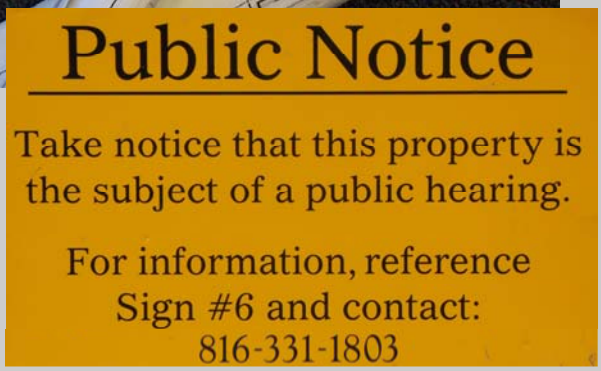
City of Raymore, Missouri

Development Guide



Development Services Department
11th Edition
May 4, 2020

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The purpose of this document is to serve as a guide to the development process in Raymore. All development proposals must comply with all ordinances and regulations of the City of Raymore, Missouri, regardless of whether the ordinance or regulation is cited or referenced in this guide or not. In the event there is a conflict between this guide and adopted codes and ordinances, the adopted codes and ordinances govern.

PURPOSE OF DEVELOPMENT GUIDE

This development guide is a compilation of information and requirements related to residential, commercial and industrial development within the City of Raymore, Missouri. The guide is intended to answer commonly asked questions; to provide an overview of the development process; and to assist residents, landowners, businesses, design professionals, contractors and applicants in understanding the development process in Raymore.

The intent of the guide is to provide insight into all aspects of the development process in Raymore, Missouri - from the inception of an idea; through the necessary steps to obtain required City approvals; and ultimately to the completion of a development project. This guide will assist an individual who intends to build a new home in Raymore; will assist an individual in starting a home based business; will assist an individual in the process of opening a store in a commercial center; and will assist an individual in obtaining all approvals necessary to build and develop in the City of Raymore.

Information in this **10th EDITION** guide is current as of February 26, 2020. It is imperative that you ensure the guide edition you are utilizing is the most current guide available. City codes and ordinances; meeting calendars; fee schedule; and the general review process can change based upon actions made by the staff and by the Raymore City Council. You are encouraged to contact the Raymore Development Services Department at (816) 892-3016 to ensure you have the most up-to-day development guide. You may also check the Development Services Department page on the City website. The most current edition of the guide will be posted on this page.

The development guide is not intended to be used as a replacement to the requirements included in the Raymore Unified Development Code or the Raymore City Code. You are encouraged to thoroughly review the Unified Development Code or the City Code to ensure all development requirements are met. The intention of this development guide is to provide an overview of the development process in the City.

If you have any questions or need any clarification of the materials included in this development guide please feel free to contact the Development Services Department at (816) 892-3016.

AN ELECTRONIC VERSION OF THIS DEVELOPMENT GUIDE IS AVAILABLE ON THE DEVELOPMENT SERVICES DEPARTMENT PAGE ON THE CITY WEBSITE

Development Guide

"HOW TO" AND FREQUENTLY ASKED QUESTIONS

I am interested in starting a new business and/or developing in the City of Raymore. What is the first thing I should do?

If you are looking for a property to buy, build upon, or develop you may want to contact **David Gress, Economic Development Director, at (816) 892-3015 or by email at dgress@raymore.com**. Mr. Gress is available to assist anyone interested in starting or locating a business in the City of Raymore. Mr. Gress is knowledgeable on available land, building and tenant sites; contact persons for the shopping centers; and resources available to assist you in starting a business in Raymore.

If you have a property or building already selected and want to know what City approval is necessary or what the City code requirements are you can contact **Katie Jardieu, GISP, City Planner, at (816) 892-3016 or by email at** kjardieu@raymore.com.

Can I talk with City officials about my proposal before filing any formal applications?

Yes! The City of Raymore encourages early review and discussion about a project. The City has a Development Review Committee (DRC) comprised of City staff members involved in the development process available to meet with individuals about a proposed project. The Committee can provide information regarding the development process in the City; can identify any potential issues or concerns with a proposed project or site; and is available to answer any questions.

The Raymore Planning and Zoning Commission is also able to review a concept plan for a proposed project before an application is filed. This process allows review by a group of Raymore residents directly involved in the development review and approval process. While no formal vote or action can be taken at this step in the process, the Commission can provide general guidance on the proposed project and provide valuable input early on in the planning process for the project.

