PLANNING APPLICATION REQUIREMENT GUIDEBOOK

City of Blue Springs

MARCH 7, 2022

CITY OF BLUE SPRINGS
903 W Main Street, Blue Springs Missouri 64015


The City of
Blue Springs
Missouri

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2 HOW TO USE THIS GUIDEBOOK

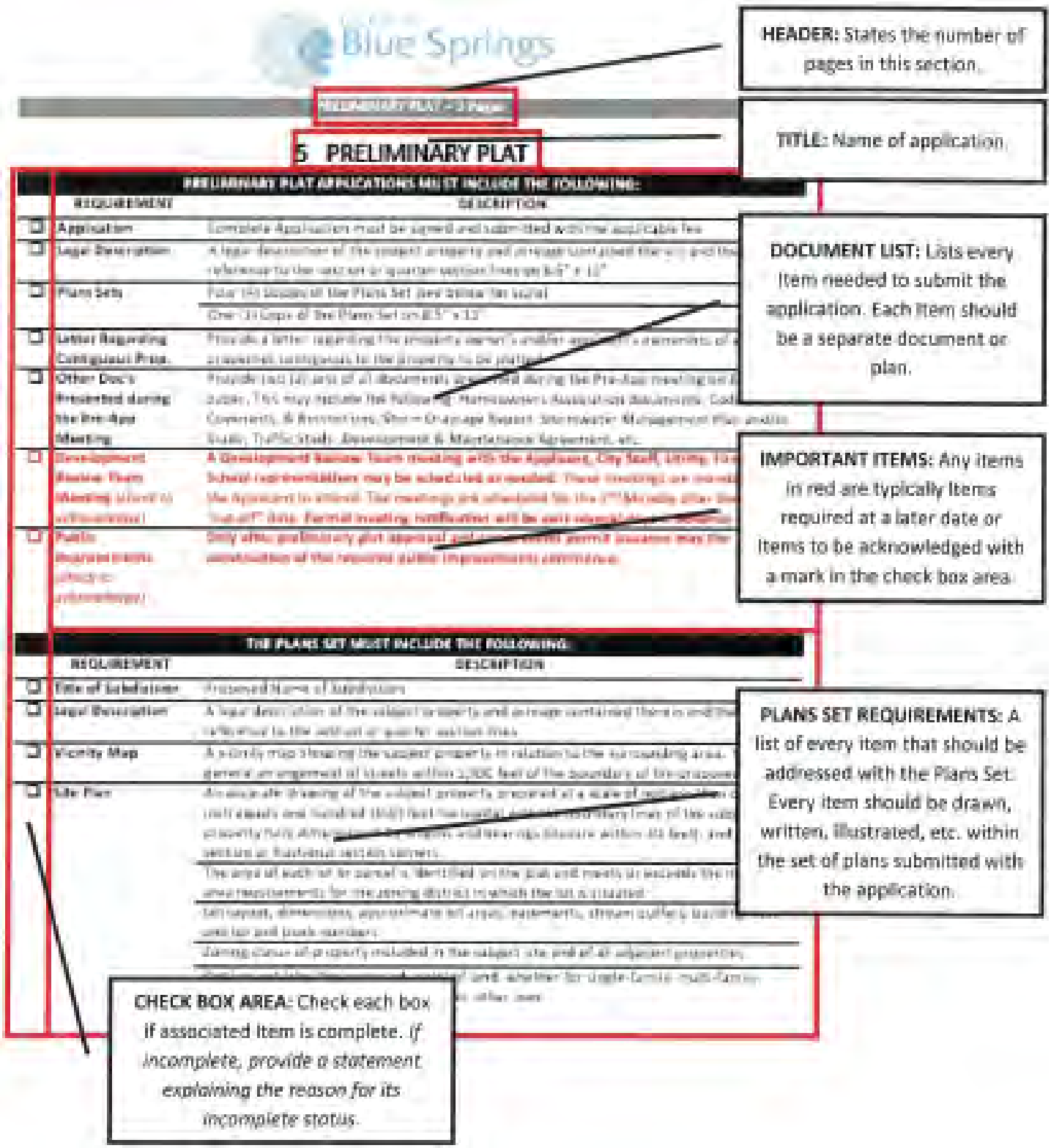
The City of Blue Springs developed this Planning Application Requirement Guidebook to help developers understand what is required to submit a complete application. This guidebook covers the most common requirements for each Application Type. However, each situation is unique and additional information may be required as requested by City Staff.

The Appendix, located at the end of this guidebook, provides additional information that may be useful in certain situations. This covers everything from sample easement language for Final Plats to calculation tables for different Unified Development Code (UDC) requirements.

With that, the following paragraphs summarizes how to utilize this guidebook when submitting for an application. The following page provides a sample page of an application and visually outlines the ideas discussed below:

1. **Print all pages associated with the application(s) being submitted.**
    a. The **TITLE** denotes the name of the application.
    b. The **HEADER** denotes how many pages are associated with the application.
2. **In the CHECK BOX AREA, mark in each box if the associated Item is complete.** If incomplete, provide a statement explaining the reason for its incomplete status. Red Items are IMPORTANT ITEMS that are typically either Items that should be acknowledged with a mark in the checkbox or Items that are important and highlighted in Red for emphasis.
    a. **DOCUMENT LIST**: The first set of checkboxes lists every Item that should be submitted with the application. Each Item should be a separate document or set of plans.
    b. **PLANS SET REQUIREMENTS**: The second set of checkboxes lists every item that should be addressed within the Plans Set. Every item should be drawn, written, illustrated, etc. somewhere on the set of plans submitted with each application.

SAMPLE APPLICATION



CONDITIONAL USE – 2 Pages

3 CONDITIONAL USE

CONDITIONAL USE APPLICATIONS MUST INCLUDE THE FOLLOWING:		
	REQUIREMENT	**DESCRIPTION**
❑	**Application**	Complete Application must be signed and submitted with the applicable fee
❑	**Legal Description**	A legal description of the subject property and acreage contained therein and the reference to the section or quarter section lines
		The legal description must also be provided in Microsoft Word format and emailed to comdevlegal@bluespringsgov.com or developmentsubmittals@bluespringsgov.com
❑	**Plans Sets**	One (1) full-sized PDF plan set submitted with application
❑	**Written Narrative**	Provide a Written Narrative describing the following:
		• The proposed use and the intensity and extent of the proposed use and/or development
		• How the proposed use furthers the intent of the zoning district and supports that of any abutting districts and whether any additional site-specific conditions are necessary to meet the purposes and intent of the UDC and the intent or design objectives of any applicable UDC regulation
		• Compliance of any proposed development with the requirements of the UDC
		• Compatibility with the character of the area in terms of building scale, building form, landscape, and site design
		• Compatibility with the area in terms of operating characteristics such as hours of operation, visible and audible impacts, traffic patterns, intensity of use as proposed or foreseeable, and other potential impacts on adjacent property
		• Why the proposed use will not prevent or negatively impact the development and use of adjacent property in accordance with the applicable UDC regulations
		• Why the long-range plans applicable to the site and surrounding area are not negatively impacted considering the permanence of the proposed use, the permanence of existing uses in the area, and any changes in character occurring in the area
		• The impact on the public realm, including the design and functions of streetscapes and relationships of building and site elements to the streetscape
		• The adequacy of stormwater drainage, utilities, streets, and other public facilities, or how they will be provided
		• The adequacy of access roads and entrance/exit drives or how they will be provided. Describe how they are/will be designed to prevent traffic hazards and minimize traffic congestion on public streets
		• State if the proposed use will be valid only for a specific period of time
❑	**Other Doc's Presented during the Pre-App Meeting**	Provide one (1) PDF set of each document requested during the Pre-App meeting. This may include the following: Homeowners Association documents; Codes, Covenants, & Restrictions; Storm Drainage Report; Stormwater Management Plan and/or Study; Traffic Study, etc.

CONDITIONAL USE – 2 Pages		
THE PLANS SET MUST INCLUDE THE FOLLOWING:		
	REQUIREMENT	**DESCRIPTION**
❑	**Title of Project**	Proposed Name of Project
❑	**Legal Description**	A legal description of the subject property and acreage contained therein and the reference to the section or quarter section lines
❑	**Vicinity Map**	A vicinity map showing the subject property in relation to the surrounding area. Show the general arrangement of streets within 1,000 feet of the boundary of the proposed site
❑	**Site Plan**	An accurate drawing of the subject property prepared at a scale of not less than one (1) inch equals one hundred (100) feet horizontal with the boundary lines of the subject property fully dimensioned by lengths and bearings, and tied to section or fractional section corners
		Draw the location and use of all existing and proposed footprints of all buildings and structures within the development. This includes the location and details for all trash enclosures, fences, and other screening elements. Also, show the lot area and building footprints in acres or square feet
		Draw the location of all present and proposed public and private streets, driveways, entrances and exits, loading/unloading areas, parking stalls, sidewalks, ramps, curbs, and fences within the development. Also, show traffic flow pattern within the development
		Draw the location of all public and private streets, driveways, entrances and exits, curbs, lot lines, buildings, easements, and zoning district boundaries within 100 feet of the site
		Include the Name/address/parcel numbers of all owners of record of abutting parcels within 185 feet of the subject property
❑	**Landscape Plan**	Show all existing open space, trees, forest cover, and water sources. Water sources include ponds, lakes, brooks, streams, wetlands, flood plains, and drainage retention areas. Show all proposed changes to these features including the location, size, and type of plant material
		Provide location and dimensions of all required landscape buffer areas along property boundaries and within parking lots. Provide the total proposed parking lot area and the total required parking lot landscape area in square feet
		Include a Landscape Calculation Table to verify plant unit calculations (see Appendix)
❑	**Floor Plan**	Provide the interior floor plan of the existing and proposed building(s) with all dimensions necessary to determine the square footage of each floor of the building. Provide the calculated total area (in sq. ft.) of each floor for the existing and proposed building(s)
		Provide the intended use of each building. If applicable, delineate each area within a building to be utilized for a particular use; i.e. retail, office, storage, kitchen, dining, seating, garage, etc.
		If applicable, provide the max. number of employees/faculty/students at peak hour, the max. seating capacity, and/or the max. number of guest rooms, beds, etc.
❑	**Signage Plan**	Provide a preliminary signage plan. Specify locations of all free-standing and wall-mounted signage. Include height, size, materials, and design of all proposed signage
❑	**Sealed Certification**	Plan must be signed/sealed by the appropriately licensed entity registered in the State of Missouri
❑	**Reference Bearing**	All survey monuments must be tied to the Missouri State Plane Coordinate System
❑	**General Req's**	Legend, Date, Graphic Scale, North Arrow
		Name & Address of the entity responsible for preparing the plans
		Name & Address of the owner of record and the proposed developer

REZONING – 2 Pages

4 REZONING

REZONING APPLICATIONS MUST INCLUDE THE FOLLOWING:		
	REQUIREMENT	**DESCRIPTION**
❑	**Application**	Complete Application must be signed and submitted with the applicable fee
❑	**Legal Description**	A legal description of the entire subject property as well as each separate tract being rezoned, and acreage contained therein and reference to section or quarter section lines
		The legal description must also be provided in Microsoft Word format and emailed to comdevlegal@bluespringsgov.com or developmentsubmittals@bluespringsgov.com
❑	**Plans Sets**	One (1) full-sized PDF plan set submitted with application
❑	**Overlay District Regulations**	If a Restricted Overlay (R-O) District or any other type of Overlay District is requested, provide the proposed restrictions, regulations, and conditions
❑	**Written Narrative**	Provide a Written Narrative describing the following:
		• Provide the reason for the request to rezone. Include the existing zoning and the proposed zoning
		• Describe any unique characteristics of the property and explain why the property cannot be used under the existing zoning
		• Describe the conformance of this rezoning with the Comprehensive Plan and how it is consistent with Development Policies and the Future Land Use Map
		• Describe the character of the surrounding neighborhood and how the proposed rezoning fits into the existing zoning pattern. Provide an explanation if the rezoning creates a small, isolated district unrelated to surrounding districts
		• Describe the potential Traffic Conditions of the proposed use and if any increase in traffic/turning movements will create an undue traffic hazard. Include the names of the public street(s) that provide access to the property, along with their street classification and their right-of-way width
		• Explain if platting or re-platting is required to create appropriately sized lots, properly sized rights-of-way, or easements such as drainage, utility, landscape, etc.
❑	**Other Doc's Presented during the Pre-App Meeting**	Provide one (1) PDF set of each document requested during the Pre-App meeting. This may include the following: Homeowners Association documents; Codes, Covenants, & Restrictions; Storm Drainage Report; Stormwater Management Plan and/or Study; Traffic Study, etc.
❑	**Development Review Team Meeting**	**A Development Review Team meeting with the Applicant, City Staff, Utility, Fire, and School representatives may be scheduled as needed.** These meetings are mandatory for the Applicant to attend. The meetings are scheduled for the 2nd Monday after the Agenda "cut-off" date. **Formal meeting notification will be sent several days in advance**

