

11.0 Site Plan Review

An approved site plan is required before a building permit may be issued for new buildings or the expansion of any existing multi-family, commercial, or industrial building. Site plan review is intended to address the regulations of the Zoning Regulations, the objectives of the Comprehensive Plan, and to foster compatibility between land uses in the City.

Procedures for site plan review are set forth in **Section 31-21** of the Zoning Ordinance. Developers should consult the applicable zoning regulations for a complete list of submittal requirements for site plans. Applicants must submit eight copies of the site plan. All site plans shall be prepared by a registered professional engineer, architect, or land surveyor at a scale no smaller than 1 inch equal to 50 feet, on standards 24" by 36" sheets.

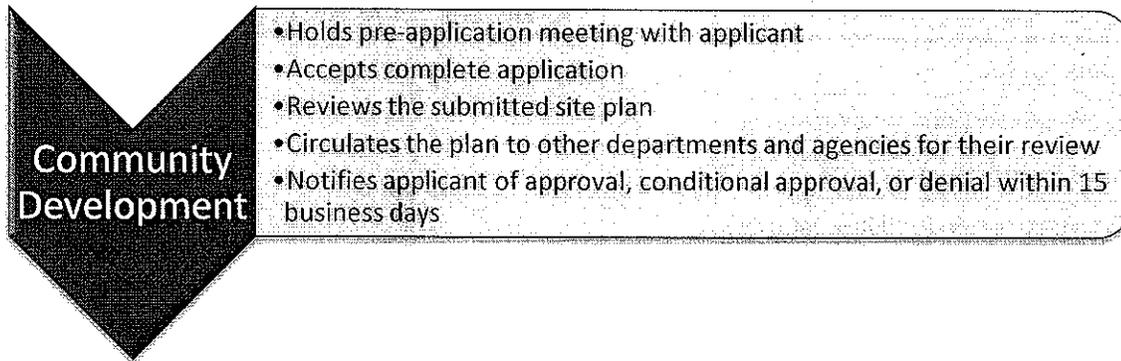
Review Decisions

Site plans are subject to administrative review by the City's Site Plan Review Team, which reviews the site plan for consistency with City planning policies and objectives and compliance with all applicable regulations and standards. Departments contributing to site plan review include Community Development, Public Works, Fire, and Police.

Telecommunications Tower Co-Location Permits

Co-Location Permits as described in Section 31-25(1)(3)(B) are handled as site plan reviews, using the same application form, application fee, and review timeframes.

11.1 Site Plan Review Procedures



Community Development

- Holds pre-application meeting with applicant
- Accepts complete application
- Reviews the submitted site plan
- Circulates the plan to other departments and agencies for their review
- Notifies applicant of approval, conditional approval, or denial within 15 business days

DEVELOPMENT SERVICES PROCEDURES MANUAL

City of Grandview, Missouri

11.2 Site Plan Review Forms

Site Plan Review Checklist - Development Services

Reviewed By:

Development Services

City of Grandview

816-316-4822

Site Plan Number: _____

Date Distributed: _____

Comments Due: _____

Developer: _____ Phone: _____

Development: _____

Address/Location: _____

The attached site plan has been submitted for review. Please return your comments to Development Services by the date indicated above. Thank you for your assistance.

(816) 316-4822 or (816) 316-4820

Fax: (816) 316-4809

CHECKLIST: (PLEASE COMPLETE)

	APPROVED AS SHOWN	NOT APPROVED	NOT APPLICABLE
1. Legal description.			
2. Zoning of land and surrounding areas.			
3. Proposed use of structure.			
4. Type of construction (building exterior)			
5. Lot dimensions and area, density and lot coverage.			
6. Building placement on lot, distance to property lines, minimum required yard areas and setbacks.			
7. Building height.			
8. Mechanical equipment screening.			
9. Location and screening of trash receptacle.			
10. Outside storage.			
11. Off-street loading.			

DEVELOPMENT SERVICES PROCEDURES MANUAL

City of Grandview, Missouri

	APPROVED AS SHOWN	NOT APPROVED	NOT APPLICABLE
12. Number of parking spaces and striping of parking lot.			
13. Disabled parking spaces (with pole sign).			
14. Dimensions of parking spaces.			
15. Dimensions of drive aisles.			
16. Type and depth of paving material.			
17. Total landscaped area.			
18. Screening between uses.			
19. Proposed landscaping schedule indicating approved plant types, number, size, and timing for installation.			
20. Exterior lighting/adequate illumination.			
21. Assigned address.			
22. Conformance with Future Land Use and Thoroughfare Plan.			
23. Compliance with Zoning Ordinance Design Guidelines (Section 31-25(J), (K), and (L)).			
24. Site plan sealed by a Missouri State registered engineer or architect unless otherwise indicated.			

