

PLANNING / PROJECT APPLICATION CHECKLISTS

This document includes all checklists for submission of a Planning/Project Application to the City of Belton, which are required to be submitted through the eTRAKiT online portal. Fees will be assessed following the review of the submittal for completion. Depending on the development processes (application types) required, **more than one (1) checklist may need to be utilized** for a complete submission of a Planning Application. The checklists cover the most common requirements for each application type. However, as each development is unique, additional information may be required as requested by City staff prior to submittal or during the review process.

To streamline the application process, several application types have been combined as one application type in eTRAKiT to reduce the time burden for applicants submitting multiple applications. Please note that all of the below applications are listed under “Planning Project” in the portal.

<u>APPLICATION SUBTYPE CHECKLIST</u>	<u>Page(s)</u>
REZONING.....	2
SPECIAL USE PERMIT.....	3
PRELIMINARY SITE/DEVELOPMENT PLAN.....	4-5
FINAL SITE/DEVELOPMENT PLAN.....	6-7
LOT SPLIT.....	8
PRELIMINARY PLAT.....	9-10
FINAL PLAT.....	11-13
VACATION.....	14
VARIANCE.....	15
ADDITIONAL PROPERTY OWNER SIGNATURE	15

REZONING APPLICATION CHECKLIST

THE FOLLOWING MUST BE SUBMITTED:

REQUIRED DOCUMENTS & PLAN SETS (to be uploaded in eTRAKiT portal)

<u>REQUIREMENT</u>	<u>DESCRIPTION</u>
<input type="checkbox"/> Legal Description	Word document or PDF (must be able to be copied and pasted to prepare legal documents)
<input type="checkbox"/> Sealed Plan Set (PDF)	Legal exhibit/survey of boundaries of property to be rezoned
<input type="checkbox"/> Written Narrative	Applicant's statement making the Rezoning request and reason(s) for the rezoning. The narrative should reference current zoning, proposed zoning, surrounding land uses, and the Comprehensive Plan, Future Land Use Map, and any other previously adopted plan(s) as justification for the rezoning request.
<input type="checkbox"/> PUD Standards (if applicable)	If a Planned Unit Development (PUD) is proposed, all documents required per UDC Sec. 20-4. shall be provided for staff review at the time of application submittal. Any rezoning to a PUD shall be accompanied with a Preliminary Site/Development Plan.

ADDITIONAL INFORMATION

Staff will review the rezoning request for completion. Once determined that the application is complete, staff will notify the applicant of the public hearing dates and the following:

- Staff will prepare a public notice to be published in the local newspaper at least 15 days prior to the public hearing date. Staff will also mail public notices to all property owners within 185-ft. of the subject property notifying them of the request and date, time, and location of the hearing. If a neighborhood meeting notice is required by staff, staff will provide mailed notice to all property owners within 300-ft. of the subject property.
- Staff will provide the applicant with a public hearing sign to be posted on the property at least 15 days prior to the Planning Commission public hearing. The sign shall be maintained during the 15-day period through the public hearing date. The sign(s) shall be placed in locations that are readily visible to the public. Staff will provide a map of sign locations. The applicant shall make a good faith effort to maintain the sign on the property for at least 15 days prior to the hearing. The sign shall not be removed until after all proceedings have been completed or the application is withdrawn.

SPECIAL USE PERMIT CHECKLIST

THE FOLLOWING MUST BE SUBMITTED:

REQUIRED DOCUMENTS & PLAN SETS (to be uploaded in eTRAKiT portal)

REQUIREMENT	DESCRIPTION
<input type="checkbox"/> Legal Description	Word document or PDF (must be able to be copied and pasted to prepare legal documents)
<input type="checkbox"/> Sealed Plan Set (PDF)	<ul style="list-style-type: none"> Legal exhibit/survey of boundaries of property for which a Special Use Permit is being requested Site Plan(s) and related plans that are either required per UDC Chapter 40 or requested by staff to complete the review and recommendation of the Special Use Permit request. All plans must be to scale.
<input type="checkbox"/> Written Narrative	Applicant's statement making the Special Use Permit request and reason(s) for the use at the requested location. The narrative must at a minimum address how the request satisfies all of the Special Use standards for the specific requested use (UDC Sec. 40-3.) and the standards for approval (UDC Sec. 40-2.e).

