existing utility lines and storm water management/detention facilities;	/		
C.3.l. Abutting Subdivisions	Names of abutting subdivisions and owners of abutting parcels of unsubdivided land;	/		
C.3.m. Surrounding Land Uses	Surrounding land uses and zoning districts of adjacent properties.	/		

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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.	/		
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.	0	/	
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,	/		
C.6.c.	Land area,	/		
C.6.d.	Number of required and proposed parking spaces,	/		
C.6.e.	Impervious coverage,	/		

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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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Table 4. Other Requirements				
	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.	/		
UDO Art. 9 Signs				
Sec. 9.030.B Signs	All signs must comply with the sign requirements as outlined in the sign section of the ordinance	/		
UDO Art. 5. Div. I - Airport Overlay				
Sec. 5.030. Airport Zones	No structure shall be erected, altered, or maintained, and no tree shall be allowed to grow in any zone created by this District to a height in excess of the applicable height limit herein established for such zone. See Article 5			/
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.			/
	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.			/
UDO Art. 5. Div. II - Flood Hazard and Zoning				



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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?			/
Misc.	Is the property or structure listed in the National Register of Historic Places?			/
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			/