REZONING – 2 Pages

THE PLANS SET MUST INCLUDE THE FOLLOWING:		
	REQUIREMENT	**DESCRIPTION**
❑	**Title of Project**	Proposed Name of Project
❑	**Legal Description**	A legal description of the entire subject property as well as each separate tract being rezoned, and acreage contained therein and reference to section or quarter section lines
❑	**Vicinity Map**	A vicinity map showing the subject property in relation to the surrounding area. Show the general arrangement of streets within 1,000 feet of the boundary of the proposed site
❑	**Site Plan**	An accurate drawing of the entire subject property as well as each separate tract being rezoned prepared at a scale of not less than one (1) inch equals one hundred (100) feet horizontal with the boundary lines of the subject property as well as each separate tract being rezoned fully dimensioned by lengths and bearings, and tied to section or fractional section corners.
		Provide the existing land use and zoning districts of every adjacent property within 100 feet of the site
		Include the Name/address/parcel numbers of all owners of record of abutting parcels within 185 feet of the subject property
❑	**Sealed Certification**	Plan must be signed/sealed by the appropriately licensed entity registered in the State of Missouri
❑	**Reference Bearing**	All survey monuments must be tied to the Missouri State Plane Coordinate System.
❑	**General Req's**	Legend, Date, Graphic Scale, North Arrow
		Name & Address of the entity responsible for preparing the plans
		Name & Address of the owner of record and the proposed developer

PRELIMINARY PLAT – 2 Pages

5 PRELIMINARY PLAT

PRELIMINARY PLAT APPLICATIONS MUST INCLUDE THE FOLLOWING:		
	REQUIREMENT	**DESCRIPTION**
❑	**Application**	Complete Application must be signed and submitted with the applicable fee
❑	**Legal Description**	A legal description of the subject property and acreage contained therein and the reference to the section or quarter section lines
❑	**Plans Sets**	One (1) full-sized PDF plan set submitted with application
❑	**Letter Regarding Contiguous Prop.**	Provide a letter regarding the property owner's and/or applicant's ownership of any properties contiguous to the property to be platted
❑	**Title Report**	Provide a copy of the title report for the property to be platted to ensure all easements and other encumbrances or development restrictions are noted on the plat.
❑	**Other Doc's Presented during the Pre-App Meeting**	Provide one (1) PDF set of each document requested during the Pre-App meeting. This may include the following: Homeowners Association documents; Codes, Covenants, & Restrictions; Storm Drainage Report; Stormwater Management Plan and/or Study; Traffic Study, etc.
❑	**Development Review Team Meeting** (*check to acknowledge*)	**A Development Review Team meeting with the Applicant, City Staff, Utility, Fire, and School representatives may be scheduled as needed.** These meetings are mandatory for the Applicant to attend. The meetings are scheduled for the 2nd Monday after the Agenda "cut-off" date. **Formal meeting notification will be sent several days in advance**
❑	**Public Improvements** (*check to acknowledge*)	**Only after preliminary plat approval and construction permit issuance may the construction of the required public improvements commence.**

THE PLANS SET MUST INCLUDE THE FOLLOWING:		
	REQUIREMENT	**DESCRIPTION**
❑	**Title of Subdivision**	Proposed Name of Subdivision
❑	**Legal Description**	A legal description of the subject property and acreage contained therein and the reference to the section or quarter section lines
❑	**Vicinity Map**	A vicinity map showing the subject property in relation to the surrounding area. Show the general arrangement of streets within 1,000 feet of the boundary of the proposed site
❑	**Site Plan**	An accurate drawing of the subject property prepared at a scale of not less than one (1) inch equals one hundred (100) feet horizontal with the boundary lines of the subject property fully dimensioned by lengths and bearings (closure within .01 feet), and tied to section or fractional section corners
		The area of each lot or parcel is identified on the plat and is within the minimum and maximum area requirements for the zoning district in which the lot is situated
		Lot layout, dimensions, approximate lot areas, easements, stream buffers, building lines and lot and block numbers
		Zoning status of property included in the subject site and of all adjacent properties
		Outline and label the proposed use(s) of land, whether for single-family, multi-family, commercial, industrial, parks, schools, or other uses

PRELIMINARY PLAT – 2 Pages		
		Layout of all street or public ways proposed for the subdivision and proposed street names including quadrant designation (i.e. NE, SE, NW, SW)
		A proposed Street Tree Plan must be included with the Preliminary Plat
		All parcels of land to be dedicated or reserved for public use, including proposed public parks, or for use in common by property owners along with conditions of such dedications or reservation
		Preliminary layout of all proposed public infrastructure
		Within 200 feet of the proposed subdivision, names of all existing and proposed adjacent subdivisions, structures, layout of streets (with name and quadrant designation), driveways, curb cuts, rights-of-way widths, connections with adjoining platted streets, widths and locations of alleys, easements, and public walkways adjacent to or connecting with the tract, location and size of all existing sanitary sewer, storm sewer, and water supply facilities
		Location of water courses, stream buffers, bridges, wooded areas, lakes, ravines and other riparian features as may be pertinent to the subdivision
		Boundary lines of fire districts, water districts, and municipalities that cross through or are within 200 feet of the plat boundaries
		Existing topography with contours between two (2) and ten (10) foot intervals as appropriate for the size of development, all topography data shall directly relate to USGS datum; and, where the ground is too flat for contours, spot elevations shall be provided
		If construction is proposed over a period of years, outline the boundaries of each proposed phase and label each phase to create a logical sequence for construction. As specific as possible, note the estimated timing of development.
❑	**Notes**	The proposed minimum livable floor area classification proposed for all single-family residential lots within the subdivision
		Provide the Land Area, Lot Size, & Building Standard Summary tables (see Development Tables in Appendix)
❑	**Sealed Certification**	Certification by the entity who prepared the plans to the effect that the plans provide an accurate representation of the proposed property/plan
		Plan must be signed/sealed by the appropriately licensed entity registered in the State of Missouri
❑	**Reference Bearing**	All survey monuments must be tied to the Missouri State Plane Coordinate System
❑	**General Req's**	Legend, Date, Graphic Scale, North Arrow, Land Classification
		Name & Address of the entity responsible for preparing the plans
		Name & Address of the owner of record and the proposed developer

FINAL PLAT – 2 Pages

6 FINAL PLAT

FINAL PLAT APPLICATIONS MUST INCLUDE THE FOLLOWING:		
	REQUIREMENT	**DESCRIPTION**
❑	**Application**	Complete Application must be signed and submitted with the applicable fee
❑	**Legal Description**	A legal description of the subject property and acreage contained therein and the reference to the section or quarter section lines
❑	**Plans Sets**	One (1) full-sized PDF plan set submitted with application
❑	**Other Doc's Presented during the Pre-App Meeting**	Provide one (1) PDF set of each document requested during the Pre-App meeting. This may include the following: Homeowners Association documents; Codes, Covenants, & Restrictions; Storm Drainage Report; Stormwater Management Plan and/or Study; Traffic Study, etc.
❑	**Public Improvements**	Public improvements (streets, sewer, water, storm sewer, stormwater management systems, sidewalks, landscaping, amenities, etc.), unless otherwise conditioned under the Preliminary Plat, must be 100% completed prior to Final Plat approval
		Public improvements may be financially guaranteed IF allowed by the City and does not pose a health or safety hazard. The amount of the financial guarantee must be approved by the City and may be in the form of check, letter of credit, performance bond, or as approved by City Council (see Appendix – Financial Guarantee Deposit Agreement)
❑	**Submit SIGNED Final Plats AFTER STAFF APPROVAL**	Two (2) Mylars and at least two (2) Paper Copies signed/notarized with property owner's signature. After the required City signatories sign, the Final Plat will be released to the applicant to record at the Recorder of Deeds of Jackson County (see Appendix for details)

THE PLANS SET MUST INCLUDE THE FOLLOWING:		
	REQUIREMENT	**DESCRIPTION**
❑	**Title of Subdivision**	Proposed Name of Subdivision
❑	**Legal Description**	A legal description of the subject property and acreage contained therein and the reference to the section or quarter section lines
❑	**Vicinity Map**	A vicinity map, drawn to a scale of one (1) inch equals two thousand (2,000) feet, showing the proposed subdivision's location in relation to the section of land in which it is located
❑	**Site Plan**	An accurate drawing of the subject property prepared at a scale of not less than one (1) inch equals one hundred (100) feet horizontal with the boundary lines of the subject property fully dimensioned by lengths and bearings (closure within .01 feet), and tied to section or fractional section corners
		The area of each lot or parcel is identified on the plat and is within the minimum and maximum area requirements for the zoning district in which the lot is situated
		The right-of-way lines of all proposed streets and alleyways fully dimensioned by lengths and bearings or angles. All street names, including quadrant designation, shall be labeled
		The radii, arcs, points of tangency, points of intersection and central angles for curvilinear streets and radii for all property returns
		All dimensions and bearings, both linear and angular, radii and arcs, necessary for locating the boundaries of the subdivision, blocks, lots, streets, easements, building lines, and of

FINAL PLAT – 2 Pages		
		any other areas for public or private use. The linear dimensions are to be expressed in feet and decimals of feet
		All existing and proposed to be dedicated easements for rights-of-way, utilities, or services must be delineated, labeled, and dimensioned. If applicable to the property, stream buffers and floodplains must also be delineated, labeled, and dimensioned.
		An accurate delineation of any property offered for dedication to public use
		The boundary lines of all adjoining lands for a distance of one hundred (100) feet and showing (with dotted lines) the right-of-way lines of adjacent streets and alleys with their widths and names
❑	**Dedication**	Include language to the effect that the described tract shall hereafter be known as *{insert proposed subdivision name}*
❑	**Purpose Statement**	Include language stating the purpose of the plat (e.g. the subject property is being platted to allow for the development of # of single-family lots).
❑	**Easement Language**	Provide language for all applicable easements. See Appendix for sample language
❑	**Signature Block**	Signature Block for Property Owner(s) and Notary Acknowledgement language
		City/County Signature Block must include the following: • This hereby certifies that the accompanying plat of "Subdivision Name" was submitted to and approved by the Mayor and City Council of the City of Blue Springs, Jackson County, Missouri on this ___ day of _____, 20__, by Ord. No. _____. • Carson Ross, Mayor • Sheryl Morgan, City Clerk • Byron Craddolph, Planning Commission Chair • Mike Mallon, Director of Community Development • James Burgess, City Engineer • Approved by the Jackson County Assessment Department
❑	**Sealed Certification**	Written certification by the entity who prepared the plans to the effect that the plans provide an accurate representation of the proposed property/plan
		Plan must be signed/sealed by the appropriately licensed entity registered in the State of Missouri
❑	**Reference Bearing**	All survey monuments must be tied to the Missouri State Plane Coordinate System
❑	**Notes**	Include Minimum Livable Housing Classification for single-family lots, if applicable.
		Provide Floodplain information
❑	**General Req's**	Legend, Date, Graphic Scale, North Arrow, Land Classification
		Name & Address of the entity responsible for preparing the plans
		Name & Address of the owner of record and the proposed developer

ADMINISTRATIVE PLAT – 2 Pages

7 ADMINISTRATIVE PLAT

LOT LINE ADJUSTMENT, REVISED FINAL PLAT, MINOR SUBDIVISION PLAT, TOWNHOUSE PLAT, OR CONVEYANCE PLAT

ADMINISTRATIVE PLAT APPLICATIONS MUST INCLUDE THE FOLLOWING:

	REQUIREMENT	DESCRIPTION
❑	**Application**	Complete Application must be signed and submitted with the applicable fee
❑	**Legal Description**	A legal description of the subject property and acreage contained therein and the reference to the section or quarter section lines
❑	**Plans Sets**	One (1) full-sized PDF plan set submitted with application
❑	**Title Report**	Provide a copy of the title report for the property to be platted to ensure all easements and other encumbrances or development restrictions are noted on the plat.
❑	**Other Doc's Presented during the Pre-App Meeting**	Provide one (1) PDF set of each document requested during the Pre-App meeting. This may include the following: Homeowners Association documents; Codes, Covenants, & Restrictions; Storm Drainage Report; Stormwater Management Plan and/or Study; Traffic Study, etc.
❑	**No Required Public Improvements or Easements**	**Public improvements and easements CANNOT be administratively approved.** Any public improvements or easements can only be accepted by City Council.
❑	**Submit SIGNED Final Plats AFTER STAFF APPROVAL**	Two (2) Mylars and at least two (2) Paper Copies signed/notarized with property owner's signature. After the required City signatories sign, the Final Plat will be released to the applicant to record at the Recorder of Deeds of Jackson County (see Appendix for details)

THE FOLLOWING REGULATIONS ARE SPECIFIC TO EACH TYPE OF ADMINISTRATIVE PLAT:

	REQUIREMENT	DESCRIPTION
❑	**Minor Lot Line Adjustment**	A Minor Lot Line Adjustment is an adjustment to a previously platted lot affecting no more than four (4) lots and results in no additional lots.
❑	**Revised Final Plat**	A Revised Final Plat is a revision to a previously approved final plat that is due to field conditions that could not have been reasonably anticipated or discovered at the time of the plat, or are due to a development program in the final plat that required construction activity to determine the final legal description. Revised final plats shall result in no additional lots and no change to the development patterns and concepts in the final plat.
❑	**Minor Subdivision Plat**	The combining of two (2) or more lots into one (1) lot or the division of a parcel into no more than three (3) lots, where no portion of the lots or remaining parcel have been subject to a previous minor subdivision and public improvements are not required.
❑	**Townhouse Plat**	The subdivision of an existing four (4) or fewer unit structure and underlying property into no more than four (4) lots.
❑	**Conveyance Plat**	The combining or subdividing of any number of parcels of previously unsubdivided land for the purpose of sale or conveyance. Only tracts shall be created.

