



**PUBLIC INFRASTRUCTURE PLAN SUBMITTAL CHECKLIST – PART A  
INFORMATION BULLETIN NO. IB159 (Revised 08-25-2008, 01-06-2010)  
City Planning & Development Department - Development Services (CPD-DS)  
City of Kansas City, Missouri <http://www.kcmo.org/codes/>**

**\* \* \* REVISED AND NEW LANGUAGE SHOWN IN RED \* \* \***

**\* \* \* This document is currently in a 45day comment period – send all comments to  
[dion\\_waldon@kcmo.org](mailto:dion_waldon@kcmo.org) - see existing version at:**

**[http://www.kcmo.org/idc/groups/cityplanningdevelopmentdiv/documents/cityplanninganddevelopment/ib159\\_old82508.pdf](http://www.kcmo.org/idc/groups/cityplanningdevelopmentdiv/documents/cityplanninganddevelopment/ib159_old82508.pdf) \* \* \***

**IMPORTANT – NEW STREAM BUFFER AND BUFFER PLAN SECTION**

See Part 14, page 12.

On August 21, 2008, the City Council passed Committee Substitute for Ordinance Nos. 080736 and 080770 and establishing an effective date of February 14, 2009 relating to stream buffers and conservation development, respectively. The City Council subsequently passed Committee Substitute for Ordinance Nos. 081033 creating the new development code and transitioning the Chapter 65 Sections and Chapter 80, Sections 80-209-01 through 80-209-06 into the Ch 88 Section 415 and Section 410 respectively. The following link will take you to City Clerk's webpage where the ordinances can be viewed. The affected streams have been inventoried and are identified by a blue line on the Kansas City Natural Resources Protection Maps that can be found on the LDD webpage at: <http://www.kcmo.org/CKCMO/Depts/CityPlanningandDevelopment/NaturalResourceProtectionMaps/index.htm> under the "Stream Setbacks and Regulated Buffers" heading. Chapter 88-415 mandate preliminary and final buffer plans. Stream buffers, with or without the inclusion of Conservation Development, are now requirements for development in Kansas City, Missouri, depending on certain criteria and conditions outlined in Section 88-415-02-A through F.

City staff is trained, qualified and available to perform riparian woodland delineations for a reasonable fee, or they may be performed by a third party qualified to perform such delineations. Developers and Applicants should review these ordinances along with supporting training guides provided by the City at:

<http://www.kcmo.org/CKCMO/Depts/CityPlanningandDevelopment/DevelopmentServices/StreamBufferOrdinance/index.htm>  
before making preliminary and final buffer plan submittals and/or undertaking a conservation development.

The provisions of ordinance nos. 080766 and 080903 offer the applicant the option of requesting an expedited review. If an expedited review is requested, the plan review fee that accompanies the initial plans and documents submittal will be doubled. The benefit of the expedited review is that the allocated plan review times are reduced to one-half the standard allocated review times. Awarding of an expedited review is at the discretion of the Director based on the current workload and availability of resources.

**IMPORTANT – NEW STORM WATER QUALITY ANALYSIS ADDED**

See Part 12, page 11 and 12.

On October 9, 2006, the City's Department of Public Works Standards Committee adopted the BMP - Manual of Best Management Practices for Stormwater Quality. There has been some recent confusion regarding what is required when there is no change in impervious conditions for a redevelopment site, and when the disturbance area is relatively small or insignificant. This checklist has been updated to reflect key information to help address this requirement. Please note, internal discussions are taking place regarding the adoption of this Manual, to address recent concerns, so if you have concerns or questions, please notify the Land Development Division Manager, by phone or e-mail (Dion E. Waldon, PE MPA 816.513.2604 or [dion\\_waldon@kcmo.org](mailto:dion_waldon@kcmo.org)).

The document can now be saved and edited like a form. Our division is giving this a try to see if this helps simplify the application process. Please let us know if this is or is not working for you, or if you have any problems.

Finally, the City's Information Technology Department recently updated the City's Website, and consequently many of our reference links to website pages have changed.

**Part A - Checklist Overview and Instructions (Read Part A before completing Part B or Part C of the Checklist):**

Please visit the LDD website <http://www.kcmo.org/CKCMO/Depts/CityPlanningandDevelopment/DevelopmentServices/LandDevelopmentEngineeringStandards/index.htm> before every submittal to verify all requirements prior to submittal.

1. **Introduction:** Use of the IB159 is mandatory to expedite Quality Control Review (QCR) and plan review processes for public infrastructure plan submittals for construction permits issued by CPD-DS. Not every project will require a review by every City department. The IB159 checklist offers guidance for specific project types and is not intended to be a comprehensive list of every item that may be required during the plan review process. Plan review time allotments represent the time for completion of reviews only and may not represent the actual total time required for documents and plans to be found in general compliance. **The Owner**

**and Design Professional are responsible for compliance with the requirements of the Code of Ordinances of Kansas City, MO. Timely compliance depends upon the accuracy and completeness of submittals.**

2. **Missouri-Registered Professional Engineer/Certificate of Authority:** A Missouri-registered Professional Engineer must certify the completeness of submittals and their compliance with applicable standards; therefore the Engineer must review and coordinate the various **plan components** prepared by **each member** of the design team. **Additionally, Missouri Regulation No. 20 CSR 2030-10.010 states that “if you are a business corporation, professional corporation or limited liability company, and you provide in the State of Missouri any architectural, engineering, land surveying or landscape architecture service, you will be required to have a Certificate of Authority with the Missouri Board for Architects, Professional Engineers, Professional Land Surveyors and Landscape Architects”.** The printed name, discipline and Certificate of Authority number of the corporation must be clearly displayed in the title block of the plans.

3. **The Development Assistance Team (DAT)** is a group of representatives from most City departments involved in the land development process. DAT meetings are optional, free of charge and provide preliminary and informal information and schedules for development as well as explanations of the related applications and procedures. Contact the Business Assistance Center, (816) 513-2880 for further information **or to schedule a DAT meeting.**

4. **City Plan Commission/City Council Rezoning/Plat Approval Processes:** Public infrastructure plan reviews are required as conditions of approval established by a development plan, rezoning, preliminary or final plat application. The IB159 checklist **and the project’s specific SE01 KivaNet permit activities (see Req’d Plan Review Types & Status)** identifies the documents required to accompany these applications to assure a complete submittal. Review of public infrastructure plans are ministerial. Until conditions of approval for rezoning or platting are established by the City Council, a full review for code compliance cannot be accomplished.

5. **Timing of Submittals:** Unless the applicant receives authorization to the contrary, applications and construction plans for public infrastructure review cannot be accepted until the final plat application has been accepted by the CPD-Planning Services, Development Management Division (CPD-PS-DMD) and the City Plan Commission has provided the recommended conditions of approval.

6. **Supplemental Permits:** Permits from departments other than CPD may be required. For instance, Air Quality Permits are issued by the Health Dept. Traffic Control Permits and Excavation Permits are issued by the Public Works Dept. (PWD). Wastewater Discharge Permits are issued by the Water Services Dept. Each requires separate applications and processing. It is recommended that the applicant research requirements for non-CPD permits and contact the appropriate department(s).

**Building Permit Plans and Watermain Extension Plans are not submitted as public infrastructure plans:**

1. **Building Plans** – are reviewed and permitted by CPD-DS-Plans Review Division. Reference “Information Bulletin No. 110 – Checklist for Building Permit Plans Submittal” available online at [www.kcmo.org/codes](http://www.kcmo.org/codes).
2. **Watermain Extensions and Fire Hydrant Installations** – are reviewed and permitted by David Powell, Water Main Extensions, Systems Engineering Division, Water Services Dept., (816) 513-0315, 4800 E. 63rd Street, Room 201, Kansas City, Missouri 64130.