ADDITIONAL INFORMATION

Staff will review the Special Use Permit request for completion. Once determined that the application is complete, staff will notify the applicant of the public hearing dates and the following:

- Staff will prepare a public notice to be published in the local newspaper at least 15 days prior to the public hearing date. Staff will also mail public notices to all property owners within 185-ft. of the subject property notifying them of the request and date, time, and location of the hearing. If a neighborhood meeting notice is required by staff, staff will provide mailed notice to all property owners within 300-ft. of the subject property.
- Staff will provide the applicant with a public hearing sign to be posted on the property at least 15 days prior to the Planning Commission public hearing. The sign shall be maintained during the 15-day period through the public hearing date. The sign(s) shall be placed in locations that are readily visible to the public. Staff will provide a map of sign locations. The applicant shall make a good faith effort to maintain the sign on the property for at least 15 days prior to the hearing. The sign shall not be removed until after all proceedings have been completed or the application is withdrawn.

PRELIM. DEVELOPMENT PLAN CHECKLIST

THE FOLLOWING MUST BE SUBMITTED:

REQUIRED DOCUMENTS & PLAN SETS (to be uploaded in eTRAKiT portal)

<u>REQUIREMENT</u>	<u>DESCRIPTION</u>
<input type="checkbox"/> Legal Description	Word document or PDF (must be able to be copied and pasted to prepare legal documents)
<input type="checkbox"/> Sealed Plan Set (PDF)	<ul style="list-style-type: none"> Legal exhibit/survey of boundaries of property for which a Preliminary Site/Development Plan is being requested Site Plan(s) and related plans that are either required per UDC Sec. 20-5. or requested by staff to complete the review and recommendation of the application (see Additional Information below). All plans must be to scale.
<input type="checkbox"/> Written Narrative	Applicant's statement making the request, the use(s) of the site, and how the plan meets all applicable development standards of the UDC.

ADDITIONAL INFORMATION

Staff will review the Preliminary Site/Development Plan for completion. Once determined that the application is complete, staff will notify the applicant of the Planning Commission meeting date subject to meeting all intervening review and re-submittal deadlines.

At a minimum, the **Sealed Plan Set** must include the following:

<u>PLAN TYPE</u>	<u>REQUIRED INFORMATION</u>
<input type="checkbox"/> Site Plan	<ul style="list-style-type: none"> North arrow and graphic scale Existing topography at 5-ft. intervals Delineation of any land area within 100-yr. floodplain Proposed location of buildings and other structures, parking areas, access drives, drive-thrus, walkways, screening, drainage patterns, public streets, and existing easements Conceptual locations, types, and sizes of all storm drainage conveyance, detention, and treatment facilities Dimensions to indicated relationships and setbacks between buildings, property lines, parking areas, and other plan elements General extent and character of proposed landscaping Within 200-ft. of property, the following must be shown: <ul style="list-style-type: none"> Drives or streets of record (including private, except for single-family) All buildings Location and size of any drainage structures, such as culverts, paved or earthen ditches or stormwater sewers and inlets Schedule indicating total floor area and sq. ft., dwelling units, land area, and parking spaces Name/address of property owner, individual/firm preparing the plan, and date of plan submittal

- ☐ **Building Design**
 - Preliminary sketches or elevations depicting the general style, size, and exterior materials of the buildings proposed. Where several building types are proposed, sketches or elevations shall be provided for each type.
- ☐ **Public Works Plans**
 - Grading Plan
 - Utility Plan
 - Drainage Plan
 - Drainage Study
- ☐ **Additional Plans** Any additional plans or studies as may reasonably be requested or required by City staff, including assurances of adequate public facilities (stormwater, utilities, traffic, etc.) and open space (dedication, maintenance, etc.).

