



Development Guide

A Guide for Obtaining
Land Use & Plan Approvals
and associated
Development Permitting
in the City of Excelsior Springs, Missouri

Prepared by the
Community Development Department
& Public Works
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Introduction

The guide is intended to assist developers, landowners and homeowners with the development process and public meetings in the City of Excelsior Springs. This development guide is a compilation of information and requirements relating to residential, commercial, and industrial development and public improvements within the City of Excelsior Springs, Missouri. The guide outlines procedures for a rezoning application, preliminary and final plats, special use application and additional information when developing property or rehabilitating a building in a historic district. In addition, a list of fees and permits required for the various types of development, along with a list of staff and officials responsible for reviewing plans and issuing permits is provided. The guide is intended to answer commonly asked questions; to provide an overview of the development process; and to assist residents, landowners, businesses, design professionals, contractors and applicants in understanding the development process in Excelsior Springs.

It is important to note that this guide is a general overview and does not describe all the detailed information that is required on plans or plats; moreover, it is not a substitute for the Code of the City of Excelsior Springs or the applicable Missouri statutes.

Please note the date on the cover of this guide. Updated copies will be available as ordinances are passed that affect the development processes outlined in this guide.

For further information about the development process, contact the Department of Community Development, City Hall, 201 East Broadway, Excelsior Springs, Missouri 64024, phone (816) 630-0756.

Frequently Asked Questions

I am interested in starting a new business and/or developing in the City of Excelsior Springs.

What is the first thing I should do?

If you are looking for a property to buy, build upon, or develop, or if you have a property or building already selected and want to know what City approvals are necessary or what the City code requirements are you may want to contact Community Development at (816) 630-0756 or by email at: lmurry@ci.excelsior-springs.mo.us. They are available to assist anyone interested in starting or locating a business in the City of Excelsior Springs and are the contact point for uses permitted within the city's various zoning categories, development review process, and resources available to assist you in starting a business.

Can I talk with City officials about my proposal before filing any formal applications?

Yes! The City of Excelsior Springs encourages early review and discussion about a project. The City has a Development Review Committee (DRC) comprised of City staff members involved in the development process available to meet with individuals about a proposed project. The Committee can provide information regarding the development process in the City; can identify any potential issues or concerns with a proposed project or site; and is available to answer any questions. To meet with the DRC, please contact Community Development at (816) 630-0756 or by email at lmurry@ci.excelsior-springs.mo.us.

Where do I get the necessary application forms?

Development application forms can be obtained from the Community Development Department at the Excelsior Springs City Hall, located at 201 East Broadway, Excelsior Springs, MO 64024 or online at: <http://www.cityofesmo.com/index.html>

When do I submit the applications?

Applications may be filed with the Community Development Department between the hours of 7:30 am and 4:30 pm Monday thru Friday. You may submit electronic copies of the application to jblackburn@ci.excelsior-springs.mo.us but you will need to submit the application with the original signatures of the property owner and applicant to the Department. Any required filing fee must be paid when the application is filed. The 2014 meeting calendar, attached as Appendix A, provides the filing deadlines for the meetings of the Planning and Zoning Commission and City Council.

How much does it cost to file a development application or obtain a permit?

The Schedule of Fees and Charges, attached as Appendix B, provides the various permit and development fees for the City of Excelsior Springs.

Do I need to attend any meetings?

Depending on the type of application filed there may be meetings that you must attend. A few applications require a meeting to be held with the Development Review Committee prior to filing an application. An application for a rezoning, special use permit, planned district, variance, or plat will require the applicant to provide a list of surrounding property owners to be notified of any

formal public hearing. Depending upon the type of application, you may need to attend a meeting of the Planning and Zoning Commission, Board of Zoning Adjustment, Historic Preservation Commission, or City Council.

When are public hearings required?

A public hearing is required for the following applications: Rezoning; Special Use Permit; Preliminary Plat; Easement or Right-of-Way Vacation; and Variances. As part of the application process City staff prepares and sends all neighbor notices and publishes all required legal notices. Costs for same are included in the application filing fee.

How do I check on the status of my application?

There are two methods by which an applicant can check on the status of a project. You may call the Community Development Department at (816) 630-0756 or by email at jblackburn@ci.excelsior-springs.mo.us.

What is staff's role in the process?

Depending upon the type of application filed, there are various City Departments involved in the review of an application. The Community Development Department is responsible for distributing the application and any accompanying plans to the appropriate department. The Building Official, Public Works, Utilities, and the Fire Marshal are also involved in review of certain applications.

How long does it take to obtain the necessary City approvals?

The length of time it takes to complete the review and approval process for a development project depends upon the type of application filed. Applications that require a public hearing (rezoning; special use permit; variance; preliminary plat) have a longer time frame due to the requirement to publish legal notices and send neighbor letters in advance of the public hearings. For site plan or development plan review and easement vacations the review time is generally about 30 days. Review times are extended if the applicant does not submit all required documents, does not submit revised documents in a timely fashion, the project requires resubmittal in response to review comments, or if the review body delays action on the application.

What codes or other regulations apply to my project?

The following Codes and documents have been adopted by the City of Excelsior Springs and apply to all development projects in the City:

- Excelsior Springs Comprehensive Plan
- City of Excelsior Springs Building Code
- 2012 International Building Code
- 2012 International One and Two-Family Code
- 2012 International Existing Building Code
- 2012 International Plumbing Code
- 2012 International Mechanical Code
- 2011 National Electric Code
- 2012 International Swimming Pool, Spa and Hot Tub Code
- 2009 NFPA 101 Life Safety Code
- 2012 International Fire Code

Excelsior Springs Occupational License Code
Contractor Licensing Program
Kansas City Chapter American Public Works Association (KCAPWA)
MARC BMP Manual

The Pre-Application Meeting

When is a Pre-Application meeting required?

If your development meets any of the following criteria, you will require a Pre-Application meeting:

- Zoning Change
- Special Use
- Platting or subdividing platted property
- Site plan or development plan
- Single-family subdivision construction
- New non-residential construction (including apartments, new structure or significant addition)
- Major residential or non-residential structure conversion
- Land disturbance \geq 5000 SF
- Expansion of parking, including removal of existing pavement material but not including minor pothole repairs or overlay.

Depending on the type and scope of your project, the pre-application meeting may be informal and only involve several staff members or may be more involved and need the presence of representatives from several departments

If you do not meet any of the above criteria and your request is for something relatively straightforward, then Community Development or Public Works can help you obtain a permit for your type of project without a pre-submittal meeting.

Why a Pre-Application meeting?

We use the Pre-Application meeting as a way to bring you into the City and meet face to face with the primary department personnel responsible for reviewing and permitting your development project. This is a discovery meeting where we discuss your general plans, needs, constraints, and goals for the property. We have learned through experience that more complicated development projects are often affected by multiple City ordinances, codes, and requirements of various departments within the City. In this meeting, we will provide you with the codes, ordinances and requirements that are applicable to your development. We take this opportunity to explain the process you will be following, provide you with applicable documentation including checklists and timing information, and answer any questions you might have. It is important to us that we get you off to a good start by setting the right expectations and minimizing surprises. This meeting is intended to save you time, money and frustration.

When will the meeting take place?

Once we have determined that you require a Pre-Application meeting, a staff member from the Planning Department will contact you to schedule a meeting.

What/who should I bring to the meeting?

The more we can help you prepare at the beginning of the process, the more quickly and smoothly we can get you through it. We encourage you to bring any relevant site development data such as a site plan, plat, or other documents to the meeting. We also encourage the developer to bring to the meeting, when possible, any design professional that is involved in the creation of the plat, site

and construction plans, such as your engineer, architect, surveyor or contractor. This allows the design professional to hear the comments directly from staff, preventing potential confusion later when documents are submitted.

What will be accomplished at the meeting?

At the Pre-Application meeting you will have the opportunity to ask questions of various departments responsible for reviewing and guiding your development through the development process. Typically, staff will provide an initial reaction to the proposed development and may provide direction or suggest changes that may expedite your request. Fees, permits, and any special studies that must be paid or secured in conjunction with or prior to an application will be identified in this meeting. We know that all development projects are not alike. Helping you understand the process you need to follow (and in what sequence certain events have to take place) will expedite your project to completion. During your Pre-Application meeting, we will inform you of the best process path you will need to take in order to make your development a reality.

The applicant can explain the proposed development and present any sketches or plans. Detailed plans are not required, but the more information brought to the meeting, the more thorough and specific staff can be in response. City staff will advise the potential applicant of land use considerations, including compatibility with the Comprehensive Plan and adjacent land uses, procedural requirements for submitting an application and going through the appropriate process, site design regulations, including setbacks, parking, screening, traffic, and other considerations, building code regulations, and special studies required, such as traffic, stormwater, etc.

Zoning Change & Special Use Permits

Zoning is one of the major functions of municipal government. Authorized by State Law, zoning divides the City into distinct districts for the purpose of regulating the use and development of land. Through the zoning process, the City attempts to ensure compatible land use patterns, minimize conflicts between uses, protect property values, and enhance the urban environment. The Zoning Ordinance defines the geographic area contained within the boundaries of zoning districts in the city, regulates the allowable uses within each zoning district, and defines characteristics of the sites designated for those uses.

If you determine that your proposed use conflicts with the allowable uses within the existing zoning district, you may apply for a request to change the designated zoning of your site to one that will accommodate your use. This change may entail expansion of existing adjacent zoning boundaries, change of the existing district to another standard zoning district, request for the establishment of a Planned District (Planned Development districts are unique zoning districts designed to allow creative site design, flexibility in use, or additional regulation not provided for within the standard zoning districts), or a request for a Special Use Permit (In specified zoning districts, certain uses are allowed only with specific conditions and restrictions approved by the City Council).

Your first step in the zoning change process (which establishes an actual amendment to the Zoning Ordinance) will be to contact the Planning Department to discuss the nature of your zoning. They will help you explore the feasibility of your request. When considering the future use of a property, consult the Zoning Map indicating the boundaries of zoning districts (see Appendix C) or from the City's website, locate the property within the pertinent district, and consult the Schedule of Uses contained within the Zoning Ordinance to determine whether your proposed use is allowed within that district. The Planning Department is available to assist you in making this determination.

Your request will be reviewed for its compatibility with the existing land uses, zoning patterns and the Comprehensive Plan. The second step will be the submission of your Application for Zoning Change or Special Use Permit. If your application requires the submission of a plat, site plan, or development plan, you will meet with the Development Review Committee prior to submission of your application. This meeting provides City staff the opportunity to review your application prior to public hearing. After submission, your case will be heard by the Planning & Zoning Commission, which will make a recommendation regarding your request to the City Council. The City Council will, in turn, decide the final disposition of your zoning request.