To meet with the DRC or to schedule a review by the Commission contact **Katie Jardieu, GISP, City Planner, at (816) 892-3016 or by email at** kjardieu@raymore.com.

Where do I get the necessary application forms?

Development application forms can be obtained from the Development Services Department at the Raymore City Hall, located at 100 Municipal Circle, Raymore, MO 64083 or online at the City website.

When do I submit the applications?

Applications may be filed with the Development Services Department between the hours of 8:00 am and 5:00 pm Monday thru Friday. You may submit electronic copies of the application to kjardieu@raymore.com but you will need to submit the application with the original signatures of the property owner and applicant to the Department. Any required filing fee must be paid when the application is filed.

The 2020 meeting calendar, attached as Exhibit A, provides the filing deadlines for the meetings of the Planning and Zoning Commission. The Commission meets on the 1st and 3rd Tuesday of every month, so the filing deadlines are generally every two weeks.

How much does it cost to file a development application?

The Schedule of Fees and Charges, attached as Exhibit C, provides the filing and development fees for the City of Raymore. An application for Final Plat approval will also contain a development agreement that will outline additional fees and costs related to subdivision development. These additional fees are related to plan review and inspection fees for public infrastructure; emergency siren fees; and parkland dedication fees (if no public parkland is to be dedicated as part of the project).

Do I need to attend any meetings?

Depending on the type of application filed there will be meetings that you must attend. A few applications require a meeting to be held with the Development Review Committee prior to filing an application. An application for a rezoning, conditional use permit, PUD, or preliminary plat will require the applicant to meet with surrounding property owners and interested parties prior to any formal public hearing to allow early input from the Community. City staff will work with you to set a “Good Neighbor” meeting date and location and will notify the necessary interested parties.

Depending upon the type of application, you may need to attend a Planning and Zoning Commission meeting; Board of Adjustment meeting; Board of Appeals meeting; Parks and Recreation Board meeting; Board of Appeals meeting; Tax Increment Financing Commission meeting; or City Council meeting.

When are public hearings required?

A public hearing is required for the following applications: Rezoning; Conditional Use Permit; Preliminary Plat; Planned Unit Development; Easement Vacation; Right-of-Way Vacation; and Variances. As part of the application process City staff prepares and sends all neighbor notices and publishes all required legal notices. Costs for same are included in the application filing fee.

How do I check on the status of my application?

Call Katie Jardieu,GISP, City Planner at (816) 892-3016 or contact by email at kjardieu@raymore.com .

What is staff's role in the process?

Depending upon the type of application filed, there are various City Departments involved in the review of an application. The Development Services Department is responsible for distributing the application and any accompanying plans to the appropriate department. A comprehensive staff report is then prepared that includes all comments and recommendations made by the various departments. The report is provided to the applicant and the reviewing body approximately 5 days prior to the meeting. The report is updated after each meeting of the reviewing body. Once completed the staff reports are posted on the City website.

How long does it take to obtain the necessary City approvals?

The length of time it takes to complete the review and approval process for a development project depends upon the type of application filed. For an application that requires a public hearing (rezoning; conditional use permit; preliminary plat) the review time is generally 75 days. For final plat approval the review time is generally 60 days. For site plan review, annexation, variances and easement vacations the review time is generally 30 days.

Review times are extended if the applicant does not submit all required documents; does not submit revised documents in a timely fashion; or if the review body delays action on the application.

What codes or other regulations apply to my project?

The following Codes and documents have been adopted by the City of Raymore and apply to all development projects in the City:

- Raymore Growth Management Plan
- Unified Development Code
- City of Raymore Building Code
- 2018 International Building Code
- 2018 International One and Two-Family Code
- 2018 International Existing Building Code
- 2018 International Plumbing Code
- 2018 International Mechanical Code
- 2017 National Electric Code
- 2018 International Swimming Pool, Spa and Hot Tub Code
- 2018 NFPA 101 Life Safety Code
- 2009 International Energy Conservation Code
- 2018 International Fuel Gas Code
- 2018 International Fire Code
- American National Standard for Accessible and Useable Buildings and Facilities A117.1-2017
- Structural Concrete and Commentary ACI 318-18
- NFPA Health Care Facilities 2018 Edition
- Raymore Lawn Sprinkler Systems and Cross Connection Code
- Raymore Occupational License Code
- Radon Control Systems
- Contractor Licensing Program

The South Metropolitan Fire Protection District requires the issuance of a permit for all multiple-family and non-residential construction projects. This permit is issued separate from any permit issued by the City of Raymore.