FINAL DEVELOPMENT PLAN *CHECKLIST*

THE FOLLOWING MUST BE SUBMITTED:

REQUIRED DOCUMENTS & PLAN SETS (to be uploaded in eTRAKiT portal)

<u>REQUIREMENT</u>	<u>DESCRIPTION</u>
<input type="checkbox"/> Legal Description	Word document or PDF (must be able to be copied and pasted to prepare legal documents)
<input type="checkbox"/> Sealed Plan Set (PDF)	<ul style="list-style-type: none"> Legal exhibit/survey of boundaries of property for which a Final Site/Development Plan is being requested Site Plan(s) and related plans that are either required per UDC Sec. 20-5. or requested by staff to complete the review and recommendation of the application (see Additional Information below). All plans must be to scale.
<input type="checkbox"/> Written Narrative	Applicant's statement making the request, the use(s) of the site, and how the plan meets all applicable development standards of the UDC.

ADDITIONAL INFORMATION

Staff will review the Final Site/Development Plan for completion. Once determined that the application is complete, staff will notify the applicant of the Planning Commission meeting date subject to meeting all other intervening review and re-submittal deadlines.

At a minimum, the **Sealed Plan Set** must include the following:

<u>PLAN TYPE</u>	<u>REQUIRED INFORMATION</u>
<input type="checkbox"/> Site Plan	<ul style="list-style-type: none"> North arrow and graphic scale Small key map showing location within the city Finished grades or contours for the entire site at 2-ft. intervals Existing and proposed adjacent public street rights-of-way and public drive locations with center lines, widths, curb-cuts, and radii, including median breaks and turn lanes Existing and proposed public sidewalks, with locations, limits, and widths labeled Distance between all buildings, setbacks between buildings and property lines and parking areas and property lines Location of all required building and parking setbacks Location, dimensions, and number of stories and area in sq. ft. of all buildings Area of land on site plan in sq. ft. and acres Limits, location, size, and material for all retaining walls Location and dimensions of all driveways, parking lots, parking stalls, aisles, loading and services areas and docks Location, size, type of material of all proposed monument or non-wall mounted signage Evidence of alignment with adjacent developments regarding public and private streets/drives, medians, and easements Preliminary design and location of all proposed storm drainage conveyance, detention and treatment facilities and locations of existing drainage facilities

- Schedule indicating total floor area and sq. ft., dwelling units, land area, and parking spaces
 - Name/address of property owner, individual/firm preparing the plan, and date of plan submittal
- ☐ **Building Design**
- Elevations of all sides of proposed buildings and accessory structures (detached garages, carports, trash enclosures, etc.), including identification of building materials to be used on exterior walls, roofs, and accessory structures
 - Size, location, design, and materials of all signs to be attached to building exteriors
 - Location, size, and materials to be used in all screening of roof-top mechanical equipment
- ☐ **Landscape Plan**
- Floor plans indicating dimensions and areas of all floors within proposed buildings
 - Size, species, location, and number of all proposed landscaping materials
 - Notation of all areas to be seeded or sodded and identification of all other proposed ground covers (mulch, rock, native grasses, etc.)
 - Location, size, and materials of all structures to be used for screening, including trash enclosures (if not addressed on the building design plans) and perimeter fencing for buffering (if required).
- ☐ **Photometric Plan**
- Location, height, and type of outdoor lighting fixtures
 - Photometric plan showing footcandles of all light sources over entire property to the property line and any spillover beyond the property line
- ☐ **Public Works Plans**
- Grading Plan
 - Utility Plan
 - Drainage Plan
 - Drainage Study
- ☐ **Additional Plans**
- Any additional plans or studies as may reasonably be requested or required by City staff or as required by the terms of the previously approved Preliminary Site/Development Plan, including assurances of adequate public facilities (stormwater, utilities, traffic, etc.), open space (dedication, maintenance, etc.), deeds of dedication for all rights-of-way or easements (if platting is not required), copy of all covenants and restrictions for the development, and evidence of satisfaction of any previously approved stipulation or condition as part of the Preliminary Site/Development Plan approval.