At each stage of the development process, some level of public works or civil engineering plans will be necessary. The required level of detail will vary depending on the stage of development, as well as how quickly one desires to move through the process. For example, at the time of zoning approval, if just a concept plan is being considered, no engineering plans are necessary. If a development is part of the consideration, a plat, site plan or subdivision layout, along with a schematic utility, drainage and/or other plans may be needed to convey the full extent and intent of your request. It should also be noted that when a development has reached the Preliminary Plat stage, there are two alternatives: 1) When a development is not ready for construction, a Preliminary Plat can be considered without the submittal of complete engineering plans; 2) if

however, the developer wishes to move forward with immediate consideration of a Final Plat and construction of infrastructure, complete engineering plans must accompany the Preliminary Plat.

Some land uses (such as towers, hospitals, airports, etc.) are not listed as a permitted use in any zoning district. These uses are permitted only after the approval of a Special Use Permit (SUP) for a specific use at a specific location. In addition, some land uses are permitted by right in certain zoning districts, but only by Special Use Permit in other districts. The granting of development authority from a special use permit supplements the development rights granted by the underlying zoning designation, but is not dependent on them. A special use permit for a school, for example, can be approved whether the existing zoning designation is R-1, Single-Family Residential District; or M-1, Industrial Park District. Special use permits can be approved for a specific period of time (subject to renewal) or for an indefinite period of time (no renewal required). The purpose of the rezoning/SUP step is to make sure that the proposed uses are appropriate at the proposed location and compatible with existing or planned uses on the surrounding property. In addition, decisions are typically made at this point that determine the density (or intensity) of development and its general layout and character. These decisions are made only after listening to any concerns that surrounding property owners or members of the general public may have regarding the proposed development and its impact on the community.

All Rezoning and Special Use applications require a public hearing by the Planning & Zoning Commission and City Council. Approval of rezoning applications takes the form of an ordinance.

Zoning Classifications

A. **Zoning Districts.** The City of Excelsior Springs, is divided into the following districts:

District "A"	-	Agriculture District.
District "R-1"	-	Single Family Residential District.
District "R-2"	-	Two-Family Residential District.
District "R-3"	-	Cluster, Townhouse or Garden Type Residential District.
District "R-4"	-	Medium Density Apartment District.
District "R-5"	-	High Density Apartment District.
District "RMP"	-	Mobile Home Park District.
District "C-0"	-	Non-Retail Business District.
District "C-1"	-	Local Business District.
District "C-2"	-	General Business District.
District "C-2A"	-	Special Business District.
District "C-3"	-	Service Business District.
District "M-1"	-	Light Industrial District.
District "M-2"	-	General Industrial District.

B. **Planned Zoning Districts.** Each of the zoning districts excepting "RMP" and "C2A" has a separate and distinct counterpart referred to as a Planned District. A Planned District is for the purpose of permitting and regulating the uses permitted in the equivalent district and to further provide for and encourage latitude and flexibility in the location of buildings, structures, roads,

drives, variations in yards and open spaces, all subject to approval of the plan by local officials. The purpose is to allow development of tracts of land to their fullest extent and at the same time observe the general intent and spirit of the regulations.

Planned Districts:

- District “RP-1A” - Planned Low Density Single-Family Residential District.
- District “RP-1B” - Planned Standard Single-Family Residential District.
- District “RP-1C” - Planned Medium Density Single-Family Residential District.
- District “RP-2” - Planned Two-Family Residential District.
- District “RP-3” - Planned Cluster, Townhouse or Garden Residential District.
- District “RP-4” - Planned Medium Density Apartment District.
- District “RP-5” - Planned High Density Apartment District.
- District “CP-0” - Planned Non-Retail Business District.
- District “CP-1” - Planned Local Business District.
- District “CP-2” - Planned General Business District.
- District “CP-3” - Planned Service Business District.
- District “MP-1” - Planned Light Industrial District.
- District “MP-2” - Planned General Industrial District.

Permitted uses and requirements for each zoning district as well as subdivision regulations and other development requirements are contained in the Zoning Code, which is Title 4 of the Excelsior Springs Code of Ordinances available from the Community Development Department.

Platting – The Subdivision of Land

The first official step in the development process, Zoning, identifies permitted uses and development regulations for the property. The second step, Plat submission and approval, identifies the subdivision of land and any proposed public dedications such as right of way or easements. The third step, the Site Permitting process, entails the approval of the actual plans for construction of public infrastructure contained within the public dedication areas and improvements on the site. Construction plans indicate exact locations of connections to City infrastructure and include site details that address existing and proposed paving, grading, drainage and utility improvements.

Platting

Platting is the process through which undeveloped land is subdivided and ultimately transformed into legal building sites. In some cases, platting may be relatively complex. The layout of streets and utilities are established, and blocks are further subdivided to create lots for individual ownership. In other cases, such as when an existing platted lot is subdivided by sale, public works improvements may not be involved. A plat is recorded as a permanent legal document that includes both an accurate description, as well as a graphical depiction of any real property that is to be divided. The intent of platting is to provide a readily accessible and easily understandable public record of property. Units of property that have been created by platting can be easily transferred between interested parties. Subdivision plats dictate:

- sizes and shapes of lots
- relationship between existing and future streets
- location of proposed public improvements
- location of lands dedicated for public purposes

Importance of Platting

The manner in which land is subdivided, how streets are designed, and how the lots are laid out, have a lasting effect on the physical character of the city. Local ordinance regulates new development to ensure that the health, safety, and welfare of the public are protected. Streets, water and sewage systems must be adequately sized, designed, and constructed. Streets must be able to accommodate the maneuvering of emergency equipment. Future property owners must be guaranteed a parcel with access to public right of way and utilities suited for the intended use. The platting step ensures that:

- a sensibly arranged pattern of lots results for the intended uses
- streets and public improvements are planned to serve the needs of each lot, as well as surrounding properties
- consistency is provided between subdivisions
- an opportunity is provided for public review and comment on the proposed plat layout

When to Plat

A plat must be prepared for a property if the property is unplatted land, or an existing platted lot is subdivided by change of ownership. When a plat is required, it must be approved by the Planning Commission and City Council prior to the issuance of a Site Permit or a Building Permit. In the case of subdividing an existing platted lot, you will file for replatting, vacation of the old plat and establishment of a new plat, or a lot split.

Do some research before beginning. Find out what the property is zoned and what zoning restrictions have been placed on the property. Find out the floodplain boundary location. Is stormwater detention required on site? Are there streams regulated by ordinance? Is there a need for a storm drainage study? Determine what the surrounding land uses are and note where access might be provided. Have adjacent streets been stubbed into the property? Check the Master Plan and determine if a collector or thoroughfare street, or a greenway linkage is planned to go through the property. Be aware of any natural features existing on the property. The staff can provide an initial reaction to the proposed plat. The staff may provide direction and recommend changes to the plat. The staff can make the applicant aware of any special studies that must be performed prior to an application being submitted. The staff will explain fees that may be associated with platting the property, such as escrow payments for public improvements. The pre-application meeting should provide the applicant with enough information to determine whether or not to file an application. The staff will provide as much feedback as possible; however, the staff cannot guarantee that all relevant issues will be identified at this meeting, or that the initial reaction of an individual staff member will reflect the final staff recommendation.

Types of Plats

Lot Split/Combination

A lot split is the simplest form of subdivision, but is only available for certain properties. If a proposed subdivision of land does not contain more than three lots, each of which have frontage on existing streets, not involving any new street or road or the extension of municipal facilities, or the creation of any public improvements and not adversely affecting development of the remainder of the parcel or adjoining property, the owner may proceed with the lot split procedure thus circumventing the normal requirements of subdividing by platting. Lots may be combined through the same process; i.e. all or portions of up to three lots can be combined to form reconfigured lots, with the caution that the resulting lot(s) must meet zoning code requirements.

The lot split/combination process basically involves submittal of the city application, which can be obtained from the office of Community Development or the Cities website, and fee, accompanied by three copies of a lot split/combination survey prepared by a registered land surveyor. The survey will show existing and proposed property lines, easements, rights-of-way, and other pertinent information. After review by the Planning & Zoning Administrator, the lot split/combination can be approved by the City Manager, then the applicant will have the lot split recorded with the appropriate County.

The City Code that governs all lot Splits is as follows:

Lot Splits. (Section 406.050)

1. **Purpose.** If a proposed subdivision of land does not contain more than three (3) lots, each of which have frontage on existing streets, not involving any new street or road or the extension of municipal facilities, or the creation of any public improvements and not adversely affecting development of the remainder of the parcel or adjoining property and not in conflict with any provision or portion of the Master Plan, Major Street Plan, zoning ordinance or other provision of these regulations, the owner may proceed with the lot split procedure thus circumventing the normal requirements of subdividing as outlined in these regulations.
2. **Procedure.** The applicant shall be required to submit an application for lot splits on forms available in the office of the City Manager along with the fee as required in these regulations.

Such application shall include three (3) certified survey maps for review. The City Manager or his designated representative shall review the proposed division of land for conformance with the applicable subdividing and zoning regulations for possible effects of the proposed division on any approved plan.

3. **Time for review.** The City Manager shall within fourteen (14) days of the filing of the application approve, approve conditionally, or reject the proposed lot split. The applicant shall be notified in writing of the action of the City Manager and copies of the map shall be returned to the applicant.
4. **Approved map.** If approved by the City Manager, the applicant shall submit the original document to the City Manager and it shall be stamped “*approved by the City Manager — no plat required*” and signed by the City Manager. When conditional approval is granted, the conditions imposed shall be complied with prior to the document being stamped and signed.
5. **Certified survey map.** The certified survey map shall be prepared by a registered surveyor in conformance with these regulations. In addition it shall show all existing buildings, utilities, sanitary sewers, drainage ditches, and other features pertinent to proper division.
6. **Recording.** If approval of the lot split is granted by the City Manager the instrument must be recorded with the appropriate County Recorder and evidence submitted to the City of this recording before the land may be sold as lots or building permits issued.
7. **Filing fee.** A filing fee according to the Cities fee schedule shall accompany the filing of each application for a lot split. The lot split application shall not be accepted by the City Manager until the filing fee thereof has been paid by the sub-divider.

