

RETURN TO:
Community Development Department
903 W Main Street
Blue Springs, Mo. 64015
816-228-0207 (FAX: 816-228-0225)
comdevlegal@bluespringsgov.com

OFFICE USE ONLY
Fee: \$110.00 (Non-Refundable)
Ck#: _____
Meeting Date & Time: _____
Project No.: **TCOM** _____
Account #: **100.12500.433100**
Planner: _____



**TELECOMMUNICATIONS FACILITIES ANTENNAS & TOWERS
PRE-APPLICATION MEETING REQUEST
PRINT AND SUBMIT ONCE FILLED OUT – DO NOT E-MAIL TO STAFF**

NAME OF PROJECT

NAME OF PROPERTY OWNER (If Corporation, include name and address of Director or President):

NAME: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: _____ EMAIL: _____

NAME OF DEVELOPER (If Corporation, include name and address of Director or President):
(if applicable)

NAME: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: _____ EMAIL: _____

NAME OF ATTORNEY OR AGENT:
(if applicable)

NAME: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: _____ EMAIL: _____

NAME OF ENGINEER: _____
(if applicable)

COMPANY: _____ ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: _____ EMAIL: _____

LEGAL DESCRIPTION ATTACHED OF PROPERTY TO BE DEVELOPED:

LOCATION OF PROJECT _____

PARCEL NO. _____ SEC.TWP.RNG. _____

ZONING OF SUBJECT PROPERTY: _____ CURRENT LAND USE: _____

TOTAL ACREAGE: _____ PROPOSED NUMBER & SIZE OF LOTS: _____

SUBMITTAL REQUIREMENTS:

1. One (1) signed copy of this form along with a completed Pre-Application Checklist.
2. Four (4) copies of the proposed development / project on 24" x 36" paper and one (1) reduced 8½" x 11" copy must accompany this application for staff review.
3. Proof of ownership and/or authorization of applicant to act as an agent of the owner.

With the signing and submittal of this meeting request, the property owner authorizes 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 the City Council, City boards & commissions, and City departments.

I, _____, hereby depose and say that all the above statements, and the statements contained in papers submitted herewith are true.

Signature of Applicant

Date

PRE-APPLICATION CHECKLIST

Instructions: The following is a checklist of information to be submitted the Monday prior to the Pre-Application Meeting. A brief, written explanation must accompany any negative response to a checklist item.

Does the proposed development/project sketch plan show the following information?		Yes	No
A.	Written description of proposed project.		
B.	The proposed name of the development / project, if available.		
C.	Legal description of the entire site to be subdivided, with acreage, and reference to the section or quarter section lines.		
D.	A generalized map showing the project in relation to the surrounding area.		
E.	The boundary lines of the tract with approximate dimensions.		
F.	Scale, date, and north point, 1 inch = 100 ft. or larger.		
G.	Zoning status of property and any known proposed changes.		
H.	Identification of any anticipated development approvals, if known (i.e., variances, plat/replat, Comprehensive Plan amendments, etc.).		
I.	The proposed use of land, whether for single-family, multi-family, commercial, industrial, parks, schools or other uses.		
J.	General, proposed sequence of development if more than one phase is proposed for the overall development.		

Signed: _____ Title: _____

Date: _____

PRE-APPLICATION - Pre-Application Meetings are held each Thursday afternoon at the City Hall Annex Duplex Conference Room. Requests to attend a Pre-Application Meeting must be made 10 calendar days before the meeting date (two Mondays prior). Completed pre-application forms and attachments must be submitted no later than 9:00 a.m. the Monday before the Thursday afternoon meeting. Please note that, generally, only 3-4 applicants are scheduled for each Thursday and are scheduled on a first come first served basis. The following is a list of dates observed in planning and scheduling Pre-Application Meetings.

PRINT AND SUBMIT ONCE FILLED OUT – DO NOT E-MAIL TO STAFF

###