



DEPARTMENT OF
COMMUNITY PLANNING & DEVELOPMENT

TELEPHONE * (816) 331-4331
FAX * (816) 331-6973

CITY HALL ANNEX
520 MAIN STREET
BELTON, MISSOURI 64012

WEBSITE * www.belton.org

FINAL DEVELOPMENT PLAN APPLICATION

Date: _____

FILING FEE: \$300.00

I. **Name of Applicant:** _____

Company: _____

Address: _____

Phone: _____ Email Address: _____

II. **Property Owner (If Different Than Applicant):**

Name: _____

Address: _____

Phone: _____ Email Address: _____

III. **Firm Preparing the Development Plan:**

Name: _____

Contact: _____

Email Address: _____

Address: _____

Phone: _____

***All correspondence on this application should be sent to (check one):**

____ Applicant ____ Property Owner ____ Firm ____ All

Project Summary:

Please describe the Final Development Plan and how it meets the provisions of the Unified Development Code:

Project Details:

General Location/Property Address: _____

Project Area in Acres and/or Square Feet: _____

Present Zoning of the Property: _____

Applicant's Signature

****OFFICIAL USE ONLY****

Application received in the Planning Department at _____ (AM/PM).

Date: _____ Received by: _____

Submittal fee received: Yes / No

Planning Commission Date: _____



**PLANNING AND ZONING
FINAL DEVELOPMENT PLAN CHECKLIST
UNIFIED DEVELOPMENT CODE- CHAPTER 20**

Complete this checklist (place a checkmark in the applicable boxes) to assure all items have been acknowledged and submitted as part of the Final Development Plan Application.

Sec. 20-6. - Final development plan.

- **Contents and submission requirements**
 - Five copies of the final development plan shall be submitted in support of the application.
 - One digital copy of the final development plan shall be submitted in support of the application.
 - The final development plan shall contain the following information: A small key map indicating the location of the property within the city.

- **A site plan including the following**:
 - Finished grades or contours for the entire site at two-foot contour intervals.
 - All existing and proposed adjacent public street right-of-way with center-line location.
 - All existing and proposed adjacent public street and public drive locations, widths, curbs, cuts and radii.
 - Location, width and limits of all existing and proposed sidewalks.
 - Location, size and radii of all existing and proposed median breaks and turning lanes.
 - Distance between all buildings, between buildings and property lines and between all parking areas and property lines.
 - Location of all required building and parking setbacks.
 - Location, dimensions, number of stories and area in square feet of all proposed buildings.
 - Area of land on site plan in square feet or acres.
 - Limits, location, size and material to be used in all proposed retaining walls.
 - Location and dimensions of all driveways, parking lots, parking stalls, aisles, loading and service areas and docks.
 - Location, height, candle-power, and type of outside lighting fixtures for buildings and parking lots.
 - Location, size, type of material and message of all proposed monument or detached signs.
 - Pertinent peripheral information to include adjacent developments, alignment and location of public and private driveways and streets, medians, public and semi-public easements.
 - Preliminary design and location of all proposed storm drainage conveyance, detention and treatment facilities and locations of existing drainage facilities.

- **Building elevations** include the following:

- Elevations of all sides of proposed buildings, including notation indicating building materials to be used on exteriors and roofs.
 - Size, location, color and materials of all signs to be attached to building exteriors, unless private sign criteria have previously been approved by the planning commission.
 - Location, size and materials to be used in all screening of roof-top mechanical equipment.
 - Building sections.
- Floor plans indicating dimensions and areas of all floors within proposed buildings.
- Landscaping and screening plans shall include the following:
 - Size, species, location and number of all proposed landscape materials.
 - Notation of all areas to be seeded or sodded.
 - Location, size, and materials to be used for all screening, including screening of outside trash enclosures area.
- All site plans are to be drawn to a standard engineers' scale. The actual scale used will depend on the development and shall be subject to the approval of the director of community planning and development.
- One copy of the proposed site plan and one copy of the proposed building elevations shall be reduced onto 8½ inch by 11 inch bond paper.
- The following shall be submitted in support of application for final development plan approval:
 - Deeds of dedication for all rights-of-way or easements required as a result of preliminary development plan approval if conveyance thereof is not to be made by plat or by the filing of the final development plan.
 - A copy of all covenants and restrictions applicable to the development, if required by the terms of the preliminary development plan.
 - Evidence of the establishment of the agency for the ownership and maintenance of any common open space and all assurances of the financial and administrative ability of such agency required pursuant to approval of the preliminary development plan, if required by the terms of the approved preliminary development plan.
 - Evidence of satisfaction of any stipulation of the preliminary development plan approval which were conditions precedent to consideration of the final development plan.
 - Assurances of adequate public facilities.
- Expiration or abandonment of final development plan.* In the event that a plan or section thereof is given final approval and thereafter the landowner shall abandon said plan or the section thereof and shall so notify the city in writing, or in the event the landowner shall fail to commence the development within 18 months after final approval has been granted, then, in either event such final approval shall terminate and shall be deemed null and void unless such time period as extended by the planning commission upon written application by the landowner. Whenever the final plan or section thereof has been abandoned, no development shall take place on the property until a new final development plan has been approved.