ADMINISTRATIVE PLAT – 3 Pages		
THE PLANS SET MUST INCLUDE THE FOLLOWING:		
	REQUIREMENT	**DESCRIPTION**
❑	**Title of Subdivision**	Proposed Name of Subdivision
❑	**Legal Description**	A legal description of the subject property and acreage contained therein and the reference to the section or quarter section lines
❑	**Vicinity Map**	A vicinity map, drawn to a scale of one (1) inch equals two thousand (2,000) feet, showing the proposed subdivision's location in relation to the section of land in which it is located
❑	**Site Plan**	An accurate drawing of the subject property prepared at a scale of not less than one (1) inch equals one hundred (100) feet horizontal with the boundary lines of the subject property fully dimensioned by lengths and bearings (closure within .01 feet), and tied to section or fractional section corners
		The area of each lot or parcel is identified on the plat and is within the minimum and maximum area requirements for the zoning district in which the lot is situated
		The right-of-way lines of all proposed streets and alleyways fully dimensioned by lengths and bearings or angles. All street names, including quadrant designation, shall be shown
		The radii, arcs, points of tangency, points of intersection and central angles for curvilinear streets and radii for all property returns
		All dimensions and bearings, both linear and angular, radii and arcs, necessary for locating the boundaries of the subdivision, blocks, lots, streets, easements, building lines, and of any other areas for public or private use. The linear dimensions are to be expressed in feet and decimals of feet
		All existing easements must be delineated, labeled, and dimensioned. New easements cannot be dedicated with Administrative Plats.
		The boundary lines of all adjoining lands for a distance of one hundred (100) feet and showing (with dotted lines) the right-of-way lines of adjacent streets and alleys with their widths and names
		Minor Lot Line Adjustments ONLY - Clearly identify the location of the existing lot line to be adjusted and the proposed location of the adjusted lot line.
❑	**Dedication**	Include language to the effect that the described tract shall hereafter be known as *{insert proposed subdivision name}*
❑	**Purpose Statement**	Include language stating the purpose of the plat (e.g. the subject property is being platted to allow for the development of # of single-family lots).
❑	**Signature Block**	Signature Block for Property Owner(s) and Notary Acknowledgement language
		City/County Signature Block must include the following: • *The following Administrative Plat is approved as authorized by Section 403.050, Blue Springs Code of Ordinances and Section 89.440 RsMO. Approved by Plan Case No. _____.* • Mike Mallon, Director of Community Development • James Burgess, City Engineer • Sheryl Morgan, City Clerk • Approved by the Jackson County GIS Department
❑	**Sealed Certification**	Written certification by the entity who prepared the plans to the effect that the plans provide an accurate representation of the proposed property/plan
		Plan must be signed/sealed by the appropriately licensed entity registered in the State of Missouri
❑	**Reference Bearing**	All survey monuments must be tied to the Missouri State Plane Coordinate System.
❑	**General Req's**	Legend, Date, Graphic Scale, North Arrow, Land Classification
		Name & Address of the entity responsible for preparing the plans

ADMINISTRATIVE PLAT – 3 Pages

Name & Address of the owner of record and the proposed developer

CONCEPT PLANS & GENERAL DEVELOPMENT PLAN – 2 Pages

8 PD, PUD, or PR-O CONCEPT PLAN & GENERAL DEVELOPMENT PLAN

CONCEPT PLAN AND GENERAL DEVELOPMENT PLAN APPLICATIONS MUST INCLUDE THE FOLLOWING:

	REQUIREMENT	DESCRIPTION
❑	**Application**	Complete Application must be signed and submitted with the applicable fee
❑	**Legal Description**	A legal description of the subject property and acreage contained therein and the reference to the section or quarter section lines
		The legal description must also be provided in Microsoft Word format and emailed to comdevlegal@bluespringsgov.com or developmentsubmittals@bluespringsgov.com
❑	**Plans Sets**	One (1) full-sized PDF plan set submitted with application
❑	**Written Narrative**	Provide a Written Narrative describing the following:
		• The proposed use(s) & development/construction timeline
		• Reason(s) the proposal is in the public's interest and how it is consistent with the intent of the Comprehensive Plan and any other applicable plans
		• List all requested instances where the proposed development differs from the applicable zoning and development code requirements (i.e. setback reduction, etc.)
❑	**PD Standards**	Provide one (1) PDF set of Planned Development (PD) Standards for any PD Concept Plan requests (See UDC 403.040.B.6 for additional details)
❑	**Other Doc's Presented during the Pre-App Meeting**	Provide one (1) PDF set of each document requested during the Pre-App meeting. This may include the following: Homeowners Association documents; Codes, Covenants, & Restrictions; Storm Drainage Report; Stormwater Management Plan and/or Study; Traffic Study, etc.
❑	**Development Review Team Meeting**	**A Development Review Team meeting with the Applicant, City Staff, Utility, Fire, and School representatives may be scheduled as needed.** These meetings are mandatory for the Applicant to attend. The meetings are scheduled for the 2nd Monday after the Agenda "cut-off" date. **Formal meeting notification will be sent several days in advance**

THE PLANS SET MUST INCLUDE THE FOLLOWING:

	REQUIREMENT	DESCRIPTION
❑	**Title of Subdivision**	Proposed Name of Subdivision
❑	**Legal Description**	A legal description of the subject property and acreage contained therein and the reference to the section or quarter section lines
❑	**Vicinity Map**	A vicinity map showing the subject property in relation to the surrounding area. Show the general arrangement of streets within 1,000 feet of the boundary of the proposed site
❑	**Existing Conditions**	An accurate drawing of the subject property prepared at a scale of not less than one (1) inch equals one hundred (100) feet horizontal with the boundary lines of the subject property fully dimensioned by lengths and bearings, and tied to section or fractional section corners. Provide the area of each existing lot or parcel in sq. ft. or acres
		Show all existing public and private ways, parking areas, driveways, sidewalks, ramps, curbs, fences, and any structure within the proposal area
		Show all existing property lines, streets, rights-of-way, and structures within 200 feet of the boundary of the proposed site. Provide the name and address of all owners of record of all abutting parcels

	CONCEPT PLANS & GENERAL DEVELOPMENT PLAN – 2 Pages	
		Show all existing land uses, zoning districts, fire districts, water districts, and municipality boundaries abutting or within the site
		Show the existing topography with contours, significant stands of trees, creeks, water courses and drainage ways, floodplains, stream buffers, and any other environmentally sensitive features.
❑	**Site Plan**	Provide the proposed location of all streets, water, sewer, stream buffers, storm water management, open spaces, civic spaces, and circulation networks – whether held publicly, privately, or in common – that will create the public realm features for the proposed plan
		Show the general block & lot layout, and approximate lot sizes in square feet or acres. Include block & lot patterns for development, i.e. build lines, front façade orientation, etc.
		Note the proposed land use(s) and the associated total number of units and/or square feet of building space. Provide the total acreage of every existing/proposed zoning district within the subject property (to help calculate density/intensity)
		Show the proposed building footprint and of all non-residential buildings and note the size of each footprint in square feet. Provide the total area of all non-residential building footprints and the proposed minimum housing classification of all residential buildings.
		Specifically identify and note the locations where the proposed development may differ from the applicable zoning and development code requirement.
		If construction is proposed over a period of years, outline the boundaries of each proposed phase and label each phase to create a logical sequence for construction. As specific as possible, note the estimated timing of development.
❑	**Open Space Plan**	Provide the location and design of all proposed streets, street trees, storm water management amenities, open spaces, civic spaces, and circulation networks – whether held publicly, privately, or in common – that will create the public realm for the proposal
		Show any natural features to be preserved; i.e. waterways, significant tree stands, etc.
		Provide the area, in square feet or acres, of each separate open space tract. Calculate and note the total acreage of all proposed open space tracts.
❑	**Illustrative Plan(s)**	Provide an elevation and/or a rendering that illustrates the general characteristics of the proposed concept building(s). Include building measurements (height/length/width), materials, architectural style, design characteristics, and any other building and/or site design elements; i.e. signage, screening, accessory structures, etc.
		Provide illustrations to describe the general design, character, and function of all public realm features. This includes streetscapes, public spaces, amenities, open spaces, landscaping, buffering, etc.
		Illustrate how transitions between proposed land uses and/or development patterns will occur at the lot or block scale, both within the development and with abutting properties.
❑	**Notes**	• Provide the Land Area, Lot Size, & Building Standard Summary tables (see Development Tables in Appendix)
❑	**Sealed Certification**	Plan must be signed/sealed by the appropriately licensed entity registered in the State of Missouri
❑	**Reference Bearing**	All survey monuments must be tied to the Missouri State Plane Coordinate System.
❑	**General Req's**	Legend, Date, Graphic Scale, North Arrow
		Name & Address of the entity responsible for preparing the plans
		Name & Address of the owner of record and the proposed developer

PLANNED DEV., PLANNED UNIT DEV., OR PLANNED RESIDENTIAL OVERLAY FINAL PLAN – 3 Pages

9 PD, PUD, or PR-O FINAL PLAN

PD, PUD, or PR-O **FINAL PLAN APPLICATIONS MUST INCLUDE THE FOLLOWING:**		
	REQUIREMENT	**DESCRIPTION**
❑	**Application**	Complete Application must be signed and submitted with the applicable fee
❑	**Legal Description**	A legal description of the subject property and acreage contained therein and the reference to the section or quarter section lines
❑	**Plans Sets**	One (1) full-sized PDF plan set submitted with application
❑	**Other Doc's Presented during the Pre-App Meeting**	Provide one (1) set of each document requested during the Pre-App meeting. This may include the following: Homeowners Association documents; Codes, Covenants, & Restrictions; Storm Drainage Report; Stormwater Management Plan and/or Study; Traffic Study, etc.
❑	**Development Review Team Meeting**	**A Development Review Team meeting with the Applicant, City Staff, Utility, Fire, and School representatives may be scheduled as needed.** These meetings are mandatory for the Applicant to attend. The meetings are scheduled for the 2nd Monday after the Agenda "cut-off" date. **Formal meeting notification will be sent several days in advance**

THE PLANS SET MUST INCLUDE THE FOLLOWING:		
	REQUIREMENT	**DESCRIPTION**
❑	**Title of Subdivision**	Proposed Name of Subdivision
❑	**Legal Description**	A legal description of the subject property and acreage contained therein and the reference to the section or quarter section lines
❑	**Vicinity Map**	A vicinity map showing the subject property in relation to the surrounding area. Show the general arrangement of streets within 1,000 feet of the boundary of the proposed site
❑	**Existing Conditions**	Show the location of all existing lot lines, structures, streets, driveways, parking lots, loading areas, curb cuts, sidewalks, fences, utility systems (water, fire hydrants, storm, sewer, gas, electrical, etc.), easements, and rights-of-way on site and within 200 ft. of the boundary of the subject property. Include the approximate area of the subject property and its existing buildings in acres or square feet
		Identify each existing zoning district and land use of the subject property and all abutting properties
		Show the existing topography with contours, significant stands of trees, creeks, water courses and drainage ways, floodplains, stream buffers, and any other environmentally sensitive features.
❑	**Site Plan**	An accurate drawing of the subject property prepared at a scale of not less than one (1) inch equals one hundred (100) feet horizontal with the boundary lines of the subject property fully dimensioned by lengths and bearings, and tied to section or fractional section corners
		Provide the location and dimensions of all proposed building footprints and any anticipated future additions and/or alterations. Include the total area (in sq. ft.) for each building footprint, the distance between any existing buildings, and the distance between each proposed building and/or structure and the closest property line