Platting

Plat approval is divided into two distinct phases: Preliminary and Final. Preliminary Plats and accompanying preliminary development plans provide a sketch of the proposed subdivision and improvements at a lower level of detail than that required for Final Plats. This is mutually beneficial to both the Developer and the City, in that it provides an opportunity for the Developer to explore the feasibility of the project (while keeping plan preparation costs at a minimum) and also allows the City to provide initial direction early in the process. Final Plats are, as the term implies, the final highly detailed document to be approved by the Planning Commission prior to the commencement of actual construction. Accuracy is critical when platting property it includes exact easement locations and dedication language for all public dedications. Final Plats are filed for record with the County.

Preliminary Platting

It should also be noted that when a development has reached the Preliminary Plat stage, there are two alternatives: When a development is not ready for construction, a Preliminary Plat can be considered without the submittal of complete engineering plans. If however, the developer wishes to move forward with immediate consideration of a Final Plat and construction of infrastructure, complete engineering plans must accompany the Plat.

Preliminary plats are considered at a public hearing before the Planning & Zoning Commission. The plat must demonstrate the overall subdivision concept for an entire ownership tract. The preliminary plat shows the general lot configuration, street layout and existing topography. Specifically, preliminary plats must be submitted with the application, filing fee, and one large (24” x 36” size) copy along with one (11” x 17” size) copy of the plat at least thirty days prior to the planning and Zoning Commission meeting at which the developer wishes to present.

The Planning and Zoning Commission will act within sixty days of the plat submission. Approval of the preliminary plat constitutes only an approval to proceed with the final plat. Approval of the preliminary plat will remain in effect for six years; up to a two year extension may be granted.

The City Code that governs Preliminary Plats is as follows:

Preliminary Plats. (Section 406.050) A sub-divider may submit a preliminary plat to the City Manager or his representative.

1. **Submission of a preliminary plat.**

a. **Filing fee.** A filing fee per the Cities fee schedule shall accompany the filing of each preliminary plat. The preliminary plat shall not be accepted for filing until the filing fee therefore has been paid by the sub-divider.

b. **Number of copies.** The sub-divider shall submit one (1) large and one 11"x17" copy of the preliminary plat at least thirty (30) days prior to a regular Planning Commission meeting at which the preliminary plat is to be considered.

c. **Ownership list.** The sub-divider shall submit, with the preliminary plat, a complete list of the names and mailing addresses of all owners of record of all land within two hundred (200) feet of the proposed subdivision.

d. **Information.** Preliminary plats shall contain:

1) **Name.** The proposed name of the subdivision. (The name shall not duplicate or too closely resemble the name or names of any existing subdivision.)

2) **Location map.** A location map showing the boundary lines of the subdivision with reference to section, township and range lines.

3) **Owner/preparer.** The names and addresses of the developer, owner and the person or firm who prepared the plat.

4) **Scale/date.** Scale of the plat, one (1) inch equals one hundred (100) feet or larger, date of preparation and north point.

5) **Boundary/description.** Boundary lines of the property accurately shown plus a metes and bounds description.

6) **Existing conditions.**

a) **Surrounding streets/public right of way.** Location, width and name of platted streets or other public ways, railroads and utility rights-of-way, parks and other public open spaces and permanent buildings within two hundred (200) feet of the proposed subdivision.

b) **Utilities.** All existing sewers, water mains, gas mains, culverts, or other underground installations, within or adjacent to the proposed subdivision, with pipe size and manholes, grades and location.

c) **Adjacent properties.** Names of subdivisions together with arrangement of streets and lots, and owners of adjacent parcels of un-subdivided land within two hundred (200) feet.

- d) **Topography.** Topography (unless specifically waived) with contour intervals of not more than five (5) feet, referred to City or U.S.G.S. datum; where the ground is too flat for contours, spot elevations shall be provided.
 - e) **Natural features.** Location of water courses, bridges, wooded areas, lakes, ravines and such other features as may be pertinent to the subdivision.
- 7) **Lots.** The proposed arrangement of lots and their approximate size.
 - 8) **Streets.** Location and width of proposed streets, alleys, sidewalks, pedestrian ways and easements.
 - 9) **Utilities.** The proposed method of sewage disposal, water supply and drainage.
 - 10) **Public areas.** Location and dimensions of proposed parks, playgrounds, churches, school sites or other special uses of land to be considered for reservation or dedication for public use.
 - 11) **Proposed improvements.** The general location and character of all proposed public utilities and improvements shall be shown.
 - 12) **Additional information.** The Planning Director or may request any reasonable additional information necessary to review the proposed subdivision and forward it to the Planning Commission. This information may include information generally available or additional preliminary engineering drawings and data, but shall not include request for detailed engineering drawings or calculations.
2. **Action on the preliminary plat.** Within sixty (60) days after the submission of a preliminary plat, the Planning Commission shall approve or disapprove the plat; otherwise the plat is deemed approved by the Planning Commission, except that the sixty (60) day period may be extended with the consent of the applicant. Action by the Commission shall be conveyed to the sub-divider in writing within ten (10) days after the official Planning Commission meeting at which the plat was acted upon. In case the plat is disapproved, the sub-divider shall be notified of the reasons for such action and what requirements shall be necessary to meet the approval of the Planning Commission. The approval of the preliminary plat constitutes only an authorization to proceed with the final plat.
 3. **Appeal to the City Council.** If the Planning Commission rejects a preliminary plat the applicant may submit said plat to the City Council and all records and reports relative to the plat shall be likewise sent to the Council by the City Manager or his authorized representative. The City Council may make such findings and determinations as they deem reasonable and in the best interests of the public.
 4. **Termination of preliminary plat approval.** The approval of a preliminary plat shall remain in effect for an indefinite period of time except that the Planning Commission may, after a period of six (6) months, and upon notice to the subdivider or current owner of land, rescind said plat because of substantial change in the character of the surrounding land, major changes in development policy or discovery of flaws or oversight in the original approval.
 5. **Platting rights in prevailing standards.** Approval of a preliminary plat shall permit the filing of a final record plat or plats in accord with its approved design, layout, lot sizes, building lines and general geometry for a period of six (6) years from the date of approval, pursuant to the standards in effect at the time of the preliminary plat approval, subsequent changes to applicable design regulations notwithstanding, provided that the Planning Commission has not rescinded the preliminary plat pursuant to Section 406.050(C,4) above. Prior to expiration of the six (6) year

period or an extension thereof, the subdivider or successor may request and the Planning Commission may grant up to two (2) extensions of not more than two (2) years each for the filing of a final plat or plats under the original design standards.

Final Platting

The final plat drawing generally represents only one phase of development within the approved preliminary plat. The final plat must conform with the approved preliminary plat, but the final plat is far more detailed than the preliminary, including exact easement locations, and dedication language for all public reservations. The Planning & Zoning Commission will conduct a public hearing prior to taking action on a final plat. If the plat contains public right-of-way (or other property that is proposed to be dedicated to the city) the application will be heard by the City Council for acceptance of the public lands. Property owners and city officials will sign an approved version of the final plat drawing that will ultimately be recorded by the County.

The City Code that governs all Final plats is as Follows:

Final Plat. (Section 406.050) After approval of the preliminary plat and the preliminary public works plans the sub-divider may submit a final plat.

1. **Submission.**

- a. **Filing fee.** A filing fee per the City fee schedule shall accompany the filing of each final plat. The Final plat shall not be accepted for filing until the filing fee thereof has been paid by the sub-divider.
- b. **Number of copies.** The original or a print on four 22"x 36" and one (1) 11" x 17" prints shall be submitted to the Planning Director or his representative at least ten (10) days prior to a regularly scheduled Planning Commission meeting at which the developer wishes the final plat to be considered.
- c. **Size.** The final plat, prepared for recording purposes, shall be drawn at a scale of one (1) inch per one hundred (100) feet. The sheet size shall be twenty-two (22) inches long by thirty-six (36) inches and shall have a one and one-half (1 1/2) inch binding edge along the left hand side. The top of the sheet shall be north.
- d. **Information.** The final plat shall show and contain the following information in addition to the information contained in the preliminary plat:
 - 1) **Location map/accuracy.** Location of section, township, range, County and State, including the descriptive boundaries of the subdivisions. The allowable error of closure and positional accuracy of the boundary traverse or any other portion of the final plat shall be in accordance with current Standards for Property Boundary Surveys, 10 CSR 30-2.010, Missouri Code of State Regulations.
 - 2) **Monuments.** The location of existing monuments or bench marks shall be shown and described on the final plat. Location of such monuments shall be shown in reference to existing official monuments or the nearest established street lines, including true angles and distances to such reference points and monuments.
 - 3) **Lot lines/streets/radii.** The location of lot lines, streets, public highways, alleys, parks and other features, with accurate dimensions in feet and decimals of feet with the length of radii on all curves, and other information necessary to reproduce the plat on the ground.
 - 4) **Numbering.** Lots shall be numbered clearly and in an orderly pattern within each block.

Blocks shall be likewise numbered.

- 5) **Streets.** The exact locations, widths and names of all streets and alleys to be dedicated.
- 6) **Setbacks.** Building setback lines on the front and side streets with dimensions.
- 7) **Dedication.** Statement dedicating all easements, streets, alleys and all other public areas not previously dedicated.
- 8) **Supplementary requirements.**
 - a) A drainage study indicating how drainage and detention ponding systems, if applicable, shall be accomplished without adversely affecting neighboring properties. The report shall be prepared by a registered professional engineer.
 - b) Two (2) copies of complete engineering plans for all required improvements to be installed. The plans shall bear the certificate and stamp of a registered professional engineer with Missouri registration. In addition, a copy of all design calculations may be required by the Planning Director. Public utility facilities shall be shown on the final plat for reference purposes.
- 9) **Certificates.** The following certificates, which may be combined where appropriate:
 - a) **Ownership.** A certificate signed and acknowledged by all parties having any record, title, or other interest in the land subdivided, and consenting to the preparation and recording of the plat.
 - b) **Dedication of public use areas.** A certificate signed and acknowledged as above dedicating or reserving all parcels of land shown on the final plat and intended for any public or private use including those parcels which are intended for the exclusive use of the lot owners of the subdivision.
 - c) **Surveyor.** A certificate signed by the registered land surveyor responsible for the survey and final map. The signature of the surveyor shall be accompanied by his seal.
 - d) **Notary.** The acknowledgement of a notary public in the following form:

State of)
) ss.
 County of)

Be it remembered that on this ____ day of _____, 20 ____ before me, a notary public, in said County and State, came to me personally known to be the same who executed the foregoing instrument of writing and duly acknowledged the execution of same. In testimony whereof, I have hereunto set my seal the day and year above written.

