



# Planning Application

903 W Main Street, Blue Springs, MO | 816-228-0207  
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<b>OFFICE USE ONLY – Updated Feb. 13, 2020</b>
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		SIGNAGE	OTHERS
<input type="checkbox"/> Appearance Review	<input type="checkbox"/> PD Final Plan / SPDR	<input type="checkbox"/> Master Sign Plan	<input type="checkbox"/> Vacation
<input type="checkbox"/> Site Plan/Design Review (SPDR)	<input type="checkbox"/> PUD Final Plan / SPDR	<input type="checkbox"/> Administrative Sign Plan	<input type="checkbox"/> Variance
	<input type="checkbox"/> Administrative SPDR	<input type="checkbox"/> Appeal for Minor Sign Adjustment	

## APPLICANT & PROPERTY OWNER INFORMATION

Name of Applicant	Company	Phone	Email Address
Address	City	State	Zip Code

*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	
Address	City	State	Zip Code

*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 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 <a href="#">Guidebook</a> for plans set requirements	Varies
	Reduced set of full plans set on 8.5" x 11"	1 set
<input type="checkbox"/> <b>Other Required Documents</b>	Other Required Documents such as Stormwater Study; Traffic Study; etc. on 8.5"x11"	2 sets
<input type="checkbox"/> <b>Application Specific Requirements Checklist</b>	Attach applicable pages in the <a href="#">Guidebook</a> .	
<input type="checkbox"/> <b>Other Required Information</b>	See <a href="#">UDC Chapter 403</a> (Development Review Procedures) for any other required information. For Signage requirements, see <a href="#">Chapter 501 (Sign Code)</a> .	

**PROJECT DESCRIPTION:**

# CONTACT INFORMATION SHEET

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

## FEE CALCULATION TABLE

APPLICATION		FEE			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>SIGNAGE</b>					
MASP	Master or Administrative Sign Plan	\$220			\$ _____
	Appeal for Minor Sign Adjustment	\$0			\$ _____
	Appeal of Admin. Decision (Signage)	\$0			\$ _____
<b>OTHERS</b>					
VAC	Vacation	\$390 + <b>Public Hearing<sup>1</sup></b>			\$ _____
VAR	Variance	\$484 + <b>Public Hearing<sup>1</sup></b>			\$ _____
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>		<b>OFFICE USE:</b>	<u>Card</u>	<u>Cash</u>	<u>Check: # _____</u>
					\$ _____

**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.**