



# Planning Application

903 W Main Street, Blue Springs, MO | 816-228-0207  
 comdevlegal@bluespringsgov.com

OFFICE USE ONLY
CASE #:
PC MEETING:
CC MEETING:
BOA MEETING:
NEWSPAPER:
NOTICE LETTERS:
PLANNER:

## PROJECT LOCATION INFORMATION *(separate applications required if project boundaries differ)*

Project Name

Project Address (Parcel ID if No Address Assigned or Multiple Addresses)

Legal Description (attach as a separate page if too large)

Existing Zoning	Existing Land Use	Proposed Zoning	Proposed Land Use	Total Acreage	# of Proposed Lots
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## APPLICATION *(check all that apply)*

LAND USE	LAND SUBDIVISION	MASTER PLANS	
<input type="checkbox"/> Conditional Use	<input type="checkbox"/> Preliminary Plat	<input type="checkbox"/> PD Concept Plan	<input type="checkbox"/> PRO Concept Plan-Amended
<input type="checkbox"/> Rezoning	<input type="checkbox"/> Final Plat	<input type="checkbox"/> PD Final Plan	<input type="checkbox"/> PRO Final Plan
	<input type="checkbox"/> Administrative Plat	<input type="checkbox"/> PUD Concept Plan-Amended	<input type="checkbox"/> Redevelopment Modification Plan
		<input type="checkbox"/> PUD Final Plan	
SITE DEVELOPMENT		OTHERS	
<input type="checkbox"/> Appearance Review	<input type="checkbox"/> PD Final Plan / SPDR	<input type="checkbox"/> Vacation	<input type="checkbox"/> Master / Alternative Sign Plan
<input type="checkbox"/> Site Plan/Design Review (SPDR)	<input type="checkbox"/> PUD Final Plan / SPDR	<input type="checkbox"/> Variance	
	<input type="checkbox"/> Administrative SPDR		

## APPLICANT & PROPERTY OWNER INFORMATION

Name of Applicant	Company	Phone	Email Address
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Address	City	State	Zip Code
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I agree to allow the City of Blue Springs to copy and distribute all submitted project plans, materials, and information and post on the official City of Blue Springs web site as necessary for the project approval process, including public hearings. Furthermore, all submitted plans, materials, and information meet all UDC requirements unless specifically stated otherwise in an attached letter. Additionally, I agree that the Applicant and the Property Owner are jointly and severally liable to pay the City of Blue Springs all applicable fees and costs required for the project approval process.

X  
 Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Name of Property Owner	Phone	Email Address
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Address	City	State	Zip Code
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I declare, under penalty of perjury, that in applying for this application, I am the owner of this property and that the statements herein and all information herewith submitted are, to the best of my knowledge and belief, true and correct. In the event of corporate ownership, all Directors, Officers, Stockholders of each Corporation owning more than five percent (5%) of any class of stock is listed in an attached letter. With the signing and submittal of this application, I authorize the City of Blue Springs to enter onto the subject property to collect data and other information in order to accurately prepare reports or other documentation for review by City Council, Boards & Commissions, and City Staff. Additionally, I agree that the Applicant and the Property Owner are jointly and severally liable to pay the City of Blue Springs all applicable fees and costs required for the project approval process.

X  
 Property Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

**REQUIRED DOCUMENTS CHECKLIST FOR ALL APPLICATIONS**

REQUIREMENT	DESCRIPTION	NUMBER
<input type="checkbox"/> <b>Project Location Information</b>	Complete on 1 <sup>st</sup> page of this Application	
<input type="checkbox"/> <b>Legal Description</b> <i>(digital copy required for public hearings only)</i>	One 8.5" x 11" copy & a digital copy in Microsoft Word format emailed to <a href="mailto:comdevlegal@bluespringsgov.com">comdevlegal@bluespringsgov.com</a>	
<input type="checkbox"/> <b>Plans Set Sealed by the Proper Entity Registered in the State of Missouri</b>	Full plans set folded & collated; See <i>Application Specific Requirements</i> for plans set requirements Reduced set of full plans set on 8.5" x 11"	Varies  1 set
<input type="checkbox"/> <b>Other Doc's Required during the Pre-App Meeting held on _____, 20__</b>	Codes, covenants, & restrictions; stormwater study; traffic study; Dev. & Maint. Agree., etc. on 8.5"x11"	2 sets
<input type="checkbox"/> <b>Application Specific Requirements Checklist</b>	Attach applicable pages in the accompanying document <a href="#">Planning Application Requirement Guidebook</a> .	
<input type="checkbox"/> <b>Other Required Information</b>	See <i>UDC Chapter 403 – Development Review Procedures</i> for any other required information.	

