



Grain Valley
Come Home To Opportunity

Development Application Packet

2020

(updated 2-21-2020)

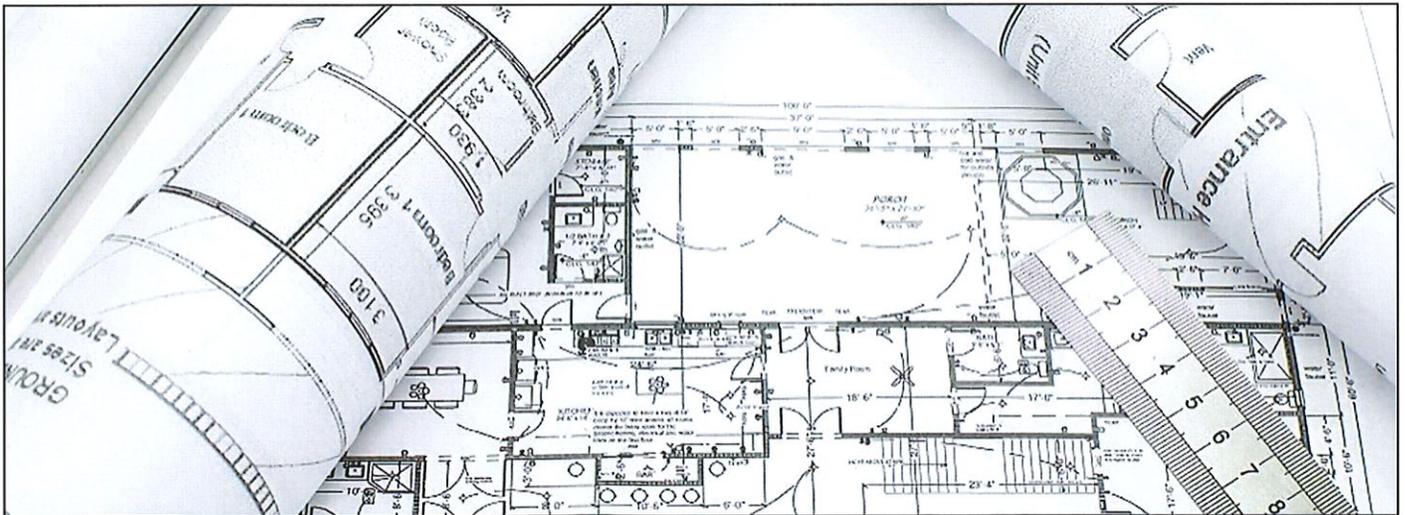


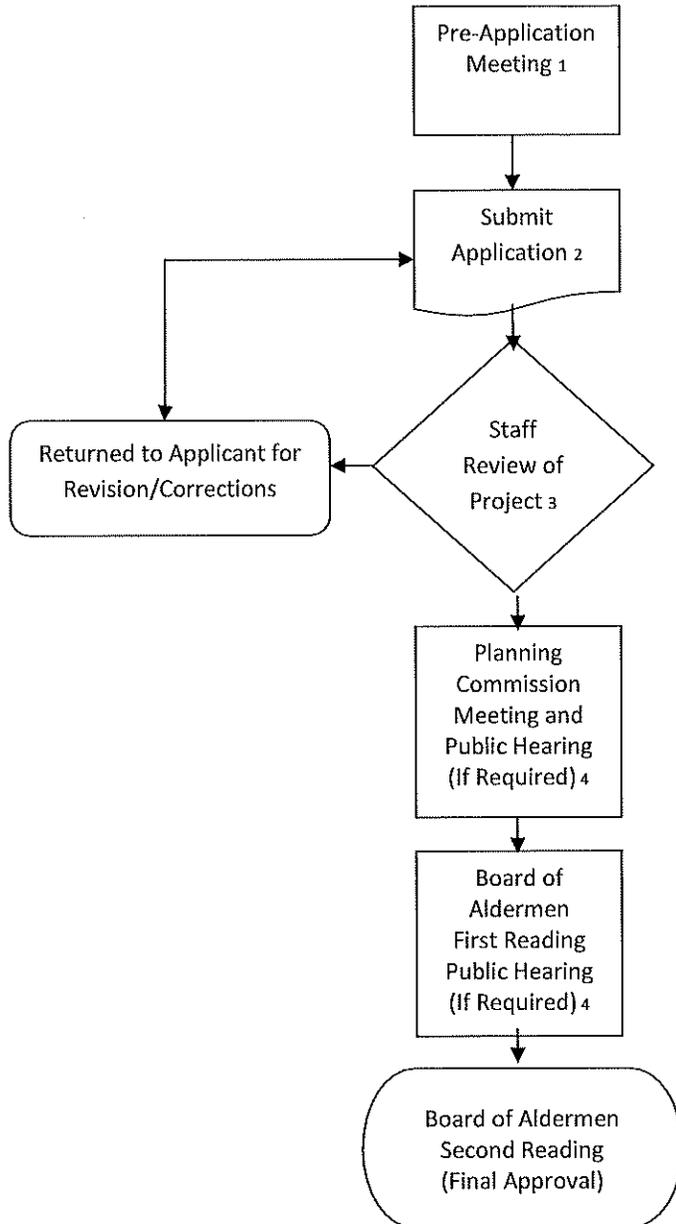


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[Note: Please refer to the City Codes for additional information and requirements.]

PLANNING PROCESS FLOWCHART

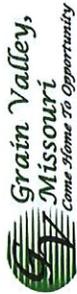


1. A pre-application meeting is required for all development in the City. To set up a pre-application meeting with the City Development Review Committee (DRC) contact the City at 816-847-6220.
2. Applications requiring P&Z and Council approval must be submitted by 12:00 p.m. the day of the deadline with all submittal requirements as listed on the application.
3. Staff review of project includes:
 - a. Review of the submitted application packet for compliance with submittal requirements.
 - b. Review of the project itself to ensure compliance with all applicable City requirements.
4. Public Hearings are required for: any changes to the zoning map, including initial zoning or zone changes; changes or amendments to the zoning code; changes to any part of the Comprehensive Plan, including the Future Land Use Map; and any other cases in which the City deems a public hearing necessary to obtain public input in order to protect the health, safety, and welfare of the City.

2020

