



Planning Application

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

OFFICE USE ONLY – Updated June 16, 2020
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"/> Rezoning	<input type="checkbox"/> Final Plat	<input type="checkbox"/> PD Final Plan
<input type="checkbox"/> General Development Plan	<input type="checkbox"/> Administrative Plat	<input type="checkbox"/> PUD Concept Plan-Amended
		<input type="checkbox"/> PUD Final Plan
		<input type="checkbox"/> PRO Concept Plan-Amended
		<input type="checkbox"/> PRO Final Plan
		<input type="checkbox"/> Redevelopment Modification Plan
SITE DEVELOPMENT	SIGNAGE	OTHERS
<input type="checkbox"/> Appearance Review	<input type="checkbox"/> Master Sign Plan	<input type="checkbox"/> Vacation
<input type="checkbox"/> Site Plan/Design Review (SPDR)	<input type="checkbox"/> Administrative Sign Plan	<input type="checkbox"/> Variance
<input type="checkbox"/> PD Final Plan / SPDR	<input type="checkbox"/> Appeal for Minor Sign Adjustment	<input type="checkbox"/> Alternative Dev. Standards
<input type="checkbox"/> PUD Final Plan / SPDR		
<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"/> Project Location Information	Complete 1 st page of this Application	
<input type="checkbox"/> Legal Description <i>(digital copy required for public hearings only)</i>	One 8.5" x 11" copy & a digital copy in Microsoft Word format emailed to comdevlegal@bluespringsgov.com	
<input type="checkbox"/> Plans Set Sealed by the Proper Entity Registered in the State of Missouri	Full plans set folded & collated; See Guidebook for plans set requirements	Varies
	Reduced set of full plans set on 8.5" x 11"	1 set
<input type="checkbox"/> Other Required Documents	Other Required Documents such as Stormwater Study; Traffic Study; etc. on 8.5"x11"	2 sets
<input type="checkbox"/> Application Specific Requirements Checklist	Attach applicable pages from the Guidebook .	
<input type="checkbox"/> Other Required Information	See UDC Chapter 403 (Development Review Procedures) for any other required information. For Signage requirements, see Chapter 501 (Sign Code) .	

PROJECT DESCRIPTION:

CONTACT INFORMATION SHEET

PROJECT LEAD	Name	Company Name		
	Address	City	State	Zip
	Email	Phone	Fax	
DEVELOPER	Name	Company Name		
	Address	City	State	Zip
	Email	Phone	Fax	
ENGINEER	Name	Company Name		
	Address	City	State	Zip
	Email	Phone	Fax	
ARCHITECT	Name	Company Name		
	Address	City	State	Zip
	Email	Phone	Fax	
SURVEYOR	Name	Company Name		
	Address	City	State	Zip
	Email	Phone	Fax	
LANDSCAPE ARCHITECT	Name	Company Name		
	Address	City	State	Zip
	Email	Phone	Fax	
ATTORNEY	Name	Company Name		
	Address	City	State	Zip
	Email	Phone	Fax	
OTHER CONTACT	Name	Company Name		
	Address	City	State	Zip
	Email	Phone	Fax	

FEE CALCULATION TABLE

APPLICATION		FEE	TOTAL
ANNEXATION			
ANNX	Annexation	\$468 + Public Hearing¹	\$ _____
DEAX	De-Annexation	\$468 + Public Hearing¹	\$ _____
LAND USE			
CUP	Conditional Use	\$468 + Public Hearing¹	\$ _____
RZ	Rezoning	\$468 + Public Hearing¹	\$ _____
	General Development Plan	\$0 + Public Hearing¹	\$ _____
LAND SUBDIVISION			
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	\$ _____
MASTER DEVELOPMENT PLANS			
PDC	PD Concept Plan	\$506 + \$22 per acre + Public Hearing¹	# _____ acre(s) \$ _____
PDF	PD Final Plan	\$275	\$ _____
PUDC	Amended PUD Concept Plan	\$506 + 22 per acre + Public Hearing¹	# _____ acre(s) \$ _____
PUDF	PUD Final Plan	\$242	\$ _____
PROC	Amended PR-O Concept Plan	\$506 + 22 per acre + Public Hearing¹	# _____ acre(s) \$ _____
PROF	PR-O Final Plan	\$242	\$ _____
RMP	Redevelopment Modification Plan	\$605 + Public Hearing¹	\$ _____
SITE DEVELOPMENT			
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	\$ _____
SIGNAGE			
MASP	Master Sign Plan	\$220	\$ _____
	Administrative Sign Plan	\$0	\$ _____
	Appeal for Minor Sign Adjustment	\$0	\$ _____
	Appeal of Admin. Decision (Signage)	\$0	\$ _____
OTHERS			
VAC	Vacation	\$390 + Public Hearing¹	\$ _____
VAR	Variance	\$484 + Public Hearing¹	\$ _____
	Alternative Development Standards	\$0 + Public Hearing¹	\$ _____
UDCT	UDC Text Amendment	\$500 + Public Hearing¹	\$ _____
AA	Appeal of Admin. Decision	\$484 + Public Hearing¹	\$ _____
TELECOMMUNICATIONS			
TCOM	Telecom. Pre-App	\$110	\$ _____
TCOM	Minor Telecommunications	\$275	\$ _____
TCOM	Major Telecommunications	\$550	\$ _____
TOTAL		OFFICE USE: Card Cash or Check: # _____	\$ _____

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.