

SECTION

26

PERMITS

Sections:

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Section 26-1. Building Permits

26-1.01 Authority: No building or structure shall be constructed, erected, altered, or remodeled, nor shall any such work be commenced upon any lands zoned under these regulations unless the owner, contractor or the duly authorized agent of either shall have first applied for and received from the Director of Community Development a building permit therefore, as herein provided.

26-1.02 Conformance With Zoning Regulations: No building permit shall be issued for any building or structure unless the same be in conformity in every respect with all the provisions of these regulations unless otherwise set out, including any aesthetic regulations on file with the Director of Community Development. No permit for non-residential or multi-household structure shall be issued unless a Site Plan consistent with the requirements stated within these regulations has been submitted and approved. For a lot not subject to the requirement of an approved Site Plan, no permit for a single-household structure or a two-household structure shall be issued unless a plot plan has been submitted and approved by the Director of Community Development.

26-1.03 Filing Procedure: Applications for building permits shall be filed with the Director of Community Development upon forms prescribed, setting forth information as required by the adopted buildings codes of the City of Raytown as well as the legal description of the lot, tract or parcel of land, together with a general description of the building or structure to be constructed, erected or altered thereon, including the size and shape, square foot area, principal material of

construction, location of the building or structure upon the lot, tract or parcel and the intended use. A complete application for a building permit includes approval of all requirements of these regulations, including a plot plan and a site plan. In addition, the applicant shall pay any fees required by the Board of Aldermen.

26-1.04 An application for single-household and two (2)-household building permits shall include a plot plan of the site to be built upon. The plot plan shall contain information as required by the applicable building codes as adopted by the City of Raytown. An application for a building permit relating to a multi-family, commercial, or industrial construction project shall require submittal and approval of a site plan as specified in Section 26-3 herein.

26-1.05 Staff Administrative Evaluations: Upon delivery of the completed application and the required payments, the Director of Community Development shall evaluate the application. After such evaluation, a building permit may be issued, provided all requirements of these regulations and all other city codes and ordinances are met.

26-1.06 Vested Rights: No building permit lawfully issued prior to the effective date of these regulations, or of any change or amendment hereto, and which permit, by its own terms and provisions, is in full force and effect at said date, shall be invalidated by the passage of these regulations, or any such change or amendment, but shall remain a valid and subsisting permit, subject only to its own terms and provisions and in effect at the time of the issuance of said permit, provided that all such permits issued shall become invalid unless the work on the site authorized by such permit is commenced within 180 days after its issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced.

26-1.07 Number of Building Permits: When construction of groups of buildings and accessory buildings for a main building is to be simultaneous, and when all the buildings are to be constructed on land zoned for one classification and use, the Building Official may, in his or her discretion, issue one (1) building permit for such groups of buildings or may require a separate permit for each building or structure to be constructed.

26-1.08 Director of Community Development's Authority: The Director of Community Development shall be empowered to act within the provisions of these regulations upon all applications for building permits, and the same shall examine or cause to be examined

applications for permits and amendments thereto within a reasonable time after filing.

26-1.09 Appeals: In the event of refusal to issue a building permit upon application, as herein provided, the applicant shall have the right to a hearing by the Building Code Board of Appeals as set forth in the City's adopted building code., provided, however, that appeals shall only be permitted after payment of filing fees in accordance with Ordinances governing the same.

26-1.10 Filing Fees: Fees for building permits shall be set by resolution of the Board of Aldermen.

26-1.11 Enforcement: In addition to any other method of enforcement of these regulations, the following enforcement procedures may be invoked:

1. A permit may be revoked and/or a "stop construction" order posted on the building or structure by the Director of Community Development at any time prior to the completion of a building or structure for which the same was issued, when it shall appear to the Building Inspector that the same was procured by false representation, or that any of the provisions of these regulations or those specified by the adopted building codes of the City of Raytown are being violated. Provided, however, twenty-four (24) hours, written notice of such revocation shall be served upon the owner, his agent or contractor, or upon any person employed upon the building or structure for which such permit was issued, and thereafter no such construction shall proceed.
2. Upon the failure, refusal or neglect of any owner, his agent, contractor or duly authorized representative to secure such permit as required by these regulations and pay the prescribed fee therefore, as herein provided, the Director of Community Development shall post a "stop construction" order on any and all buildings or structures involved. Further, no construction shall proceed until and unless said owner, his agent, contractor or fully authorized representative secures such permit as required by these regulations and pays the prescribed fee therefore.