Review Meeting Schedule

Cases that DO NOT require a Public Hearing



Review Cycle	Pre-Application Meeting with staff	Application Deadline (Monday, by Noon)	*DRC Meeting Application Review (Staff, CJC, & Applicant)	Staff Review of Project	Completion of P&Z Packet (Staff)	Planning Commission Meeting	Board of Alderman Meeting First Reading (if required)	Board of Alderman Meeting Second Reading (if required)
A	12/11/19	12/16/19	12/18/19	Review	1/3/20	1/8/20	2/10/20	2/24/20
B	1/15/20	1/20/20	1/22/20	Review	2/7/20	2/12/20	3/9/20	3/23/20
C	2/12/20	2/17/20	2/19/20	Review	3/6/20	3/11/20	4/13/20	4/27/20
D	3/11/20	3/16/20	3/18/20	Review	4/3/20	4/8/20	5/11/20	5/25/20
E	4/15/20	4/20/20	4/22/20	Review	5/8/20	5/13/20	6/8/20	6/22/20
F	5/13/20	5/18/20	5/20/20	Review	6/5/20	6/10/20	7/13/20	7/27/20
G	6/10/20	6/15/20	6/17/20	Review	7/3/20	7/8/20	8/10/20	8/24/20
H	7/15/20	7/20/20	7/22/20	Review	8/7/20	8/12/20	9/14/20	9/28/20
I	8/12/20	8/17/20	8/19/20	Review	9/4/20	9/9/20	10/12/20	10/26/20
J	9/16/20	9/21/20	9/23/20	Review	10/9/20	10/14/20	11/9/20	11/23/20
K	10/21/20	10/26/20	10/28/20	Review	11/13/20	11/18/20	12/14/20	12/28/20
L	11/11/20	11/16/20	11/18/20	Review	12/4/20	12/9/20	1/13/21	1/27/21

*A pre-application meeting is required for all development in the City. To set up a pre-application meeting with the Development Review Committee (DRC) contact the City at 816-847-6221.