(SEAL)

My Commission Expires:

- e) **Council.** The approval of the Excelsior Springs City Council in the following form:

Reviewed and approved by the Excelsior Springs City Council this ____ day of ____ 20 ____.

f) **Recorder.** Certificate for the Recorder in the following form:

Entered on transfer record this ____ day of _____ 20 ____.

10) **Accompanying data.** The following additional data and documents shall be submitted with the final plat:

- a) **Title report.** A title report by an abstract or title insurance company may be required by the City Manager or his authorized representative where quality of title is in question.
- b) **Taxes.** Certification that all taxes and special assessments due and payable have been paid in full. If taxes have been paid under protest as provided by law, monies or other sufficient escrow guaranteeing such payment of taxes in the event the protest is not upheld, may be placed on deposit which such officials or governing bodies to meet this requirement.
- c) **Surveyor/monuments.** Certification of the engineer or surveyor platting said subdivision that all permanent monuments as required have been set.

2. Action on the final plat.

a. **Hearing and decision by Planning Commission.** Within sixty (60) days after the submission of a final plat, the Planning Commission shall consider the plat and approve or disapprove the final plat. Otherwise, the plat is deemed to be approved by the Planning Commission except that the sixty (60) day period may be extended with the consent of the applicant. The City Planning Commission shall forward the final plat to the City Council with its recommendation. The final plat, along with any required agreements, shall be placed on the next appropriate City Council agenda, at the discretion of the City Manager. In the event the plat is not approved by the City Council, the sub-divider shall be notified of the reasons for such action and what requirements will be necessary to meet the approval of the City Council. This notice shall be in writing and shall be sent within ten (10) days following the meeting at which the action was taken.

Variances

No matter how well any ordinance is written, there will almost assuredly be a situation in which the ordinance creates an unfair hardship, the requirements of the ordinance as applied to a particular situation create a result that is inconsistent with the ordinance's intent, or the application of the ordinance to a particular situation is ambiguous or undefined. As a result, the city has procedures for requesting relief from requirements of the zoning regulations, subdivision regulations, building codes or engineering design standards. It is important to point out that the city does not approve variances or appeals simply because complying with a particular requirement is inconvenient or more expensive. There must be a solid justification for why an ordinance requirement that is typically applied to every project should not be applied to a particular project.

A Variance is a modification granted by the Board of Zoning Adjustment (BZA) to the requirements of the zoning code or a ruling on the appeal of an administrative decision. A variance is defined as a modification of, or departure from, the provisions of the zoning code which, if applied to a specific lot, would significantly interfere with the use of the particular property. The variance process is intended to provide relief in those limited and unique situations where strict compliance would cause practical difficulties for the property owner. Variances can deal with a request for a use of land for a purpose which is otherwise not allowed by the applicable zoning regulations or may address a need for deviation from dimensional or physical requirements, such as height or setbacks for a principal structure, accessory building, deck, etc.

The applicant should schedule a meeting with Planning & Zoning staff to discuss their property situation and get a determination concerning whether seeking a variance would be an appropriate avenue. If an applicant wishes to request a variance, they would submit a completed application form, which includes the exact legal description of the property, description of the requested variance from code, and at least one set of drawings to clearly indicate the requested variance in relation to the property and/or structures. These could include a plot plan, plat, site plan, survey and/or building elevation(s). Pictures can be submitted with the application and drawings but cannot replace the drawings. The drawings must be of such detail that they can be clearly read as well as being reproduced.

Talk to the staff as soon as the need for a variance or an appeal becomes apparent. The staff may be able to suggest alternative ways to resolve the problem or ways to improve your chances for obtaining a positive decision. In addition, the staff can usually provide a reasonable estimate of your chances for approval, although there is obviously no way that the staff can predict every decision. It is not necessary to have detailed plans drawn prior to the pre-application meeting. However, the more information that can be brought to the meeting (even in sketch form), the more thorough and specific the staff can be in response.

All variance and appeal applications are reviewed by the staff and a written staff report and recommendation is prepared by the staff for the BZA. A copy of this staff report will be made available to the applicant prior to the meeting at which it is reviewed. At the meeting, the staff will be asked to give a brief presentation. Next, the applicant will be able to make a presentation. Finally, any members of the public who are affected by the application will be given an opportunity to speak.

Historic Districts

Special consideration must be given to development situations that are proposed in a historic district. Much of the downtown area is within one of the three historic districts and presents additional considerations where new development, re-development or adaptive re-use of an

existing building or buildings is concerned. Since there are both residential and commercial buildings in the historic districts, all of the information contained within this development guide can apply to any given project. In addition all building, zoning and fire codes have to be met as with other development projects.

Any exterior changes to an existing building, new infill development, signage, windows, doors, paint colors, awnings, and any architectural features or landscaping that would impact the building, site, streetscape or any other exterior feature of the historic district or adjacent properties must be reviewed by the City of Excelsior Springs Historic Preservation Commission for its appropriateness to the historic district. This process includes applying for a Certificate of Appropriateness (COA) for any of the exterior considerations mentioned above as examples. Submittals with a COA application can include such things as structural reports, architectural drawings, supporting illustrative examples of replacement materials, brochures, color samples, or like information on which the Commission can make informed decisions on the proposed project. A COA application can be obtained from the Planning & Zoning Department or from the city website at: http://www.eshpc.org/resources/coa_application.pdf

It is highly recommended that you visit with the Planning & Zoning Director prior to purchasing land or buildings or beginning development, adaptive re-use, or remodeling of any building in a historic district. The Planning Department will supply any information available and answer questions for developers and property owners concerning any development in the downtown area as well as consult on the review process as required by City Code.

Development Plans

A development plan review is intended to promote the functional and aesthetic development of property and to ensure that new structures, utilities, streets, parking, circulation systems, yards and open spaces are developed in conformance with the standards of the City Code of Ordinances and the Comprehensive Plan. A development plan review will be required for any type of development, construction or expansion of any building, any alteration or modification in a structure or use which would require the provision of additional parking or loading spaces, additional lot area, or other substantial change in zoning requirements, or the construction or expansion of any parking lot or any change from the approved striping plan of any parking lot. The City may waive the requirements for development plan review when a determination is made that the project is minor in scope.

Development plans may be required submittals in conjunction with zoning changes, plats, or special uses. When property already has necessary zoning and is platted, a site plan or development plan may be submitted separately prior to issuance of grading, land use, or building permits.

All Commercial/Industrial plans submitted to the City for review must be accompanied with a Development Plan Checklist. The review process will not begin unless the checklist is completed, submitted and approved. This checklist will ensure all of the needed information is included with the submittal to avoid costly reviews and wasted time of developers and City staff.

After land use decisions have been made and preliminary plans approved, the city staff considers development plans for each phase of a development or site plans for individual projects. At this stage of the process, the city staff reviews details of the development including architecture, landscaping, lighting, grading, drainage, traffic circulation within and adjacent to the site and the screening of items such as loading docks, trash dumpsters and rooftop mechanical units. All elements of the site plan and exterior appearance of the project are finalized at this stage. All appropriate codes, requirements, and ordinances must be followed. While preliminary plans include the general concept for the entire development, site plans and final development plans include refined drawings focused on one phase of the development. The plans must be approved by the city departments responsible for development review before (or concurrent with) construction drawings can be submitted for a building permit. The plans submitted with the application should be of construction plan quality and must include detailed site information, building elevations and landscaping.

Contents of Development Plans

The Development Plan must be signed and sealed by an architect, engineer, or land surveyor registered in the State of Missouri. The Development Plan cover page will contain:

- legal description and address of the property,
- Name, address, email, and phone number of the property owner;
- Name, address, phone number(s) & email of the developer or contractor, if different than the owner;

- Name, address, phone numbers & email of the preparing engineer, architect, and/or land surveyor;
- Data clearly identifying the following: total number, uses, and types of all structures or buildings, whether residential or non-residential, on the property; total floor area of each building; and total landscaped area.
- A map or other drawing showing the general location and relation of the property to surrounding areas

The submitted plans will include one or more appropriately scaled maps or drawings of the property and shall consist of, as applicable, a Title Sheet, General Layout Sheet, Grading Plan, Erosion Control Plan, Plan and Profile Sheets, a Cross Section Sheet, and Standard and Special Detail Sheets, containing the following information and meeting the KC-APWA plan submittal requirements on full size 24"x36" paper along with an electronic copy.

1. Commercial, Industrial or Multi-Family Residential Developments:

New construction plans, tenant finish, and remodel plans are reviewed to ensure compliance with the City of Excelsior Springs' adopted codes, ordinances and policies for commercial, Industrial and multifamily residential development. The reviews focus primarily on public safety issues, compliance with final development plans, the project's effects on existing and proposed public infrastructure, impact on neighboring properties, ensuring sound engineering principles, and the overall quality of development. Although the staff reviews plans for these issues, the ultimate responsibility for the construction documents rests with the design professionals. Construction plan review minimizes field changes because it necessitates interpretation of standards prior to the construction occurring, thereby saving time and expense for both the city and developer.

Approvals necessary from outside agencies may also be required at this step prior to the issuance of a permit. Coordination with other agencies is the responsibility of the developer and/or his or her agents. Construction plan review must be completed prior to issuance of building permits and the start of construction.