26-1.12 Building Permit Validity: A permit shall expire one (1) year after issuance but may be renewed upon application and for good cause shown for periods of not more than one hundred eighty (180) days each by the Director of Community Development.

Section 26-2. Use Permit and Certificates of Occupancy

26-2.01 Use Permit: No building or land shall be occupied or used except for agricultural uses, until a Use Permit shall have been issued by the Director of Community Development. Each Use Permit shall state that the building or proposed use of a building or land complies with all the building and health laws and Ordinances and with the provisions of these regulations. A record of all Use Permits shall be kept on file in the office of the Director of Community Development, and copies shall be furnished on request to any person having a proprietary or tenancy interest in the building affected.

26-2.02 Certificate of Occupancy for a Building: Certificate of occupancy for a new building or the alteration of an existing building shall be issued in accordance with the provisions specified in the City of Raytown adopted building code.

26-2.03 Use Permit for a Non-Conforming Use: A Use Permit shall be required for all non-conforming uses.

Section 26-3. Joint Review Committee

26-3.01 Joint Review Committee; Membership

The JRC consists of various entities that provide services within the City. These entities may include, but are not limited to, the following:

1. Raytown Community Development Department
2. Raytown Public Works Department
3. Raytown Water Company
4. Public Water Supply District Number 2
5. Missouri Public Service
6. Kansas City Power & Light
7. AT&T
8. Missouri Gas Energy
9. Raytown Police Department
10. Raytown Fire Department
11. Raytown Parks Department
12. Raytown Emergency Medical Service (EMS)
13. Raytown Consolidated School District Number 2
14. Missouri Department of Transportation
15. Comcast

26-3.02 Joint Review Committee Pre-Application Meetings

Prior to formally submitting a Preliminary Site Plan application, the applicant shall meet with the Joint Review Committee. The following

describes the review, consideration, when applicable, recommendation and approval process of the Joint Review Committee:

1. Pre-Application Meeting:
 - A. Provide the applicant with information that will need to be addressed in the application;
 - B. Allow the applicant the ability to ask questions;
 - C. Provide the applicant with a better understanding of the development and review process and applicable meeting dates; and.
 - D. Provide applicable City of Raytown Creating Quality Places Principles Checklist.
2. Application Submittal.
 - A. Applicant submits completed application and all necessary attachments, including a completed Creating Quality Places Checklist, to the Community Development Department.
 - B. The Community Development Department distributes submitted copies of application and attachments to the Joint Review Committee members for their review.
 - C. Joint Review Committee members review the application and attachments and prepare its review comments.
 - D. Joint Review Committee members provide their respective review comments or recommendation for approval to the Community Development Department so that all comments can be incorporated into the Department's review comment letter.
 - E. The Community Development Department drafts review comments letter, if necessary, and sends to applicant or the applicant's design professional.
3. Review Meeting:
 - A. Joint Review Committee members meet with the applicant and their design professional to review the comments from the Joint Review Committee members;

- B. This Review Meeting allows the applicant and their design professional to ask questions relating to the review comments and review meeting dates and the review/consideration, action process from that point forward.
4. Submittal of Revised Application/Attachments (if necessary):
- A. Following the Review Meeting, the applicant or the applicant's design professional makes the necessary revisions addressing each respective review comment.
 - B. The revised Preliminary Site Plan application is submitted to the Community Development Department.
 - C. The Community Development Department distributes submitted copies of the revised application and attachments to Joint Review Committee members for their review.
 - D. Joint Review Committee members review the revised application and attachments and draft review comments.
 - E. Joint Review Committee members provide their respective review comments or approval of the application and attachments to the Community Development Department so that all comments can be incorporated into the Department's review comment letter.
 - F. If further revisions are necessary, the Community Development Department drafts a new review comments letter and sends it to the applicant or the applicant's design professional.
 - G. Repeat Steps 3 and 4 as necessary until application and attachments are approved by JRC
 - H. During the five (5) business days period during which an appeal of a Preliminary Site Plan may be filed, pursuant to Section 23-10.4, no permits may be issued for the area covered by the Preliminary Site Plan.
5. No Preliminary Site Plan application shall receive consideration by the ultimate decision maker, until the Joint Review Committee has recommended approval of the application.