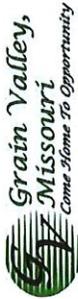
*Applications requiring P&Z and Board approval must be submitted by 12:00 pm the day of the deadline with all submittal requirements as listed on the application.

*Plan reviews indicate when staff evaluates pending applications. For items to be considered at a Plan review meeting, all necessary documents must be submitted by 12:00 the previous Friday.

2020

Review Meeting Schedule

Cases that REQUIRE a Public Hearing



Review Cycle	Pre-Application Meeting with staff	Application Deadline (Monday, by Noon)	*DRC Meeting Application Review (Staff, CJC, & Applicant)	Staff Review of Project	Public Notice: Newspaper, Signs Posted, Letters	Completion of P&Z Packet (Staff)	Planning Commission Meeting	Board of Aldermen Meeting First Reading	Board of Aldermen Meeting Second Reading
A	12/4/19	12/9/19	12/11/19	Review	12/23/19	1/3/20	1/8/20	2/10/20	2/24/20
B	1/8/20	1/13/20	1/15/20	Review	1/27/20	2/7/20	2/12/20	3/9/20	3/23/20
C	2/5/20	2/10/20	2/12/20	Review	2/24/20	3/6/20	3/11/20	4/13/20	4/27/20
D	3/4/20	3/9/20	3/11/20	Review	3/23/20	4/3/20	4/8/20	5/11/20	5/25/20
E	4/8/20	4/13/20	4/15/20	Review	4/27/20	5/8/20	5/13/20	6/8/20	6/22/20
F	5/6/20	5/11/20	5/13/20	Review	5/25/20	6/5/20	6/10/20	7/13/20	7/27/20
G	6/3/20	6/8/20	6/10/20	Review	6/22/20	7/3/20	7/8/20	8/10/20	8/24/20
H	7/8/20	7/13/20	7/15/20	Review	7/27/20	8/7/20	8/12/20	9/14/20	9/28/20
I	8/5/20	8/10/20	8/12/20	Review	8/24/20	9/4/20	9/9/20	10/12/20	10/26/20
J	9/9/20	9/14/20	9/16/20	Review	9/28/20	10/9/20	10/14/20	11/9/20	11/23/20
K	10/14/20	10/19/20	10/21/20	Review	11/2/20	11/13/20	11/18/20	12/14/20	12/28/20
L	11/4/20	11/9/20	11/11/20	Review	11/23/20	12/4/20	12/9/20	1/13/21	1/27/21

*A pre-application meeting is required for all development in the City. To set up a pre-application meeting with the Development Review Committee (DRC) contact the City at 816-847-6221.

*Applications requiring P&Z and Board approval must be submitted by 12:00 pm the day of the deadline with all submittal requirements as listed on the application.

*Plan reviews indicate when staff evaluates pending applications. For items to be considered at a Plan review meeting, all necessary documents must be submitted by 12:00 the previous Friday.



REZONING APPLICATION GUIDE

What is the purpose of a Rezoning Application?

A Rezoning Application is necessary when one wants to use or develop a parcel of land under the guidelines of a different zoning district than currently exists on the property. All Rezoning Applications require a public hearing as part of the review process by the Planning and Zoning Commission and the Board of Aldermen. Approvals of Rezoning Applications take the form of an ordinance, which requires two readings by the Board of Aldermen.

Rezoning Application Checklist: ✓

1	Completed application as provided by the City.	
2	Application fee.	
3	Legal description of the property.	
4	Affidavit of ownership or proof of legal interest in the property.	
5	Description of proposal.	
6	Map depicting the general location of the property.	
7	Preliminary development/site plan.	
8	Any other information deemed necessary at the pre-application meeting (studies, analysis, etc.)	

Rezoning Application Review Criteria: ✓

1	Pre-application meeting.	
2	Complete application packet with all required documents, plans and drawings.	
3	Proposed land use is consistent with the Comprehensive Plan.	
4	Proposed land use is consistent with the Future Land Use Map.	
5	The proposed use does not adversely affect properties in general vicinity.	
6	Public facilities and services are available and adequate to meet demand generated by the proposed use.	