LOT SPLIT APPLICATION CHECKLIST

THE FOLLOWING MUST BE SUBMITTED:

REQUIRED DOCUMENTS & PLAN SETS (to be uploaded in eTRAKiT portal)

<u>REQUIREMENT</u>	<u>DESCRIPTION</u>
<input type="checkbox"/> Legal Description	Word document or PDF (must be able to be copied and pasted to prepare legal documents)
<input type="checkbox"/> Sealed Plan Set (PDF)	<ul style="list-style-type: none"> Signed/sealed survey by a licensed surveyor or engineer registered in the State of Missouri at a scale not greater than 1 inch to 100-ft. following the requirements of UDC Sec. 36-106.
<input type="checkbox"/> Written Narrative	Applicant's statement making the request, the purpose for the lot split, proposed use(s) of the site, and how any subsequent development of the lots can meet all applicable development standards of the UDC.

ADDITIONAL INFORMATION

Staff will review the Lot Split for completion. Once determined that the application is complete, staff will notify the applicant of the Planning Commission meeting date subject to meeting all other intervening review and re-submittal deadlines. Once all revisions have been completed and reviewed by and acceptable to staff, two (2) signed/sealed and notarized copies of the Lot Split shall be submitted for signatures by city officials. These will be returned to the applicant for recording at Cass County.

At a minimum, the **Sealed Plan Set** must include the following:

<u>PLAN TYPE</u>	<u>REQUIRED INFORMATION</u>
<input type="checkbox"/> Survey	<ul style="list-style-type: none"> North arrow and graphic scale Legal description of property Location of existing lot within the subdivision (if any) as related to the nearest existing platted streets Location of existing easements and utilities Dimensions of divided portions with sq. ft. and acreage identified Location and width of access, existing and proposed Dimensions of all existing structures and their locations with respect to existing lot lines Signatures of owner(s) Signatures and seal of licensed surveyor or engineer preparing the lot split Name/address of property owner, individual/firm preparing the plan, and date of lot split submittal Any additional information requested by staff or required by Cass County
<input type="checkbox"/> Additional Plans	Any additional plans or studies as may reasonably be requested or required by City staff.

PRELIMINARY PLAT CHECKLIST

THE FOLLOWING MUST BE SUBMITTED:

REQUIRED DOCUMENTS & PLAN SETS (to be uploaded in eTRAKiT portal)

<u>REQUIREMENT</u>	<u>DESCRIPTION</u>
<input type="checkbox"/> Legal Description	Word document or PDF (must be able to be copied and pasted to prepare legal documents)
<input type="checkbox"/> Sealed Plan Set (PDF)	<ul style="list-style-type: none"> Signed/sealed Preliminary Plat document by a licensed surveyor or engineer registered in the State of Missouri at a scale not greater than 1 inch to 100-ft. following the requirements of UDC Sec. 36-34.
<input type="checkbox"/> Written Narrative	Applicant's statement making the request, the purpose for the Preliminary Plat, proposed use(s) of the site, and how any subsequent development of the lots can meet all applicable development standards of the UDC.

ADDITIONAL INFORMATION

Staff will review the Preliminary Plat for completion. Once determined that the application is complete, staff will notify the applicant of the Planning Commission meeting date subject to meeting all other intervening review and re-submittal deadlines.

At a minimum, the **Sealed Plan Set** must include the following:

<u>PLAN TYPE</u>	<u>REQUIRED INFORMATION</u>
<input type="checkbox"/> Preliminary Plat	<ul style="list-style-type: none"> Proposed name of subdivision (name cannot duplicate or too closely resemble the name or names of an existing subdivision) Location of the boundary lines or the subdivision and reference to the township, section, range, and section or quarter section lines North arrow and graphic scale Legal description of property Location, width, and name of platted streets or other public rights-of-way, including railroads, utilities, parks, and other public open spaces and permanent buildings within or adjacent to the proposed subdivision All existing sewers, water mains, gas mains, culverts, or other underground installations, within or adjacent to the proposed subdivision, with pipe size, manholes, grades, and locations identified on the preliminary plat Names of adjacent subdivisions with arrangements or streets and lots and owners of adjacent unsubdivided parcels Topography with contour intervals of 2-ft.. Where ground is too flat for contours, spot elevations at 100-ft. distances shall be provided Location of watercourses, bridges, wooded areas, lakes, ravines, and other natural features that may be pertinent to the subdivision Current and proposed zoning classification Current and proposed land use(s)