7. **Site Disturbance Permit:** Projects that will disturb an area equal to or greater than one acre require a Site Disturbance Permit for installation of BMP’s and erosion control measures for site disturbance associated with another permit type. This permit must be issued prior to any other permit. Additionally, the permits that cause the site disturbance activity shall also be issued simultaneously with the Site Disturbance Permit. Therefore, Site Disturbance Plans and associated permits required for public infrastructure are required as part of any first submittal for public infrastructure plan review. **Submittal of the Site Disturbance, Public and Private Grading, critical portions of the Public Storm Sewer Improvement Plan, and the storm study may be made prior to and independently of the other required public infrastructure document to enable mass grading to begin in advance of the rest of the public improvements submittal. An application for private grading must also accompany the Site Disturbance Permit Application.**

8. **Initial Submittal:** Plans must be of adequate size to provide legible text, dimensions and detail. Plans, specifications, calculations, soils reports and storm drainage studies must bear the wet-seal (non-photocopied) of a Missouri-registered Professional Engineer on the first sheet of each design discipline. **Completed Checklist (Part B, pages 7-15) must accompany the submittal, as well as the number of plan sets shown on sheet 8 of this form. Review KivaNet project assigned SE01 permit if available or contact LDD before submitting to assure required documents or plans are submitted and to further assist in the use of this IB159 Checklist.**

9. **Resubmittal:** Resubmittals will not be accepted without: 1) Resubmittal Form (Part C, pages 16 & 17) signed by a Missouri-registered Professional Engineer, 2) comment response letter explaining what changes were made to the plans as a result of plan review comments, 3) required number of plan sets. Contact plan reviewer, if necessary, for number of plan sets or to clarify review comments and requirements.

10. **Review Comment Resolution (RCR):** RCR is a meeting held between the **Developer/Owner**, Plan Reviewer and the applicant to clarify and reach agreement **as to how** the applicant intends to address plan review deficiency comments so the next re-submittal

can most likely be found “In General Compliance”. Whether the RCR is optional or required, as defined below, it is the objective of RCR to reach an agreement as stated above. There are two types of RCR:

**Optional RCR** – After receiving the Plan Reviewer’s deficiency comments from the first submittal review, the applicant may choose to schedule an RCR with the Plan Reviewer for the purpose of explaining how they plan to address the deficiencies so that the first resubmittal (second submittal) will likely be found “In General Compliance”. The applicant must bring a draft copy of the comment response letter to the RCR so proposed plan revisions can be discussed.

**Required RCR** - When the first resubmittal (second submittal) fails to satisfactorily address all review deficiency comments from the first submittal review, the Plan Reviewer will schedule a mandatory RCR with the applicant to discuss what issues were not adequately addressed. This should assure that the second resubmittal (third submittal) adequately addresses the items not addressed in the prior submittal and to resolve noncompliance issues. A resubmittal fee, as authorized by Ordinance Nos. 080766 and 080903 will be added to the permit fees as part of the second resubmittal.

Questions on or interpretations of plan review deficiency comments and issues concerning compliance with the Code of Ordinances should be referred to the plan reviewer prior to the RCR. RCR’s will be documented and a one-week plan review time will be allotted after resubmittal.

**11. Permits, Licenses, Bonding and Insurance:** After plans are found “In General Compliance”, permits can be issued to the developer/owner, property owner, owner’s representative or a contractor.

Permittees must have a valid business license issued by the Business License Division of the Finance Department.

Permittees who obtain permits on behalf of the developer assumes and accepts all risk and responsibility for successful completion of the permitted work in compliance with adopted standards and requirements. The consideration received by the permittee is the issuance of the permit authorizing work to be performed and the satisfaction of the improvement obligation allowing the plat to be released for recording, if applicable. The Code stipulates that when a contractor/permittee obtains a permit, the contractor shall complete the work at their expense. Effectively, in this situation, the contractor becomes the developer. Additionally, the permitted work shall endure without the need of “any repairs” until the permitted work is accepted for ownership, operation and maintenance by the City after completion of the maintenance period. Typically, this is accomplished through the use of a performance and maintenance bond, except for street light performance which require only a performance bond..

Insurance requirements vary by permit type and may be required for permit issuance. These obligations will be determined during the plan review process.

**12. CPD-DS Quality Control Review (QCR):** Submittals for public infrastructure improvements are processed by the QCR group of the Land Development Division. QCR is allotted two (2) working days for processing. If the submittal is determined to be incomplete, applicants will be informed of the additional information required and supplemental QCR fees may be required per ordinance no. 080766. **QCR will not activate plans for technical review without the following,** (additional items may also be requested):

1. Plan review fees in accordance with Ordinance Nos. 080766 and 080903, equal to 3.65% of the engineer’s wet-sealed cost estimate.
2. Required number of plan sets, specifications, storm drainage studies and other required documents.
3. Completed Submittal Checklist Form - Part B.
4. Complete infrastructure plans, design information, a detailed bar chart-type construction schedule, multi-phased site disturbance activities and the application, including any associated public and private grading, as well as any detention basin grading and any permanent storm sewer piping associated with the detention basin (when proposed with site disturbance activities.)
5. Separate wet-sealed engineer’s cost estimates for public and private construction and permit valuations with relevant information (prepared in accordance with State of Missouri law section: 4 CSR 30-3.030).
6. Developer/Owner’s signature block, with contact information including e-mail address and the number of contracts (permits) proposed by the project with original signature (non-photocopied).
7. A wet seal on all plans and engineering document by a Missouri-Registered professional.
- ~~8. Copy of the controlling ordinance, CPC case number or CPD-DS LDD Plats Review Committee comments.~~
- ~~9. Application for variances submitted to the CPC or PZ&E Committee of the City Council.~~
8. Executed and recorded copies of all separate easements, with exhibits, required and not dedicated on the plat.

Please direct submittals to the 5<sup>th</sup> floor of City Hall:

**City Planning and Development Department - Development Services**

**Attn: Sy Noorbakhsh, C.B.O. Supervisor of Plans Management**

**Permits Division, Plans Management Branch**

E-mail: [sy\\_noorbakhsh@kcmo.org](mailto:sy_noorbakhsh@kcmo.org)

**Kansas City, Missouri 64106**

Tele:

(816) 513-1500 #4

CPD-DS-LDD will forward comments to the applicant as they become available. When full or partial compliance is determined, CPD-DS-LDD will advise the applicant of the availability of permits.

13. **“As-Built” Drawings:** “As-built” drawings, prepared in conformance with the PWD’s “Plan Presentation Criteria and Procedure” (available at <http://www.kcmo.org/codes.nsf/web/LDDstandardspolicies?opendocument>), are required prior to the City authorizing any service connections to the public main or issuance of written notification of the beginning of the maintenance period. Contact CPD-DS-LDD–Inspections Branch for status of the construction inspector’s agreement with this status change as indicated on the permit inspection activity signoff. A “Request for As-builts” letter will be sent to the design professional. Submit drawings, a copy of the “Request for As-builts” letter and a Resubmittal Form (Part C, page 16) to the QCR group to the attention of the Land Development Division. Preparation and submittal of “As-built” drawings is the responsibility of the permittee and an obligation under the performance bond, but it can also be prepared and submitted by the design professional at the permittee’s option.

14. **Easement Releases and Right-of-Way Vacations:** Specific instructions on the process to request the release of an easement or the vacation of public right-of-way can be found in Section 75 of the Code of Ordinances, including fees paid upon application for easement release to Land Development Division. Plat and right-of-way vacation applications are filed with Development Management on the 15<sup>th</sup> Floor of City Hall at telephone (816) 513-2846.