Please note this is only a guide. All applications must comply with the Comprehensive Plan and all applicable City codes. Access to the City Codes is provided on the City's website, www.cityofgrainvalley.org, or by contacting Community Development at (816) 847-6220. Pre-application meetings are required for all applicants prior to submittal of an application.



SPECIAL/CONDITIONAL USE PERMIT GUIDE

What is the purpose of a Special/Conditional Use Permit?

A Special/Conditional Use Permit application is necessary when one wants to conduct a use unique to the zoning district, as listed in Section 400.240 of the City's Code of Ordinances. All Special/Conditional Use Permit applications require a public hearing as part of the review process by the Planning and Zoning Commission and the Board of Aldermen. Approvals of Special/Conditional Use Permit applications take the form of an ordinance, which requires two readings by the Board of Aldermen.

Special/Conditional Use Permit Application Checklist: ✓

1	Completed application as provided by the City.	
2	Application fee.	
3	Legal description of the property.	
4	Affidavit of ownership or proof of legal interest in the property.	
5	Description of proposal.	
6	Map depicting the general location of the property.	
7	Development/site plan of the property.	
8	Any other information deemed necessary at the pre-application meeting (studies, analysis, etc.)	

Special/Conditional Use Permit Application Review Criteria: ✓

1	Pre-application meeting	
2	Complete application packet with all required documents, plans and drawings	
3	Proposed land use is consistent with the Comprehensive Plan.	
4	Proposed land use is consistent with the Future Land Use Map	
5	The proposed use does not adversely affect properties in general vicinity.	
6	Public facilities and services are available and adequate to meet demand generated by the proposed use.	
7	The use is permitted in Section 400.240 of the City Code of Ordinances, or is a renewal of an existing Special/Conditional Use Permit.	
8	The proposed use does not adversely impact the public health, safety, comfort or general welfare of the Community.	
9	The proposed use does not adversely impact the public infrastructure system.	
10	The proposed use is compatible with the use, scale, orientation and setback of properties in the general vicinity.	

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PRELIMINARY PLAT APPLICATION GUIDE

What is the purpose of a Preliminary Plat Application?

A Plat application is necessary when one wants to divide land and to ensure development occurs in a manner that allows the areas to be served by public infrastructure and services. There are two types of plat applications: *Preliminary* and *Final*. Preliminary Plats are required for subdivision of land to ensure the layout of a proposed subdivision conforms to the Comprehensive Plan and Chapter 405 of the City Code of Ordinances. All Preliminary Plat applications are reviewed by the Planning and Zoning Commission. Approval of the Preliminary Plat allows the applicant to proceed to the engineering portion of the subdivision process, which is required for Final Plat approval.

Preliminary Plat Application Checklist: ✓

1	Complete application as provided by the City and application fee.	✓
2	Site assessment survey.	
3	Affidavit of ownership or proof of legal interest in the property.	
4	Preliminary Plat including the following items:	
	▪ Legal description of the property.	
	▪ Map depicting the general location of the property.	
	▪ Name of subdivision, north arrow, date, and scale.	
	▪ Location by section, township, range, county, and state.	
	▪ Signature block	
	▪ Preparer's stamp and signature.	
	▪ Existing Conditions of the site and areas within 200 feet.	
	▪ All proposed development.	
5	Preliminary stormwater drainage analysis.	
6	Preliminary public improvements plan, when necessary.	
7	Any other information deemed necessary (Adjacency Compatibility Study, analysis, etc.)	
8	Developer must notify local U.S. Postal Service of development to plan mode of delivery.	

Preliminary Plat Application review criteria: ✓

1	Complete application.	✓
2	Substantially complies with the Comprehensive Plan.	
3	Complies with the provisions of the City Code of Ordinances:	
	▪ Design standards for blocks, streets and lots.	
	▪ Dedication requirements for parks/open space and rights-of-way	

Please note this is only a guide. All applications must comply with the Comprehensive Plan and all applicable City codes. Access to the City Codes is provided on the City's website, www.cityofgrainvalley.org, or by contacting Community Development at (816) 847-6220. Pre-application meetings are required for all applicants prior to submittal of an application.



FINAL PLAT APPLICATION GUIDE

What is the purpose of a Final Plat Application?