		Provide the location of all proposed public infrastructure, private ways, parking areas, driveways, sidewalks, ramps, curbs, mechanical equipment, transformers, generators, etc. Provide widths of all driveways, driveway throats, and sidewalks, as well as the separation distance between each access drive
		Provide the location and dimensions of parking spaces, accessible parking spaces, bicycle parking spaces, and loading/unloading spaces. Provide the total number of vehicle and bicycle parking spaces proposed and the total number required by UDC. Include detail of proposed bicycle parking. Total vehicle parking cannot exceed max. allowed by UDC
		Provide the location and necessary dimensions for all proposed trash enclosures, other screening structures, fences, earthen berms, and/or landscape buffers
		If construction is proposed over a period of years, outline the boundaries of each proposed phase and label each phase to create a logical sequence for construction. As specific as possible, note the estimated timing of development.
❑	**Building Elevations**	Provide exterior elevations of every side of each building and screening element with all necessary dimensions. Include elevations of all screening elements; i.e. RTU screens, utility boxes, trash enclosures, fences, etc.
		Provide labels for all proposed exterior building and screening materials (including roof). Include design details showing how the new structure(s) complement existing structures
		Provide any renderings and/or drawings necessary to illustrate the architectural character of the proposed buildings.
❑	**Landscape Plan**	Show all existing open space, trees, forest cover, and water sources. Water sources include ponds, lakes, brooks, streams, wetlands, flood plains, and drainage retention areas. Show all proposed changes to these features including the location, size, and type of plant material
		Provide location and dimensions of all required landscape buffer areas along property boundaries and within parking lots. Provide the total proposed parking lot area and the total proposed & required parking lot landscape area in square feet
		Include the Landscape Calculation Tables to verify plant unit calculations (see Appendix)
❑	**Floor Plan**	Provide the interior floor plan of the proposed building(s) with all dimensions necessary to determine the square footage of each floor of the building. Provide the calculated total area (in sq. ft.) of each floor for the proposed building(s)
		Provide the intended use of each building. If applicable, delineate the specific area within a building to be utilized for each proposed use; i.e. retail, office, storage, kitchen, dining, seating, garage, etc.
		If applicable, provide the max. number of employees/faculty/students at peak hour, the max. seating capacity, and/or the max. number of guest rooms, beds, etc.
❑	**Signage Plan**	Provide a preliminary signage plan. Specify locations of all free-standing and wall-mounted signage. Include height, size, materials, and design of all proposed signage
❑	**Photometric Plan**	Provide an exterior lighting plan with isograms identifying illumination, in foot candles, up to the property line. Also, specify the location of all exterior lights both pole- and wall-mounted
		Provide details of the type of luminaire and accompanying bulb type, mounting height, direction of illumination, cutoff angle, and any other methods utilized to eliminate glare on neighboring properties
❑	**Civil Plans**	Provide the location and size of all existing and proposed street and utility systems including: • Sewer lines and manholes; • Water lines and fire hydrants; • Telephone, cable and electrical systems; and

		• Storm drainage system including existing and proposed drain lines, culverts, catch basins, head walls, end walls, detention, water quality, and drainage swales
		Show the proposed topography between two- and ten-foot contour intervals as appropriate for scale. All elevation shall refer to the United States Geodetic Survey (USGS) datum. If any portion of the parcel is within the 100-year flood plain, the area shall be shown, with base flood elevations; and the developer shall present plans for meeting Federal Emergency Management Agency (FEMA) requirements
		Provide plans to prevent the pollution of surface or groundwater, the erosion of soil both during and after construction, excessive run-off, excessive raising / lowering of the water table, and flooding of other properties, as applicable.
❑	**Notes**	• Provide the Land Area, Lot Size, & Building Standard Summary tables (see Development Tables in Appendix)
❑	**Sealed Certification**	Plan must be signed/sealed by the appropriately licensed entity registered in the State of Missouri
❑	**Reference Bearing**	All survey monuments must be tied to the Missouri State Plane Coordinate System
❑	**General Req's**	Legend, Date, Graphic Scale, North Arrow
		Name & Address of the entity responsible for preparing the plans
		Name & Address of the owner of record and the proposed developer

REDEVELOPMENT MODIFICATION PLAN – 4 Pages

10 REDEVELOPMENT MODIFICATION PLAN

REDEVELOPMENT MODIFICATION PLAN APPLICATIONS MUST INCLUDE THE FOLLOWING:		
	REQUIREMENT	**DESCRIPTION**
❑	**Application**	Complete Application must be signed and submitted with the applicable fee
❑	**Legal Description**	A legal description of the subject property and acreage contained therein and the reference to the section or quarter section lines
		The legal description must also be provided in Microsoft Word format and emailed to comdevlegal@bluespringsgov.com or developmentsubmittals@bluespringsgov.com
❑	**Plans Sets**	One (1) full-sized PDF plan set submitted with application
❑	**Redevelopment Calculations**	Provide one (1) PDF document that supports the following criteria: • Fifty (50) percent of the subject site's land area is encompassed by existing structure(s) and/or improvements. • The proposed development will, at a minimum, result in a fifty (50) percent increase in one of the following five (5) options, in respect to the subject site: 1. The amount of **real estate taxes** paid; 2. The amount of **personal property taxes** paid; 3. The amount of **sales taxes** paid; 4. The number of **permanent full-time jobs** located on the subject site; 5. Or a **combination of (1) through (4) totaling fifty (50) percent**, provided that with respect to this calculation and (4) above, each new job shall be deemed equal to a one (1) percent increase and the total percentage related to increased jobs shall be added to the other percentages.
❑	**Written Narrative**	Provide a Written Narrative describing the following:
		• The proposed use(s) & development/construction timeline
		• Reason(s) the proposal is in the public's interest and how it is consistent with the intent of the Comprehensive Plan and any other applicable plans
		• List all requested instances where the proposed development differs from the applicable zoning and development code requirements (i.e. setback reduction, etc.)
		• Explain how the proposed development will be compatible with existing development
		• How the proposal addresses considerations including, but not limited to the following: o Access & traffic circulation within the tract of land and between the tract of land and adjacent tracts, including potential locations for joint access easements and frontage & reverse-frontage roads; o Exterior and interior setbacks, lot sizes, building coverage, floor area ratio, structure heights, and outdoor storage and display; o Parking, including the potential for shared or common parking; o Building types and materials; o Buffering and streetscape, including street trees, and other landscaping on the tract(s), signage and street lighting fixtures; and o A traffic study, if required, as defined in the Public Works Design & Construction Manual, Transportation Impact Study Requirements

REDEVELOPMENT MODIFICATION PLAN – 4 Pages		
❑	**Other Doc's Presented during the Pre-App Meeting**	Provide one (1) PDF set of all documents presented during the Pre-App meeting. This may include the following: Homeowners Association documents; Codes, Covenants, & Restrictions; Storm Drainage Report; Stormwater Management Plan and/or Study; Traffic Study, etc.
❑	**Development Review Team Meeting (check to acknowledge)**	**A Development Review Team meeting with the Applicant, City Staff, Utility, Fire, and School representatives may be scheduled as needed.** These meetings are mandatory for the Applicant to attend. The meetings are scheduled for the 2nd Monday after the Agenda "cut-off" date. **Formal meeting notification will be sent several days in advance**

THE PLANS SET MUST INCLUDE THE FOLLOWING:		
	REQUIREMENT	**DESCRIPTION**
❑	**Title of Subdivision**	Proposed Name of Subdivision
❑	**Legal Description**	A legal description of the subject property and acreage contained therein and the reference to the section or quarter section lines
❑	**Vicinity Map**	A vicinity map showing the subject property in relation to the surrounding area. Show the general arrangement of streets within 1,000 feet of the boundary of the proposed site
❑	**Existing Conditions**	Show the location of all existing lot lines, structures, driveways, parking lots, loading areas, curb cuts, sidewalks, fences, utility systems (water, fire hydrants, storm, sewer, gas, electrical, etc.), easements, and rights-of-way on site and within 200 ft. of the boundary of the subject property. Include the approximate area of the subject property and its existing buildings in acres or square feet
		Identify each existing zoning district and land use of the subject property and all abutting properties
		Show the existing topography with contours, significant stands of trees, creeks, water courses and drainage ways, floodplains, stream buffers, and any other environmentally sensitive features.
❑	**Site Plan**	An accurate drawing of the subject property prepared at a scale of not less than one (1) inch equals one hundred (100) feet horizontal with the boundary lines of the subject property fully dimensioned by lengths and bearings, and tied to section or fractional section corners
		Provide the location and dimensions of all proposed building footprints and any anticipated future additions and/or alterations. Include the total area (in sq. ft.) for each building footprint, the distance between any existing buildings, and the distance between each proposed building and/or structure and the closest property line
		Provide the location of all proposed public infrastructure, private ways, parking areas, driveways, sidewalks, ramps, curbs, mechanical equipment, transformers, generators, etc. Provide widths of all driveways, driveway throats, and sidewalks, as well as the separation distance between each access drive
		Provide the location and dimensions of parking spaces, accessible parking spaces, bicycle parking spaces, and loading/unloading spaces. Provide the total number of vehicle and bicycle parking spaces proposed and the total number required by UDC. Include detail of proposed bicycle parking. Total vehicle parking cannot exceed max. allowed by UDC
		Provide the location and necessary dimensions for all proposed trash enclosures, other screening structures, fences, earthen berms, and/or landscape buffers
		If construction is proposed over a period of years, outline the boundaries of each proposed phase and label each phase to create a logical sequence for construction. As specific as possible, note the estimated timing of development.

REDEVELOPMENT MODIFICATION PLAN – 4 Pages		
❑	**Building Elevations**	Provide exterior elevations of every side of each building and screening element with all necessary dimensions. Include elevations of all screening elements; i.e. RTU screens, utility boxes, trash enclosures, fences, etc.
		Provide labels for all proposed exterior building and screening materials (including roof). Include design details showing how the new structure(s) complement existing structures
		Provide any renderings and/or drawings necessary to illustrate the architectural character of the proposed buildings.
❑	**Landscape Plan**	Show all existing open space, trees, forest cover, and water sources. Water sources include ponds, lakes, brooks, streams, wetlands, flood plains, and drainage retention areas. Show all proposed changes to these features including the location, size, and type of plant material
		Provide location and dimensions of all required landscape buffer areas along property boundaries and within parking lots. Provide the total proposed parking lot area and the total proposed & required parking lot landscape area in square feet
		Include the Landscape Calculation Tables to verify plant unit calculations (see Appendix)
❑	**Floor Plan**	Provide the interior floor plan of the proposed building(s) with all dimensions necessary to determine the square footage of each floor of the building. Provide the calculated total area (in sq. ft.) of each floor for the proposed building(s)
		Provide the intended use of each building. If applicable, delineate the specific area within a building to be utilized for each proposed use; i.e. retail, office, storage, kitchen, dining, seating, garage, etc.
		If applicable, provide the max. number of employees/faculty/students at peak hour, the max. seating capacity, and/or the max. number of guest rooms, beds, etc.
❑	**Signage Plan**	Provide a preliminary signage plan. Specify locations of all free-standing and wall-mounted signage. Include height, size, materials, and design of all proposed signage
❑	**Photometric Plan**	Provide an exterior lighting plan with isograms identifying illumination, in foot candles, up to the property line. Also, specify the location of all exterior lights both pole- and wall-mounted
		Provide details of the type of luminaire and accompanying bulb type, mounting height, direction of illumination, cutoff angle, and any other methods utilized to eliminate glare on neighboring properties
❑	**Civil Plans**	Provide the location and size of all existing and proposed street and utility systems including: • Sewer lines and manholes; • Water lines and fire hydrants; • Telephone, cable and electrical systems; and • Storm drainage system including existing and proposed drain lines, culverts, catch basins, head walls, end walls, detention, water quality, and drainage swales
		Show the proposed topography between two- and ten-foot contour intervals as appropriate for scale. All elevation shall refer to the United States Geodetic Survey (USGS) datum. If any portion of the parcel is within the 100-year flood plain, the area shall be shown, with base flood elevations; and the developer shall present plans for meeting Federal Emergency Management Agency (FEMA) requirements
		Provide plans to prevent the pollution of surface or groundwater, the erosion of soil both during and after construction, excessive run-off, excessive raising or lowering of the water table, and flooding of other properties, as applicable
❑	**Notes**	• Provide the Land Area, Lot Size, & Building Standard Summary tables (see Development Tables in Appendix)

REDEVELOPMENT MODIFICATION PLAN – 4 Pages		
❑	**Sealed Certification**	Plan must be signed/sealed by the appropriately licensed entity registered in the State of Missouri
❑	**Reference Bearing**	All survey monuments must be tied to the Missouri State Plane Coordinate System
❑	**General Req's**	Legend, Date, Graphic Scale, North Arrow
		Name & Address of the entity responsible for preparing the plans
		Name & Address of the owner of record and the proposed developer

APPEARANCE REVIEW – 3 Pages

11 APPEARANCE REVIEW

APPEARANCE REVIEW APPLICATIONS MUST INCLUDE THE FOLLOWING:		
	REQUIREMENT	**DESCRIPTION**
❑	**Application**	Complete Application must be signed and submitted with the applicable fee
❑	**Legal Description**	A legal description of the subject property and acreage contained therein and the reference to the section or quarter section lines
		Property must be in the Adams Dairy Parkway Overlay Zoning District
❑	**Plans Sets**	One (1) full-sized PDF plan set submitted with application
❑	**Written Narrative**	Provide a Written Narrative describing the following:
		• Describe how the proposed plan is compatible with the desired developing character of the Adams Dairy Parkway Corridor and how it will result in a development that is pleasant in character, human in scale, and facilitates easy circulation.
		• Describe how the proposed plan meets the Appearance Review Committee's Checklist (see Appendix).
❑	**Other Doc's Presented during the Pre-App Meeting**	Provide one (1) PDF set of each document requested during the Pre-App meeting. This may include the following: Homeowners Association documents; Codes, Covenants, & Restrictions; Storm Drainage Report; Stormwater Management Plan and/or Study; Traffic Study, etc.