15. **KivaNet and other online resources:** Following submittal of plan review applications, the status of the review can be monitored online through KivaNet at <http://kivaweb.kcmo.org/kivanet/2/index.cfm>. The City’s home page at <http://www.kcmo.org/CKCMO/index.htm> can also provide KivaNet access by clicking **drop down next to the FIND box on the left margin and selecting KIVAnet**, or directly at <http://www.kcmo.org/codes.nsf/web/devels>. Also under the main page header click on BUSINESS and select “Development Assistance.” This page includes links to the majority of services available in the development process, including the Public Works “Plan Presentation Criteria and Procedure.” When the review is complete, the plan reviewer will notify the applicant, using the applicant’s preferred contact method, of the specific KivaNet review website and permit number and type.

16. **Assessor’s Parcel Numbers (APN):** To expedite the QCR processing and plan reviews, use KivaNet to locate the property and use the “GIS Map” links to verify the location. When the location on the GIS maps is verified, use the “Parcel Info” tool to select the parcels and view the Parcel APN. Include the applicable APN’s in the application form located in Part B of the checklist.

17. The following City Departments and Agencies may have plans routed to them for review:

**CITY PLANNING & DEVELOPMENT DEPARTMENT:**

**Development Services – Land Development Division**

Dion Waldon, P.E., Division Manager-Land Development Division [dion\\_waldon@kcmo.org](mailto:dion_waldon@kcmo.org)  
TEL (816) 513-2604

5th Floor, City Hall, 414 E. 12th Street, Kansas City, MO 64106 FAX (816) 513-2548

**Projects requiring review:** site disturbance, public street, sidewalk and drives, public storm sewers, public sanitary sewers, private improvements that will impact existing public facilities, easements and rights-of-way.

**Applicable Codes and Ordinances:**

- Sewers and Sewage Disposal**, Chapter 60, Code of Ordinances
- Storm Water Management**, Chapter 63, Code of Ordinances
- Streets, Sidewalks and Public Places**, Chapter 64, Code of Ordinances
- Subdivisions**, Chapter 66, Code of Ordinances
- Vacation of Streets, Alleys, Plats and Easement**, Chapter 75 Code of Ordinances
- APWA 5600 – As amended**
- Erosion and Sediment Control Specifications**, APWA Sections 2100 and 5100, as amended

**Estimated Plan Review Turnaround:** 90% of submittals within 4 weeks or less  
90% of resubmittals within 2 weeks or less  
90% review comment resolution resubmittals within 1 week or less

**Development Services - Plans Review Division**

Gary Marker, R.A., Division Manager of Plans Review [gary\\_marker@kcmo.org](mailto:gary_marker@kcmo.org) (816) 513-1500  
2nd Floor, Oak Tower, 324 East 11th Street, Kansas City, MO 64106 FAX 513-1485  
Code Questions Line (816) 513-1511

**Projects requiring review:** Grading and site improvements on private property.

**Applicable Codes, Standards, and Ordinances:**

- Fences and Walls**, Chapter 27, Code of Ordinances
- Floodplain Management**, Chapter 28, Code of Ordinances

**Estimated Plans Review Turnaround:** 90% of submittals within 4 weeks or less  
90% of resubmittals within 2 weeks or less  
90% review comment resolution resubmittals within 1 week or less

**Arterial Street Impact Fees:**

Impact Fee Administrator (816) 513-2551

5th Floor, City Hall, 414 E. 12th Street, Kansas City, MO 64106

FAX 513-2548

**Projects requiring review:** New buildings, alterations and additions to residential buildings that increase the number of dwelling units, alterations and additions to nonresidential buildings that increase the floor area, other projects as described in Chapter 39, Arterial Street Impact Fees, Code of Ordinances.

**Applicable Codes and Ordinances:**

**Arterial Street Impact Fees**, Chapter 39, Arterial Street Impact Fees, Code of Ordinances

**Estimated Plans Review Turnaround Time:** 90% of submittals reviewed in 2 weeks or less.

**DEPARTMENT OF PARKS & RECREATION:**

**Planning Services Division**

Larry R. Kilgore, Principal Engineering Technician [larry\\_kilgore@kcmo.org](mailto:larry_kilgore@kcmo.org) (816) 513-7606  
4600 East 63rd Street, 2<sup>nd</sup> Floor, Kansas City, MO 64130

FAX 513-7602

**Projects requiring review:** Public improvements located on or adjacent to boulevards, parkways or City parks under jurisdiction of the Board of Parks and Recreation Commissioners.

**Applicable Codes and Ordinances:** **Parks and Recreation**, Division 7, Administration, Chapter 2, Code of Ordinances

**Estimated Plan Review Turnaround:** 90% of submittals within 2 weeks or less

**Related permits issued:**

- Drive approach, curb replacement and sidewalk permits in Parks Dept. right-of-way
- Street tree planting permits

**DEPARTMENT OF PUBLIC WORKS:**

**Street & Traffic Division (Transportation Planning)**

Tom Degenhardt P.E., Asst. City Engineer { [HYPERLINK"tom\\_degenhardt@kcmo.org](mailto:tom_degenhardt@kcmo.org) }  
19th Floor, City Hall, 414 E. 12th Street, Kansas City, MO 64106

(816) 513-2506

FAX 513-2712

**Projects requiring review:** New or modifications to existing signalization, street operations and street improvements associated with traffic studies.

**Street & Traffic Division:**

Jerry Tapscott, P.E., Engineer [jerold\\_tapscott@kcmo.org](mailto:jerold_tapscott@kcmo.org) (816) 513-2678  
5th Floor, City Hall, 414 E. 12th Street, Kansas City, MO 64106

FAX 513-2712

**Projects requiring review:** Public street construction with traffic control plans, detour plans, permanent street signage and stripping, new or modified signalization and street or sidewalk closures.

**Applicable Codes and Ordinances:**

**Streets, Sidewalks and Public Places**, Chapter 64, Code of Ordinances

**Subdivisions**, Chapter 66, Code of Ordinances

**APWA 5600 - as amended**

**Estimated Plan Review Turnaround:** 90% of submittals reviewed in 2 weeks or less.

**Related Permits Issued:**

- Street and Sidewalk Closure Permits
- Hauling Permits

**WATER SERVICES DEPARTMENT:**

**Water Main Extensions and Relocations**

David W. Powell, Manager, Systems Engineering Division [david\\_powell@kcmo.org](mailto:david_powell@kcmo.org) (816) 513-0315  
4800 East 63rd Street, Room 201, Kansas City, Missouri 64130 FAX 513-0288

**Applicable Codes and Ordinances:** Water Services, Chapter 78, Code of Ordinances; Regulations of the Water Services Department, Standards and Specifications for Water Main Extensions and Relocations; and, Procedures for Engineers

**FLOOD CONTROL LEVEE DISTRICTS:**

**Department of the Army-Kansas City District, Corps of Engineers**

**Engineering & Planning Division-Geotechnical Branch**

**Local Protection Section (Levees and Channels)**

Kathleen E. Lust, P.E., Local Protection Chief (816) 389-3612  
8th Floor, Federal Building, 601 East 12th Street, Kansas City, MO 64106 FAX 426-5462

**Kansas City, Missouri Levee Committee:**

**East Bottoms Unit**

**North Kansas City Unit-Airport Section**

**Central Industrial Unit-Missouri Section**

Jim Merideth, P.E., Chairman of the KCMO Levee Committee (816) 513-0443  
4800 E. 63<sup>rd</sup> St., Kansas City, MO 64130 FAX 513-0366

**Birmingham Drainage District**

Robert W. McKinley, President (816) 842-6100  
922 Walnut Street, Suite 1500, Kansas City, MO 64106 FAX 842-0013

**Projects requiring review:** Excavation riverward and within 500 feet landward of the levee centerline, including excavation for building foundations, basements, piers, loading pits, ditches, pipe trenches.