A Plat Application is necessary when one wants to divide land and to ensure development occurs in a manner that allows the areas to be served by public infrastructure and services. All Final Plat applications are reviewed by the Planning and Zoning Commission and the Board of Aldermen. Final Plats provide a complete and exact subdivision plat, which is prepared for the official public record of property boundaries. Approvals of Final Plat applications take the form of an ordinance, which requires two readings by the Board of Aldermen.

Final Plat Application Checklist: ✓

1	Complete application and filing fee.	
2	Proof of ownership or control of property.	
3	Tax certificates from the City and County.	
4	Copy of any private restrictions for subdivision.	
5	All easement or right-of-way information.	
6	Final Plat including all information on the Preliminary Plat and the following items:	
	▪ All boundary information.	
	▪ Subdivision survey.	
	▪ Location of all lots and tracts, etc.	
	▪ Names of proposed streets.	
	▪ Appropriate dedication language.	
	▪ All riparian, wellhead protection, and floodplain buffers.	
7	All public works elements.	
8	Any other information deemed necessary (studies, analysis, etc.)	
9	Developer must notify local U.S. Postal Service of development to plan mode of delivery.	

Final Plat Application Review Criteria: ✓

1	Complete application.	
2	Substantially complies with the Comprehensive Plan.	
3	Complies with the provisions of the City Code of Ordinances:	
	▪ Design standards for blocks, streets and lots.	
	▪ Dedication requirements for parks/open space and rights-of-way	
4	Substantially conforms to the approved Preliminary Plat.	
5	Public works elements meet City specifications and City Engineer approval.	
6	All necessary easements, dedications, vacations, and other agreements have been accepted or approved.	

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LOT SPLIT APPLICATION GUIDE

What is the purpose of a Lot Split?

A Lot Split Application is necessary when one wants to subdivide property for the transfer of owner, where no more than three lots are created, front a public street, have access to utilities, and comply with the standards and requirements of the City zoning and Subdivision regulations. This is an administrative process that does not require a Public Hearing or meeting.

Lot Split Application Checklist: ✓

1	Complete application and filing fee.	✓
2	Proof of ownership or control of property.	✓
3	Legal description of the property.	✓
4	Tax certificates from the City and County.	✓
5	Copy of any private restrictions for subdivision.	✓
6	All easement or right-of-way information.	✓
7	Lot Split survey, including the following items:	✓
	▪ Name of subdivision, north arrow, and scale.	✓
	▪ Name and address of applicant and surveyor.	✓
	▪ Location by section, township, range, county, and state.	✓
	▪ Legal description of all tracts and lots involved in the lot split.	✓
	▪ Location of existing and proposed property lines of all tracts and lots involved.	✓
	▪ Location of building lines, easements, rights-of-way, streets, alleys, sidewalks, parkland, utilities, drainage, and other features necessary to ensure the proper division of land	✓
	▪ Names of abutting streets.	✓
	▪ Appropriate signature block, as provided by the City.	✓
	▪ Preparer's stamp and signature.	✓
	▪ All riparian, wellhead protection, and floodplain buffers.	✓
8	Where necessary, a separate plan, to scale, indicating the location of existing buildings.	✓
9	Any other information deemed necessary at the pre-application meeting.	✓

Lot Split review criteria: ✓

1	Complete application.	✓
2	Substantially complies with the Comprehensive Plan.	✓
3	Complies with the Unified Development Ordinance.	✓
4	No public improvements are required.	✓
5	All easements and dedications are in place	✓

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FUTURE LAND USE ADMENDMENTS

What is the purpose of a Future Land Use Map Amendment?

Changes to the Grain Valley Future Land Use Map may be necessary from time to time to reflect changing neighborhoods and social demands. This process provides the method for making those changes.

Future Land Use Amendment Application Checklist: ✓

1	Scaled map with property's location and surrounding ownerships.	
	▪ 24x36 or 30x42 sheet size map. (15 copies)	
	▪ 8.5x11 sheet size map. (1 copy)	
2	Area of property in square feet and/or acres.	
3	Name, Address, telephone, cell phone of property owner.	
4	Affidavit from property owner giving permission to applicant to submit.	
5	Description of present use of property, existing Future Land Use Map classification, existing zoning and same information for all surrounding properties.	
6	Description of proposed use of property.	
7	Identification of requested classification.	
8	Description of existing roads, utilities and infrastructure available.	
9	Summary of proposed amendment for inclusion in the mailed notice.	