Section 26-4 Preliminary Site Plans

26-4.01 Preliminary Site Plan; When Required

A preliminary site plan, reviewed and approved by the Joint Review Committee is required only for multi-phase developments, except as specifically otherwise set forth herein. If the development proposed is a single phase development, which also meets the requirements of Section 23-10.01, the applicant needs only comply with the Final Site Plan requirements of Section 23-10, and no Preliminary Site Plan shall be required.

26-4.02 Preliminary Site Plan; Applications - Contents and Submission Requirement

An application for consideration of a Preliminary Site Plan and all necessary attachments shall be submitted to the Community Development Department, which shall distribute the copies of the submitted information to the Joint Review Committee for their review. The application shall contain the following information:

1. All information required by Section 23 of the Comprehensive Zoning Regulations for a rezoning application.
2. North arrow and scale, vicinity map, name of design professional who prepared the drawings, and the seal of a design professional licensed in the State of Missouri.
3. Existing and proposed contours of the site at two (2) foot intervals or less.
4. All existing and proposed internal and adjacent rights-of-way, including location, width, centerline, curb cuts median breaks, turning lanes and radii.
5. All existing and proposed internal and adjacent private drives, including location, width, centerline, curb cuts median breaks, turning lanes and radii.
6. All existing and proposed, internal and adjacent, public and private sidewalks, bicycle paths and trails and pedestrian ways, including location and width.
7. All existing or proposed public or private easements, including location, width and centerline.

8. All existing and proposed buildings or structures, including location, dimensions, number of stories and area.
9. All distances between buildings, buildings and property lines, and building and parking areas.
10. All existing and proposed parking areas, including spaces and handicap spaces, dimensions, and a schedule showing the total number of spaces and handicap spaces.
11. All distances between parking areas, parking areas and property lines, and parking areas and buildings.
12. Area of land in square feet and the ratio of lot coverage.
13. All existing and proposed public and private streets, medians, driveways, curb cuts and turn lanes within 185 feet of the property.
14. Any areas located within the 100-year flood plain.
15. All existing and proposed screening, buffering and or open spaces.
16. All existing and proposed storm water collection, detention, and retention facilities, including location, dimensions, and capacity.
17. Typical elevations of all existing and proposed buildings and structures, including exterior building / structure materials and roofing materials.
18. All existing and proposed signage by location and type (i.e. wall sign, monument sign, etc.).
19. All existing and proposed landscaping, on a separate landscaping plan, including size, species, location and number.
20. All existing and proposed trash enclosures, including location, dimensions and materials.
21. A statement as to whether public utilities are available to the property.
22. An analysis of the capacity of the sanitary sewer receiving system.
23. To the extent that the proposed development will be phased, a phasing schedule.

24. A traffic impact study, sealed by an engineer licensed in the State of Missouri that provides the following applicable level of information:
- A. Level 1 traffic impact study:
 - (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.
 - B. Level 2 traffic impact study shall be provided for any project that is in part or cumulatively projected to generate more than 100 PM peak hour trips. A level 2 traffic impact study shall contain the information as stated in the City of Raytown Permitting, Development, Design Criteria & Technical Specifications Manual.
25. A landscape plan containing the following information:
- A. Scale at 1" = 20' to 50'
 - B. North reference.
 - C. The location and size of all utilities on the site.
 - D. The location of all existing and proposed parking areas.
 - E. The location of all existing and proposed buildings and structures.