**Applicable Codes and Ordinances:** Kansas City Flood Control Project, Operation & Maintenance Manual, latest edition as published by the United States Corps of Engineers.

**Estimated Plans Review Turnaround:** 90% of submittals completed within 8 weeks.

These agencies are notified of the plans submittal by CPD-DS and their approval is required prior to issuance of permits. In levee districts, the applicant is required to submit 3 sets of plans, specifications and calculations and a cover letter describing the project. After completion of the work, 3 sets of as-built drawings must be submitted for approval by the Corps of Engineers.

**Related permits issued:**

- Section 10 Permit, Rivers and Harbors Act of 1889, regulates any work in, over, or under navigable waters.
- Section 404 Permit, Clean Water Act, regulates the excavation or discharge of dredged or fill materials in all waters.

**MISSOURI DEPARTMENT OF TRANSPORTATION (MoDOT):**

**Maintenance and Traffic Division -- District 4 – Kansas City Area**

Beth Wright, P.E., District Manager (816) 622-6300  
600 NE Colbern Rd., P. O. Box 648002, Lee's Summit, MO 64064-8002 FAX 622-0699  
Toll Free 1-888-ASK-MoDOT

CPD-DS does not route submittals to MoDOT. MoDOT must be contacted when work is proposed within or adjacent to State right-of-way. Drive approach locations on State right-of-way must be approved and permitted by MoDOT.

**DEPARTMENT OF FINANCE:**

**Business License Section**

Christine Myrick, Manager [christine\\_myrick@kcmo.org](mailto:christine_myrick@kcmo.org) (816) 513-1100  
2nd Floor, West, City Hall, 414 E. 12th Street, Kansas City, MO 64106 FAX 513-1077

CPD-DS does not route submittals to the Business License Section. Applicant should contact this section regarding business licenses.



**PUBLIC INFRASTRUCTURE PLAN SUBMITTAL CHECKLIST – PART B**  
**INFORMATION BULLETIN NO. IB159 (Last Revised 1/5/10)**  
**City Planning & Development Department - Development Services (CPD-DS)**  
**City of Kansas City, Missouri <http://www.kcmo.org/codes/>**

**Project Number:** \_\_\_\_\_ **Project/Subdivision/Plat name:** \_\_\_\_\_

**NOTE: City does not regulate or review County, State or Federally-owned projects when all work is confined within the property. Such projects are subject to City review and permit procedures only when work associated with the project is to be performed in the public right-of-way.**

**Part B - Sections 1-23 on pages 7-15 must accompany submittals**

**1. Complete the following information:**

Project Name:	
Project Address/General Location Description:	
Project Scope:	
<input type="checkbox"/> Residential subdivision	<input type="checkbox"/> Single lot
<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial
<input type="checkbox"/> Offsite sewer extension	<input type="checkbox"/> Roadway/Street Improvements
Parcel APN(s):	
Controlling Ordinance No./CPC Case No./DAT Case No.:	Attach copies

**2. Where/how to send plan review comments:**

Company Name:			
Contact:		Position:	
Address:			
City:		State:	Zip:
Phone:	Ext:	Fax:	E-mail:
Forward plans review comments by <input type="checkbox"/> US Mail <input type="checkbox"/> Fax <input type="checkbox"/> E-mail to the above listed address.			

**3. Missouri-Registered Professional Engineer:**

Missouri-registered Professional Engineer:			
Company Name:			
Address:			
City:		State:	Zip:
Phone:	Ext:	Fax:	E-mail:

**4. Engineer's Certification:**

I hereby certify that:	
<ul style="list-style-type: none"> <li>▪ I am a Missouri-registered Professional Engineer;</li> <li>▪ I have completed this checklist indicating the requirements for plan review;</li> <li>▪ this submittal is complete for review of the work as described herein;</li> <li>▪ this submittal meets minimum requirements of the adopted APWA standards and DPW's "Plan Presentation Criteria and Procedure"</li> <li>▪ I understand that omission of any required information will delay the plan review process.</li> </ul>	
Certified by: _____	Date: _____
Print name: _____	Tele: ( ) _____
Company: _____	PE Registration No.: _____

Plan Type	No. of Sets Required	Review Type
Site Disturbance	2	SEA0
Erosion Control	2	SEAA
Final Stream Setback Buffer Plan	2	SEDI
Prelim Public grading (R/W)	2	SEBC
Public Storm Grading (Basin)	2	SEDA
Sanitary Sewers	2	SEFA
Sanitary Sewer Offsite	2	SEFB
“As-Built” Sanitary Sewers	1 (mylar)	SEFD
Storm Sewer	2	SEDA
Detention Basin	2	SEDB
“As-Built” Sanitary & Storm Sewer	1 (mylar)	SEFE
Street Lighting	2	SEBI
Street/ Street & Storm Plans	2	SEBF/SEBG
Street, Storm & Sanitary Sewers	2	SEBH
Storm Sewer	2	SEDA
Easement review/acceptance	1	SEIA
Easement Release/Vacation	1	SEIB
Engineers Estimate	1	SEQA
Engineers Sidewalk/Curb Letter & Cost Estimate	1	SENA
Agreements/Covenant	5	SER%/SERK
Structural Calculations	2	SEQA
Soils Reports	2	SEQA
Sewer Abandonment	2	SEFA
Public Improvement Review of Trails, Streetscape, Misc. Street work	2	SEQC
Request(s) for variance for these public improvements	1	SEQA
Floodplain Certificate	5	SEDC
Signalization/Traffic/Street Operations	3	SEBJ/SEB%
Other		SEQ%

**5. Owner/Developer and Design Team Information:**

Owner/Developer		
Company Name:		
Contact:	Title:	
Address:		
City/State/Zip:		
Tele: ( )	Fax: ( )	E-mail:
Civil Engineer		
Company Name:		
Contact:	Title:	
MO Registration No.	Signature:	
Address:		
City/State/Zip:		
Tele: ( )	Fax: ( )	E-mail:

<b>Structural Engineer</b>		
Company Name:		
Contact:	Title:	
MO Registration No.	Signature:	
Address:		
City/State/Zip:		
Tele: ( )	Fax: ( )	E-mail:
<b>Other</b>		
Company Name:		
Contact:	Title:	
MO Registration No.:	Signature	
Address:		
City/State/Zip:		
Tele: ( )	Fax: ( )	E-mail:

6. **Permit Valuation and Fees:** Construction values used to calculate the permit fee shall include the total value of all work for which permits are issued including utility relocation and mobilization cost. When materials, labor or equipment are provided by others, those values shall be included in the valuation. Make checks payable to “KCMO City Treasurer.”

Site Disturbance Plan Review	No. of Disturbed Acres	Requested Permit Duration (Months)	Plan Review Fee \$73.00 x No. of Disturbed Ac. *
<b>Total</b>			\$

\* Permit Fee is subject to duration fee factor per Code

Review Type	Valuation **	Plan Review Fee 0.0365 x Valuation
Sanitary Sewer		
Storm Sewer		
Storm Drainage Study	***	
Stream Buffer Disturbance/Clearing/Grading/Mitigation/Markers		
Public Street Paving		
Curb, Curb and Gutter, Sidewalk and Drive Approach		
Public Street Lighting		
Silt and/or Detention Basin(s)		
Signalization		
Public Street Marking/Signage		
Public Street Grading (in r/w)		
Site Disturbance		
Sewer Abandonment (Removal Value)		
San/Storm Sewer Connection		City will determine fee amount
<b>Total</b>		

\*\* Valuation subject to review and acceptance by City as compared with values for similar work as determined by City.

