



Development Plan Checklist

Name of Project: _____ Project No: _____

The following checklist must be returned with the application to the Department of Community Development. Any waivers must be requested prior to submittal.

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 shall contain the following information:

- 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.

Submittal Requirements

Applicant (initial each item submitted)

City Staff

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| | 1. 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. | |
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2. **Parking and Traffic Circulation Plan** 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. The plan must conform to Section 400.280 Parking, Loading and Driveway Regulations of the City Code.

3. **Landscaping plans** showing all open areas, including size, location, and type of all plantings, and all sodded and seeded areas;

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

4. 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;

5. Location of all trash receptacles and details of enclosure;

6. Type of monuments at each corner of site;

7. Existing and proposed contours of the property taken at regular contour intervals (as per USGS datum) not to exceed five feet (5');

8. 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;

9. 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.

10. 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.

11. A traffic impact study may be required if the proposed development is likely to generate a substantial increase in vehicle trips per day.

12. 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.