THE PLANS SET MUST INCLUDE THE FOLLOWING:		
	REQUIREMENT	**DESCRIPTION**
❑	**Title of Subdivision**	Proposed Name of Subdivision
❑	**Legal Description**	A legal description of the subject property and acreage contained therein and the reference to the section or quarter section lines
❑	**Vicinity Map**	A vicinity map showing the subject property in relation to the surrounding area. Show the general arrangement of streets within 1,000 feet of the boundary of the proposed site
❑	**Existing Conditions**	Show the location of all existing lot lines, structures, driveways, parking lots, loading areas, curb cuts, sidewalks, fences, utility systems (water, fire hydrants, storm, sewer, gas, electrical, etc.), easements, and rights-of-way on site and within 200 ft. of the boundary of the subject property. Include the approximate area of the subject property and its existing buildings in acres or square feet
		Identify each existing zoning district and land use of the subject property and all abutting properties
		Show the existing topography with contours, significant stands of trees, creeks, water courses and drainage ways, floodplains, stream buffers, and any other environmentally sensitive features
❑	**Site Plan**	An accurate drawing of the subject property prepared at a scale of not less than one (1) inch equals one hundred (100) feet horizontal with the boundary lines of the subject property fully dimensioned by lengths and bearings, and tied to section or fractional section corners
		Provide the location and dimensions of all proposed building footprints and any anticipated future additions and/or alterations. Include the total area (in sq. ft.) for each

		building footprint, the distance between any existing buildings, and the distance between each proposed building and/or structure and the closest property line
		Provide the location of all proposed public infrastructure, private ways, parking areas, driveways, sidewalks, ramps, curbs, mechanical equipment, transformers, generators, etc. Provide widths of all driveways, driveway throats, and sidewalks, as well as the separation distance between each access drive
		Provide the location and dimensions of parking spaces, accessible parking spaces, bicycle parking spaces, and loading/unloading spaces. Provide the total number of vehicle and bicycle parking spaces proposed and the total number required by UDC. Include detail of proposed bicycle parking. Total vehicle parking cannot exceed max. allowed by UDC
		Provide the location and necessary dimensions for all proposed trash enclosures, other screening structures, fences, earthen berms, and/or landscape buffers
		If construction is proposed over a period of years, outline the boundaries of each proposed phase and label each phase to create a logical sequence for construction. As specific as possible, note the estimated timing of development
❑	**Building Elevations**	Provide exterior elevations of every side of each building and screening element with all necessary dimensions. Include elevations of all screening elements; i.e. RTU screens, utility boxes, trash enclosures, fences, etc.
		Provide labels for all proposed exterior building and screening materials (including roof). Include design details showing how the new structure(s) complement existing structures
		Provide any renderings and/or drawings necessary to illustrate the architectural character of the proposed buildings
❑	**Landscape Plan**	Show all existing open space, trees, forest cover, and water sources. Water sources include ponds, lakes, brooks, streams, wetlands, flood plains, and drainage retention areas. Show all proposed changes to these features including the location, size, and type of plant material
		Provide location and dimensions of all required landscape buffer areas along property boundaries and within parking lots. Provide the total proposed parking lot area and the total proposed & required parking lot landscape area in square feet
		Include a Landscape Calculation Table to verify plant unit calculations (see Appendix)
❑	**Floor Plan**	Provide the interior floor plan of the proposed building(s) with all dimensions necessary to determine the square footage of each floor of the building. Provide the calculated total area (in sq. ft.) of each floor for the proposed building(s)
		Provide the intended use of each building. If applicable, delineate the specific area within a building to be utilized for each proposed use; i.e. retail, office, storage, kitchen, dining, seating, garage, etc.
		If applicable, provide the max. number of employees/faculty/students at peak hour, the max. seating capacity, and/or the max. number of guest rooms, beds, etc.
❑	**Signage Plan**	Provide a preliminary signage plan. Specify locations of all free-standing and wall-mounted signage. Include height, size, materials, and design of all proposed signage
❑	**Photometric Plan**	Provide an exterior lighting plan with isograms identifying illumination, in foot candles, up to the property line. Also, specify the location of all exterior lights both pole- and wall-mounted
		Provide details of the type of luminaire and accompanying bulb type, mounting height, direction of illumination, cutoff angle, and any other methods utilized to eliminate glare on neighboring properties
❑	**Civil Plans**	Provide the location and size of all existing and proposed street and utility systems including:

		• Sewer lines and manholes; • Water lines and fire hydrants; • Telephone, cable and electrical systems; and • Storm drainage system including existing and proposed drain lines, culverts, catch basins, head walls, end walls, detention, water quality, and drainage swales
		Show the proposed topography between two- and ten-foot contour intervals as appropriate for scale. All elevation shall refer to the United States Geodetic Survey (USGS) datum. If any portion of the parcel is within the 100-year flood plain, the area shall be shown, with base flood elevations; and the developer shall present plans for meeting Federal Emergency Management Agency (FEMA) requirements
		Provide plans to prevent the pollution of surface or groundwater, the erosion of soil both during and after construction, excessive run-off, excessive raising or lowering of the water table, and flooding of other properties, as applicable
❑	**Sealed Certification**	Plan must be signed/sealed by the appropriately licensed entity registered in the State of Missouri
❑	**Reference Bearing**	All survey monuments must be tied to the Missouri State Plane Coordinate System
❑	**General Req's**	Legend, Date, Graphic Scale, North Arrow
		Name & Address of the entity responsible for preparing the plans
		Name & Address of the owner of record and the proposed developer

12 SITE PLAN / DESIGN REVIEW (SPDR) & ADMINISTRATIVE SPDR

SITE PLAN / DESIGN REVIEW APPLICATIONS MUST INCLUDE THE FOLLOWING:

	REQUIREMENT	DESCRIPTION
❑	**Application**	Complete Application must be signed and submitted with the applicable fee
❑	**Legal Description**	A legal description of the subject property and acreage contained therein and the reference to the section or quarter section lines
❑	**Plans Sets**	One (1) full-sized PDF plan set submitted with application
❑	**Other Doc's Presented during the Pre-App Meeting**	Provide one (1) PDF set of each document requested during the Pre-App meeting. This may include the following: Homeowners Association documents; Codes, Covenants, & Restrictions; Storm Drainage Report; Stormwater Management Plan and/or Study; Traffic Study, etc.
❑	**Development Review Team Meeting**	**A Development Review Team meeting with the Applicant, City Staff, Utility, Fire, and School representatives may be scheduled as needed.** These meetings are mandatory for the Applicant to attend. The meetings are scheduled for the 2nd Monday after the Agenda "cut-off" date. **Formal meeting notification will be sent several days in advance**

THE PLANS SET MUST INCLUDE THE FOLLOWING:

	REQUIREMENT	DESCRIPTION
❑	**Title of Subdivision**	Proposed Name of Subdivision
❑	**Legal Description**	A legal description of the subject property and acreage contained therein and the reference to the section or quarter section lines
❑	**Vicinity Map**	A vicinity map showing the subject property in relation to the surrounding area. Show the general arrangement of streets within 1,000 feet of the boundary of the proposed site
❑	**Existing Conditions**	Show the location of all existing lot lines, structures, driveways, parking lots, loading areas, curb cuts, sidewalks, fences, utility systems (water, fire hydrants, storm, sewer, gas, electrical, etc.), easements, and rights-of-way on site and within 200 ft. of the boundary of the subject property. Include the approximate area of the subject property and its existing buildings in acres or square feet
		Identify each existing zoning district and land use of the subject property and all abutting properties
		Show the existing topography with contours, significant stands of trees, creeks, water courses and drainage ways, floodplains, stream buffers, and any other environmentally sensitive features.
❑	**Site Plan**	An accurate drawing of the subject property prepared at a scale of not less than one (1) inch equals one hundred (100) feet horizontal with the boundary lines of the subject property fully dimensioned by lengths and bearings, and tied to section or fractional section corners
		Provide the location and dimensions of all proposed building footprints and any anticipated future additions and/or alterations. Include the total area (in sq. ft.) for each building footprint, the distance between any existing buildings, and the distance between each proposed building and/or structure and the closest property line

	Provide the location of all proposed public infrastructure, private ways, parking areas, driveways, sidewalks, ramps, curbs, mechanical equipment, transformers, generators, etc. Provide widths of all driveways, driveway throats, and sidewalks, as well as the separation distance between each access drive
	Provide the location and dimensions of parking spaces, accessible parking spaces, bicycle parking spaces, and loading/unloading spaces. Provide the total number of vehicle and bicycle parking spaces proposed and the total number required by UDC. Include detail of proposed bicycle parking. Total vehicle parking cannot exceed max. allowed by UDC
	Provide the location and necessary dimensions for all proposed trash enclosures, other screening structures, fences, earthen berms, and/or landscape buffers
	If construction is proposed over a period of years, outline the boundaries of each proposed phase and label each phase to create a logical sequence for construction. As specific as possible, note the estimated timing of development.
❑ **Building Elevations**	Provide exterior elevations of every side of each building and screening element with all necessary dimensions. Include elevations of all screening elements; i.e. RTU screens, utility boxes, trash enclosures, fences, etc.
	Provide labels for all proposed exterior building and screening materials (including roof). Include design details showing how the new structure(s) complement existing structures
	Provide any renderings and/or drawings necessary to illustrate the architectural character of the proposed buildings
❑ **Landscape Plan**	Show all existing open space, trees, forest cover, and water sources. Water sources include ponds, lakes, brooks, streams, wetlands, flood plains, and drainage retention areas. Show all proposed changes to these features including the location, size, and type of plant material
	Provide location and dimensions of all required landscape buffer areas along property boundaries and within parking lots. Provide the total proposed parking lot area and the total proposed & required parking lot landscape area in square feet
	Include the Landscape Calculation Tables to verify plant unit calculations (see Appendix)
❑ **Floor Plan**	Provide the interior floor plan of the proposed building(s) with all dimensions necessary to determine the square footage of each floor of the building. Provide the calculated total area (in sq. ft.) of each floor for the proposed building(s)
	Provide the intended use of each building. If applicable, delineate the specific area within a building to be utilized for each proposed use; i.e. retail, office, storage, kitchen, dining, seating, garage, etc.
	If applicable, provide the max. number of employees/faculty/students at peak hour, the max. seating capacity, and/or the max. number of guest rooms, beds, etc.
❑ **Signage Plan**	Provide a preliminary signage plan. Specify locations of all free-standing and wall-mounted signage. Include height, size, materials, and design of all proposed signage
❑ **Photometric Plan**	Provide an exterior lighting plan with isograms identifying illumination, in foot candles, up to the property line. Also, specify the location of all exterior lights both pole- and wall-mounted
	Provide details of the type of luminaire and accompanying bulb type, mounting height, direction of illumination, cutoff angle, and any other methods utilized to eliminate glare on neighboring properties
❑ **Civil Plans**	Provide the location and size of all existing and proposed street and utility systems including: • Sewer lines and manholes; • Water lines and fire hydrants; • Telephone, cable and electrical systems; and

		• Storm drainage system including existing and proposed drain lines, culverts, catch basins, head walls, end walls, detention, water quality, and drainage swales
		Show the proposed topography between two- and ten-foot contour intervals as appropriate for scale. All elevation shall refer to the United States Geodetic Survey (USGS) datum. If any portion of the parcel is within the 100-year flood plain, the area shall be shown, with base flood elevations; and the developer shall present plans for meeting Federal Emergency Management Agency (FEMA) requirements
		Provide plans to prevent the pollution of surface or groundwater, the erosion of soil both during and after construction, excessive run-off, excessive raising or lowering of the water table, and flooding of other properties, as applicable
❑	**Sealed Certification**	Plan must be signed/sealed by the appropriately licensed entity registered in the State of Missouri
❑	**Reference Bearing**	All survey monuments must be tied to the Missouri State Plane Coordinate System
❑	**General Req's**	Legend, Date, Graphic Scale, North Arrow
		Name & Address of the entity responsible for preparing the plans
		Name & Address of the owner of record and the proposed developer

PD or PUD FINAL PLAN & SITE PLAN / DESIGN REVIEW – 3 Pages

13 PD or PUD FINAL PLAN & SITE PLAN / DESIGN REVIEW

PD or PUD FINAL PLAN & SPDR APPLICATIONS MUST INCLUDE THE FOLLOWING:		
	REQUIREMENT	**DESCRIPTION**
❑	**Application**	Complete Application must be signed and submitted with the applicable fee
❑	**Legal Description**	A legal description of the subject property and acreage contained therein and the reference to the section or quarter section lines
❑	**Plans Sets**	One (1) full-sized PDF plan set submitted with application
❑	**Other Doc's Presented during the Pre-App Meeting**	Provide one (1) PDF set of each document requested during the Pre-App meeting. This may include the following: Homeowners Association documents; Codes, Covenants, & Restrictions; Storm Drainage Report; Stormwater Management Plan and/or Study; Traffic Study, etc.
❑	**Development Review Team Meeting**	**A Development Review Team meeting with the Applicant, City Staff, Utility, Fire, and School representatives may be scheduled as needed.** These meetings are mandatory for the Applicant to attend. The meetings are scheduled for the 2nd Monday after the Agenda "cut-off" date. **Formal meeting notification will be sent several days in advance**