- F. The location, condition, size and quantity of all proposed landscaping materials. Plant materials shall be identified by both the common and botanical name.
- G. The location, size and common name of all existing plant materials to be retained. Every effort should be made to retain trees of 12" diameter (at 5 feet above the ground) or larger.
- H. Plant species shall be shown on the plan by indicating their mature crown spread drawn to scale.
- I. The location and common name of 12" diameter or larger (at 5 feet above the ground) trees, which are to be removed.
- J. Notation of all areas to be seeded or sodded.
- K. Location, size and materials to be used for all screening and/or outside trash enclosure areas.
- L. Minimum Standards for Landscaping
 - (1) The minimum landscaping requirements for all uses, excluding single family and duplex development, shall be one (1) tree and two (2) shrubs per 5,000 square feet of total lot area.
 - (2) All portions of the site not covered with paving or buildings shall be landscaped. Open areas not covered with other materials shall be covered with turf or ground cover. Ground cover shall be utilized on all slopes in excess of twenty-five percent (25%).
 - (3) Landscaping of parking lot interiors, exclusive of automobile storage and sales lots, shall be required for lots that are more than one aisle in width in all zoning districts. The trees and shrubs used to meet the requirements of Paragraph (B)1 may not be counted toward this requirement.
 - (a) The minimum requirement for parking lot interior landscaping shall be as follows: not less than two and one-half percent (2.5%) of the total parking lot square footage shall be landscaped. The number of trees used in the parking lot interior shall be not less than one (1) for each

two hundred (200) square feet, or portions, thereof, of required parking lot interior landscaping.

- (b) Interior landscaped area shall be situated within the lot so as to be surrounded by parking lot pavement on at least three (3) sides.
 - (c) Each landscaped area shall contain at least on (1) tree, which is adaptable to the environment of parking areas, and the remaining area shall be landscaped using shrubs, ground cover and other suitable landscaping material.
 - (d) Each landscaped area shall be separated from the pavement material by straight-back concrete curbing or by an integral concrete sidewalk and curb with a vertical face so as to prevent vehicle encroachment and pavement breakup.
26. Any information required by the Director of Community Development to determine whether the Preliminary Site Plan is in compliance with the other ordinances of the City.
27. To the extent that any permitted alternative to the applicable design standards or underlying zoning district regulations is proposed, a narrative stating the section under which the alternative is permitted and an explanation of why the alternative should be approved.
28. The number of full-size copies of the Preliminary Site Plan requested by the Director of Community Development, sufficient to permit review by staff, the Planning and Zoning Commission, and the Board of Aldermen.
29. An electronic copy of the Preliminary Site Plan in a format requested by the Director of Community Development.

26-4.03 Preliminary Site Plan Review

- A. All Other Preliminary Site Plan Review and Consideration
 - (1) Unless required by other sections of the Zoning Ordinance all preliminary site plans shall be reviewed and approved by the Joint Review Committee.

B. 350 Highway Preliminary Site Plan Review

(1) The purpose of this Subsection is to provide for an administratively approved alternative to the conventional site plan approval process where the applicant demonstrates that a Preliminary Site Plan for development or redevelopment in the 350 Highway Overlay District conforms to all of the Level 1 and Level 2 design standards established for that overlay district. It also provides for a streamlined process of consideration and action if the development proposed by the Preliminary Site Plan conforms to all of the Level 1, but not all of the Level 2 design standards. This Section is designed to enable developers, as well as any person contemplating a development project, to:

- streamline the development process:
- provide opportunities to obtain information pertinent to their proposed development in an expedited manner; and
- receive review and action upon plans relating to each development in an expedited manner.

It allows for either a one-step process or a significantly shortened process for consideration of site plans, that satisfy the above requirements, once a Preliminary Site Plan application has been filed with the Community Development Department and completed Joint Review Committee consideration as described within this section.

(2) If the Preliminary Site Plan application conforms to all the Level 1 and Level 2 design standards, the application may be approved by the Community Development Department after receiving input from the Joint Review Committee.

(3) If the Preliminary Site Plan conforms to all the Level 1 design standards, but does not conform to some or all of the Level 2 design standards, the Community Development Department shall prepare a review comment letter of the application that incorporates all

the Joint Review Committee comments. The Preliminary Site Plan application, all associated information and Community Development Department review letter shall be submitted to the Planning and Zoning Commission in accordance with the schedule for submission of items to be considered at a Planning and Zoning Commission meeting established by the Planning and Zoning Commission and shall be simultaneously provided to the applicant or the applicant's design professional. The Planning and Zoning Commission shall hold a public hearing on the Preliminary Site Plan application. Notice of the public hearing shall be provided as required by Section 23-4.02. The Planning and Zoning Commission may approve, conditionally approve or deny the Preliminary Site Plan application. If the Planning and Zoning Commission denies the application, reasons for the denial shall be provided, in writing, to the applicant by the Planning and Zoning Commission within ten business days of the denial.