DEVELOPMENT AIDS

2020 Meetings and Filing Deadlines

The 2020 meeting and filing deadline calendar for the Planning and Zoning Commission and Board of Adjustment are attached as Exhibit A and B. Depending upon the type of application and current workload of the Development Services Department the Development Services Director may provide some limited flexibility in the submittal deadlines.

Schedule of Fees and Charges

The Raymore City Council adopted a comprehensive schedule of fees and charges that is periodically reviewed and updated. The effective date of the most recent update of the fee schedule is November 1, 2019. The schedule of fees and charges is attached as Exhibit C.

New Business Resource Guide

The City of Raymore has published two brochures related to new businesses in the City. The New Business Guide brochure was prepared by the Community Development Department and is attached as Exhibit D. The New Business Resource Guide brochure was prepared by the City Clerk's office and is attached as Exhibit E.

Development Contact Persons Directory

The following listed individuals are the appropriate contacts for the specified areas of the development process in Raymore:

Primary contact for all development activity:

- Zoning and land use questions
- Development code questions
- Development application and approval process

Katie Jardieu, GISP, City Planner
816-892-3016; kjardieu@raymore.com

Economic Development:

- Available land and building
- Realtor/Broker contacts
- Land owner contacts
- Financial Incentives
- Support for new businesses

David Gress, Economic Development Director
816-892-3015; dgress@raymore.com

Public Works and Engineering

- Location and availability of public infrastructure (streets; water; storm sewer; sanitary sewer)
- Design standards and specifications for public improvements

Mike Krass, P.E., Public Works Director
816-331-1852; mkrass@raymore.com

Building Inspections

- Building construction plan review
- Questions related to contractor licensing program
- Building permits and inspections

Jon Woerner, CBO, Building Official
816-331-7916; jwoerner@raymore.com

Parks and Recreation

- Park land dedication requirement
- Questions on open space and greenway requirements

Nathan Musteen, Parks and Recreation Director
816-322-2791; nmusteen@raymore.com

City Clerk

- Issuance of Occupational Licenses
- Issuance of Contractor Licenses
- Issuance of Alcoholic Beverage License

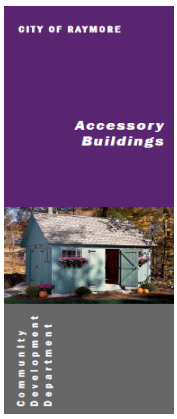
Jeanie Woerner, City Clerk
816-331-3324; jlwoerner@raymore.com

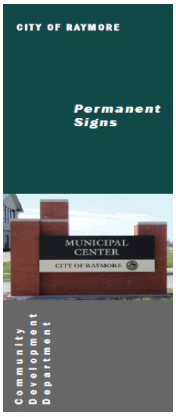
South Metropolitan Fire Protection District

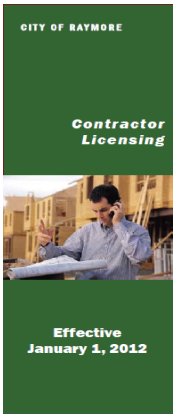
- Development plan and building construction plan review
- Separate permit required for building construction (separate from City)

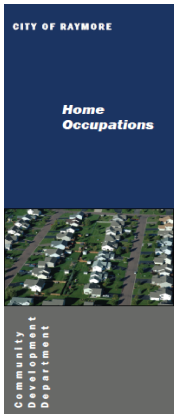
Randy Powers, Fire Marshall
816-331-3008