- On subdivisions with more than 5 acres or 50 lots, the boundaries, and elevations of the 100-yr. floodplain along drainageways included in the official Flood Insurance Study for Cass County must be shown
- The predominant soil types in the subdivision
- The general arrangement of lots and approximate sq. ft. and dimensions
- Any lots exceeding 20,000-sf. should show possible lot lines in dotted lines, easements and rights-of-way which would provide for re-subdivision into smaller lots
- Exterior setback lines (front, corner side, and rear if adjacent to rights-of-way)
- Location and width of proposed streets, alleys, easements, sidewalks, and pedestrian ways to accommodate local flooding and along major drainageways to accommodate 100-yr. flooding. Approximate grade of streets shall be provided.
- The general plan for sewer, water, and drainage within the subdivision, including a map showing the drainage area of each major drainageway within the subdivision
- Location and size of proposed common open spaces, including parks, playgrounds, churches, and school sites or other special uses of land to be considered for reservation or dedication for public use
- General layout of adjacent property within 185-ft. of the site to show relationship of lots, streets, and other public facilities
- Phasing plan if the site will not be developed as a single phase
- Signature and seal of licensed surveyor or engineer preparing the preliminary plat
- Name/address of property owner, individual/firm preparing the plan, and date of preliminary plat submittal
- Any additional information requested by staff or required by Cass County

- ☐ **Additional Plans** Any additional plans or studies as may reasonably be requested or required by City staff to ensure the Preliminary Plat meets all applicable development standards.

FINAL PLAT CHECKLIST

THE FOLLOWING MUST BE SUBMITTED:

REQUIRED DOCUMENTS & PLAN SETS (to be uploaded in eTRAKiT portal)

<u>REQUIREMENT</u>	<u>DESCRIPTION</u>
<input type="checkbox"/> Legal Description	Word document or PDF (must be able to be copied and pasted to prepare legal documents)
<input type="checkbox"/> Sealed Plan Set (PDF)	<ul style="list-style-type: none"> Signed/sealed Final Plat document by a licensed surveyor or engineer registered in the State of Missouri at a scale not greater than 1 inch to 100-ft. following the requirements of UDC Sec. 36-35. The original sheet size shall be 24-inches by 36-inches landscaped. Where the proposed plat is of an unusual size, more than one sheet may be required to fit within the size and scale requested.
<input type="checkbox"/> Written Narrative	Applicant's statement making the request, the purpose for the Final Plat, proposed use(s) of the site, and how any subsequent development of the lots can meet all applicable development standards of the UDC.

ADDITIONAL INFORMATION

Staff will review the Final Plat for completion. Once determined that the application is complete, staff will notify the applicant of the Planning Commission meeting date subject to meeting all other intervening review and re-submittal deadlines. Once all revisions have been completed and reviewed by and acceptable to staff, two (2) signed/sealed and notarized copies of the Lot Split shall be submitted for signatures by city officials. These will be returned to the applicant for recording at Cass County.

At a minimum, the **Sealed Plan Set** must include the following:

<u>PLAN TYPE</u>	<u>REQUIRED INFORMATION</u>
<input type="checkbox"/> Final Plat	<ul style="list-style-type: none"> Name of subdivision Location of section, township, range, county, and state, including the boundaries of the subdivision based on accurate dimensions. The allowable error shall not exceed 1-ft. in 5,000-ft. The location of existing monuments or benchmarks shall be shown and described. Location of such monuments shall be shown in reference to existing official monuments or the nearest established street lines, including the true angles and distances to such reference points or monuments The location of lots, streets, public highways, alleys, parks and other features, with accurate dimensions in feet and decimals of feet with the length of radii on all curves, and other information necessary to reproduce the plat on the ground. Dimensions shall be shown from all curbs to lot lines Lot numbers and block numbers or letters clearly shown in the center of the block The exact locations, widths and names of all streets and alleys and locations, widths and purposes of all easements to be dedicated Boundary lines and description of boundary lines of any area other than streets and alleys which are to be dedicated or reserved for public use