Engineered plans are to include, at a minimum, the following:

- a. The primary site plan to include the entire proposed site, property dimensions, area of lot in square feet, location, grade, and dimensions of all present and/or proposed streets, sidewalks, curbs or other paved surfaces and engineering cross-sections of proposed new curbs and pavement; all easements, either public or private; all utilities including fire hydrants and flows, water meters, service lines and mains, sewer service lines and mains and building lines, setbacks for front, side and rear yard areas, building elevations including any signage proposed and or property details as required, and sidewalks along with pedestrian walkways with crosswalks and details.
- b. Complete parking, (per Section 400.280 Parking, Loading and Driveway Regulations of the City Code), and traffic circulation plan, if applicable, showing location and dimensions of driveways and between driveways, type of curb and pavement and standard details, parking stalls, drive aisles, dividers, planters or similar permanent improvements; ADA parking requirements, parking lot lighting with photometric calculations, curbs and radius

- dimensions with details, signage, fire lanes and truck turning templates, perimeter screening treatment, including landscaping.
- d. Landscaping plans showing all open areas, including size, location, and type of all plantings, and all sodded and seeded areas;
 - e. Location and full dimensions of all buildings or major structures, both proposed and existing, showing exterior dimensions, exterior materials, and area of floors, location, number and type of dwelling units, height of building(s), distance to all property lines, distance between structures, and dimensions and locations of all loading areas;
 - f. Location of all trash receptacles and details of enclosure;
 - g. Type of monuments at each corner of site;
 - h. Existing and proposed contours of the property taken at regular contour intervals (as per USGS datum) not to exceed five feet (5');
 - i. The existing street system and driveways in the area and location of nearby public facilities to include the location of all hydrants within 1,000 feet;
 - j. Erosion control and Storm water detention if applicable according to Chapter 407 of the City Code. All detention must follow KC-APWA 5600 along with the MARC BMP Manual for Water Quality features along with long term maintenance agreements to insure the maintenance of the BMP's which will be recorded at the County. For development sites of one acre or more, a State of Missouri Land Disturbance Permit must be obtained along with a Storm Water Pollution Prevention Plan. A City grading permit shall be obtained also. The developer or their agent shall have a drainage plan prepared by a registered professional engineer and approved by the City in accordance with chapter 407 of the City Code. For sites less than one acre, the developer must provide a sketch plot plan indicating the overall layout of buildings and other impervious areas, the water flow direction with arrows, showing the location of any existing drainage structures and the location of the sites best managements practices for erosion control.
 - k. Any recorded or proposed restrictions, covenants or agreements attached to the proposed property or other legal considerations that may impact development, redevelopment or future development issues regarding property and or adjacent properties.
 - l. A traffic impact study may be required if the proposed development is likely to generate a substantial increase in vehicle trips per day.
 - m. Private improvements: All private utility improvements shall be clearly defined and marked as such. These improvements will not be maintained by the City of Excelsior Springs and an appropriate note shall be marked on the drawings.

Building Construction General Requirements for Commercial and Industrial/Multifamily:

1. All inclusive building plans. Building plans to include all foundation and structural components of all new buildings, electrical, plumbing, HVAC. If steel is proposed for the building frame, separate plans for the structural steel will be required as part of the building plans.
2. List any special requirements such as ADA egress, bathrooms, trusses, piers, corridor lanes, and other special requirements depending on the building type as required.
3. Indicate use or type of occupancy for all areas of building or buildings.
4. Cost estimate for general construction, electrical, plumbing, HVAC, and other building

components as required. Total cost of the project, less cost of land purchased for specified development is required prior to permits being issued.

5. List of contractors doing electrical, plumbing, HVAC, and general contractors. All general and sub-contractors must be licensed with the City of Excelsior Springs.

2. Single-Family and Two-Family Residential Developments:

- a. Complete lot dimensions and legal description of proposed building sites;
- b. Location and full dimension of all buildings, showing exterior dimensions, number and area of floors, elevation of lowest floor to be served by sewer, and distances from property lines;
- c. Location of all easements;
- d. Location of utilities to serve the lot, to include the location of all existing fire hydrants within 600 feet.
- e. If lot is within a designated FEMA floodplain, all information is to be provided;
- f. The elevation of the centerline of the proposed driveway at the top of the street curb, right-of-way line, and garage floor.
- g. Additional studies or information as may be required.

3. Public Improvements:

All Public Improvements Projects must have an approved Contract for Public Elements between the City and the developer prior to any construction activity. All plan submittals for Public Improvements Projects shall comply with the City's Technical Specifications and Design Criteria which conforms to the Greater Kansas City Chapter of the American Public Works Association Specifications and Criteria, (KC-APWA), according to Section 550.090 of the City Code. To provide for equal reviews of the submitted plans, the City will employ a third party licensed professional engineer to perform work beyond staff's abilities. Review fees for Public Element projects and third party fees are shown on the Fee Schedule of the City (see Appendix C).

At a minimum, plans will consist of:

1. Title sheet
2. General Layout Sheets
3. Grading Plan (Street and or storm drainage improvement plans)
4. Erosion Control Plans
5. Plan and Profile Sheets
6. Cross Section sheets
7. Standard and Special Detail sheets

The City Code that governs all Public Improvements is as Follows:

Required Improvements, (Section 406.060) The sub-divider shall install, or provide for the installation of, the following improvements, also referred to herein as Public Works Elements.

1. **Streets.** The sub-divider shall install pavement and curb and gutter on all streets. All street paving shall be located in the center of the right of way. All street construction shall conform to the specifications of the City and compliance therewith shall be confirmed by the City Engineer prior

to release of surety by the City Council.

2. **Walks.** Sidewalks shall be installed on at least one (1) side of all residential streets and sidewalks shall be required on both sides of major streets and collectors interior to the subdivision. Guarantees that sidewalks shall be installed on each lot prior to occupancy of the lot shall be determined and administered by the City Manager or his authorized representative.

All sidewalks shall be not less than four (4) feet in width, of portland cement concrete and shall comply with the specifications of the City. Sidewalks shall be located in the platted street right of way, one (1) foot from the property line. Walks shall also be installed in any pedestrian easements as may be required by the Planning Commission.

3. **Storm drainage.** The sub-divider shall install culverts, storm sewers, rip-rap slopes, stabilized ditches and other improvements to adequately handle storm water. Detention basins may be required where necessary to protect downstream property. All improvements shall comply with the minimum standards of the City (along with Chapter 407, Storm-water Management) and shall be approved by the City Engineer prior to construction.
4. **Sanitary sewers and other utilities.** The sub-divider shall be responsible for the proper installation of all utilities including sanitary sewers, and connection to approved treatment facilities, and water supply approved by the Missouri Department of Natural Resources, natural gas, electricity, and telephone services. Such utilities shall be installed according to the specifications and minimum standards of the controlling utility company or public agency. However, distribution lines, power, telephone, and others must be installed underground and all gas meters must be located within three (3) feet of the building foundation if located within front yards in all subdivisions.
5. **Street signs.** The sub-divider shall install street signs at all intersections within the subdivision. Such street signs shall follow the street names designated on the approved final plat and shall comply with the specifications of the City.
6. **Street trees.** Street trees may be planted by the sub-divider in all streets in the subdivision. Such trees shall be planted on both sides and not less than three (3) feet from the back of the ultimate curb lines at intervals of from forty (40) to sixty (60) feet.

Species of trees shall not include Elm, Silver Maple, Willow or low branching evergreen or ornamental trees. Said trees shall not be of a shape so as to block the sign distance of vehicles. Variety and species of street trees shall be uniform on both sides of the street in each block, but may vary from block to block.

7. **Permanent monuments.** Permanent monuments shall be placed at all block corners, angle points, points of curve in streets and at intermediate points as required prior to the final acceptance of the plat by the City. Said permanent monuments shall be three-fourth (3/4) inch iron bars, three (3) feet long and shall be set with top of monument flush with existing ground line.
 8. **Street Lights.** The sub-divider shall install street lights on all streets. All street lights shall conform to the specifications of the City and compliance shall be confirmed by the City Engineer prior to release of surety, if applicable, by the City Council per City Code, Section 406.060.
- B. **Exceptions for Existing Improvements.** Where the proposed subdivision is a re-subdivision or concerns an area presently having any or all required improvements as previously set out, and where such improvements must meet the requirements of these regulations and are in good condition as determined by the engineer having jurisdiction, no further provision need be made by the sub-divider to duplicate such improvements. However, where such existing improvements do not meet said requirements, the sub-divider shall provide for the repair, correction, or replacement of such improvements so that all final improvements will then meet said requirements.

Public Improvement Procedures

- A. **General.** Prior to the approval of the final plat, the sub divider may install all required improvements in accordance with City standards and specifications.
- B. **Surety.** In lieu of actual installation, the sub-divider may furnish cash or security to the City in the form of a bond, letter of credit or other approved surety guaranteeing the installation of required improvements. The amount of cash surety shall be for the full cost of improvements and shall remain in effect for one (1) year from the date of acceptance by the City. Such surety shall be properly executed prior to any grading or construction and shall be released totally or partially as conditions warrant upon written approval of the City Manager.
- C. **Surety Deferred—Assessment.** If, in the opinion of the City Manager, the actual construction of the required improvements ought to be delayed in the interest of the public health, safety and welfare, he may require the surety to be in a form which may be held by the City for a period not to exceed two (2) years from the date of final plat approval. If, for any reason, such security shall lapse or be inadequate to secure the construction of the required improvements, the City may take the installation at the cost of the owners of the property within the subdivision and may assess such property by area, front foot, or value or such combination thereof as will provide a fair distribution of the cost per the provisions of RSMo., Section 89.410(2).
- D. **Inspection.** All improvements constructed or erected shall be subject to inspection by the City Engineer or his designated representative. The cost attributable to all inspections required by this regulation shall be charged to and paid by the sub-divider. Before any required inspections take place, the sub-divider may be required to post a deposit with such official or such agency entrusted to keep such security for the official, to cover the cost of such inspections. The sub-divider shall give at least eight (8) hours notification prior to beginning the work on sewer or water lines, storm water facilities, streets or sidewalks.
- E. **Inspection Procedures.** After notice is received as specified in Subsection (D), the City Engineer shall conduct as many on-site inspections-as necessary to determine that the work complies with the approved engineering plans and specifications. If, in the opinion of the City Engineer, such work does not comply with such final drawings, he shall have the authority to order that all such work shall be terminated until the necessary steps are taken to correct the defects or deficiencies. Upon the correction of such deficiencies or defects, the sub-divider shall again notify the City Engineer.
- F. **Final Inspection.** Upon completion of all improvements within the area covered by the final plat, the sub divider shall notify the City Engineer or his representative who shall thereupon conduct a final inspection of all Public Works Elements that have been installed. If such final inspection indicates that there are any defects or deficiencies, or if there are any deviations from the final engineering plans or specifications, he shall notify the sub-divider in writing and the sub-divider shall, at his cost, correct such defects or deviations. When such defects, deviations or deficiencies have been corrected, the sub-divider shall notify the City Engineer or his representative that the improvements are ready for final re-inspection.
- G. **Acceptance of Improvements.** Upon the receipt by the City Council of the certificate of the City Engineer that all Public Works Elements have been installed in conformance with the approved plans and with the requirements of these regulations, and all other applicable Statutes, ordinances and regulations, the Council shall formally accept such improvements. If surety is being held by the City to assure completion of Public Works Elements, such surety shall be released to the sub-divider one (1) year from the date of acceptance provided said improvements have not failed due to substandard construction or reconstruction practices.