- (4) If the Preliminary Site Plan application does not conform to all of the Level 1 design standards or proposes modifications to the underlying district regulations or design standards, pursuant to Sec. 23-9.5, review and consideration of the Preliminary Site Plan by the Planning and Zoning Commission and Board of Aldermen shall be in the same manner as that required for approval of a rezoning as specified in Section 23 of the Comprehensive Zoning Regulations. Approval of a Preliminary Site Plan by the Board of Alderman shall be in the form of an ordinance.

C. The ultimate decision maker shall not approve any Preliminary Site Plan if it is determined that the following review criteria are not satisfied:

- (1) The site is capable of accommodating the building(s) parking areas and drives with appropriate open space and landscaping;
- (2) The Plan provides for safe and easy ingress, egress and internal traffic circulation and effectively manages access to 350 Highway;

- (3) The development shown on the Plan will not adversely affect the safety and convenience of vehicular, bicycle and pedestrian circulation in the vicinity, including traffic reasonably expected to be generated by the proposed use(s) in the area;
- (4) An appropriate degree of harmony, scale and character will prevail between the architectural quality of the proposed building(s) and the surrounding areas and neighborhoods, including, but not limited to signage.
- (5) The Plan is consistent with good land planning and site engineering design principles;
- (6) The Plan is sensitive to the natural feature and environment;
- (7) The Plan will enhance the long-term vitality and attractiveness of the Corridor.
- (8) The Plan is consistent with the City's Comprehensive Plan including the vision, goals and objectives of the 350 Highway/Blue Parkway Corridor Plan, the Official Street Map, Central Business District Plan, and other adopted planning policies;
- (9) Necessary rights-of-way for any abutting roadways that are roughly proportionate to the demand for land needed for rights-of-way created by the development proposed by the Plan; and
- (10) The Plan provides for adequate public facilities to serve proposed and existing development.

D. The Planning and Zoning Commission or the Board of Aldermen may increase the requirements of this Section 26 where necessary for:

- (1) The protection of public health, safety and welfare; or
- (2) The normal and orderly development of the subject property and surrounding properties.

26-4.04 Revised Preliminary Site Plan; Review and Consideration.

1. Where a Preliminary Site Plan has been approved, a substantial change to the Preliminary Site Plan may be approved only in the same manner as that required for approval of the original Preliminary Site Plan.
2. Where a Preliminary Site Plan has been approved, a change, which is not a substantial change, may be approved in writing by the Director of Community Development.

26-4.05 Definition of substantial change

For purposes of this Section, a "substantial change" shall mean:

1. With respect to a change to an approved preliminary site plan, including but not limited to a preliminary site plan that is in the 350 Highway Overlay District:
 - A. A change that rearranges the overall layout of buildings, structures, parking areas or open space;
 - B. A change that increases the density of any residential development by 10% or more;
 - C. A change that increases the amount of impervious surface of a commercial development by 10% or more;
 - D. A change that increases or decreases the floor area or footprint of any building by 10% or more;
 - E. A change that increases or decreases the height of any building by 25% or more;
 - F. A change of the primary exterior building or roofing materials from one type of material to another type of material;
 - G. A change to the coverage area for a particular type of exterior building material by 10% or more
 - H. A change in patterns or phases of development that will impose greater demands on public infrastructure, including streets, storm water or sanitary sewer facilities;

- I. An increase or decrease of any setback by 25% or more, provided that an increase or decrease of one (1) foot or less shall not be considered a substantial change and may be approved by staff, provided that the staff shall document the same in writing, and an increase or decrease of more than one (1) foot but less than 25% may be approved by the Planning and Zoning Commission;
 - J. A decrease of an individual open space area by 10% or more; and
 - K. An compliance with the criteria set forth above, the Community Development Director, in his/her sole discretion may determine that changes are significant enough to constitute a "substantial change". If the Community Development Director so determines, the decision shall be put in writing; Modification of Underlying District Regulations or Design Standards
2. In addition to the above criteria determining a substantial change, the following shall also constitute a substantial change of an approved preliminary site plan in the 350 Highway Overlay District:
- A. Any change that results in an approved Preliminary Site Plan that conformed to all the Level 1 and Level 2 design standards not conforming to all of these standards; or
 - B. Any change that results in an approved Preliminary Site Plan that conformed to only the Level 1 design standards not conforming to all the Level standards.

