



COMMUNITY PLANNING & DEVELOPMENT
City Hall Annex
520 Main Street
Belton, Missouri 64012

Phone: 816-331-4331
Fax: 816-331-6973
www.belton.org

APPLICATION FOR SITE PLAN REVIEW

PROJECT

NAME: _____

FOR OFFICE Case Number: _____

Date Submitted: _____

USE ONLY: Planning Commission Date: _____ Administrative Review Date: _____

APPLICANT / OWNER INFORMATION

Applicant

Name: _____

Company: _____

Street Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Telephone: _____ **Fax:** _____ **Email:** _____

Property Owner Name (If different than applicant): _____

Street Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Telephone: _____ **Fax:** _____ **Email:** _____

*All correspondence on this application should be sent to (check one): _____ Applicant
_____ Property Owner

Firm Preparing the Site Plan: _____ **Contact:** _____

Street Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Telephone: _____ **Fax:** _____ **Email:** _____

*All correspondence on this application should be sent to (check one): _____ Applicant / _____ Property Owner / _____ Firm

SITE PLAN REQUEST

Please provide a brief description of the site plan review request (attach if necessary) _____

PROJECT DETAILS

General Location or Address of Property: _____

Property Area in Acres and/or Square Feet: _____

Present Zoning of the Property: _____

SITE PLAN REVIEW

APPLICATION CHECKLIST

In order to request a hearing before the Planning Commission, a completed application must be received by the Community Planning & Development Department before the filing deadline. The filing deadline for site plan review applications is typically 30-days before the next meeting.

A complete application includes the following:

- **A completed application form.** The application form for a site plan review is available in the Community Development Office, located at Belton City Hall Annex, 520 Main Street, or online at www.belton.org.
- **Paper copies of all plans.** For the initial review, five (5) full size hard copies are required. After all necessary revisions are made, fifteen (15) 11"x 17" hard copies are required for the submission to the Planning Commission.
- **A digital copy of all plans** in AutoCAD dwg files version 2000 or newer and a **portable document format (pdf)** sized to 11"x17" for each sheet of the plan submittal.
- **Storm-water calculations** in accordance with the City of Belton specifications and American Public Works Association 5600.
- **Traffic Impact Analysis (TIA)**, if required.
- **Ownership affidavit**, copy of deed, other proof of property ownership OR owner(s) consent letter.



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SITE PLAN REVIEW STANDARDS OF REVIEW

The following criteria will be used by the Planning Commission to review applications:

- 1. The balance of landowners' rights to use their land, with the corresponding rights of neighboring landowners, residents and the general public, to live without undue disturbances (e.g. noise, smoke, vibration, fumes, dust, odor, glare, storm-water run-off, etc.);**
- 2. The convenience and safety of vehicular and pedestrian movement within the site and in relation to adjacent area roads;**
- 3. The adequacy of waste disposal methods and protection from pollution of surface or ground water;**
- 4. The protection of historic and environmental features on the site under review and in adjacent areas;**
- 5. The stability of the built environment, particularly residential neighborhoods, by promoting urban development which is compatible with clearly identified natural resources; and**
- 6. The adequacy of provisions for resulting additional system demands which may be imposed by the development upon roads and streets, water supply and storage, storm sewerage, and sanitary sewerage and waste-water treatment and the consistency of the development with the City's Master Plan.**