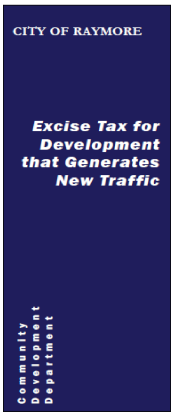
Informational Brochures

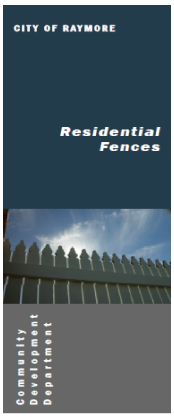


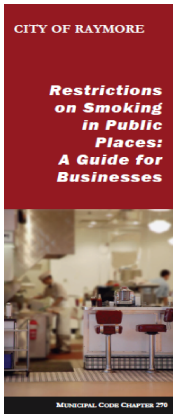


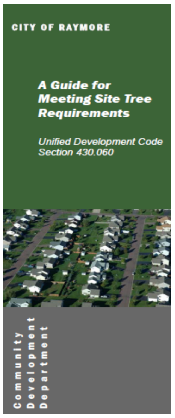


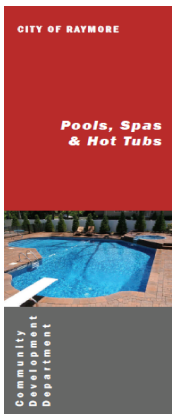


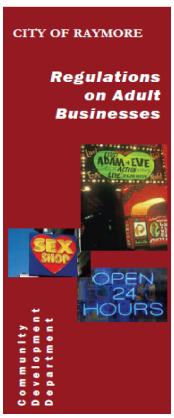


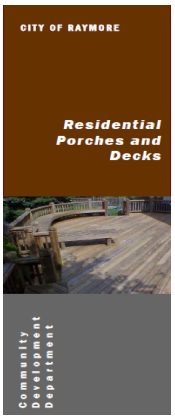


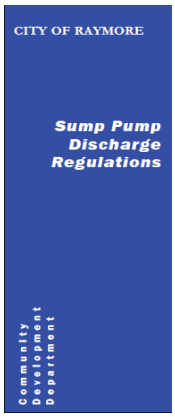












Single-Family Residential Zoning Districts

Multiple-Family Zoning Districts

Commercial Zoning Districts

Business & Industrial Zoning Districts

Excerpts from the Unified Development Code

Excerpts from the Unified Development Code have been created as a quick reference regarding certain common topics:

A
Accessory uses and structures
Accessory utility facilities
Adult businesses
Agricultural, residential districts and uses

B
Bar or Tavern
Building design standards
Business, commercial and industrial districts and uses
BP, business park district

C
C-1, neighborhood district
CCO, city center overlay district
Commercial and industrial district sign regulations

D
Development review procedures
Dumpster/POD requirements

E
Electronic message signs
Erosion control/land disturbance

F
Fences
Final plat regulations

G
Group homes/adult-child day care

H
Home occupations

I
Inflatable signs
Intersection visibility

J

K

L
Landscaping chapter
Landscaping plant materials
Landscaping screening requirement
Landscaping site (yard) tree requirement
Land disturbance/erosion control

M
Manufactured home residential design standards
Massage therapist
Minor subdivisions

N

O
OT, original town overlay district

P
Park land dedication
Parking chapter
Parking area design
Pawn shops
Payday loan store
Planned district overlay
PODS/dumpster requirements
Planned unit development, PUD

Q

R
Renewable energy systems

S
Sign code
Site plan review
Stream buffer protection
Storm water detention
Subdivision adjacency
Subdivision amenities
Subdivision design and layout
Subdivision entrance signs

T
Tattoo/body art services
Temporary signs
Temporary uses

U
Use regulations for large retail buildings

V

W
Wireless telecommunications facilities

X

Y

Z

Declaratory Rulings of the Unified Development Code

The Director of Development Services has issued several written interpretations of certain provisions of the Unified Development Code. These interpretations are issued as declaratory rulings.

Ruling #1: What is the maximum size allowed for a subdivision entrance sign and how many signs are allowed per subdivision?

Ruling #2: Are chickens allowed to be raised in the City?

Ruling #3: Is a four (4) foot privacy fence allowed in a front yard setback area?

Ruling #4: Revoked due to a UDC code change.

Ruling #5: Does an adjustment to a lot line require a subdivision plat?

Ruling #6: Can a fence be constructed in an easement?

Ruling #7: Revoked due to a UDC code change.

Ruling #8: How much of a property can be covered in buildings and other man-made structures?

Ruling #9: Is a mobile home allowed in the City of Raymore?

Ruling #10: Can a business that is not licensed or approved as an adult business have adult media or sexually oriented toys or novelties available?

The written interpretations are contained in the Declaratory Ruling Book .

DEPARTMENT RESPONSIBILITIES IN THE DEVELOPMENT PROCESS

The development process in the City of Raymore is generally guided by the City Development Review Committee. This committee is comprised of the following individuals:

- City Manager
- Assistant City Manager
- Police Chief
- Development Services Director
- Public Works Director
- Economic Development Director
- Parks and Recreation Director
- Assistant Public Works Director
- Communications Manager
- GIS Coordinator
- City Planner
- Fire Marshall, South Metropolitan Fire Protection District

Administration

The City Manager and Assistant City Manager provide general guidance for policy decisions necessary to be made in the development review process. The role of these two individuals is to provide general oversight of the process; provide direction on how to seek guidance from the City Council, if necessary; and provide financial and budget guidance if a development project involves any possible public funding.