26-4.06 Duration of the Preliminary Site Plan.

Approval of the preliminary site plan shall be valid for two (2) years from the date of its approval by the ultimate decision maker. Upon request of the applicant and approval by the original decision maker, the duration of approval may be extended for additional periods of time as long as no period of time is for more than one (1) year. The filing and approval of a final site plan for any phase of the area contained in the preliminary site plan shall extend the period of the validity an additional two (2) years.

Section 26-5 Final Site Plans

26-5.01 Final Site Plan; When Required

A Final Site Plan, reviewed and approved by the decision maker of the preliminary site plan, except as specifically otherwise set forth in this Chapter, is required prior to any development on property, in all of the following instances.

1. A multi-phased development.
2. The rezoning of:
 - A. Any property to a commercial district or from one commercial district to another commercial district; or
 - B. Any property to a residential district if more than two dwelling units are located on a single lot.
3. Construction of a new building or structure if:
 - A. The property is zoned commercial; or
 - B. The property is zoned residential and more than two dwelling units are located on a single lot.
4. Construction of an expansion or enlargement to an existing building or structure if:
 - A. The property is zoned commercial; or
 - B. The property is zoned residential and more than two dwelling units are located on a single lot.
5. An application for a conditional use permit.
6. Exceptions to the above-specified requirements for submittal of a Preliminary Site Plan are as follows:
 - A. The Community Development Director may approve an exception to the requirement of a Preliminary Site Plan for the expansion or enlargement of an existing building or structure if the new development is less than 25% of the floor area of the existing building or structure; the enlargement or expansion will not increase traffic; and is not adjoining a street right-of-way.
 - B. No Preliminary Site Plan is required where the City initiates a rezoning of property.

7. Where a Preliminary Site Plan is not required, the applicant shall submit the information requested by the Director of Community Development, sufficient to determine whether the development is in compliance with any applicable design standards.

26-5.02 Final Site Plan; Applications - Contents and Submission Requirements

An application for consideration of a Final Site Plan shall contain the following information. If no Preliminary Site Plan is required by Section 23-10.1, the Final Site Plan, in addition to all the other requirements contained in this Subsection, shall contain all the Preliminary Site Plan requirements of Section 23-102.

1. North arrow and scale, vicinity map, name of design professional who prepared the drawings, and the seal of a design professional licensed in the State of Missouri.
2. Existing and proposed finish grades of the site at intervals of two (2) feet or less.
3. All existing and proposed internal and adjacent rights-of-way, including location, width, centerline, curb cuts, median breaks, turning lanes and radii.
4. All existing and proposed internal and adjacent private drives, including location, width, centerline, curb cuts, median breaks, turning lanes and radii.
5. All existing and proposed, internal and adjacent, public and private sidewalks and pedestrian ways, including location and width.
6. All existing or proposed public or private easements, including location, width and centerline.
7. All existing and proposed buildings or structures, including location, dimensions, number of stories and area.
8. All distances between buildings, buildings and property lines, and building and parking areas.
9. All existing and proposed parking areas, including spaces and handicap spaces, dimensions, and a schedule showing the total number of spaces and handicap spaces.

10. All distances between parking areas, parking areas and property lines, and parking areas and buildings.
11. Area of land in square feet and percentage of green space.
12. All existing and proposed public and private streets, medians, driveways, curb cuts and turning lanes within 185 feet of the property.
13. Any areas located within the 100-year flood plain.
14. All existing and proposed screening, buffering and open spaces.
15. All existing and proposed storm water collection, detention, and retention facilities, including location, dimensions, capacity and final plans, along with erosion control plans.
16. Elevations of all existing and proposed buildings, including exterior building and roofing materials.
17. All existing and proposed landscaping, on a separate landscaping plan, including size, species, location and number.
18. Location, dimensions, size and materials for any existing and proposed retaining walls.
19. Drawings showing the location, dimensions, size, type and materials for all exterior signage.
20. All existing and proposed trash enclosures, including location, dimensions and materials.
21. A statement from each applicable public utility that the site either is or will be served by the public utility.
22. Final analysis of the capacity of the sanitary sewer receiving system and final sanitary sewer plans.
23. Location of existing and proposed fire hydrants.
24. Location, dimensions and materials for all ground and rooftop mechanical equipment and screening.