THE PLANS SET MUST INCLUDE THE FOLLOWING:		
	REQUIREMENT	**DESCRIPTION**
❑	**Title of Subdivision**	Proposed Name of Subdivision
❑	**Legal Description**	A legal description of the subject property and acreage contained therein and the reference to the section or quarter section lines
❑	**Vicinity Map**	A vicinity map showing the subject property in relation to the surrounding area. Show the general arrangement of streets within 1,000 feet of the boundary of the proposed site
❑	**Existing Conditions**	Show the location of all existing lot lines, structures, driveways, parking lots, loading areas, curb cuts, sidewalks, fences, utility systems (water, fire hydrants, storm, sewer, gas, electrical, etc.), easements, and rights-of-way on site and within 200 ft. of the boundary of the subject property. Include the approximate area of the subject property and its existing buildings in acres or square feet
		Identify each existing zoning district and land use of the subject property and all abutting properties
		Show the existing topography with contours, significant stands of trees, creeks, water courses and drainage ways, floodplains, stream buffers, and any other environmentally sensitive features.
❑	**Site Plan**	An accurate drawing of the subject property prepared at a scale of not less than one (1) inch equals one hundred (100) feet horizontal with the boundary lines of the subject property fully dimensioned by lengths and bearings, and tied to section or fractional section corners
		Provide the location and dimensions of all proposed building footprints and any anticipated future additions and/or alterations. Include the total area (in sq. ft.) for each building footprint, the distance between any existing buildings, and the distance between each proposed building and/or structure and the closest property line

PD or PUD FINAL PLAN & SITE PLAN / DESIGN REVIEW – 3 Pages		
		Provide the location of all proposed public infrastructure, private ways, parking areas, driveways, sidewalks, ramps, curbs, mechanical equipment, transformers, generators, etc. Provide widths of all driveways, driveway throats, and sidewalks, as well as the separation distance between each access drive
		Provide the location and dimensions of parking spaces, accessible parking spaces, bicycle parking spaces, and loading/unloading spaces. Provide the total number of vehicle and bicycle parking spaces proposed and the total number required by UDC. Include detail of proposed bicycle parking. Total vehicle parking cannot exceed max. allowed by UDC
		Provide the location and necessary dimensions for all proposed trash enclosures, other screening structures, fences, earthen berms, and/or landscape buffers
		If construction is proposed over a period of years, outline the boundaries of each proposed phase and label each phase to create a logical sequence for construction. As specific as possible, note the estimated timing of development.
❑	**Building Elevations**	Provide exterior elevations of every side of each building and screening element with all necessary dimensions. Include elevations of all screening elements; i.e. RTU screens, utility boxes, trash enclosures, fences, etc.
		Provide labels for all proposed exterior building and screening materials (including roof). Include design details showing how the new structure(s) complement existing structures
		Provide any renderings and/or drawings necessary to illustrate the architectural character of the proposed buildings.
❑	**Landscape Plan**	Show all existing open space, trees, forest cover, and water sources. Water sources include ponds, lakes, brooks, streams, wetlands, flood plains, and drainage retention areas. Show all proposed changes to these features including the location, size, and type of plant material
		Provide location and dimensions of all required landscape buffer areas along property boundaries and within parking lots. Provide the total proposed parking lot area and the total proposed & required parking lot landscape area in square feet
		Include the Landscape Calculation Tables to verify plant unit calculations (see Appendix)
❑	**Floor Plan**	Provide the interior floor plan of the proposed building(s) with all dimensions necessary to determine the square footage of each floor of the building. Provide the calculated total area (in sq. ft.) of each floor for the proposed building(s)
		Provide the intended use of each building. If applicable, delineate the specific area within a building to be utilized for each proposed use; i.e. retail, office, storage, kitchen, dining, seating, garage, etc.
		If applicable, provide the max. number of employees/faculty/students at peak hour, the max. seating capacity, and/or the max. number of guest rooms, beds, etc.
❑	**Signage Plan**	Provide a preliminary signage plan. Specify locations of all free-standing and wall-mounted signage. Include height, size, materials, and design of all proposed signage
❑	**Photometric Plan**	Provide an exterior lighting plan with isograms identifying illumination, in foot candles, up to the property line. Also, specify the location of all exterior lights both pole- and wall-mounted
		Provide details of the type of luminaire and accompanying bulb type, mounting height, direction of illumination, cutoff angle, and any other methods utilized to eliminate glare on neighboring properties
❑	**Civil Plans**	Provide the location and size of all existing and proposed street and utility systems including: • Sewer lines and manholes; • Water lines and fire hydrants; • Telephone, cable and electrical systems; and

PD or PUD FINAL PLAN & SITE PLAN / DESIGN REVIEW – 3 Pages		
		• Storm drainage system including existing and proposed drain lines, culverts, catch basins, head walls, end walls, detention, water quality, and drainage swales
		Show the proposed topography between two- and ten-foot contour intervals, as appropriate for scale. All elevation shall refer to the United States Geodetic Survey (USGS) datum. If any portion of the parcel is within the 100-year flood plain, the area shall be shown, with base flood elevations; and the developer shall present plans for meeting Federal Emergency Management Agency (FEMA) requirements
		Provide plans to prevent the pollution of surface or groundwater, the erosion of soil both during and after construction, excessive run-off, excessive raising or lowering of the water table, and flooding of other properties, as applicable
❑	**Notes**	Provide the Land Area, Lot Size, & Building Standard Summary tables (see Development Tables in Appendix)
❑	**Sealed Certification**	Plan must be signed/sealed by the appropriately licensed entity registered in the State of Missouri
❑	**Reference Bearing**	All survey monuments must be tied to the Missouri State Plane Coordinate System
❑	**General Req's**	Legend, Date, Graphic Scale, North Arrow
		Name & Address of the entity responsible for preparing the plans
		Name & Address of the owner of record and the proposed developer

VACATION – 2 Pages

14 VACATION

VACATION APPLICATIONS MUST INCLUDE THE FOLLOWING:		
	REQUIREMENT	**DESCRIPTION**
❑	**Application**	Complete Application must be signed and submitted with the applicable fee
❑	**Legal Description**	A legal description of the subject property and acreage contained therein and the reference to the section or quarter section lines
		The legal description must also be provided in Microsoft Word format and emailed to comdevlegal@bluespringsgov.com or developmentsubmittals@bluespringsgov.com
❑	**Plans Sets**	One (1) full-sized PDF plan set submitted with application
❑	**Written Narrative**	Provide a Written Narrative describing the following:
		• Provide the type of vacation being requested: Plat, Street, ROW, Alley, PUD, Utility, etc.
		• A written explanation of why the vacation is being requested
❑	**Letters of Consent**	Provide letters from all impacted utility companies indicating that they have no active lines located within the subject property, and have no objection to the property being vacated
		Provide notarized affidavit(s) from all impacted owners of land adjoining said property that is proposed to be vacated, who are not listed as an applicant, indicating their consent to the vacation
❑	**Other Doc's Presented during the Pre-App Meeting**	Provide one (1) set of each document requested during the Pre-App meeting. This may include the following: Homeowners Association documents; Codes, Covenants, & Restrictions; Storm Drainage Report; Stormwater Management Plan and/or Study; Traffic Study, etc.

THE PLANS SET MUST INCLUDE THE FOLLOWING:		
	REQUIREMENT	**DESCRIPTION**
❑	**Title of Vacation**	Proposed Name of Vacation
❑	**Legal Description**	A legal description of the subject property and acreage contained therein and the reference to the section or quarter section lines
❑	**Vicinity Map**	A vicinity map showing the subject property in relation to the surrounding area. Show the general arrangement of streets within 1,000 feet of the boundary of the proposed site
❑	**Site Plan**	An accurate drawing of the subject property prepared at a scale of not less than one (1) inch equals one hundred (100) feet horizontal with the boundary lines of the subject property fully dimensioned by lengths and bearings, and tied to section or fractional section corners
		If applicable, draw the location of all present and proposed public and private streets, driveways, entrances and exits, loading/unloading areas, parking stalls, sidewalks, ramps, curbs, and fences within the development. Also, show the traffic flow pattern within the development
		Draw the boundaries of all properties and all impacted easements within 100 feet
		Draw the location of all impacted improvements within 100 feet; i.e. if vacating an alley, provide locations of streets, curbs, driveways, etc.

VACATION – 2 Pages		
		Include the Name/address/parcel numbers of all owners of record of abutting parcels within 185 feet of the subject property
❑	**Sealed Certification**	Plan must be signed/sealed by the appropriately licensed entity registered in the State of Missouri
❑	**Reference Bearing**	All survey monuments must be tied to the Missouri State Plane Coordinate System
❑	**General Req's**	Legend, Date, Graphic Scale, North Arrow
		Name & Address of the entity responsible for preparing the plans
		Name & Address of the owner of record

VARIANCE – 2 Pages

15 VARIANCE

VARIANCE APPLICATIONS MUST INCLUDE THE FOLLOWING:		
	REQUIREMENT	**DESCRIPTION**
❑	**Application**	Complete Application must be signed and submitted with the applicable fee
❑	**Legal Description**	A legal description of the subject property and acreage contained therein and the reference to the section or quarter section lines
		The legal description must also be provided in Microsoft Word format and emailed to comdevlegal@bluespringsgov.com or developmentsubmittals@bluespringsgov.com
❑	**Plans Sets**	One (1) full-sized PDF plan set submitted with application
❑	**Written Narrative**	Provide a Written Narrative describing the following:
		• **Uniqueness** – The variance requested arises from conditions, which are unique to the properties in question, which are not ordinarily found in the same zoning district, and which are not caused by actions of the property owner or applicant. Such conditions include the peculiar physical surroundings, shape, or topographical condition of the specific property involved which would result in a practical difficulty or unnecessary hardship for the applicant, as distinguished from a mere inconvenience, if the requested variance was not granted
		• **Adjacent Property** – The granting variance will not be materially detrimental or adversely affect the rights of adjacent property owners or residents
		• **Hardship** – The strict application of the provisions of the Unified Development Code from which a variance is requested will constitute an unnecessary hardship or practical difficulty for or upon the applicant. Although the desire to increase profitability of the property may be an indication of hardship, it shall not be a sufficient reason by itself to justify the variance
		• **Public Interest** – The variance desired will not adversely affect the public health, safety, morals, order, convenience, or general welfare of the community. The proposed variance shall not impair an adequate supply of light or air adjacent to the property, substantially increase the congestion in the public streets, increase the danger of fire, endanger the public safety, or substantially diminish or impair property values within the neighborhood
		• **Spirit and Intent** – Granting the requested variance will not be opposed to the general spirit and intent of the Unified Development Code
		• **Minimum Variance** – The variance requested is the minimum variance that will make possible the reasonable use of the land or structure
❑	**Other Doc's Presented during the Pre-App Meeting**	Provide one (1) set of each document requested during the Pre-App meeting. This may include the following: Homeowners Association documents; Codes, Covenants, & Restrictions; Storm Drainage Report; Stormwater Management Plan and/or Study; Traffic Study, etc.

VARIANCE – 2 Pages

THE PLANS SET MUST INCLUDE THE FOLLOWING:		
	REQUIREMENT	**DESCRIPTION**
❑	**Title of Project**	Proposed Name of Project
❑	**Legal Description**	A legal description of the subject property and acreage contained therein and the reference to the section or quarter section lines
❑	**Vicinity Map**	A vicinity map showing the subject property in relation to the surrounding area. Show the general arrangement of streets within 1,000 feet of the boundary of the proposed site
❑	**Site Plan**	An accurate drawing of the subject property prepared at a scale of not less than one (1) inch equals one hundred (100) feet horizontal with the boundary lines of the subject property fully dimensioned by lengths and bearings, and tied to section or fractional section corners
		Draw the location and use of all existing and proposed footprints of all buildings and structures within the development. This includes the location, type, and screening details for all waste disposal containers. Also, show lot area and building footprints in acres or square feet
		Draw the location of all present and proposed public and private streets, driveways, entrances and exits, loading/unloading areas, parking stalls, sidewalks, ramps, curbs, and fences within the development. Also, show the traffic flow pattern within the development
		Draw the location of all public and private streets, driveways, entrances and exits, curbs, lot lines, buildings, easements, and zoning district boundaries within 100 feet of the site
		Provide evidence that illustrates the reason for the variance request; i.e. provide topography lines if the variance request is based on existing steep grades on site
		Include the Name/address/parcel numbers of all owners of record of abutting parcels within 185 feet of the subject property
❑	**Sealed Certification**	Plan must be signed/sealed by the appropriately licensed entity registered in the State of Missouri
❑	**Reference Bearing**	All survey monuments must be tied to the Missouri State Plane Coordinate System
❑	**General Req's**	Legend, Date, Graphic Scale, North Arrow
		Name & Address of the entity responsible for preparing the plans
		Name & Address of the owner of record

MASTER / ALTERNATIVE SIGN PLAN – 2 Pages

16 MASTER / ALTERNATIVE SIGN PLAN

MASTER / ALTERNATIVE SIGN PLAN APPLICATIONS MUST INCLUDE THE FOLLOWING:		
	REQUIREMENT	**DESCRIPTION**
❑	**Application**	Complete Application must be signed and submitted with the applicable fee
❑	**Legal Description**	A legal description of the subject property and acreage contained therein and the reference to the section or quarter section lines
❑	**Plans Sets**	One (1) full-sized PDF plan set submitted with application
❑	**Other Doc's Presented during the Pre-App Meeting**	Provide one (1) set of each document requested during the Pre-App meeting. This may include the following: Homeowners Association documents; Codes, Covenants, & Restrictions; Storm Drainage Report; Stormwater Management Plan and/or Study; Traffic Study, etc.