\*\*\* Valuation for purposes of determination of fee when study is submitted independently and ahead of public improvement plans shall be 3.0% of the value of project infrastructure improvements but the fee shall not be less than \$300. This fee shall be credited against the public infrastructure fees when plans are submitted.

Private Grading Outside R/W	Valuation	Plan Review Fee *USE COMMERCIAL FEE SCHEDULE
<b>Total</b>	\$	* \$

**PRIVATE GRADING OF RESIDENTIAL DEVELOPMENTS IS TREATED AS A COMMERCIAL PROJECT FOR CALCULATION OF THE PLAN REVIEW FEE. USE THE COMMERCIAL FEE SCHEDULE AND PROVIDE CALCULATIONS WITH THE SUBMITTAL. PROVIDE SEPARATE PERMIT VALUATIONS FOR PUBLIC STREET GRADING AND PRIVATE GRADING. Public Street Grading - required plan review fee is 3.65% of the valuation of the work from the Engineer’s Estimate. Private Grading - required plan review is 1/2 of the grading permit**

fee when the total valuation of the project exceeds \$100,000. Permit valuations for Private Grading shall include the value of ALL work on private property.

Following are basic plan submittal requirements for City departmental plan reviews. **Mark the appropriate response in checkboxes for every item in the Checklist**

**CPD-DS-LDD**

**7. Plan Presentation Criteria:** minimum requirements for street, storm, sanitary sewer, site disturbance, street lighting, site grading and storm drainage studies:

a.	Name and type of project
b.	Scope, Summary of Quantities, standard legend and contract no. information
c.	Engineer’s Certification block
d.	Developer’s acknowledgement and signature block with contact information and number of contracts
e.	Location map
f.	P.E. seal (In accordance with the MO Board for Architects, Professional Engineers, Land Surveyors and Landscape Architects section: 4 CSR 30-3.030.)
g.	Revision block noting all changes in accordance with State Sealing Requirements.
h.	Standard plan size (24” x 36”)
i.	Case Number, CPC Case Number, Final Plat SD Number, Controlling Ordinance Number
j.	Watershed Name, Parcel APN numbers

**8. Terms and Conditions:**

YES <input type="checkbox"/> NO <input type="checkbox"/>	a.	Zoning/rezoning - provide pertinent documents (Case no., Controlling Ordinance, Staff Report)
YES <input type="checkbox"/> NO <input type="checkbox"/>	b.	Platting - provide pertinent documents (Case no. Controlling Ordinance, Staff Report)
YES <input type="checkbox"/> NO <input type="checkbox"/>	c.	Lot split - provide all pertinent documents including lot split no.
YES <input type="checkbox"/> NO <input type="checkbox"/>	d.	Development Plan Application submitted
YES <input type="checkbox"/> NO <input type="checkbox"/>	e.	Disposition letter issued by City Plan Commission - submit copy
YES <input type="checkbox"/> NO <input type="checkbox"/>	f.	Exploratory borings
YES <input type="checkbox"/> NO <input type="checkbox"/>	g.	Borings indicate rock
YES <input type="checkbox"/> NO <input type="checkbox"/>	h.	Removals by blasting - a blasting permit will be required from PWD
Need to apply <input type="checkbox"/> Have Applied <input type="checkbox"/>	h.	Status of blasting permit application
YES <input type="checkbox"/> NO <input type="checkbox"/>	i.	Public right-of-way to be dedicated by warranty deed. Include <u>ALL</u> related documents on page 11 at <a href="http://www.kcmo.org/codes/LDD/stds/policy/pwerow2b.pdf">http://www.kcmo.org/codes/LDD/stds/policy/pwerow2b.pdf</a>

**9. General Utility Requirements:**

YES <input type="checkbox"/> NO <input type="checkbox"/>	a.	Storm sewer crossings of new or existing streets. Either flowable backfill, or testing in conformance with APWA 2600.
YES <input type="checkbox"/> NO <input type="checkbox"/>	b.	Waterman extensions? Yes - verify MDNR requirements and provide status of Water Service Dept. review

**10. Site Disturbance:**

YES <input type="checkbox"/> NO <input type="checkbox"/>	a.	Is disturbed area equal to or greater than one acre? <b>No</b> – Site Disturbance Permit is not required. Remaining conditions of Ordinance 981135 apply. <b>Yes</b> – Site Disturbance Permit is required. See item c. - NOTE below.
Need to provide YES <input type="checkbox"/> NO <input type="checkbox"/>	b.	Do proposed drainage improvements discharge to a lake or pond? <b>Yes</b> - Developer must post performance bond for Site Disturbance Permit. Bond not required at time of plan review but will be required at time of issuance of Site Disturbance Permit
NOTE:	c.	If disturbed area is equal to or greater than one acre, a Permit is also required from the Missouri Department of Natural Resources (MDNR). After City compliance for Site Disturbance Permit is met, CPD-DS-LDD will issue a letter to the design professional for inclosing in engineer’s MDNR NPDES permit application. Send NPDES Land Disturbance Permit requests to: MDNR Attn: Sonny Wellesley Water Pollution Control Program 500 Colbern Road Lee’s Summit, Missouri 64086 Phone: 816-622-7026 Fax: 816-622-7044

**Site Disturbance Plan Components:** additions to those listed in 8) above

<b>Title Sheet</b>		
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	a.	Total disturbed area
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	b.	Project benchmark
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	c.	Section-Range-Township
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	d.	City, County, State
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	e.	Legal description, labeled "Legal Description" or Property Description"
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	f.	Sheet index
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	g.	Full name of Land Disturbance plans including other coincidental activities
<b>Sheet 2</b>		
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	h.	General notes
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	i.	KCMO Ordinance No. 981135 notes
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	j.	Detailed bar chart-type construction schedule to assess the permit duration
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	k.	Excerpt of soil survey from County soils records
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	l.	Soils legend
<b>Sheet 3</b>		
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	m.	Existing and proposed contours
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	n.	Seed and mulch notes
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	o.	Show and identify property lines and label as "Property Line"
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	p.	BMP construction details
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	q.	Storm sewer plans for permanent detention facilities used temporarily for siltation control
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	r.	Earthwork quantities (public/private)
<b>Sheet 4/5/6</b>		
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	s.	Phased erosion control measures
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	t.	Inlet protection measures
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	u.	Explanation of work to be performed in each phase of Site Disturbance activities
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	v.	Vehicle tracking control location and detail
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	w.	No more than ¼ acre of disturbed area per 100 LF of silt fence
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	x.	Material stockpile locations and erosion control measures
<b>Sheet 7</b>		
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	y.	Riser pipe/sediment basin detail
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	z.	Check dam detail
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	aa	Silt trap detail
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	bb	Temporary diversion dike detail
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	cc	Diversion ditch details
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	dd	Inlet protection details
<b>Miscellaneous</b>		
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	ee	Offsite grading easements
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	ff	Private grading permit application

**11. Storm Drainage Study:**

YES <input type="checkbox"/> NO <input type="checkbox"/>	a.	Does the project meet the definition of a "development" under APWA section 5601.2 and 5601.3?
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	b.	If "Yes", a storm drainage study sealed by a Missouri-registered professional engineer is required, consisting, at a minimum, of a letter addressing stormwater runoff management from the project and may recommend stormwater detention/retention and/or downstream drainage improvements in accordance with APWA and adopted KCMO supplements. A macro drainage must be prepared for phased projects in accordance with the Stormwater Management Plan document. Refer to "Policies" on the City webpage.
YES <input type="checkbox"/> NO <input type="checkbox"/>	c.	Is project located in a regulatory floodplain?
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	d.	If "Yes", a Floodplain Study must be provided for processing through CPD-DS-PMB.
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	e.	If "Yes", address the following comment: Substantial improvements for this project do not address the detrimental impact to the Health and Safety issues that exist upon such property. Under the Nuisance law "Chapter 28 of Code of Ordinances of KCMO i.e. Sections 28-4(b), 28-4(e), 28-5(2)..." and "FEMA 44CFR i.e. sections 60.3(4)(II), 60.22(b)(2), 60.22(c)(1), 60.22(c)(7), 60.23(h)(1), 60.23(h)(6)..." you must address the above issue before the Floodplain Certificate is issued, even though the damage would be self inflicted.