- Exterior setback lines (front, corner side, and rear if adjacent to rights-of-way)
- On subdivisions with more than 5 acres or 50 lots, the boundaries and elevations of the 100-yr. floodplain along drainageways included in the official Flood Insurance Study for Cass County must be shown
- Location of the boundary lines or the subdivision and reference to the township, section, range, and section or quarter section lines
- North arrow and graphic scale
- Legal description of property
- Signature and seal of licensed surveyor or engineer preparing the final plat
- Name/address of property owner, individual/firm preparing the plan, and date of final plat submittal
- Statements dedicating all easements, streets, alleys, and all other public areas not previously dedicated
- A note that all states that areas designated as drainage easements shall be maintained by the property owner. A note shall be placed on the deed of each of the lots possessing a drainage easement that covers an area greater than 1,500-sf. of the lot, which states that the property owner shall be responsible for vegetation control of the drainage easement
- Proof that all property taxes on land have been paid or assurances that payment will be made at the time of filing the final plat

The following certifications, which may be combined where appropriate:

- A certificate signed and acknowledged by all parties having any record, title, or interest in the land subdivided, and consented to the preparation and recording of said subdivision map.
- A certificate signed and acknowledged as above, dedicating or reserving all parcels of land shown on the final plat and intended for any public or private use including easements, and those parcels which are intended for the exclusive use of the lot owners of the subdivision, their licensees, visitors, tenants, and servants.
- A certificate signed by the registered land surveyor responsible for the survey and final map, to read as follows:
I HEREBY CERTIFY; that the within plat of (name) _____ subdivision is based on an actual survey meets or exceeds the current Minimum Standards for Property Boundary Surveys as adopted by the Missouri Board of Architects, Professional Engineers and Land Surveyors of the State of Missouri. I further certify that the bearings shown on this plat are based on (describe bearing reference system along with the method of obtaining the bearing reference) _____ that the section and sectional subdivision corner monuments and survey boundary corner monuments were either found or set as indicated on this plat; that the lot corners and street centerlines have been marked with permanent monumentation as indicated on this plat; that I have complied with all State and Belton statutes, ordinances and regulations governing the practice of surveying and the platting of subdivision to the best of my professional knowledge and belief.

Date

Signed (Type in name and RLS No. here)

- The acknowledgment of a notary in the following form:

State of _____, County of _____, SS.

Be it remembered that on this _____ day of _____, 20____, before me, a notary public in and for said County and State, came _____ to me personally known to be the same person who executed the foregoing instrument of writing and duly acknowledged the execution of same. In testimony whereof, I have hereunto set my hand and affixed my notary seal the day and year above written.

Seal

Notary Public

My Commission Expires: _____

- The certificate of the planning commission in the following form:

This plat of _____ has been submitted to and approved by the Belton Planning Commission this ____ day of _____, 20____.

Planning Commission Chair

Community Development Director

- The acceptance of easements and rights-of-way by the city council in the following form:

These easements and rights-of-way accepted by the City Council of Belton, Missouri, this ____ day of _____, 20____.

Mayor

ATTEST:

City Clerk

- A blank space for noting entry on the transfer record in the following form:

Entered on transfer record this ____ day of _____, 20____.

County Recorder



Additional Plans

- Any additional information requested by staff or required by Cass County
Any additional plans or studies as may reasonably be requested or required by City staff to ensure the Preliminary Plat meets all applicable development standards.

VACATION APPLICATION CHECKLIST

THE FOLLOWING MUST BE SUBMITTED:

REQUIRED DOCUMENTS & PLAN SETS (to be uploaded in eTRAKiT portal)

<u>REQUIREMENT</u>	<u>DESCRIPTION</u>
<input type="checkbox"/> Legal Description	Word document or PDF (must be able to be copied and pasted to prepare legal documents)
<input type="checkbox"/> Sealed Plan Set (PDF)	Legal exhibit/survey of area to be vacated (easement, right-of-way, etc.)
<input type="checkbox"/> Written Narrative	Applicant's statement making the vacation request and reason(s) for the vacation. The narrative should address how the request will not negatively impact the subject property or any adjacent properties, as well as will not negatively impact any owners, residents, companies, or agencies.