THE PLANS SET MUST INCLUDE THE FOLLOWING:		
	REQUIREMENT	**DESCRIPTION**
❑	**Title of Project**	Proposed Name of Project
❑	**Legal Description**	A legal description of the subject property and acreage contained therein and the reference to the section or quarter section lines
❑	**Vicinity Map**	A vicinity map showing the subject property in relation to the surrounding area. Show the general arrangement of streets within 1,000 feet of the boundary of the proposed site
❑	**Site Plan**	Provide an accurate drawing of the subject property prepared at a scale of not less than one (1) inch equals one hundred (100) feet horizontal with the boundary lines of the subject property fully dimensioned by lengths and bearings, and tied to section or fractional section corners
		Provide the location of all proposed and existing signage on the subject property
		Provide the distance between all proposed and existing free-standing signage and the closest property line
		Include a landscape plan for all proposed and existing Monument Signs
❑	**Wall Elevations**	Provide detailed wall elevations of any wall that contains a proposed or existing sign. Include dimensions and total area of each wall
		Provide the location of all proposed and existing signage on the wall elevations as well as the mounting height for each individual sign
❑	**Sign Details**	Provide renderings of all proposed and existing signage with the dimensions and total area of each sign and its individual text and/or graphic
		Provide sign details such as materials, structural/mounting information, electrical components, and illumination details
❑	**Notes**	Provide a sign calculation table summarizing the following information: • Maximum sign area allowed by code for the subject property • Total sign area (sq. ft.) of all proposed and existing signage on-site • Sign area (sq. ft.) for each individual proposed and existing sign
❑	**Sealed Certification**	Plan must be signed/sealed by the appropriately licensed entity registered in the State of Missouri

MASTER / ALTERNATIVE SIGN PLAN – 2 Pages		
❑	**Reference Bearing**	All survey monuments must be tied to the Missouri State Plane Coordinate System.
❑	**General Req's**	Legend, Date, Graphic Scale, North Arrow
		Name & Address of the entity responsible for preparing the plans
		Name & Address of the owner of record and the proposed developer

17 APPENDIX

18 PUBLIC NOTIFICATION REQUIREMENTS

NEWSPAPER ADVERTISEMENT.

Effective January 1, 2008, all applications requiring public notices will be charged for the cost of required notice(s) published in the newspaper of record. The Finance department will mail you the bill.

APPLICATIONS AFFECTED:

- **Annexation**
- **De-Annexation**
- **Conditional Use Permit**
- **Rezoning**
- **General Development Plan**
- **Variance**
- **Vacation**
- **PD Concept Plan**
- **PUD Concept Plan**
- **PRO Concept Plan**
- **Redevelopment Modification Plan**
- **Alternative Development Standards**
- **UDC Text Amendment**
- **Appeal of Administrative Decision**

NOTIFICATION SIGN.

City of Blue Springs Unified Development. Code Section - 403.010.A.3.d. "Notice"

Posted: Where posted notice is required, the applicant or his/her designee shall post notice on property that is the subject of the application at least fifteen (15) days before the scheduled public hearing. The City will furnish the sign(s) for posting. Posting shall be placed in a manner so that it is visible from adjacent public rights-of-way adjacent to the subject property. The City shall determine the number of signs needed and the general location of the posting based on a site plan provided by the applicant. Failure to post or maintain such posted notice shall not invalidate any action taken.





- **The sign shall be firmly secured to the ground or structure to prevent vandalism.**
- **The sign shall be taken down within one (1) week after the public hearing is closed.**
- **Questions? Contact Community Development, 816-228-0207**

APPENDIX – SAMPLE EASEMENT LANGUAGE – 3 Pages

19 SAMPLE EASEMENT LANGUAGE

DRAINAGE EASEMENT DEDICATION:

Areas designated on the accompanying plat as "drainage easement" or "D.E." are hereby reserved to the City for the purpose of a natural stormwater drainage easement or for the purpose of constructing, maintaining, operating, removing, and replacing stormwater drainage facilities in accordance with plans and specifications approved by the City Engineer of the City of Blue Springs. No fence, wall, planting, building, or other obstruction may be placed or maintained in said drainage easement hereby dedicated and there shall be no alteration of the grades or contours in said dedicated area without the approval of said City Engineer of the City of Blue Springs. No obstructions may be placed in said drainage easement which would prevent ingress and egress or the same by maintenance vehicles or which would prevent said vehicles traveling on said drainage easement for maintenance purposes.

LANDSCAPE EASEMENTS – Language for Deed Restrictions:

Easements for the installation and maintenance of landscape plantings, visual screening, berms and the like are and will be dedicated, created, granted, and reserved by Declarant as more particularly set forth on the recorded plat of the property (therein and herein referred to as "Landscape Easements" or "L.E." In particular, lots _____ have such a Landscape Easement dedicated across the rear portion of each such lot (abutting _____ Rd.). No Owner shall, within these Landscape Easements, erect, install, or maintain any structure, fence, or other improvement. Any landscape plantings whether now or hereafter installed within any such Landscape Easements shall be maintained, replaced and cared for as Common Area facilities. The lawn portion of such Landscape Easement area shall be maintained continuously by the Owner of any such lot across which a Landscape Easement is dedicated.

LANDSCAPE EASEMENTS – Language for the Plat:

Areas designated as "Landscape Easement" or "L.E." are hereby dedicated to the Public for the purpose of installation and maintenance of landscape plantings, visual screening berms, and the like. No fence, wall, planting, structure, or other obstruction may be placed or maintained in said Landscape Easement without the approval of said City Engineer of the City of Blue Springs. The lawn portion of such L.E. area shall be maintained continuously by the Owner of any such lot across which a L.E. is dedicated.

PEDESTRIAN ACCESS EASEMENT:

Areas designated on the accompanying plat as "pedestrian access easement" or "P.A." are hereby dedicated to the public for the purpose of pedestrian access. No fence, wall, planting, structure, or other obstruction may be placed or maintained in said P.A. without the approval of said City Engineer of the City of Blue Springs.

STORM DETENTION & STORM WATER QUALITY BMP EASEMENTS:

Areas designated as "Storm Detention and Storm Water Quality BMP Easement" are hereby dedicated for the purpose of storm water drainage ways, grading, of for the purpose of constructing, monitoring, operating, removing and replacing storm water drainage facilities in accordance with plans and specifications approved by the city engineering department. No fence, wall, planting, building or other obstruction may be placed or maintained in said easement hereby dedicated and there shall be no alteration to the grades or contours in said drainage or grading easement without the approval of the City Engineer. Nothing herein shall remove, excuse or release individuals, corporations,

property owner associations of any kind, or other entity which is required to mow and maintain, keep in a condition for its intended purpose, drain water from any source or take other action with respect to the areas within the easements herein granted and imposed by city, state, or federal law. Should the grantee, in its sole discretion, determine that it should enter upon the easement area(s) to maintain, construct, reconstruct, clean or take other action to return the easement area(s) to a condition where its purpose may be enjoyed by grantee and those who enjoy access and use under grantee's rights, or to return the easement area to a functioning drainage area, the property owner's association and those owning lots created by this shall be liable to the grantee for its reasonable costs of undertaking.

DEDICATION OF A PRIVATE STREET:

The right of ingress and egress and travel along any street or drive within the boundaries of this plat is hereby granted to the City of Blue Springs, Missouri, the Central Jackson County Fire Protection District, or their agents for the purpose of public travel, enforcement of traffic ordinances, fire and police protection and the maintenance of conduits for all and any purpose, water, gas, and sewer mains. Maintenance and upkeep of said streets and drives shall specifically remain the duty and obligation of the owners and proprietors thereof.

DEDICATION OF DETENTION AREA:

Areas designated on the accompanying plat as "Detention Area" are hereby established by grant of the Owners as a perpetual restrictive easement for the purpose of permitting the flow, conveyance, storage, and discharge of stormwater runoff from the various lots within this subdivision and from properties outside this subdivision. Drainage facilities constructed in said detention area shall be in accordance with standards prescribed by the City of Blue Springs and plans and specifications approved by the City Engineer. Said detention area shall be maintained as permanent open space by the owners of the lot or lots over which the easement is located. In the event said lot owners should fail to adequately and properly maintain said detention area, the City of Blue Springs may enter upon said area, perform such maintenance, and the cost of performing said maintenance shall be paid by said low owners proportionately on the basis of lot ownership. In the event said lot owners fail to pay the cost of said maintenance, said cost shall be a lien against all lots in the subdivision for which proportionate payment has not been made which lien may be foreclosed by the City of Blue Springs. No fence, wall, planting, building, or other obstruction may be placed or maintained in said detention area without approval of the City Engineer of the City of Blue Springs and there shall be no alteration of the grades or contours in said detention area without approval of the City Engineer. Said easement, or any part thereof, may be terminated, released, and canceled upon resolution being adopted by the Blue Springs City Council providing such.

DEDICATION OF RETENTION AREA:

Areas designated on the accompanying plat as "Retention Area" are hereby established by grant of the Owners a perpetual restrictive easement for the purpose of permitting the flow, conveyance, storage, and discharge of stormwater runoff from the various lots within this subdivision and from properties outside this subdivision. Drainage facilities constructed in said retention area shall be in accordance with standards prescribed by the City of Blue Springs and plans and specifications approved by the City Engineer. Responsibility for the operation and maintenance of said retention facilities, including periodic removal and disposal of accumulated particle matter and debris, including silt, shall be with the lot owners within this subdivision. IN the event said lot owners should fail to adequately and properly maintain said retention area, the City of Blue Springs may enter upon said area, perform such maintenance, and the cost of performing said maintenance shall be paid by said lot owners proportionately on the basis of lot ownership. IN the event said lot owners fail to pay the cost of said maintenance or any part thereof within thirty (30) days after completion of said maintenance, said cost shall be a lien against all lots in the subdivision for which proportionate payment has not been made which lien may be foreclosed by the City of Blue Springs. No fence, wall, planting, building, or other obstruction may be placed or maintained in said retention area without approval of the City Engineer of the City of Blue Springs, and there shall be no alteration of the grades or contours in said retention area without the approval of the City

Engineer. Said easement, or any part thereof, may be terminated, released, and canceled upon resolution being adopted by the Blue Springs City Council.

DESIGNATION OF LIMITS OF NO ACCESS (LNA) – Arterial and certain Collector Streets:

The undersigned Owner hereby relinquishes any and all rights of ingress and egress to the above described property within the bounds designated as “Limits of No Access” or “LNA”. This provision can be released, changed or altered by the City Council upon recommendation by the City Engineer.

APPENDIX – FINAL PLAT – COUNTY REQUIREMENTS – 3 Pages

20 FINAL PLAT –COUNTY REQUIREMENTS

Once the Final Plat has been signed. Staff will call you to pick up your plat to be recorded by Jackson County.

Applicant will need to supply Jackson County with:

- 2 original Mylar & 2 original Paper Final Plats
- 4 original signed and sealed City Ordinances
- 2 copies of the signed and notarized Homeowner Association and/or Deed Restrictions (if applicable)

Before taking plats to the County for recording, contact Assessment & Mapping below for availability:

Assessment & Mapping	**Recorder**
816-881-4561	816-881-4482
112 W. Lexington Ste. 30	112 W. Lexington Ste. 30
Independence, MO	Independence, MO

After the Plat, Ordinance, and if applicable, HOA documents have been recorded, return the following to the Community Development Department:

1-**ORGINAL** RECORDED PAPER COPY OF PLAT

1- **ORGINAL** RECORDED JACKSON COUNTY CERTIFICATE

1-**ORGINAL** RECORDED COPY OF ORDINANCE

Recorded HOA documents can be emailed to the staff planner.

Department of
GEOGRAPHIC INFORMATION SYSTEMS
JACKSON COUNTY, MISSOURI
303 WEST WALNUT ST.
INDEPENDENCE, MO 64050

Plat Approval Requirements
Jackson County GIS Department

The following requirements must be met in order for a plat to be approved and signed by the Jackson County GIS department.

Ownership:

1. The signature of the owner(s) on the plat must be same owner(s) shown on tax rolls at time of plat approval. If names are different and there has been a recent name change for the legal description that is being platted, a copy of the recorded/certified deed(s) must be supplied with plat. Deeds transferring ownership prior to plat must contain correct legal descriptions or name transfer is invalid.

2. A business, company, corporation acquiring title to property under one name by deed and has changed name prior to platting property will supply proper proof of business, company, corporation name change with plat. This includes individuals, divorcees, and deaths.

3. If a company changes its name after acquiring the property to be platted, a state certificate verifying the name change will be required.

4. If the property is in the name of a trust and the owner(s) do not sign off as trustees, the plat will not be approved

5. If a plat covers areas under multiple owners, all owners' signatures are required before the plat will be approved

6. In a multiphase subdivision, if the first phase has a common area reference, a copy of the declaration must be supplied. If the declaration has been amended it must be supplied with a subsequent plat.

Legal Descriptions:

1. Legal description will be verified against tax rolls, legal descriptions must match within tolerance set forth by GIS department. (closure within .01 ft)

2. Stateplane coordinates are required for at least three (3) plat corners, one (1) for a survey corner, and show a tie to a section/quarter section corner with a directional bearing (angle, bearing, distance.)