**12. Storm Water Quality Analysis:**

YES <input type="checkbox"/> NO <input type="checkbox"/>	a.	Does the project meet the definition of a "development" under APWA section 5601.2 and 5601.3?
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REQ <input type="checkbox"/> N/A <input type="checkbox"/>	b.	If <b>“Yes”</b> to “a.” above, and Storm Drainage Analysis in (11.) above is submitted after October 9, 2006, provide a water quality analysis in accordance with the adopted BMP Manual in addition to Storm Water Mitigation. Consult with Land Development Division if you believe the project’s amount of disturbance is insignificant and should not be required to meet the Level of Service (LOS) analysis outlined in the BMP Manual. If the pre and post impervious areas or CN’s change, the analysis show what existing areas or proposed areas and their value rating are being used to meet the Level of Service required for the net change in impervious conditions on the site. Please use only the disturbance area when evaluating redevelopment sites. The typical formula is (Disturbance Area)*(LOS/Composite Value Rating) when determining areas to be reserved for water quality treatment. See Information Bulletin 161 (IB161) for additional information on meeting this requirement. see <a href="http://www.kcmo.org/CKCMO/Depts/CityPlanningandDevelopment/DevelopmentServices/LandDevelopmentEngineeringStandards/index.htm">http://www.kcmo.org/CKCMO/Depts/CityPlanningandDevelopment/DevelopmentServices/LandDevelopmentEngineeringStandards/index.htm</a>
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	c.	If <b>“No”</b> to “a.” above, and site improvement application is submitted after October 9, 2009, provide only water quality analysis in accordance with the adopted BMP Manual. Consult with Land Development Division if you believe the project’s amount of disturbance is insignificant and should not be required to meet the Level of Service (LOS) analysis outlined in the BMP Manual. Generally, some site may not increase the impervious area, or may even decrease the impervious area. These sites shall provide the LOS analysis for the reduced Level of Service amount noted in the table for the 2003 BMP Manual or in accordance with the percent change in impervious area as outlined in the 2008 BMP Manual. See Information Bulletin 161 (IB161) for additional information on meeting this requirement.
YES <input type="checkbox"/> NO <input type="checkbox"/>	d.	If <b>“Yes”</b> to “b.” or “c” above, provide Conveyance of Easement for BMP’s for that area to be reserved based on the LOS analysis. (See <a href="http://www.kcmo.org/CKCMO/Depts/CityPlanningandDevelopment/EasementForms/index.htm">http://www.kcmo.org/CKCMO/Depts/CityPlanningandDevelopment/EasementForms/index.htm</a> ).

**13. Storm Sewers:** Conforming to APWA Section 2600 requirements

YES <input type="checkbox"/> NO <input type="checkbox"/>	a.	Is the project within an existing subdivision?
YES <input type="checkbox"/> NO <input type="checkbox"/>	b.	Are storm sewers available?
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	c.	If <b>“Yes”</b> , submit a Storm Drainage Study detailing development conditions in conformance with APWA Section 5600. Submit Public Storm Sewer Plans if downstream or site improvements are proposed as part of the drainage study recommendations.
YES <input type="checkbox"/> NO <input type="checkbox"/>	c.	If <b>“No”</b> , are offsite storm sewers available within 100 feet of the project limits?
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	d.	If <b>“Yes”</b> , submit Public Storm Sewer Extension Plans to extend sewers to the project limits and/or site area
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	e.	If <b>“No”</b> , submit a Storm Water Drainage Study substantiating that proposed runoff characteristics are unchanged by the proposed project. Submit Public Storm Sewer Plans as required by the Storm Water Drainage Study if downstream improvements are proposed.
YES <input type="checkbox"/> NO <input type="checkbox"/>	f.	Are offsite storm sewer easement(s) required? If <b>“Yes”</b> , offsite easement(s), (i.e. outside plat limits), must be executed and recorded at the county in which the project is located and must identify that county’s document book & page numbers. Permanent and temporary construction easements must be submitted with the initial plan submittal. Sewer alignments typically do not change as a result of the City plan review. An easement exhibit must accompany the easement. The City will verify that easements are on the correct form and will process the ordinance for their acceptance. Submit separate easement documents for each required easement. If <b>“No”</b> , and subdivision platting is required, onsite easements are to be dedicated by plat in accordance with Chapter 66 of the Code of General Ordinances. If platting is not required, easement documents are required as for “Yes” above.
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	g.	Surface Drainage Easements are referenced and delineated on the plat and are submitted as separate easement documents using the appropriate standard form (available at <a href="http://www.kcmo.org/codes.nsf/web/LDDeasements?opendocument">http://www.kcmo.org/codes.nsf/web/LDDeasements?opendocument</a> ). Surface drainage easements must be executed, but need not be recorded if they are within the plat boundary and will be recorded with the plat.
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	h.	Storm Water BMP’s labeled on the plat with boundaries clearly delineated by showing dimensional ties to known points on the plat and dimensions and bearings along the perimeter. A separate maintenance agreement is required for BMP maintenance.

**14. Stream Buffer Plan:** Conforming to Chapter 88-415 of the Code of Ordinances

YES <input type="checkbox"/> NO <input type="checkbox"/>	a.	Is the project within a regulated stream, or subject to compliance with a Preliminary Buffer Plan? { see <a href="http://www.kcmo.org/CKCMO/Depts/CityPlanningandDevelopment/NaturalResourceProtectionMaps/index.htm">http://www.kcmo.org/CKCMO/Depts/CityPlanningandDevelopment/NaturalResourceProtectionMaps/index.htm</a> } If YES, then b through _ applies, if NO, mark NO on b through _.
YES <input type="checkbox"/> NO <input type="checkbox"/>	b.	If subject to Preliminary Buffer Plan PFP, PFP is included in the submittal with the Final Buffer Plan.
YES <input type="checkbox"/> NO <input type="checkbox"/>	c.	If Buffer area <b>is not</b> being established or dedicated for recording in permanent open space as part of a final plat application occurring concurrently with this application, a Buffer Easement is included in the submittal with the Final Buffer Plan, see <a href="http://www.kcmo.org/CKCMO/Depts/CityPlanningandDevelopment/EasementForms/index.htm">http://www.kcmo.org/CKCMO/Depts/CityPlanningandDevelopment/EasementForms/index.htm</a> .