Parking Lots and Driveways

All developments that have an existing parking lot or driveway or building a new parking lot or driveway will fall under the regulations of the City Code. The City Code that governs Parking Lots and Driveways is as follows:

SECTION 400.280: PARKING, LOADING & DRIVEWAY REGULATIONS

A. General

1. Driveway, driveway ramps, parking stalls and aisles, including pavement, drainage, landscaping, screen fencing and lighting, shall conform to these standards and all requirements of the municipal code. All spaces and driveways must be designed to function properly. City inspections are required at appropriate times to ensure that all specifications are met.

B.

1. If the proposed parking lot plan is a stand-alone project, i.e. not associated with building improvements requiring a building permit, the builder shall obtain a land use permit from the Community Development Department and/or a Right of Way Permit from Public Works prior to constructing a new or modifying an existing parking lot or driveway. To obtain a permit, a plan for the project must be submitted to the Community Development Department and or Public Works.
2. Any redesign or reconfiguration to a parking lot, other than maintenance purposes, also requires approval of a land use permit by the Community Development Department.
3. Plans for the parking lots shall conform to City standards, (APWA design guidelines, KC- Chapter), and shall show design for erosion control, grading, paving, striping, signing, curbing, lighting, landscaping, trash enclosures, drainage facilities, etc.

- C. *Required for All Structures Erected.* For all buildings or structures hereafter erected, constructed, reconstructed, moved or altered, except in the Central Business District, off-street parking in the form of garages or open areas made available exclusively for that purpose shall be provided. Boundaries of the Central Business District are set out in Subsection (G) below. All parking shall be located entirely on private property with no portion except the necessary drives extending into any street or other public way. Except for those uses listed below, parking spaces shall be provided as set out in Section [400.070](#) through [400.210](#). For the following uses off-street parking shall be provided per the table below:

Parking Ratios

<u>Use Category</u>	<u>Minimum Vehicle Parking Ratio</u>
Residential	
<ul style="list-style-type: none"> • Elderly Housing • Group Living 	<p>1 per 3 dwelling units</p> <p>1 per 4 dwelling units or 1 per 4 beds</p>
Public/Civic	
<ul style="list-style-type: none"> • Hospital • Day Care, home based • Day Care, all other • Library/Museum/Cultural • Community Center • Religious Assembly • Public Safety • School, Elementary/Middle • School, Senior high 	<p>1 per 3 beds plus 1 per 4 employees</p> <p>None</p> <p>1 per 4 employees</p> <p>2.5 per 1,000 square feet</p> <p>2.5 per 1,000 square feet</p> <p>1 per 3 seats in main assembly area</p> <p>1 per 4 employees</p> <p>1 per 3 employees</p> <p>1 per 3 employees plus 1 per 5 students</p>

- Theaters 1 per 2 employees plus 1 per 4 seats
- Commercial**
- Veterinary 2.5 per 1,000 square feet, not including animal pen areas
 - Animal grooming or boarding 2.5 per 1,000 square feet, not including animal pen areas
 - Bar, tavern, nightclub 1 per employee plus 1 per 4 seats
 - Restaurant, carryout or drive-through only 2 per business plus 1 per employee
 - Restaurant, fast food or sit-down 10 per 1,000 square feet GFA
 - Convenience store, gas station 5 per 1,000 square feet GFA
 - Lodging 1 per room, plus 1 per employee
 - Vehicle sales & service 1 per 1,000 square feet office + covered display area
 - Motor vehicle repair 2 per service bay

Industrial

- Manufacturing 2.5 per 1,000 square feet GFA
- Warehouse/Distribution Center 2.5 per 1,000 square feet GFA

D. *Uses Not Listed.* Any use not included in the parking requirements in this Chapter shall be assigned a parking requirement by the Planning Commission.

E. *Dimensions of Parking and Other Paved Areas.* Parking stall dimensions shall not be less than nine (9) by eighteen (18) feet plus the necessary space for maneuvering into and out of the space. Accessible parking areas shall follow ADA specifications for all dimensions. For parking lots the minimum cross dimensions shall be as follows:

90 Pattern	Single Loaded Aisle – 42 ft.	Wheel Stop to Opposite Curb
90 Pattern	Double Loaded Aisle – 60 ft.	Wheel Stop to Wheel Stop
60 Pattern	Single Loaded Aisle – 40 ft.	Wheel Stop to Opposite Curb
60 Pattern	Double Loaded Aisle – 56 ft.	Wheel Stop to Wheel Stop
45 Pattern	Single Loaded Aisle – 34 ft.	Wheel Stop to Opposite Curb
45 Pattern	Double Loaded Aisle – 47 ft.	Wheel Stop to Wheel Stop

Parallel Space – nine (9) feet X twenty-three (23) feet each space.

Drives to parking areas, service areas, loading docks and other on-site facilities served by or serving motor vehicles shall not exceed thirty-five (35) feet in width measured at a point where drive curbs are generally parallel. Head-in parking, where vehicles use a part of a public street right of way for entering or backing from a parking space, or where any part of the parked vehicle occupies street right of way shall not be permitted. Residential driveways shall be limited to thirty (30) feet wide at the back of the right of way.

F. *Improvement of Parking Areas.* All parking areas and drives, except as herein provided, shall be ready for use upon occupying a building. The City may grant an extension by issuing a temporary certificate of occupancy when weather conditions are not satisfactory for placing paving materials. All locations of parking lot and driveway accesses to City Streets will be subject to approval by the City on consideration of sight triangles and setback from intersections. In addition the following regulations shall apply:

1. Pavement, Curbs and Marking Standards: Parking lots and driveways shall be paved with a dust free, all weather surface such as asphaltic concrete (AC) or Portland Cement Concrete (PCC 4,000psi minimum) and meet all of the City's construction standards (KC-APWA). The minimum thickness shall be as follows:

Driveways serving single thru four family dwellings shall be surfaced with either asphalt or concrete as follows:

- a. Asphalt Standard: Three inches of hot mix asphalt on a minimum of four inch crushed stone aggregate base.
- b. Concrete Standard: Six inches of concrete placed on the ROW, with 4 inches placed on private property

Parking lots and driveways serving other than single family thru four family dwellings:

- a. Asphalt standard: five inches of asphalt over six inches of compacted aggregate stone base.
- b. Concrete Standard: six inches of (PCC) on a minimum of 4 inches of compacted stone base

In any fill areas where a parking lot is constructed, the sub grade shall be compacted to 95 % Maximum Standard Density and compaction test shall be submitted to the Community Development Department for verification. In parking lot areas where fire access lanes are needed, the pavement must be constructed to support the imposed loads of fire apparatus weighing at least 75,000lbs. All drives and parking areas shall have curbs (except those serving one thru four family dwellings) and all curbing shall meet the City's construction standards (KC-APWA). All spaces shall be marked, with disabled spaces having special pavement marking in each space per ADA guidelines. Directional entrances, loading zones, and exit aisles shall be signed and marked on pavement.

2. Alternate Permanent Paving Standards: The Community Development Department may approve alternatives to AC or PCC paving on private property. Alternative paving materials, when installed according to manufacturer's specifications, shall provide a suitable, all weather, load-bearing surface to support passenger cars and light duty trucks. Alternative paving materials for driveways or parking lots serving large commercial vehicles or fire truck must be designed to accommodate a maximum vehicle weight of 75,000 lbs. Alternative paving materials over City utility easements will not be repaired or maintained by the City.

The City may approve such alternative paving to achieve aesthetic and environmental objectives, such as improved appearance, increased water percolation, reduced erosion and runoff, increased aeration and water for tree roots, and increased area available for landscaping, upon finding that the alternative paving will provide public aesthetics or environmental benefits, and is equal to or better than ACC or PCC paving in terms of public safety, performance, strength, quality and durability. Examples of permanent alternative paving surfaces include, but are not limited to: interlocking pavers, porous AC and PCC paving, cobblestone, or other material judged by the City to be of equivalent performance, strength, quality and durability.

3. Geometrics: The minimum allowable inside vehicle turning radius in parking and driveway areas shall be 20 feet unless fire apparatus access is necessary, in which case all dimensions will follow the International Fire Code or as required by the Fire Department. Turning radii are not necessarily the radii of curbs around all islands and other improvements. Parking spaces which back directly onto the public street shall set back a minimum of 20 feet from the back of the right of way, regardless of the zoning of the property to prevent vehicles from parking on the right of way. No

portion of any parking space, except driveways for ingress and egress, shall be permitted on the right of way.

4. Walls, Walkways, Entrances and Wheel Stops: A parking space facing a wall containing entrances and abutting a walkway to those entrances must be at least 4 feet clear of such a wall. A parking space facing a building wall containing entrances and abutting a walkway to those entrances must be at least four feet clear of the wall and must have bollards no less than five feet apart or other barrier approved by the Community Development Department sufficient to prevent vehicle incursion into the walkway by a vehicle weighing up to 4,500 pounds and traveling up to 30 miles per hour. Wheel stops or bollards may be required if the space is headed into a wall, fence, landscaped area, building, or side of another auto in addition to curbing.
5. Overhangs and Encroachments: All parking spaces must be clear of overhangs and encroachments which might interfere with vehicular access.
6. Maneuvering: Parking lots with more than six spaces shall be designed so that vehicles will exit onto a public street in a forward direction and with no more than two maneuvers. A maneuver is defined as each motion in either a forward or backward direction. No space will be allowed that requires a vehicle to maneuver onto the public sidewalk in order to exit. All spaces must be designed to enter in one maneuver. A turnaround may be required if it is considered unsafe for a vehicle to back into the street. Commercial and Industrial parking lots serving loading zones shall be designed to accommodate access and circulation movements for on-site truck circulation. The City may require wider driveways and aisles as determined and warranted.
7. Slope: Parking spaces shall slope no more than 5 percent in any direction and no less than .5 percent in the direction of drainage. A maximum of 10 percent slope in aisles and turning areas may be allowed. Any drainage swale of less than one percent slope shall be concrete.
8. Loading Zones: Off street loading zones shall be a minimum of 12 feet wide and 25 feet long. Loading zones shall be designed so that trucks parking in them will not encroach onto the public right of way or required parking spaces or driveways. Loading spaces designed for large trucks shall have appropriately larger access to allow for maneuvering without encroaching into landscape areas. Loading zones or areas shall not encroach into fire lanes.
9. Lighting: All parking lots with more than four (4) parking spaces shall be lighted to one foot candle per square foot minimum. All lighting shall be directed away from adjacent residential homes.
10. Abandoned Driveways: As a condition of any right of way permit, all abandoned driveways on the same property shall be removed, landscaped and the curb, gutter and sidewalk properly restored.
11. All improved parking areas and drives shall be designed with approved drainage facilities according to City construction standards (KC-APWA)
12. Parking lot Maintenance: It shall be the duty of the property owner to maintain and repair the parking lot and driveway improvements in accordance to the standards to which they were designed. Such parking areas shall be replaced or resurfaced should they become cracked, broken, or deteriorated to the extent it creates a nuisance according to the Property Maintenance Code. Any expansion or new construction of parking lots or drives shall comply with Section 400.280.F.1 of this City code.
13. Common Access Driveways: Common access driveways may be permitted in new subdivisions

where a common driveway is proposed as part of the subdivision approval. The driveway must meet all applicable codes for the location of the drive and it must be determined that there is no significant potential for conflict between the parties sharing the driveway because of its location, length, grade, usage, or other characteristics.