Future Land Use review criteria: ✓

1	Events subsequent to Comprehensive Plan adoption changed the character and/or condition of area to make application acceptable.	
2	Change consistent with the goals and policies of plan.	
3	Public and community facilities adequate to serve development.	
	▪ Services and utilities reasonable extended if unavailable	
	▪ Cost responsibility	
4	Impacts of potential costs and benefits derived by community or area by proposed change	

Please note this is only a guide. All applications must comply with the Comprehensive Plan and all applicable City codes. Access to the City Codes is provided on the City's website, www.cityofgrainvalley.org, or by contacting Community Development at (816)847-6220. Pre-application meetings are required for all applicants prior to submittal of an application.



VACATION OF RIGHT-OF-WAY AND UTILITY EASEMENT APPLICATION GUIDE

What is the purpose of a Vacation of Right-of-way and Utility Easement Application?

A Vacation of right-of-way and utility easement application is necessary if any person desires to acquire ownership of adjacent platted right-of-way or easement areas that are not used for their intended purpose. The application for vacation of right-of-way must be signed by at least seventy-five percent (75%) of the owners adjacent on both sides of the right-of-way proposed to be vacated. All vacation of right-of-way and utility easement applications require a public hearing as part of the review process by the Planning and Zoning Commission. Approvals of vacation of right-of-way and utility easement applications take the form of an ordinance, which requires two readings by the Board of Aldermen.

Vacation Application Checklist: ✓

1	Completed application as provided by the City.	
2	Application fee.	
3	Legal description of the property.	
4	Proof of ownership or control of property that is adjacent to right-of-way to be vacated.	
5	Survey of Vacation area.	
6	Utility Comment Form – City will provide form.	
7	Any other information deemed necessary at the pre-application meeting (studies, analysis, etc.)	

Vacation Application Review Criteria: ✓

1	Pre-application meeting.	
2	Complete application packet with all required documents, plans and drawings.	
3	The proposed vacation is in the public interest.	
4	That no private rights will be unreasonably injured or endangered.	
5	That the public will suffer no unreasonable loss or inconvenience thereby.	
6	That the street, alley or easement to be vacated no longer serves a public purpose.	

Please note this is only a guide. All applications must comply with the Comprehensive Plan and all applicable City codes. Access to the City Codes is provided on the City's website, www.cityofgrainvalley.org, or by contacting Community Development at (816) 847-6220. Pre-application meetings are required for all applicants prior to submittal of an application.



Development & Construction Fee Schedule

Effective January 1st, 2020



Planning & Zoning Application Fees

	Cost
Preliminary Plat/Per lot	\$400+5
Final Plat/Per Lot	\$300+10
Lot Split	\$300+10
Annexation	\$250
Re-Zoning	\$500
Variance	\$250
Conditional/Special Use Permit	\$500
Vacation of ROW	\$300
Land Disturbance	\$150
Floodplain Development	\$150

Water Connection Fee (Builders Permit)

Meter Size	Cost
5/8"	\$3,828
3/4"	\$3,828
1"	\$8,316
2"	\$26,070
3"	\$60,825
4"	\$97,218
6"	\$187,809
Additional Meter	\$500

Sewer Connection Fee (Builders Permit)

Users	Cost
Single	\$1,700
Two	\$2,100
Three	\$2,700
Four	\$3,300
Increase per Inch	\$1,800

Community Development Permit Fees (Builders Permit)

	Cost	Percent to City
Construction Fee =>\$50,000	\$400+0.4% of construction value	100%
Construction Fee <\$50,000	0.8% of construction value	100%
Commercial Plan Review	65% of Cost of Permit	100%
Residential Plan Review	40% of Cost of Permit	100%
Re-Inspection Fee after 2 Failures	\$45	100%
Over 30 Day Admin Fee	\$50	100%
Minimum Permit Fee	\$30	100%

Right of Way Fees (Per 100 Line Feet)