3. A Legal on a plat illustration and in the descriptive part of plat will have the same bearings and dimensions, when describing the same location or plat will not be approved.
   a. Property lines and row lines shall show complete dimensions (distances and bearings.)

b. Curved lines will show the following: radius, arc lengths, tangent or chord bearings, and central angles.

4. Any errors such as typographic errors, non closures, incomplete legal or missed callings will cause plat to be turned down for approval.

5. If a plat legal description is a re-plat of an existing subdivision, it must be stated in the legal description. It is acceptable to use sec-twp-rng along with the subdivision/lots that are being re-platted.

6. All plats will be approved by the GIS department in Independence. Plats in range 33 must be recorded at the Kansas City recorders office. Plats outside range 33 can be recorded at either the Kansas City or the Independence recorders office.

   On August 28, 2006 House Bill 1707 authorizes the recording of documents at either Jackson County Courthouse.

Dedication:

1. The name of the subdivision shall neither duplicate nor too closely resemble the name of any existing subdivision within Jackson County.

2. A document without a dedication will be considered a Survey. The GIS department does not approve surveys. This applies even if the document refers to a name or states that the document is a minor subdivision without the following words in the dedication: now herein known as, or, referred to as.

General:

1. If a plat within the unincorporated area of Jackson County has been approved by County planning, it must be submitted to the GIS Department within 90 days for approval. If not, plat will go back to County planning for review.

2. All plats to be recorded are subject to time limitations from date of original signatures to time of Plat approval by GIS Department.

3. If a city ordinance is required, it must be provided at the time of review.

4. Plats omitting signatures on designated areas will not be reviewed or signed by the GIS Department.

5. Plats having multiple ownerships need to have documentation designating which lots go with which owners. Lacking documentation, they will be divided according to last recorded property line before plat.
   i.e. owner of lots 1 & 2 --- John Smith
   owner of lots 3-8 --- John Richardson
   i.e. owner of lots 1-8 --- John Smith & John Richardson

6. When platting or surveying buildings within a lot, there shall be dimensions and bearings that tie the building to the lot that it lies.

7. Must comply with current Missouri Revised Statues.

21 FINANCIAL GUARANTEE DEPOSIT AGREEMENT/CONTRACT

I, _____, on behalf of _____, hereby deposit with the City of Blue Springs (Hereinafter the "City") the sum of $_____ in the form of *(Check One)*

☐ Cash ☐ Check ☐ Bond ☐ Money Order ☐ Letter of Credit ☐ Perf. Bond ☐ Cert. of Deposit ☐ Other

to guarantee the performance and/or completion of the following items (*Attach any associated cost estimates*):

	Item	Amount
1.		$
2.		$
3.		$

If said item(s) are not completed by: (*Check One & Complete*)

☐ The following date: _____

☐ The completion of _____(*e.g., Public Improvements, Final Plat, Occupancy, etc.)*,

the deposited funds are forfeited to the City to be used as the City deems appropriate to complete, to the extent possible, any of the above described items not completed. I understand that the deposit is necessary in order for the City to allow going forward with other aspects of the project.

By signing this document, I verify that I have the authority of the above entity to authorize the use of these funds by the City as described above.

Dated this _____ day of _____, 20_____

Project Reference No. _____

Project Address. _____

_____

(Signature of Depositor)

Witness: _____

(Signature from City of Blue Springs)

22 DEVELOPMENT CALCULATION TABLES

LAND AREA SUMMARY

	SF-7	TF	MF-10	GB	TOTAL
Single-Family	30.0 acres 210 units				**30.0 acres** **210 units**
Two-Family		12.0 acres 60 units			**12.0 acres** **60 units**
Multi-Family			5.0 acres 50 units		**5.0 acres** **50 units**
Commercial				3.0 acres 50,000 sq. ft.	**3.0 acres** **50,000 sq. ft.**
Industrial					
Open Space	5.0 acres	4.0 acres	1.5 acres	0.5 acres	**11.0 acres**
Right-of-Way	15.0 acres	9.0 acres	3.5 acres	1.5 acres	**29.0 acres**
TOTAL	**50.0 acres**	**25.0 acres**	**10.0 acres**	**5.0 acres**	**90 acres**

LOT SIZE SUMMARY – 1 Table per Building Type

Number of Lots	210
Min. Lot Size	8,000 sq. ft.
Max. Lot Size	12,000 sq. ft.
Avg. Lot Size	10,000 sq. ft.
Min. Lot Width	75 ft.
Max. Lot Width	120 ft.
Avg. Lot Width	100 ft.

BUILDING STANDARDS SUMMARY – 1 Table per Building Type

Min. Front Setback	25 ft.
Min. Corner Side Setback	25 ft.
Min. Side Setback	8 ft.
Min. Rear Setback	20 ft.
Max. Building Coverage	35%
Max. Building Height	35 ft.

APPENDIX – LANDSCAPE CALCULATION TABLES – 2 Pages

23 LANDSCAPE CALCULATION TABLES

Plant List

SYMBOL	QTY	COMMON NAME	BOTANICAL NAME	SIZE	PLANT UNIT CALCULATION	TOTAL PROPOSED
(Symbol)	**12**	Red Sunset Maple	Acer Rubrum 'Red Sunset'	2" Cal.	**8**	**96**
(Symbol)	**3**	Swamp White Oak	Quercus Bicolor	2" Cal.	**8**	**24**
(Symbol)	**1**	Serviceberry	Amelanchier Grandiflora	1.5" Cal.	**5**	**5**
(Symbol)	**4**	Eastern Red Cedar	Juniperus Virginiana	5' – 6' Height	**5**	**20**
(Symbol)	**5**	Sea Green Juniper	Juniperus Chinensis "Sea Green"	4' Height	**3**	**15**
(Symbol)	**53**	Feather Reed Grass	Calamagrostis X Acutiflora "Karl Foerster"	#1 Container	**1**	**53**
				TOTAL		**213**

Landscape Calculation Table

Parcel Zoning: GB	REQUIREMENT DETAILS			REQUIRED	PROPOSED LANDSCAPING				TOTALS	
LOCATION	**Measurement**	**Buffer Type**	**Buffer Width**	**Plant Units (PU)**	**Shade Trees** (8 pu)	**Ornamentals & >5' Evergreens** (5 pu)	**3' – 5' Evergreens** (3 pu)	**Shrubs & Perennials** (1 pu)	**Proposed**	**Net +/-**
Frontage Buffer (Major Arterial)	100' wide at Property Line	Buffer Edge	15'	**Continuous Hedge & 2 Lg. Shade Trees**	**2 Large Shade Trees**			**Continuous Hedge**	**-**	**-**
COUNTED SEPARATELY										
North Property Line (Zoning SO)	90' wide at Property Line	A	7'	90*0.45 = **41 PU**	4 (32 PU)		3 (9 PU)		**41**	**-**
East Property Line (Major Arterial)	100' wide at Property Line	B	15'	100*0.45 = **45 PU**	2 (16 PU)			50 (50 PU)	**66**	**+ 21***
South Property Line (Zoning GB)	90' wide at Property Line	NA	N/A	N/A					**-**	**-**
West Property Line (Zoning SF-7)	100' wide at Property Line	C	25'	100*0.6 = **60 PU**	5 (40 PU)	4 (20 PU)		3 (3 PU)	**63**	**+ 3***
Parking Lot Landscaping	15 parking spaces	NA	NA	15 spaces * 2 = **30 PU**	3 (24 PU)		2 (6 PU)		**30**	**-**
Open Space Landscaping	9,000 sq. ft. lot area	NA	NA	9 ,000 / 500 = **18 PU**	1 (8 PU)	1 (5 PU)			**13**	**- 5***
TOTAL				**194 pu**	**120 PU**	**25 PU**	**15 PU**	**53 PU**	**213**	**+ 19**

*Any overages on property line buffers can be counted towards open space landscaping plant units.

24 APPEARANCE REVIEW COMMITTEE CHECKLIST

CERTIFICATE OF APPROVAL

This certifies that the "exterior design features" related to the attached plan(s) for the subject property have been approved by the Appearance Review Committee of Blue Springs, Missouri subject to the conditions stipulated in the minutes as attached.

_____ Date _____

Chair, Appearance Review Committee

Each Criterion is rated on a scale of 1-5 indicating the degree to which the rater agrees, or disagrees, with the statement. If the statement does not apply, check the box marked "NA", otherwise, circle the number that most closely represents your opinion.

1 = Strongly Disagree 2 = Disagree 3 = Somewhat Agree 4 = Agree 5 = Strongly Agree

A score of 3 or lower should be supported by an explanation in the remarks column. A score of 3 represents an "Average" score. Development in the Adams Dairy Parkway Corridor is expected to be "Above Average".

SITE PLANNING

A. General

							REMARKS
1. The proposed plan is compatible with the desired developing character of the Parkway Corridor.	1	2	3	4	5	NA	
2. The plan will result in a development, which is pleasant in character, human in scale, and facilitates easy circulation.	1	2	3	4	5	NA	
3. The layout recognizes views, climate, and the nature of outside activities in the design of exterior spaces.	1	2	3	4	5	NA	
4. All exterior lighting is architecturally integrated with the building style, material, and colors, and is comparable with exterior lighting of other projects in the corridor.	1	2	3	4	5	NA	

B. Buffering

							REMARKS
1. Exterior trash and storage areas, service yards, loading docks and ramps, and electrical utility boxes, etc. are screened from view of all nearby streets and adjacent structures in a manner that is compatible with building site design.	1	2	3	4	5	NA	
2. The visual impact and presence of vehicles is minimized by generally sitting parking areas to the rear or side of the property rather than along street frontages and screening parking areas from view both interior and exterior to the site.	1	2	3	4	5	NA	
3. Noise created by the proposed project (traffic, air conditioning, use, etc.) that may negatively impact the surrounding area is minimized.	1	2	3	4	5	NA	
4. Noise from the surrounding area that may negatively impact the proposed project is minimized.	1	2	3	4	5	NA	

C. Circulation

							REMARKS
1. Traffic patterns are planned to minimize impact on surrounding streets and property and accommodate emergency vehicles.	1	2	3	4	5	NA	
2. Circulation systems are planned to avoid conflicts between vehicular, bicycle, and pedestrian traffic.	1	2	3	4	5	NA	

BUILDING DESIGN

A. General

							REMARKS
1. The building design is compatible with the developing character of the Corridor. Design compatibility includes harmonious building style, form, size, color, and material.	1	2	3	4	5	NA	
2. The exterior building design is coordinated on all elevations with regard to color, materials, architectural form, and detailing to	1	2	3	4	5	NA	

achieve design harmony and continuity.							
3. The number of materials on the exterior face of the building is not excessive.	1	2	3	4	5	NA	
4. Visual interest is maintained through variations in building plane, materials, colors, entrance canopies and other design features.	1	2	3	4	5	NA	

B. Building-Site Plan Relationships

							REMARKS
1. Buildings are sited so as to avoid crowding and to allow for a functional use of the space between buildings.	1	2	3	4	5	NA	
2. Buildings are sited so as to consider shadows, changing climatic conditions, noise impacts, safety, and privacy on adjacent outdoor spaces.	1	2	3	4	5	NA	

C. Roof Design

							REMARKS
1. Roof shape, color, and texture are coordinated with the treatment of the perimeter walls.	1	2	3	4	5	NA	
2. Grouping all plumbing vents and ducts together minimizes roof penetrations.	1	2	3	4	5	NA	
3. All rooftop mechanical and electrical equipment is designed as an integral part of the building design.	1	2	3	4	5	NA	

LANDSCAPING

A. General

							REMARKS
1. Landscaping is designed to create a pleasing appearance from both within and off the site.	1	2	3	4	5	NA	
2. Tree and shrub plantings are grouped together in order to create strong accent points.	1	2	3	4	5	NA	
3. Landscaping is designed to permit adequate sight distance for motorists and pedestrians entering and exiting the site and does not interfere with circulation effectiveness.	1	2	3	4	5	NA	

4. Landscaping is provided adjacent to, and within, parking areas in order to screen vehicles from view and minimize the expansive appearance of parking areas. This landscaping should include fast growing deciduous or evergreen trees in parking lots to create maximum summer shade.	1	2	3	4	5	NA	
5. Significant trees such as Oaks, Maples and Walnuts are preserved and integrated into the site plan to the maximum extent feasible.	1	2	3	4	5	NA	

B. Architectural Relationship

							REMARKS
1. Landscaping is utilized to complement building elevations.	1	2	3	4	5	NA	
2. Dense landscaping is provided to screen unattractive views and features such as storage areas, trash enclosures, freeway structures, transformers, generators, and other elements, which do not contribute to the enhancement of the surroundings.	1	2	3	4	5	NA	

DETERMINATION OF THE APPEARANCE REVIEW COMMITTEE

This certifies the Appearance Review Committee has reviewed plans and drawings for development of the site named, and based on the above evaluation recommends the Site Plan/Design Review Application be:

☐ Approved ☐ Approved with Modifications ☐ Denied

If the Appearance Review Committee recommends Approval with Modifications, all modifications required for approval shall be listed below.

Required Modifications (if any) For A Recommendation of Approval:

_____

_____

_____

_____

_____

_____

_____ Date _____

Chair, Appearance Review Committee