A: For residential use: Before granting any permit authorizing the construction of a common access driveway or structures to be served by said driveway, the City shall require an easement to be filed with the County recorder setting forth driveway usage rights and responsibilities for each parcel served. At minimum, the required easement shall include the following statements:

1. All Affected property owners will be jointly responsible for the improvement and maintenance of all parts of the common access driveway.
2. All parking on the commonly used portions of the driveway is prohibited.
3. If the easement is abandoned or dissolved, each lot previously served by the common access driveway shall be provided with standard access as required by these regulations.

The driveway shall serve no more than four residential units unless special circumstances warrant the grant of an exception by the City.

B: For Commercial and Industrial use: Before granting any permit authorizing the construction of any common access driveway to serve the premises zoned or used for commercial or industrial purposes, the City may impose the requirements listed above for residential uses as well as any additional requirements or conditions it deems necessary or appropriate.

14. In Districts “R-1” to “R-5” inclusive, no parking shall be permitted in the required front yard or within ten (10) feet of a public street, except that parking of motor passenger cars shall be permitted in customary driveways of single and two-family dwellings. No parking shall be permitted within six (6) feet of an adjoining lot line
15. In District “C-O” no parking area in a front yard shall extend closer than ten (10) feet to the street and no parking area in a side yard of a corner lot shall extend closer than four (4) feet to a street. In Districts “C-1” to “M-2” no parking area shall extend closer than four (4) feet to a street, measured to the back of the curb of the parking area.
16. Where greater setback requirements do not prevail, the back of the curb of a paved parking area shall be no closer than four (4) feet to a property line, except that in a Planned Zoning District, the Planning Commission and Council may permit a lesser setback where similar development on an adjoining lot will produce a satisfactory relationship.
17. Screening and landscaping. All open automobile parking areas in Districts C-O to M-2 containing more than four (4) parking spaces shall be effectively screened on each side adjoining or fronting on any residential or institutional property by a wall or fence not less than five (5) feet high or more than six (6) feet high. The area between such wall and or fence shall be landscaped. In all parking lots, planting areas shall be generally provided at the end of each row of parking. Landscape areas shall have a minimum width dimension of 4 feet, except those areas with trees shall be a minimum of 8 feet wide. Landscape areas shall be defined by concrete curbing. Landscaped areas defining ends of rows shall extend to the minimum inside turn radius. A minimum of 5 percent of the parking surface shall be committed to landscaping. All landscaped areas shall be maintained and all dead plants shall be replaced as necessary. All irrigation in landscaped areas must have backflow control devices.
18. Land areas used for the storage, display, temporary keeping of mobile equipment shall be surfaced in a manner deemed adequate by the City. The criteria used to determine surfacing requirements

will depend upon the incidence of dust, erosion, maintenance, appearance, surface water ponding, length of time and intensity of use.

19. Lots in existing subdivisions in which paved driveways were/are not required, MAY be exempt from the requirement in the following instances:

- a. Where the majority of the lots which contain residential structures, exclusive of the frontage, do not have paved driveways, the owner shall have the option to pave the driveways with concrete or asphalt as part of a home improvement that does not include a new garage or garage addition. Driveways shall be installed with concrete or asphalt as part of a home improvement that includes a new garage or a garage addition. If any existing gravel driveway in a residential or commercial area is extended or replaced, it shall be replaced with concrete or asphalt.
- b. Where an existing residential structure with an unpaved driveway abuts a subdivision where a majority of the driveways are already paved, the owner shall be required to pave the driveway as part of a home improvement project that includes a new garage or a garage addition.
- c. In older areas or where lots of more than one (1) acre exists, the owner shall pave the first fifty (50) feet of a driveway, such fifty (50) foot section to originate at the street with concrete or asphalt.

In cases where the owner questions the application of these standards, the City shall be the applicant for a Board of Zoning Adjustment interpretation to settle the matter. In the event the City serves as the applicant in such a case, the owner shall agree to abide by their decision or follow the prescribed appeal process.

G. *Drive-in and Drive-through Stacking Distance Requirements*

A. Drive-in and drive-through restaurant facilities shall provide a minimum stacking distance of one hundred sixty (160) feet, of which eighty (80) feet shall be provided to the menu board, exclusive of any aisle or parking space. Minimum pavement lane width shall be twelve (12) feet, which shall not include width of curbing. The following requirements shall be followed in determining minimum stacking length:

TYPE OF OPERATION	MINIMUM NO. OF VEHICLES
Financial Institution w/drive-up teller	4 vehicles/window or kiosk
Financial Institution w/drive-up ATM	2 vehicles/window or kiosk
Car wash - self service or automatic	4 vehicles/bay at entrance, 1 vehicle/bay at exit
Eating places with drive-through service	4 car lengths behind menu board, 4 car lengths behind first window
Dry cleaning	2 vehicles/window
Gas stations	2 vehicles/pump

Excelsior Springs City Hall: (816) 630-0752

Elected Officials

Brad Eales - Mayor
Sharon Powell - Mayor Pro-Tem
Ambrose Buckman - Councilman
Brent McElwee - Councilman
Sonya Morgan - Councilwoman

Development Contact Directory

The following individuals are the contacts for specified areas of the development process in Excelsior Springs:

City Manager's Office – (816) 630-0752

Molly McGovern, City Manager
mmcgovern@ci.excelsior-springs.mo.us

Planning and Zoning – (816) 630-0756

Planning & Zoning Administrator

Building & Inspections – (816) 630-0756

Larry Murry, Building Official
lmurry@ci.excelsior-springs.mo.us

City Clerk – (816) 630-0752

Shannon Stroud, City Clerk
sstroud@ci.excelsior-springs.mo.us

Public Works Department – (816) 630-0755

Chad Birdsong, Public Works Director
cbirdsong@ci.excelsior-springs.mo.us

Public Works Department – (816) 630-0755

Richard Allwood, Utilities Director
rallwood@ci.excelsior-springs.mo.us

Fire Marshall – (816) 630-3000

Paul Tribble, Fire Chief – Fire Marshal
ptribble@ci.excelsior-springs.mo.us

Public Utilities Serving the City of Excelsior Springs

Water and Sewer

City of Excelsior Springs - 630-0763

Electricity

Ameren UE - 1-800-552-7583
Aquila - 1-800-303-0752

Gas

Missouri Gas Energy (MGE) - 1-800-582-1234

Telephone

AT&T - 1-800-464-7928

Cable Television

Mediacom – 816-637-4500

Appendix A



2016 PLANNING & ZONING SCHEDULE

NOTE:

1. Hearing dates may be postponed due to meeting cancellation or changes that would extend the time necessary to process the application.
2. Applications will be processed on schedule only if all necessary review information is provided at the time the application is made.
3. The Planning and Zoning Commission and the City Council reserve the right to cancel meetings, to set other hearing dates, to continue hearings, or to continue discussion after hearing to a later date.

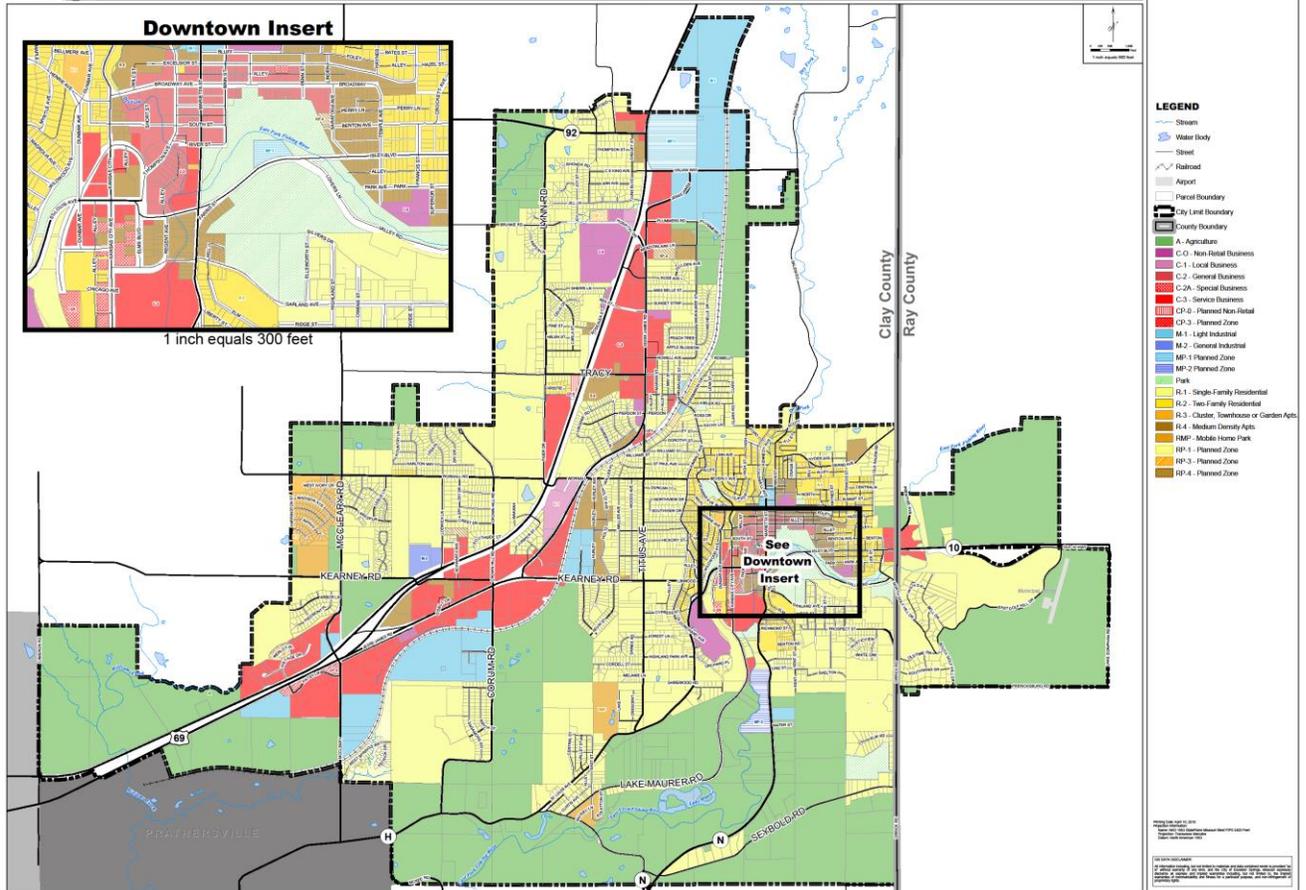
<u>Filing Deadline</u> (3 rd Wednesday)	<u>Publication Date</u> (Friday preceding 2 weeks from P&Z Commission)	<u>Planning & Zoning Commission Meeting</u> (3 rd Tuesday)	<u>City Council Meeting</u> (1 st & 3 rd Mondays)
12/16/15	01/01/16	01/19/16	02/01/16 & 2/15/16
01/20/16	01/29/16	02/16/16	03/07/16 & 3/21/16
02/17/16	03/04/16	03/15/16	04/04/16 & 4/18/16
03/16/16	04/01/16	04/19/16	05/02/16 & 5/16/16
04/20/16	04/29/16	05/17/16	06/06/16 & 6/20/16
05/18/16	06/03/16	06/21/16	07/05/16 & 7/18/16
06/15/16	07/01/16	07/19/16	08/01/16 & 8/15/16
07/20/16	07/29/16	08/16/16	09/05/16 & 9/19/16
08/17/16	09/02/16	09/20/16	10/03/16 & 10/17/16
09/21/16	09/30/16	10/18/16	11/07/16 & 11/21/16
10/19/16	10/28/16	11/15/16	12/05/16 & 12/19/16
11/16/16	12/02/16	12/20/16	01/02/17 & 1/16/17
12/21/16	12/30/16	01/17/17	02/06/17 & 2/20/17

