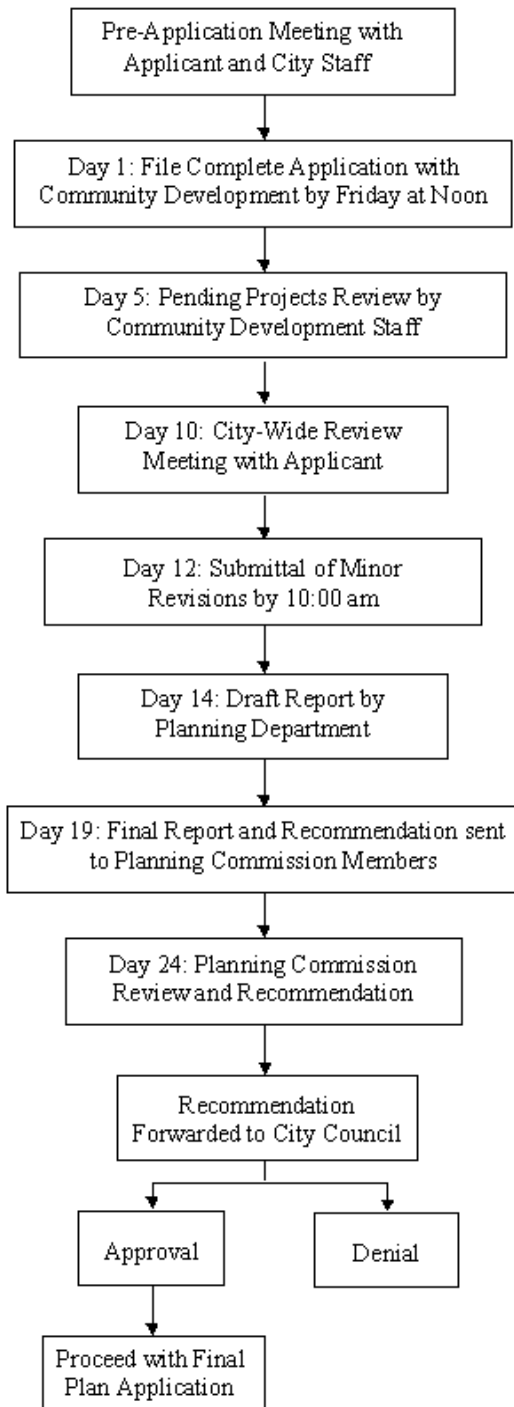


Application Process Flowchart

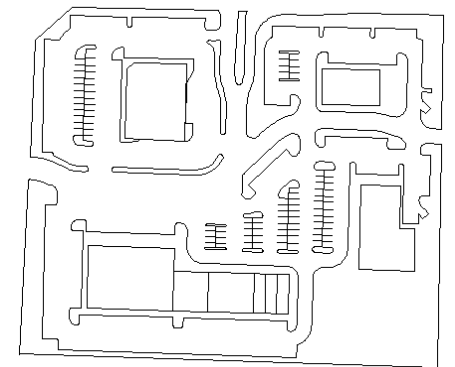


Please be advised that this brochure is only a guide and may not answer every question. For more information, contact the City of Blue Springs Community Development Department by phone at 816-228-0207, or by mail at:

**City of Blue Springs
Community Development Dept.
903 NW Main Street
Blue Springs, MO 64015**

PUD: Planned Unit Development Concept Plan

Guidelines for Development in Blue Springs, Missouri



Visit us at www.bluespringsgov.com

Purpose and Intent of a PUD

Development that is based on a comprehensive design plan that addresses the entire complex of land, structures, and uses on a site as a single project rather than the lot-by-lot approach taken by typical platting. The design plan for a PUD functions as a substitute for the property development regulations of the underlying zoning. A PUD may allow for increases in density and altered setback requirements.

PUD Process

The PUD process involves review of a concept plan, followed by a final plan. A PUD Concept Plan is subject to review and approval by both the Planning Commission and City Council; whereas, the PUD Final Plan is reviewed only by the Planning Commission. The process generally consists of the following steps:

1. Pre-Application Conference with Community Development staff.
2. Concept Plan Application Submittal.
3. Review and Report by Staff.
4. Review and Recommendation-Planning Commission.
5. Review and Action-City Council.
6. Final Plan Application Submittal.

Pre-Application Conference

Prior to submittal of an application, applicants are required to schedule a meeting with city Planning and Engineering staff to review the proposed PUD Concept Plan. Contact the Community Development Department at 228-0207 for scheduling. Useful information for the meeting includes:

- A survey or legal description of the property, property boundaries, access,

contours, existing structures, trees and other natural features,

- Information regarding the surrounding area, including zoning, land uses, and architectural types, and
- Conceptual layout, architectural style, and amenities of the proposed development.

Concept Plan Application Submittal

A PUD Concept Plan application, checklist, fee schedule, and a schedule of the Planning Commission meeting dates/deadlines can be obtained from the Community Development Department. A complete application, filing fee and checklist shall be submitted to the Director of Community Development **no later than noon** of the Friday deadline date, 24 days prior to the Planning Commission meeting. Late applications will be scheduled for the next available meeting. The applicant is also required to provide; proof of ownership, names/addresses/parcel numbers of property owners within 185 ft. of the site and a drawing identifying the 185 ft. notification area. All information listed on the application and checklist must be submitted for the application to be complete. Incomplete applications will not be scheduled and materials will be returned to the applicant.

The applicant may be required to submit such technical studies as may be necessary to enable the Planning Commission or City Council to evaluate the application. Examples of studies that may be required shall include, but not be limited to, traffic studies, engineering studies, geologic or hydrologic studies, environmental impact assessments, or noise studies.

Review and Report—

Director of Community Development

The Director of Community Development will prepare a staff report that reviews the PUD Concept Plan application in light of the PUD zoning standards of Section 407.110 of the UDC. Staff comments are also based on discussions with Engineering, Fire, Police, and other applicable agencies.

Planning Commission Review and Recommendation

The Planning Commission reviews the PUD Concept Plan application at a regularly scheduled meeting. The Planning Commission then forwards a recommendation of approval, modified approval, or denial to the City Council.

City Council Review and Action

After reviewing the Concept Plan application, the City Council may approve, approve with modifications, or deny the application. If the City Council acts to approve the PUD Concept Plan, it shall establish a required time frame for development of the entire PUD.

PUD Final Plan Application Submittal

A PUD Final Plan may be submitted to the Community Development Department upon City Council approval of the Concept Plan.