25. A traffic impact study, sealed by an engineer licensed in the State of Missouri that provides the following applicable level of information:
- A. Level 1 traffic impact study:
- (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.
- B. Level 2 traffic impact study shall be provided for any project that is in part or cumulatively projected to generate more than 100 PM peak hour trips. A level 2 traffic impact study shall contain the information as stated in the City of Raytown Permitting, Development, Design Criteria & Technical Specifications Manual.
26. To the extent that the proposed development will be phased, a notation or other indication to which the final site plan applies.
27. A landscape plan containing the following information:
- A. Scale at 1" = 20' to 50'
 - B. North reference.
 - C. The location and size of all utilities on the site.

- D. The location of all existing and proposed parking areas.
- E. The location of all existing and proposed buildings and structures.
- F. The location, condition, size and quantity of all proposed landscaping materials. Plant materials shall be identified by both the common and botanical name.
- G. The location, size and common name of all existing plant materials to be retained. Every effort should be made to retain trees of 12" diameter (at 5 feet above the ground) or larger.
- H. Plant species shall be shown on the plan by indicating their mature crown spread drawn to scale.
- I. The location and common name of 12" diameter or larger (at 5 feet above the ground) trees, which are to be removed.
- J. Notation of all areas to be seeded or sodded.
- K. Location, size and materials to be used for all screening and/or outside trash enclosure areas.
- L. Minimum Standards for Landscaping
 - (1) The minimum landscaping requirements for all uses, excluding single family and duplex development, shall be one (1) tree and two (2) shrubs per 5,000 square feet of total lot area.
 - (2) All portions of the site not covered with paving or buildings shall be landscaped. Open areas not covered with other materials shall be covered with turf or ground cover. Ground cover shall be utilized on all slopes in excess of a four to one slope.
 - (3) Landscaping of parking lot interiors, exclusive of automobile storage and sales lots, shall be required for lots that are more than one aisle in width in all zoning districts. The trees and shrubs used to meet the requirements of Paragraph (B)1 may not be counted toward this requirement.

- (a) The minimum requirement for parking lot interior landscaping shall be as follows: not less than two and one-half percent (2.5%) of the total parking lot square footage shall be landscaped. The number of trees used in the parking lot interior shall be not less than one (1) for each two hundred (200) square feet, or portions, thereof, of required parking lot interior landscaping.
 - (b) Interior landscaped area shall be situated within the lot so as to be surrounded by parking lot pavement on at least three (3) sides.
 - (c) Each landscaped area shall contain at least one (1) tree, which is adaptable to the environment of parking areas, and the remaining area shall be landscaped using shrubs, ground cover and other suitable landscaping material.
 - (d) Each landscaped area shall be separated from the pavement material by straight-back concrete curbing or by an integral concrete sidewalk and curb with a vertical face so as to prevent vehicle encroachment and pavement breakup.
28. Any other information required by the Director of Community Development to determine whether the Final Site Plan is in compliance with the ordinances of the City.
29. To the extent that an alternative to an applicable design standard is specifically permitted by the terms of these Comprehensive Zoning Regulations, and the applicant is seeking approval of an alternative, a statement of the specific section under which an alternative may be approved and a narrative of how the proposed alternative will meet the intent of the applicable design standard.
30. To the extent that any change from the Preliminary Site Plan is proposed, a narrative explaining why the proposed change is not a substantial change.
31. A copy of the Preliminary Site Plan reduced to 8 1/2 by 11.
32. The number of full-size copies of the Final Site Plan requested by the Director of Community Development, sufficient to permit

review by staff, the Planning and Zoning Commission, and the Board of Aldermen.