YES <input type="checkbox"/> NO <input type="checkbox"/>	d.	If Buffer area is being established or dedicated for recording in permanent open space as part of a final plat application occurring concurrently with this application, a Restrictive Covenant is to be provided as required by City Planning and Development Department. <b>“YES”</b> signifies that you are requesting a draft Covenant document from the Review staff. <b>“No”</b> , signifies this is not applicable, and “c.” above is marked <b>“YES”</b>
YES <input type="checkbox"/> NO <input type="checkbox"/>	e.	If “a.” is marked <b>“YES”</b> the Final Buffer Plan shows the limits of the three Zones (Streamside, Middle and Outer) in accordance with Ch 88-415 of the Code and any and all any and all work within the three Zones including but not limited to clearing, grading, disturbances, mitigation, and markers. Adequate field control has been provided to horizontally locate the construction protective fencing and boundary markers. Quantities are also noted for proper permitting under Chapter 64-4 permitting processes as storm related permit work. Final Boundary Markers to be as-built with the storm or separate as-builts.

**15. Sanitary Sewers:** Conforming to APWA Section 2500 requirements

YES <input type="checkbox"/> NO <input type="checkbox"/>	a.	Is the project within an existing subdivision?
YES <input type="checkbox"/> NO <input type="checkbox"/>	b.	Are onsite sanitary sewers available?
YES <input type="checkbox"/> NO <input type="checkbox"/>	c.	If <b>“Yes”</b> , Public Sanitary Sewer Extension plans are not required. In certain situations, i.e., when existing system capacity is limited or a substantial capacity is to be utilized by a proposed new user, an analysis may be required to verify capacity adequacy of the existing sewer. Submit sanitary sewer capacity analysis, if required. If <b>“No”</b> , and sewer connection is needed, submit Sanitary Sewer Extension plans
YES <input type="checkbox"/> NO <input type="checkbox"/>	d.	Are offsite sanitary sewer easements required? If <b>“Yes</b> , offsite easement(s), must be executed and recorded at the county in which the project is located and must identify reflect the county’s document book and page numbers.. Sewer alignments generally do not change as a result of the City plan review. An easement exhibit must accompany the easement. The City will verify that easements are on the correct form and will process the ordinance for their acceptance. Submit separate easement documents for each easement required. If <b>“No”</b> , and subdivision platting is required, onsite easements are to be dedicated on the plat in accordance with Chapter 66 of the Code of General Ordinances of Kansas City, Missouri. If the project is not associated with a proposed subdivision plat application, easement documents are required as for “yes” above.
YES <input type="checkbox"/> NO <input type="checkbox"/>	e.	Is a forcemain required? If <b>“Yes”</b> , submit Sanitary Sewer Forcemain plans which requires review by the Water Services Dept. Contact that dept. for an estimate of the review time.

**16. “As-Built” Drawings:** Preparation of “As-builts” drawings is the responsibility of the permittee. Alternatively, they may be prepared and submitted by the design engineer. The original design documents are to be revised to show as-constructed elevations and pipe lengths. Drawings are to be submitted after field acceptance of construction and receipt of a “Request for As-builts” letter. “As-builts” must be submitted for **all** public sewer improvements permitted through CPD-DS-LDD per policy of the Public Works Dept., adopted July 11, 1988, stating: “As-built” drawings are included as permit obligations and are the responsibility of the permittee. Following are the requirements for the “as-built” submittal.

REQ <input type="checkbox"/>	a.	Full set of <b>mylar</b> plans.
REQ <input type="checkbox"/>	b.	Engineer’s “As-built” certification statement and seal.
REQ <input type="checkbox"/>	c.	“As-built” summary of quantities.
REQ <input type="checkbox"/>	d.	Revised elevations and pipe lengths, stub, “tee” or “wye” location stations, and lengths.
REQ <input type="checkbox"/>	e.	Revisions noted by “strike through” or “check marks.”
REQ <input type="checkbox"/>	f.	Final horizontal location of permanent Boundary Markers for Stream Setback Zones.
REQ <input type="checkbox"/>	g.	Revision block update.

**17. Street Lighting:** Installation of streetlights is required on new roadway or street widening projects. After acceptance of the installation, the City will assume maintenance and operating costs for a standard system. Plans shall conform to APWA Sections 2800 and 5800 Plan Requirements PWD “Plan Presentation Criteria” and other applicable adopted City standards.

YES <input type="checkbox"/> NO <input type="checkbox"/>	a.	Does project involve new roadway or street widening?
YES <input type="checkbox"/> NO <input type="checkbox"/>	b.	If <b>“Yes”</b> , submit Street Lighting Improvement Plans. Plans shall be separate from other improvement plans and not incorporated into the street construction plans If <b>“No”</b> , Street Lighting Improvement Plans are not required. In certain situations, relocation(s) of existing lights to avoid new drive entrances or utilities must be reviewed by the City. Pole relocations may require changes to existing hardware or additional poles may be required to meet illumination standards. These will be at the developer’s expense. Submit Street Lighting Adjustment Plans, as necessary
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	c.	Alternative or nonstandard poles, bases, arms, lamps, fixtures and incidental hardware dedicated for public roadway and/or sidewalk lighting require a maintenance agreement between the City and the Developer. The lighting design must meet current City Standards. Allow additional time for review of alternative lighting and for finalizing the agreement. Estimated length of review can be provided by the. Submit manufacturer’s shop drawings, vendor contact information and IES photometric files for alternative/nonstandard lighting systems.

**18. Street Plans:** Conforming to APWA Section 5200 Plan Requirements.

YES <input type="checkbox"/> NO <input type="checkbox"/>	a.	Does project involve new roadway or street widening?
YES <input type="checkbox"/> NO <input type="checkbox"/>	b.	If “Yes”, submit Public Street Improvement Plans If “No”, Public Street Improvement Plans are not required. In certain situations, street right-of-way improvements plans may be necessary when substantial streetscape or driveway and sidewalk improvements are proposed. Generally, these improvements are shown as Site Improvements associated with building plan submittals. Since these are incorporated into building plans, separate plans are not required. Submit site improvement sheets in accordance with DS-PMB requirements. Submit separate Public Street Improvement Plans as necessary.

**CPD-DS-PRD**

**19. Site Plan:** (see also CPD-DS-LDD)

REQ <input type="checkbox"/> N/A <input type="checkbox"/>	a.	Legal description
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	b.	Scale not less than 1”= 60’
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	c.	Identify and label dimensions of property lines
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	d.	Earth retaining structures
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	e.	North arrow
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	f.	Existing and proposed contours
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	g.	Sidewalks, driveways, paved areas, streets, curbs and gutters
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	h.	Existing and proposed fire hydrants and siamese connections
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	i.	Building dimensions and distances to other buildings, improvements, property lines, driveways, and proposed parking
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	j.	Site utilities and storm drainage systems and structures, indicate routing of all utilities to the point of connection to public facilities
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	k.	Note limits of 100-year Regulatory Floodplain and Floodway
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	l.	Location of public right-of-way adjacent to property
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	m.	Location of easements on the property.
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	n.	Layout and design of the parking areas, including ADA spaces, screening, offstreet loading/unloading areas, vehicle maneuvering area and pavement construction details
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	o.	Parking area lighting
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	p.	Landscaping plan
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	q.	Erosion and sedimentation control measures as required by sections 18-19(a)(5), 18-19(d)(3), and 18-51, Appendix Chapter 70, Section 7013 of Chapter 18, KCBRC, Code of Ordinances.