COMMENTS:

PLANS APPROVED AS SUBMITTED: _____

PLANS NOT APPROVED: _____

BY: _____

TITLE: _____

DATE RECEIVED: _____

DEVELOPMENT SERVICES PROCEDURES MANUAL

City of Grandview, Missouri

Site Plan Review Checklist - Building Services

Reviewed By:
Building Services
City of Grandview
816-316-4825

Site Plan Number: _____
Date Distributed: _____
Comments Due: _____

Developer: _____ Phone: _____

Development: _____

Address/Location: _____

The attached site plan has been submitted for review. Please return your comments to Development Services by the date indicated above. Thank you for your assistance.

(816) 316-4822 or (816) 316-4820

Fax: (816) 316-4809

CHECKLIST: (PLEASE COMPLETE)

	APPROVED AS SHOWN	NOT APPROVED	NOT APPLICABLE
1. Distances to all property lines.			
2. Distances between buildings.			
3. Proposed signage.			
4. Location of existing and proposed septic tank or holding tank; permit issued by Jackson County Health Department.			
5. Building façade ordinance.			

COMMENTS:

PLANS APPROVED AS SUBMITTED: _____

PLANS NOT APPROVED: _____

BY: _____

TITLE: _____

DATE RECEIVED: _____

DEVELOPMENT SERVICES PROCEDURES MANUAL

City of Grandview, Missouri

Site Plan Review Checklist – Engineering Services

Reviewed By:

Engineering Services

City of Grandview

816-316-4857

Site Plan Number: _____

Date Distributed: _____

Comments Due: _____

Developer: _____ Phone: _____

Development: _____

Address/Location: _____

The attached site plan has been submitted for review. Please return your comments to Development Services by the date indicated above. Thank you for your assistance.

(816) 316-4822 or (816) 316-4820

Fax: (816) 316-4809

CHECKLIST: (PLEASE COMPLETE)

	APPROVED AS SHOWN	NOT APPROVED	NOT APPLICABLE
1. Curb/gutter (location, grade, dimensions, both existing and proposed).			
2. Sidewalks (location, grade, dimensions, both existing and proposed).			
3. Grading plan (existing and proposed contours as per USGS datum, intervals not to exceed 2').			
4. Clearly identified benchmarks.			
5. Type of monuments at each corner of site.			
6. Stormwater management plan.			
7. Sanitary sewer connections, location of manholes, elevations.			
8. Location of existing easements.			
9. Driveway location, width, and surface.			
10. Existing street system and driveways in area.			
11. Sight triangles.			
12. Overall traffic circulation.			

DEVELOPMENT SERVICES PROCEDURES MANUAL

City of Grandview, Missouri

	APPROVED AS SHOWN	NOT APPROVED	NOT APPLICABLE
13. Additional ROW or street improvements, continue existing abutting improvements.			
14. Soil and erosion control plans.			

COMMENTS:

PLANS APPROVED AS SUBMITTED: _____

PLANS NOT APPROVED: _____

BY: _____

TITLE: _____

DATE RECEIVED: _____

DEVELOPMENT SERVICES PROCEDURES MANUAL

City of Grandview, Missouri

Site Plan Review Checklist – Fire Department

Reviewed By:

Fire Department
City of Grandview
816-316-4962

Site Plan Number: _____
Date Distributed: _____
Comments Due: _____

Developer: _____ Phone: _____

Development: _____

Address/Location: _____

The attached site plan has been submitted for review. Please return your comments to Development Services by the date indicated above. Thank you for your assistance.

(816) 316-4822 or (816) 316-4820

Fax: (816) 316-4809

CHECKLIST: (PLEASE COMPLETE)

	APPROVED AS SHOWN	NOT APPROVED	NOT APPLICABLE
1. Location of nearest fire hydrant.			
2. Size of water line.			
3. Access for fire protection.			
4. Distances between buildings; distance from property lines to building(s).			
5. Location of existing and proposed gasoline tanks.			
6. Note of any type of combustible or hazardous materials to be stored on property.			

COMMENTS:

PLANS APPROVED AS SUBMITTED: _____

PLANS NOT APPROVED: _____

BY: _____

TITLE: _____

DATE RECEIVED: _____

DEVELOPMENT SERVICES PROCEDURES MANUAL

City of Grandview, Missouri

Site Plan Review Checklist - Police Department

Reviewed By:
Police Department
City of Grandview

Site Plan Number: _____
Date Distributed: _____
Comments Due: _____

Developer: _____ Phone: _____

Development: _____

Address/Location: _____

The attached site plan has been submitted for review. Please return your comments to Development Services by the date indicated above. Thank you for your assistance.

(816) 316-4822 or (816) 316-4820

Fax: (816) 316-4809

CHECKLIST: (PLEASE COMPLETE)

Security Concerns:	APPROVED AS SHOWN	NOT APPROVED	NOT APPLICABLE
1. Building layout and orientation.			
2. Site and building lighting.			
3. Access for emergency response.			

COMMENTS:

PLANS APPROVED AS SUBMITTED: _____

PLANS NOT APPROVED: _____

BY: _____

TITLE: _____

DATE RECEIVED: _____