**PROJECT DESCRIPTION:**

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**--- STAFF TO COMPLETE THIS SECTION ---**

PUBLIC WORKS	PLANNING
<b>FINANCIAL GUARANTEES:</b>	<b>FINANCIAL GUARANTEES:</b>
<input type="checkbox"/> Sanitary Sewer                      \$ _____	<input type="checkbox"/> Sidewalk                                      \$ _____
<input type="checkbox"/> Storm Sewer                              \$ _____	<input type="checkbox"/> Multi-Use Path                              \$ _____
<input type="checkbox"/> Water    \$ _____	<input type="checkbox"/> Amenities                                      \$ _____
<input type="checkbox"/> Streets    \$ _____	<input type="checkbox"/> Landscaping                                      \$ _____
<input type="checkbox"/> Other: _____ \$ _____	<input type="checkbox"/> Other: _____ \$ _____
<b>DOCUMENTS:</b>	<b>DOCUMENTS:</b>
<input type="checkbox"/> Traffic Study	<input type="checkbox"/> Property/Home Owners Association Declaration
<input type="checkbox"/> Stormwater Study	<input type="checkbox"/> Declaration of Covenants, Conditions, & Restrictions
<input type="checkbox"/> Development & Maintenance Agreement	
<b>OTHER:</b>	<b>OTHER:</b>
<input type="checkbox"/> Everything Completed	<input type="checkbox"/> Everything Completed
<input type="checkbox"/> Nothing Required	<input type="checkbox"/> Nothing Required
<b>SIGN OFF:</b>	<b>SIGN OFF:</b>

# Contact Information Sheet

**PROJECT LEAD  
INFORMATION**

Name	Company Name		
Address	City	State	ZIP Code
Email	Phone	Fax	

**DEVELOPER  
INFORMATION**

Name	Company Name		
Address	City	State	ZIP Code
Email	Phone	Fax	

**ENGINEER  
INFORMATION**

Name	Company Name		
Address	City	State	ZIP Code
Email	Phone	Fax	

**ARCHITECT  
INFORMATION**

Name	Company Name		
Address	City	State	ZIP Code
Email	Phone	Fax	

**SURVEYOR  
INFORMATION**

Name	Company Name		
Address	City	State	ZIP Code
Email	Phone	Fax	

**LANDSCAPE ARCHITECT  
INFORMATION**

Name	Company Name		
Address	City	State	ZIP Code
Email	Phone	Fax	

**ATTORNEY  
INFORMATION**

Name	Company Name		
Address	City	State	ZIP Code
Email	Phone	Fax	

**OTHER  
INFORMATION**

Name	Company Name		
Address	City	State	ZIP Code
Email	Phone	Fax	

## FEE CALCULATION TABLE

APPLICATION		CALCULATION		TOTAL
<b>ANNEXATION</b>				
ANNX	Annexation	\$468 + <b>Public Hearing<sup>1</sup></b>		\$
DEAX	De-Annexation	\$468 + <b>Public Hearing<sup>1</sup></b>		\$
<b>LAND USE</b>				
CUP	Conditional Use	\$468 + <b>Public Hearing<sup>1</sup></b>		\$
RZ	Rezoning	\$468 + <b>Public Hearing<sup>1</sup></b>		\$
<b>LAND SUBDIVISION</b>				
PP	Plat - Preliminary	\$440 + \$4 per lot	# _____ lot(s)	\$
PF	Plat - Final	\$270 + \$2 per lot	# _____ lot(s)	\$
MSP	Minor Subdivision Plat	\$110		\$
MLLA	Minor Lot Line Adjustment	\$110		\$
<b>MASTER DEVELOPMENT PLANS</b>				
PDC	PD Concept Plan	\$506 + \$22 per acre + <b>Public Hearing<sup>1</sup></b>	# _____ acre(s)	\$
PDF	PD Final Plan	\$275		\$
PUDC	Amended PUD Concept Plan	\$506 + 22 per acre + <b>Public Hearing<sup>1</sup></b>	# _____ acre(s)	\$
PUDF	PUD Final Plan	\$242		\$
PROC	Amended PR-O Concept Plan	\$506 + 22 per acre + <b>Public Hearing<sup>1</sup></b>	# _____ acre(s)	\$
PROF	PR-O Final Plan	\$242		\$
RMP	Redevelopment Modification Plan	\$605 + <b>Public Hearing<sup>1</sup></b>		\$
<b>SITE DEVELOPMENT</b>				
AR	Appearance Review	\$242		\$
SPDR	Site Plan / Design Review (SPDR)	\$605		\$
ASPDR	Administrative SPDR	\$550 if >750 sq. ft.; \$0 if <750 sq. ft.	# _____ sq. ft.	\$
PDFS	PD Final Plan / SPDR	\$847		\$
PUDFS	PUD Final Plan / SPDR	\$847		\$
<b>OTHERS</b>				
VAC	Vacation	\$390 + <b>Public Hearing<sup>1</sup></b>		\$
VAR	Variance	\$484 + <b>Public Hearing<sup>1</sup></b>		\$
ASP	Master / Alternative Sign Plan	\$220		\$
UDCT	UDC Text Amendment	\$500 + <b>Public Hearing<sup>1</sup></b>		\$
AA	Appeal of Admin. Decision	\$484 + <b>Public Hearing<sup>1</sup></b>		\$
<b>TELECOMMUNICATIONS</b>				
TCOM	Telecom. Pre-App	\$110		\$
TCOM	Minor Telecommunications	\$275		\$
TCOM	Major Telecommunications	\$550		\$
<b>TOTAL</b>				\$

1. Public Hearings require a newspaper advertisement and the posting of a notification sign. The applicant will be billed separately after the invoice for the newspaper advertisement is received by the City. Also, the applicant is responsible for the installation of the notification sign provided by the City. See the Appendix in the Application Specific Requirements document for Public Notification Requirements.

<input type="checkbox"/> Cash
<input type="checkbox"/> Check
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