**20. Structural:**

REQ <input type="checkbox"/> N/A <input type="checkbox"/>	a.	Retaining Walls (1) Footings must meet or exceed minimum depth of 36” (2) Soils report or soil design calculations (i.e., vertical and lateral bearing, sliding, etc.) (3) Statement of design values used (i.e., assumed for stated soil classification, recommended in soils investigation report, etc.)
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**21. Special Inspections:** in accordance with Section 1704 of the International Building Code:

REQ <input type="checkbox"/> N/A <input type="checkbox"/>	a.	Identify applicable work requiring Special Inspection per KCBRC Section 18-22, IBC Section 1704 and Chapter Two of the CPD-DS <a href="#">Special Inspections Manual</a> : <input type="checkbox"/> Place Reinforced Concrete <input type="checkbox"/> Excavation and Fill <input type="checkbox"/> Testing of Reinforced Concrete <input type="checkbox"/> Drilled Piers or Piles <input type="checkbox"/> Place Reinforcing Steel <input type="checkbox"/> Earth Retaining Structure <input type="checkbox"/> Structural Masonry <input type="checkbox"/> Detention Basin <input type="checkbox"/> Bolts installed in Concrete <input type="checkbox"/> Verification of Soils <input type="checkbox"/> Other
REQ <input type="checkbox"/> N/A <input type="checkbox"/>	b.	Identify the Special Inspector for each work item and submit qualifications and letter of acknowledgment from Special Inspector. If unknown, submit time schedule for submittal

**22. Floodplain:** applications for floodplain certificates may be filed separately or with applications for permit

REQ <input type="checkbox"/> N/A <input type="checkbox"/>	a.	A letter of request for Floodplain Certificate, describing the site involved.
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REQ <input type="checkbox"/>	N/A <input type="checkbox"/>	b.	Site plans at a scale not less than 1"= 60' based on the City's Datum Plane (722.57' NAVD = 0' KCD) showing: (1) Existing and proposed contours and floodplain boundaries (2) Existing and proposed contours (3) Elevations: (A) Regulatory flood level-NAVD (B) Regulatory flood level-KCD (C) Lowest floor elevation-KCD (4) Legal description, locations and dimensions of property lines. (5) City benchmark in the area (contact City Surveyor at 923-2058 or view online at <a href="http://www.kcmo.org/pubworks.nsf/web/engsurvey?opendocument">http://www.kcmo.org/pubworks.nsf/web/engsurvey?opendocument</a> ). (6) Verification that all utilities and mechanical equipment will be protected from flooding by elevation or flood-proofing means.
REQ <input type="checkbox"/>	N/A <input type="checkbox"/>	c.	Calculations substantiating no calculable increase in the flood level in the occurrence of a regulatory flood when construction is within the regulatory floodway.
REQ <input type="checkbox"/>	N/A <input type="checkbox"/>	d.	Evidence that permits required by Section 404 of the Clean Water Act or other necessary permits have been obtained from the United States Corps of Engineers.
REQ <input type="checkbox"/>	N/A <input type="checkbox"/>	e.	Stormwater runoff calculations
REQ <input type="checkbox"/>	N/A <input type="checkbox"/>	f.	Name and address of the property owner
REQ <input type="checkbox"/>	N/A <input type="checkbox"/>	g.	Note on plans boundaries of 100-year Regulatory Floodplain and Floodway.

**DEPT. OF PARKS & RECREATION – PLANNING SERV. DIV.**

**23. Plan Requirements:**

REQ <input type="checkbox"/>	N/A <input type="checkbox"/>	a.	Site plans showing property lines and boulevard or parkway right-of-way
REQ <input type="checkbox"/>	N/A <input type="checkbox"/>	b.	Dimensioned setbacks of proposed structures from property lines
REQ <input type="checkbox"/>	N/A <input type="checkbox"/>	c.	Existing and proposed drive approaches, reference the appropriate standard
REQ <input type="checkbox"/>	N/A <input type="checkbox"/>	d.	Existing and proposed storm drainage inlets
REQ <input type="checkbox"/>	N/A <input type="checkbox"/>	e.	Demolition areas
REQ <input type="checkbox"/>	N/A <input type="checkbox"/>	f.	Existing and proposed street trees
REQ <input type="checkbox"/>	N/A <input type="checkbox"/>	g.	Existing and proposed signage

**DEPT OF PUBLIC WORKS – TRANSPORTATION SERVICES SECTION**

**24. Plan Requirements:**

REQ <input type="checkbox"/>	N/A <input type="checkbox"/>	a.	Location of drive approaches on public streets and driveway geometrics.
REQ <input type="checkbox"/>	N/A <input type="checkbox"/>	b.	Identification of Public Works Standards for public improvements.



**PUBLIC INFRASTRUCTURE PLAN RESUBMITTAL CHECKLIST - PART C**

**INFORMATION BULLETIN NO. IB159 (Revised 08-25-2008, 01-06-2010)**

**City Planning and Development Department- Development Services (CPD-DS)**

City of Kansas City, Missouri <http://www.kcmo.org/codes/>

Project Number: \_\_\_\_\_ Project/Subdivision/Plat name: \_\_\_\_\_

**Part C – This page must accompany re-submittals related to prior deficiency comment revisions**

**Note: Any changes to plan valuations warrant a plan review and/or permit fee adjustments. Include a revised Engineer’s Estimate.**

Submittal Type:  Resubmittal \*  “As-Built”  Change(s) to Previously Reviewed Plans\*\* \*

\* On the 3<sup>rd</sup> and all subsequent reviews and as noted by prior review comments, the following fees apply:

Site Disturbance – 25% of prior total plan review fee

Public Infrastructure - 0.30% of total approved valuation

\*\* Site Disturbance and Public Infrastructure Fees (refer to ordinance no. 080766 sec. 63 & 64):

Minor - \$48.00

Major – one-half total basic plan fee (plan review plus permit issuance fee)

\*\*\* RE-SUBMITTALS MUST INCLUDE A COMMENT RESPONSE LETTER THAT EXPLAINS HOW PLAN REVIEW COMMENTS WERE ADDRESSED. RE-SUBMITTALS MADE WITHOUT A COMMENT RESPONSE LETTER AND APPROPRIATE FEES WILL BE REJECTED DURING THE QCR PROCESS.

\*\*\* PLAN REVIEW FEES EQUAL TO 0.30% OF THE TOTAL PERMIT FEE MAY BE IMPOSED WHEN PREVIOUSLY IDENTIFIED DEFICIENCIES REMAIN UNCORRECTED ON SUBSEQUENT SUBMITTALS.

Plan Type	Re-submittal No.			No. of Plan Sets	Page No. and Location of change(s)	Review Engineer	Date of Last Review	Review Type
	2nd	*3rd	*4 <sup>th</sup>					
Land Disturbance								SEA0: SEAA:
Prel. Public Grading								SEBC:
Public Street Grading								SEA0:
Sanitary Sewers								SEFA:
Offsite San. Sewer								SEFB:
Street and Storm Sewer								SEBG:
Storm Sewer								SEDA:
San. & Storm Sewer								SEFC:
Street								SEBF:
Street Lighting								SEBI:
Storm Drainage study								SEGC:
Storm Drainage Letter								SEGB:
Prel. Storm Drainage Study								SEGA:
Priv. Grading outside r/w								SEBC:
Recorded Easements								SEIA:
Easement Release								SEIB:
San. Sewer As-Built								SEFD:
Storm Sewer As-Built								SEDE:
Engineer’s Estimate								
Resubmittal fee								
Review comments response letter								
Other								

I hereby certify that:

I am a Missouri-registered Professional Engineer;

I have completed this checklist indicating the requirements for plan review;

this submittal is complete for review of the work as described herein;

this submittal meets minimum requirements of the adopted APWA standards and DPW’s “Plan Presentation Criteria and Procedure”

I understand that omission of any required information will delay the plan review process.

Certified by: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Tele: \_\_\_\_\_

Company: \_\_\_\_\_

P.E. Registration No.: \_\_\_\_\_