

Step-By-Step Directions for
Conditional Use Permit Application Process

STEP 1

Submit application with \$250 and the items listed on the attached checklist to the Community Development Department by the applicable application submittal deadline.

PART I **BACKGROUND INFORMATION**

Please note that only the property owner, or an authorized agent acting on his/her behalf, can apply for Zoning Amendments. If an agent is appointed, the owner must still sign item 8. The application will not be accepted without this signature.

PART II **CONDITIONAL USE PERMIT INFORMATION**

Please answer all questions as completely as possible. If you need help, the Community Development Department would be glad to assist you in completing this form.

PART III **DOCUMENT CHECKLIST**

The application cannot be processed without each of the listed documents. Please submit with application.

STEP 2

The Community Development Department sets a date for a public hearing before the Planning and Zoning Commission. All property owners within 185 feet are notified by mail of the hearing. There will also be a notice published in the newspaper and a sign posted on the property. Members of the general public are invited to comment.

STEP 3

Following the hearing the Planning and Zoning Commission submits a recommendation to approve or deny the request to the Raytown Board of Aldermen.

STEP 4

The Board of Aldermen normally meets at 7:30 p.m. on the first and third Tuesday of each month. Applications can only be approved after two readings and approval by the Board of Aldermen.

NOTE:

UNDER NORMAL CIRCUMSTANCES, A MINIMUM OF 74 DAYS IS REQUIRED FROM SUBMISSION OF A COMPLETED APPLICATION TO FINAL DECISION.

Case Number _____
Date Received _____
Map Page _____

**CITY OF RAYTOWN
APPLICATION FOR CONDITIONAL USE PERMIT**

PART I Background Information

1. This request applies to property at the following address:

2. The name(s), address(es), and phone number(s) of the property owners: (As listed on the deed)

Name	Address	Phone

3. We, the property owner(s), do hereby appoint the following person as our agent during consideration of our request:

Name	Address	Phone/Email

4. The property is currently being used for the following purposes:

5. Zoning classification of the property: _____

6. Specify the use desired for the property: _____

7. Please list all existing structures and their heights located on the property:

<u>Structure</u>	<u>Height</u>

8. We, the undersigned, do hereby authorize the submission of this application and associated documents, and do hereby certify that all the information contained therein is true and correct. (Signatures of property owners)

PART II Conditional Use Permit Information

In considering an application for a conditional use permit, the city shall give consideration to the health, safety, morals, comfort and general welfare of the inhabitants of the city, including but not limited to the following factors:

1. The stability and integrity of the various zoning districts;
2. Conservation of property values;
3. Protection against fire and casualties;
4. Observation of general police regulations;
5. Prevention of traffic congestion;
6. Promotion of traffic safety and the orderly parking of motor vehicles;
7. Promotion of the safety of individuals and property;
8. Provision for adequate light and air;
9. Prevention of overcrowding and excessive intensity of land uses;
10. Provision for public utilities and schools;
11. Invasion by inappropriate uses;
12. Value, type and character of existing or authorized improvements and land uses;
13. Encouragement of improvements and land uses in keeping with overall planning; and
14. Provision for orderly and proper renewal, development and growth.

The information provided by the applicant to the following questions is an opportunity to justify approval of a conditional use permit based on the above listed factors.

If the space provided is not adequate, the applicant may attach additional pages. The applicant is also encouraged to submit any other pertinent information, such as photographs, drawings, maps, statistics, legal documents, and letters of support.

A. The proposed conditional use will be in keeping with the character of the neighborhood because:

B. The proposed use will be consistent with the uses and zoning on nearby parcels because:

C. This property is more suited for the proposed use than its current uses because:

D. The proposed conditional use could have the following detrimental effects on nearby parcels:

E. Prior to submitting this application, the property has been vacant for:

F. If the application is denied, the property owner(s) will face the following hardships:

G. Public facilities and utilities are adequate to serve the proposed use as follows:

H. Additional comments:



TRAFFIC IMPACT ANALYSIS POLICY

To ensure fair consideration of each proposed use a traffic impact analysis of the proposed use is required to be submitted unless otherwise waived by the Director of Public Works. The following outlines the two levels of traffic impact analysis information required to be submitted.

Level A:

Any development project requiring a rezoning, Conditional Use Permit, or subdivision must provide a Traffic Impact Study accompanied by the seal of an Engineer currently licensed to practice in the State of Missouri or Kansas. This Study shall:

1. Identify the specific land use types and intensities and the arrangement of buildings, parking, and access to public streets.
2. Identify the functional classification of the public street(s) to be accessed.
3. Document current characteristics of the public street(s) – number of types of lanes, speed limits or 85th percentile speeds, and sight distances from proposed streets and driveways.
4. Compare the proposed access with established design criteria-spacing from other driveways or streets, width of driveway, minimum sight distance, etc.
5. Estimate the number of vehicle trips that the development will generate. The common source is the Trip Generation manual published by the Institute of Transportation Engineers.

Any project anticipated to generate more than 100 PM peak hour trips must also provide the following items, accompanied by the seal of a Traffic Engineer currently licensed to practice in the State of Missouri or Kansas.

Level B:

1. Document current peak hour traffic volumes at proposed access locations.
2. Distribute and assign the development traffic volumes through the site access and on the public street(s).
3. Conduct volume/capacity analyses at site driveways and key intersections to determine the projected level of service.
4. Compare existing plus development traffic conditions with established guidelines and policies for acceptable levels of service and turn lanes.
5. Identify geometric and/or traffic control improvements to mitigate deficiencies and/or comply with established policies.
6. Prepare a report outlining the findings and conclusions of the study, including exhibits illustrating the site plan, traffic volumes, and existing street conditions.

Form updated 02/05/2014

These reports shall be submitted to the Development and Public Affairs Department with the project application.

**Checklist for
Planning and Zoning Commission Applications**

This application cannot be processed until each of the following items has been submitted.

Date Completed

- _____ **Application fee of \$250.00.**

- _____ **A written and signed certification from the County Treasurer's office that all property taxes for the parcel has been paid.**

- _____ **Legal description of the property to which the request applies in an electronic format.**

- _____ **Copy of a deed showing ownership.**

- _____ **A site plan indicating information specified for the Site Plan Review Process.**

- _____ **Traffic Impact Analysis containing information as specified on the attached sheet.**

- _____ **Storm Drainage Analysis unless waived by Director of Public Works.**

- _____ **Signage information for any signage to be installed as part of the proposed use.**