ADDITIONAL INFORMATION

Staff will review the vacation request for completion. Once determined that the application is complete, staff will notify the applicant of the public hearing date and the following:

- Staff will prepare a public notice to be published in the local newspaper at least 15 days prior to the public hearing date. Staff will also mail public notices to all property owners within 185-ft. of the subject property notifying them of the request and date, time, and location of the hearing. If a neighborhood meeting notice is required by staff, staff will provide mailed notice to all property owners within 300-ft. of the subject property.
- Staff will provide the applicant with a public hearing sign to be posted on the property at least 15 days prior to the Planning Commission public hearing. The sign shall be maintained during the 15-day period through the public hearing date. The sign(s) shall be placed in locations that are readily visible to the public. Staff will provide a map of sign locations. The applicant shall make a good faith effort to maintain the sign on the property for at least 15 days prior to the hearing. The sign shall not be removed until after all proceedings have been completed or the application is withdrawn.
- Staff will notify local utility companies with access rights to an easement for any concerns or objections.

VARIANCE APPLICATION CHECKLIST

THE FOLLOWING MUST BE SUBMITTED:

REQUIRED DOCUMENTS & PLAN SETS (to be uploaded in eTRAKiT portal)

REQUIREMENT	DESCRIPTION
<input type="checkbox"/> Legal Description	Word document or PDF (must be able to be copied and pasted to prepare legal documents)
<input type="checkbox"/> Sealed Plan Set (PDF)	Legal exhibit/survey of subject property with dimensioned plot plan and setbacks (additional details may be required based on the specific request to determine the extent of the variance needed)
<input type="checkbox"/> Written Narrative	<p>Applicant's statement making the variance request, reason(s) for the variance, and the specific section of the UDC for which the variance is being requested. The narrative must also respond to all five 5) of the following questions:</p> <ol style="list-style-type: none"> 1. Uniqueness – how is the request unique to the property? 2. Adjacent property – explain why or how the variance will not have an adverse effect on neighboring properties? 3. Hardship – explain why or how the variance causes a hardship to the property and owner 4. Public interest – explain why or how the variance will not have an adverse effect on the public health, safety, and/or welfare 5. Spirit and intent of the Zoning Ordinance Regulation – explain why or how the variance will conform to the general spirit and intent of the Zoning Ordinance <p>Failure to respond to the above questions will result in an incomplete application. Variance applications cannot be accepted for some UDC regulations, including variances to public improvement requirements, unpermitted uses within the subject zoning district, any provision related to flood protection, and any provision related to natural resource protection.</p>

ADDITIONAL INFORMATION

Staff will review the variance request for completion. Once determined that the application is complete, staff will notify the applicant of the public hearing date and the following:

- Staff will prepare a public notice to be published in the local newspaper at least 15 days prior to the public hearing date. Staff will also mail public notices to all property owners within 185-ft. of the subject property notifying them of the request and date, time, and location of the hearing. If a neighborhood meeting notice is required by staff, staff will provide mailed notice to all property owners within 300-ft. of the subject property.
- Staff will provide the applicant with a public hearing sign to be posted on the property at least 15 days prior to the Planning Commission public hearing. The sign shall be maintained during the 15-day period through the public hearing date. The sign(s) shall be placed in locations that are readily visible to the public. Staff will provide a map of sign locations. The applicant shall make a good faith effort to maintain the sign on the property for at least 15 days prior to the hearing. The sign shall not be removed until after all proceedings have been completed or the application is withdrawn.

ANNEXATION APPLICATION CHECKLIST

THE FOLLOWING MUST BE SUBMITTED:

REQUIRED DOCUMENTS & PLAN SETS (to be uploaded in eTRAKiT portal)

<u>REQUIREMENT</u>	<u>DESCRIPTION</u>
<input type="checkbox"/> Legal Description	Word document or PDF (must be able to be copied and pasted to prepare legal documents)
<input type="checkbox"/> Sealed Plan Set (PDF)	Legal exhibit/survey of subject property to be annexed
<input type="checkbox"/> Signed & Notarized Petition	The following page(s) must be printed, signed, notarized, scanned, and uploaded in eTRAKiT. All individuals who own the property or properties must sign. Multiple pages may be necessary depending on the number of owners.