	Cost
Non-Roadway Inspection	\$35
Roadway Inspection	\$70
Roadway Reinspection	\$25

Miscellaneous Fees

	Cost
Water Sprinkler Permit	\$20
Meter/Tap Reinspect Fee	\$35
New Blasting Permit	\$100
Blasting Permit Renewal	\$25
Sign Permit	\$100
Off-Premise Sign Permit	\$200
Temporary Sign Fee	\$35
Fence Permit	\$35

Public Works Permit Fees (Construction Permit)

	Cost	Percent to City
Construction Plan Review	\$340	100%
Linear ft Roadway	\$330	3%
Linear ft Sanitary Sewer 8"	\$35	3%
Linear ft Sanitary Sewer 10"	\$37	3%
Linear ft Sanitary Sewer 12"	\$40	3%
Linear ft Storm Sewer 12"	\$36	3%
Linear ft Storm Sewer 15"	\$42	3%
Linear ft Storm Sewer 18"	\$44	3%
Linear ft Storm Sewer 24"	\$48	3%
Linear ft Storm Sewer 30"	\$60	3%
Linear ft Storm Sewer 36"	\$69	3%
Linear ft Storm Sewer 42"	\$71	3%
Linear ft Water Line 6"	\$20	3%
Linear ft Water Line 8"	\$24	3%
Linear ft Water Line 12"	\$32	3%
Traffic Sign & Street Sign	\$260	100%
North Outfall Sewer Basin Per Acre	\$1,000	100%
Water Usage Per Linear ft	\$5.74	2%
Street Light Pole Upgrade Each	\$2,500	100%

Books

	Cost
Standard Details Book	\$25
Planning and Zoning Code	\$25



711 Main Street
 Grain Valley, MO 64029
 816.847.6220
 816.847.6206 fax
 www.cityofgrainvalley.org

PLANNING & ZONING APPLICATION

PROJECT INFORMATION

Location: _____

Subdivision: _____ Lot #: _____ Zoning District: _____

Description of Request: _____

APPLICANT INFORMATION

Name: _____

Company: _____

Address: _____

Telephone: _____ Fax: _____ E-mail: _____

Property Owner: _____

Additional Contact(s): _____

Type of Application: Check Type & Submit Corresponding Requirements	Submittal Requirement List:	
Rezoning 1 • 2 • 5 • 10 • 11 • 14	1	Legal description of subject property
Ordinance Amendment 10	2	Map depicting general location of site
Special/Conditional Use Permit 1 • 2 • 10 • 11 • 14	3	Summary Site Analysis depicting current character of site
Temporary Use Permit 2 • 10 • 14	4	Preliminary Plat (3 full size copies)
Preliminary Plat 1 • 3 • 4 • 14	5	Preliminary Development/ Site Plan (6 copies)
Final Plat/ Lot Split 1 • 6 • 12 • 13 • 14 • 15	6	Final Plat (6 copies)
Preliminary Development/Site Plan 1 • 3 • 5 • 8 • 9 • 14	7	Final Development/ Site Plan (6 copies)
Final Development/Site plan 1 • 7 • 8 • 9 • 14 • 15	8	Landscaping Plan (6 copies)
Site Plan 1 • 7 • 8 • 9 • 12 • 14 • 15	9	Building Elevations (6 copies)
Vacation of Right-of-way or Easement 1 • 14 • 16 • 17	10	Written description of the proposal
Future Land Use Map (Refer to page 9)	11	List of property owners within 185 feet
Note: Include at least one 8 ½ x 11 copy of all drawings and plans with all applications.	12	Construction plans for all public works improvements (6 copies)
	13	Copies of tax certificates from City and County
	14	Proof of ownership or control of property (deed, contract, lease) or permission from property owner
	15	Off-site easements if necessary
	16	Survey of vacation area
	17	Utility Comment Form - City will provide form

[Note: Applications must be completed in their entirety and all submittal requirements must be submitted at the time the application is submitted. Additional submittals may be requested as provided for in the Grain Valley City Code.]

The applicant hereby agrees that all information is provided as required with this application and the City Code:

Applicant's Signature _____

Date _____

Applicant's Signature _____

Date _____