33. An electronic copy of the Final Site Plan in a format requested by the Director of Community Development.

26-5.03 Final Site Plan; Review and Consideration

1. With respect to a 350 Highway Overlay District Preliminary Site Plan:
 - A. A final site plan containing no substantial changes from the approved Preliminary Site Plan shall be considered by the ultimate decision maker of the Preliminary Site Plan, as set forth in Sec. 26-4.03.
 - B. A final site plan containing substantial changes from an approved preliminary site plan shall be considered and acted on by the Board of Aldermen.
 - C. A final site plan containing substantial changes from an approved preliminary site plan shall not be approved if it is determined that the criteria of Sec 26-9.05 are met.
2. With respect to all other Final Site Plans
 - A. A final site plan containing no substantial changes from the preliminary site plan may be reviewed and acted on by the Joint Review Committee unless otherwise required by another section of the Zoning Ordinance.
 - B. A final site plan containing substantial changes from an approved preliminary site plan shall be considered and acted on by the decision maker that granted approval to the preliminary site plan.
 - C. The Joint Review Committee, Planning and Zoning Commission or Board of Aldermen may approve, conditionally approve, or deny a final site plan application.

26-5.04 Final Site Plan; Duration

Approval of a Final Site Plan shall be valid for a period of twelve (12) months from the date of approval by the ultimate decision maker, except that:

1. If a building permit is issued for construction within the area covered by the final site plan. and substantial construction is commenced, the final site plan shall be valid so long as the building permit is valid.
2. The Community Development Director, after receiving input from the Joint Review Committee, may approve an extension not to exceed twelve (12) months at the applicant's request.
3. The Joint Review Committee, or other applicable decision maker, may approve an alternative-phasing plan that specifies the period for which the final site plan shall be valid, either as part of the preliminary site plan approval at the applicant's later request.

26-5.05 Final Site Plan; Appeal of Planning and Zoning Commission Decision

1. An applicant may appeal the decision of the Joint Review Committee to approve, conditionally approve or deny a final site plan to the Planning & Zoning Commission by filing a written request with the Director of Community Development no later than five (5) business days after the Joint Review Committee's decision. Upon receipt of a proper and timely appeal from the applicant, the Director of Community Development shall place the final site plan application on a Planning & Zoning Commission meeting agenda, for review. The item shall be placed on the agenda for a regularly scheduled meeting of the Planning & Zoning Commission no sooner than twelve (12) calendar days and no later than forty-two (42) calendar days after receipt of the appeal. In no event shall the Planning & Zoning Commission be required to schedule a special meeting to hear the appeal.
2. A member of the Board of Aldermen may appeal a decision of the Planning and Zoning Commission to approve, conditionally approve or deny a final site plan to the Board of Aldermen by filing a written request with the City Clerk no later than five (5) business days after the Planning and Zoning Commission's decision. Upon receipt of a proper and timely appeal from a member of the Board of Aldermen, the City Clerk shall place on a Board of Aldermen meeting agenda, a discussion item regarding whether the full Board will hear the appeal. The discussion item shall be placed on the agenda for a regularly scheduled meeting of the Board of Aldermen no sooner than seven (7) calendar days and no later than thirty (30) calendar days after receipt of the appeal. In no event shall the Board of Aldermen be required to schedule a special meeting to hear the discussion item. If a majority of the Board of

Aldermen agrees to hear the appeal, the final site plan application shall be placed on the agenda for the following, regularly scheduled meeting of the Board of Aldermen.

If the decision of the Planning and Zoning Commission is reviewed by the Board of Aldermen, the Board of Aldermen may approve, conditionally approve or deny a Final Site Plan application in the same manner as provided for review and approval by the Planning and Zoning Commission. No public hearing is required.

3. During the five (5) day period during which an appeal may be filed, no permits may be issued for the area within the Final Site Plan.

Section 26-6 Relationship to subdivision design and improvement standards.

Except as otherwise provided, the processing and consideration of a Site Plan application for land covered by the 350 Highway Corridor Overlay District shall be separate from the platting procedures of Section 22, and the site plans required by Chapter 23 shall not be construed as plats. Subdivision approval shall generally follow rezoning and/or site plan approval. Re-subdivision may be required as a condition of approval of the site plan.