ADDITIONAL INFORMATION

Staff will review the variance request for completion. Once determined that the application is complete, staff will notify the applicant of the public hearing date and the following:

- Staff will prepare a public notice to be published in the local newspaper at least 15 days prior to the public hearing date. Staff will also mail public notices to all property owners within 185-ft. of the subject property notifying them of the request and date, time, and location of the hearing. If a neighborhood meeting notice is required by staff, staff will provide mailed notice to all property owners within 300-ft. of the subject property.
- Staff will provide the applicant with a public hearing sign to be posted on the property at least 15 days prior to the Planning Commission public hearing. The sign shall be maintained during the 15-day period through the public hearing date. The sign(s) shall be placed in locations that are readily visible to the public. Staff will provide a map of sign locations. The applicant shall make a good faith effort to maintain the sign on the property for at least 15 days prior to the hearing. The sign shall not be removed until after all proceedings have been completed or the application is withdrawn.

PETITION REQUESTING ANNEXATION TO THE CITY OF BELTON

We the undersigned; hereinafter referred to as Petitioner, for our petition to the City Council of the City of Belton, Missouri, state and allege as follows:

1. That we are over 21 years of age and the owners of all fee interests of record in the real estate in Cass County, Missouri, described in the attached legal description as Exhibit A.
2. That said real estate is not now a part of any incorporated municipality.
3. That the said real estate is contiguous to the existing corporate limits of the City of Belton, Missouri.

We the undersigned, hereby are requesting voluntary annexation under Missouri State Statute **(check one)**:

- ☐ RSMo 71.012
☐ RSMo 71.014 (Abbreviated Voluntary Annexation Procedure)

In witness whereof, I legal owner of said property do hereunto set my hand and seal
this _____ day of _____, _____.

Signature

Printed Name

STATE OF MISSOURI)

COUNTY OF)

On this _____ day of _____, _____ before me personally appeared _____, to be known to the person described in and who executed the foregoing instrument, and acknowledged that they executed the same as their free act and deed.

IN TESTIMONY WHEREOF, I have set my official seal at my office in _____ the day and year first above written.

/s/ _____ My commission expires: _____
NOTARY PUBLIC

In witness whereof, I legal owner of said property do hereunto set my hand and seal
this _____ day of _____, _____.

Signature

Printed Name

STATE OF MISSOURI)

COUNTY OF)

On this _____ day of _____, _____ before me personally appeared _____, to be known to the person described in and who executed the foregoing instrument, and acknowledged that they executed the same as their free act and deed.

IN TESTIMONY WHEREOF, I have set my official seal at my office in _____ the day and year first above written.

/s/ _____ My commission expires: _____
NOTARY PUBLIC

In witness whereof, I legal owner of said property do hereunto set my hand and seal
this _____ day of _____, _____.

Signature

Printed Name

STATE OF MISSOURI)

COUNTY OF)

On this _____ day of _____, _____ before me personally appeared
_____, to be known to the person described in and who executed the foregoing instrument,
and acknowledged that they executed the same as their free act and deed.

IN TESTIMONY WHEREOF, I have set my official seal at my office in _____ the day and year first above
written.

/s/ _____ My commission expires: _____
NOTARY PUBLIC

In witness whereof, I legal owner of said property do hereunto set my hand and seal
this _____ day of _____, _____.

Signature

Printed Name

STATE OF MISSOURI)

COUNTY OF)

On this _____ day of _____, _____ before me personally appeared
_____, to be known to the person described in and who executed the foregoing instrument,
and acknowledged that they executed the same as their free act and deed.

IN TESTIMONY WHEREOF, I have set my official seal at my office in _____ the day and year first above
written.

/s/ _____ My commission expires: _____
NOTARY PUBLIC