



# PRE-APPLICATION FORM

903 W Main Street, Blue Springs, MO | 816.228.0207 |  
DevelopmentSubmittals@bluespringsgov.com

|   |
|---|
| <b>OFFICE USE ONLY – Updated 03-24-21</b> |
| PREP-                                     |
| MEETING DATE:                             |
| MEETING TIME:                             |
| LOCATION:                                 |
| PLANNER:                                  |

## PROJECT LOCATION INFORMATION

|  |  |
|--|--|
| Project Name   |  |
| Project Address (Parcel ID if No Address Assigned or Multiple Addresses) | Legal Description (attach as a separate page if too large) |

## APPLICANT INFORMATION

|   |         |       |               |  |
|---|---------|-------|---------------|--|
| Name of Applicant   | Company | Phone | Email Address |  |
| Address   | City    | State | Zip Code      |  |
| <i>With the signing and submittal of this meeting request, I hereby depose and say that all the above statements and the statements contained in papers submitted herewith are true to the best of my knowledge and agree to allow the City of Blue Springs to copy and distribute all project plans, materials, and information as necessary for the project review process.</i> |         |       |               |  |
| Applicant Signature   |         |       | Date          |  |

## REQUIRED DOCUMENTS CHECKLIST

| REQUIREMENT   | DESCRIPTION   | NUMBER |
|---|---|--------|
| <input type="checkbox"/> Project Location Information | Provide the Project Address and/or Parcel ID  |        |
| <input type="checkbox"/> Plans Set                    | A PDF set of scaled drawings showing the full plan.   | 1 set  |
|   | A PDF set of reduced full plans on 8.5" x 11"   | 1 set  |
| <input type="checkbox"/> Project Description          | Written description concerning the scope of the proposed project. Use the space provided below. Provide a separate sheet if more space is required. | 1 set  |

### Project Description:

## PLEASE NOTE THE FOLLOWING:

- **COMPLETE APPLICATIONS WITH ATTACHMENTS MUST BE SUBMITTED NO LATER THAN 4:00 PM ON THE FRIDAY PRIOR TO THE DESIRED THURSDAY MEETING;**
- **There are only enough time slots to schedule 3-4 applicants on a first come first serve basis;**
- **Meetings are generally held on Thursday afternoons at Blue Springs City Hall.**

# 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   |     |