Appendix B



Official Zoning Map

Excelsior Springs, Missouri



Appendix C

**Codes Administration
Effective August 1st, 2014**

Building Permits - based upon project value

	Valuation	
\$ -	\$ 4,000.00	\$ 57.00
\$ 4,001.00	\$ 12,000.00	\$ 77.00
\$ 12,001.00	\$ 20,000.00	\$ 97.00
\$ 20,001.00	\$ 28,000.00	\$ 117.00
\$ 28,001.00	\$ 36,000.00	\$ 137.00
\$ 36,001.00	\$ 48,000.00	\$ 157.00
\$ 48,001.00	\$ 60,000.00	\$ 177.00
\$ 60,001.00	\$ 72,000.00	\$ 197.00
\$ 72,001.00	\$ 84,000.00	\$ 217.00
\$ 84,001.00	\$ 96,000.00	\$ 237.00
\$ 96,001.00	\$ 108,000.00	\$ 257.00

Note: +\$2.90 for each additional \$1,000 or fraction thereof above \$108,000.00

Inspection and Re-inspection Fee	\$ 42.00
Inspection outside normal business hours per hour	\$ 42.00
Wasted trip charge for Inspection	\$ 40.00

Demolition Permit	
Residential	\$ 200.00
Commercial	\$ 500.00
Rental Inspection <10 units	\$ 30.00
Rental Inspection 10+ units	\$ 25.00
Additional Re-inspections for rentals (each)	\$ 15.00

Temporary Certificate of Occupancy	\$ 25.00
Certificate of Occupancy- residential	\$ 35.00
Certificate of Occupancy- commercial	\$ 37.00

Plan Review	
<u>Residential</u>	<u>Commercial</u>
\$10.00 + \$1.00 per \$1,000.00	\$25.00 + \$2.00 per \$1,000.00
Each additional review \$50.00 Residential, \$100.00 Commercial	
All third party reviews are reimbursable at 100% actual cost	

Public Works

Effective August 1st, 2014

		<u>Ordinance reference</u>
Right-of-Way Permit	\$ 35.00	540.050
Plan Review Fee for Public Element		500.090
Small plats- (1-15 lots)	\$ 105.00	
Large Plats- (16+ lots)	\$ 155.00	
Commercial/Industrial Plats	\$ 140.00	
Additional Reviews	\$ 80.00	
All third Party Review fees are reimbursable at 100%		
Street Cut Fee		540.050
Asphalt Street		
1/2 cut (12' x 4')	\$ 1,055.00	
Full cut (24' x 4')	\$ 1,690.00	
Concrete Street		
1/2 cut (12 x 4')	\$ 1,080.00	
Full cut (24' x 4')	\$ 1,725.00	
Curbs		
Half cut (1)	\$ 485.00	
Full cut (2)	\$ 775.00	
Sidewalk on asphalt street		
1 side- 4 feet	\$ 490.00	
2 sides- 8 feet	\$ 785.00	
Sidewalk on concrete street		
1 side- 4 feet	\$ 250.00	
2 sides- 8 feet	\$ 400.00	
Grading Permit		407.090
Minor Grading	\$ 115.00	
Single Family Home	\$ 140.00	
Commercial	\$ 228.00	
Large Plat	\$ 428.00	
Major Grading/DOT	\$ 692.00	
Sewer Inspection Fee		715.070
Residential	\$ 80.00	
Commercial	\$ 80.00	
Industrial	\$ 95.00	
Sewer Connection Fee - based on water meter size		720.060
Residential		
5/8"	\$ 700.00	
1"	\$ 700.00	

1.5"	\$ 1,300.00	
2"	\$ 1,550.00	
3"	\$ 3,650.00	
4"	\$ 6,400.00	
6"	\$ 14,400.00	
Commercial		
5/8"	\$ 700.00	
1"	\$ 1,050.00	
1.5"	\$ 1,300.00	
2"	\$ 1,550.00	
3"	\$ 3,650.00	
4"	\$ 6,400.00	
6"	\$ 14,400.00	
Outside City Limit sewer connection permit fee	\$ 200.00	705.020
Water Tap Fee		705.030
5/8" meter set w/ 3/4" material	\$ 1,000.00	
1" meter set	\$ 1,235.00	
1.5" meter set	\$ 2,440.00	
2" meter set	\$ 3,080.00	
Trash Service- one 65 gallon trash and one recycle	\$ 17.35	245.230
each additional trash cart	\$ 11.66	

Water Utility Rates

Effective Dates- January 1, 2015-December 31, 2015

Water Rates- Base Charge		705.080
Inside City limits		
Residential	\$ 11.51	
Commercial	\$ 11.51	
Outside City limits		
Residential	\$ 17.28	
Commercial	\$ 17.28	
Consumption		
Inside City limits		
Residential <30,000 gal	\$ 5.01	
Residential >30,000 gal	\$ 4.86	
Commercial < 30,000 gal	\$ 5.01	
Commercial > 30,000 gal	\$ 4.86	
Outside City limits		
Residential <30,000 gal	\$ 7.51	
Residential >30,000 gal	\$ 7.29	
Commercial < 30,000 gal	\$ 7.51	
Commercial >30,000 gal	\$ 7.29	

Bulk Water at water plant - per 1,000 gallons	\$ 13.35	705.080
Water Service Deposit	\$ 200.00	705.050
Additional deposit at each shutoff	\$ 25.00	705.050
Water service reconnect fee	\$ 35.00	705.110
Water meter Testing	\$ 50.00	705.120

Sewer Utility Rates

Effective Dates- January 1, 2015- December 31, 2015

Sewer Rate- Base Charge		720.040
Inside City limits		
Residential	\$ 20.10	
Commercial	\$ 20.10	
Outside City limits		
Residential	\$ 30.26	
Commercial	\$ 30.26	
Sewer Use- based on per 1,000 gal water usage		
Inside City limits		
Residential	\$ 7.23	
Commercial	\$ 7.23	
Outside City limits		
Residential	\$ 10.81	
Commercial	\$ 10.81	
Utility Account Penalty	10%	705.080 E

Planning and Zoning

Effective August 1st, 2014

		<u>Ordinance Reference</u>
Special Event- no alcohol	\$ 30.00	400.230 G
Special Event- major event or with Alcohol per day	\$ 125.00	400.230 G
Certificate of Appropriateness		402.150
\$0.00 to \$100.00	\$ 5.00	
\$100.00 and up	\$ 25.00	
Temporary Sign	\$ 20.00	403.120.D.2
Land Use Permit		404.030.b.
	\$25.00 + \$1.00 per \$100.00 project cost	
Variance	\$ 225.00	404.090.D
Rezoning	\$ 250.00	404.100.2
Special Use- Home Occupation	\$ 75.00	404.100.2
Special Use- Downtown Mixed Use	\$ 250.00	404.100.2
Special Use- All other	\$ 400.00	404.100.2
Special Use- Renewal	\$ 100.00	404.100.2
Special Use- Adult Entertainment Establishment	\$400.00	404.100.2
Easement Vacate	\$ 95.00	406.040
Preliminary Plat	\$225.00 + \$5.00/Lot	406.050.C.1
Final Plat	\$250.00 + \$5.00/Lot	406.050.D.1
Lot Split	\$125.00 + \$10.00/ lot	406.050.E.7

Finance
Effective August 1st, 2014

Business Licenses

Business licenses - based on annual gross receipts

\$0 to \$100,000	\$ 50.00
100,001 to 1,000,000	\$ 100.00
1,000,001 to 5,000,000	\$ 200.00
5,000,001 and over	\$ 300.00

Business licenses - miscellaneous categories

Insurance/Real Estate Brokers & Agents	\$ 100.00
Banks, Savings Institutions, Pay Day Loan Companies	\$ 300.00
Nursing Homes & Convalescent Facilities	\$ 50.00

Craftsman Licenses

	Initial	Test	Renewal
Electrical	\$ 75.00	\$ 25.00	\$ 50.00
Plumbing	\$ 75.00	\$ 25.00	\$ 50.00
Mechanical	\$ 75.00	\$ 25.00	\$ 50.00
Plumbing & Mechanical	\$ 125.00	\$ 50.00	\$ 75.00