City Manager
Jim Feuerborn
816-331-0488
jfeuerborn@raymore.com

The City Clerk's office provides information on business occupational licenses and City alcoholic beverage licenses. The Clerk's office also serves as the custodian of the records for the City.

City Clerk
Jeanie Woerner
816-331-3324
jlwoerner@raymore.com

Development Services Department

The Development Services Department is involved in administration and enforcement of the City Unified Development Code and Growth Management Plan. The Department oversees the development and plan review process and is the primary point of contact for all applicants that have submitted a development application.

The Director coordinates the entire development review process. He is responsible for ensuring the application is expeditiously reviewed by staff; comments are collected from the various reviewing agencies; providing any review comments to the applicant; scheduling good neighbor meetings if required; and scheduling review by the Planning and Zoning Commission and City Council as required.

Development Services Director/ Assistant to the City Manager
James Cadoret, AICP
816-892-3030
jcadoret@raymore.com

City Planner
Katie Jardieu, GISP
816-892-3016
kjardieu@raymore.com

The Building Inspections Division is part of the Development Services Department. The Building Official is responsible for review of all construction plans; issuance of all building permits; and completion of all required building inspections.

Building Official
Jon Woerner, CBO
816-331-7916
jwoerner@raymore.com

The GIS Coordinator can provide data regarding zoning, land use, infrastructure, aerial photography, parcels, building footprints and other development related data.

GIS Coordinator
Heather Eisenbarth, GISP
816-892-3029
heisenbarth@raymore.com

Public Works Department

The Public Works Department develops and maintains Raymore's infrastructure by providing essential services in the areas of civil engineering, maintenance of streets, and water and sewer utilities. The Engineering Division is most directly involved in the review and approval of development plans that impact the City's infrastructure. The Public Works Director and Assistant Director are both members of the City Development Review Committee and an integral part of the plan review process. All development applications are reviewed by the Engineering Division and a memorandum providing review comments is provided for each application.

Public Works Director
Mike Krass, PE
816-331-1852
mkrass@raymore.com

Economic Development Department

The Economic Development Department provides assistance in the location of a suitable building site or tenant space and has many resources available to existing and new businesses. The Director is a member of the City Development Review Committee and provides valuable assistance in helping the applicant navigate through the review process.

Economic Development Director
David Gress
816-892-3015
dgress@raymore.com

Parks and Recreation Department

The Parks and Recreation Department provides guidance regarding any new residential development in the City. The Director is a member of the City Development Review Committee and provides input on proposed new residential developments. The UDC does include a requirement for park land dedication for new residential developments. The Director is involved in determining the park land dedication requirement, including the location of the park land in the development and any amenities that may be provided.

Parks and Recreation Director
Nathan Musteen
816-322-2781
nmusteen@raymore.com

South Metropolitan Fire Protection District

The South Metropolitan Fire Protection District is a separate governmental entity from the City of Raymore and is involved in all new development activities in the City. The Fire Marshall is a member of the City Development Review Committee and provides valuable assistance to all new businesses locating in the City.

For all new multi-family and non-residential developments in the City a separate building permit is required from South Metro.

Fire Marshall
Randy Powers
816-331-3008

ROLE OF CITY BOARDS AND COMMISSIONS

Development Review Committee

The Development Review Committee (DRC) is responsible for meeting with applicants, property owners, engineers, developers, builders and other land development professionals regarding any proposed development within the City. The Committee is comprised of representatives from various departments and entities involved in the development process.

The DRC can provide valuable assistance in the early planning stages of a development. There is no application fee necessary to meet with the Committee to obtain early advice and input on a prospective new development. The DRC will meet to discuss a project as often as is necessary.

The DRC meets every Wednesday morning at 9:00am. The Committee will accommodate special requests for a meeting as necessary.

Contact:
Katie Jardieu, GISP
City Planner
816-892-3016; kjardieu@raymore.com

Planning and Zoning Commission

The Planning and Zoning Commission is a 9-member volunteer board that meets on the 1st and 3rd Tuesdays of each month at 7:00 pm to consider various development and land use applications. The Commission is an advisory board to the City Council on all rezoning, subdivision platting, and conditional use permit applications. The Commission has approval authority for all land use classification changes and development site plans. No action of the Commission is binding unless authorized by a majority of the full membership of the Commission (affirmative vote of 5 members).

The Commission does provide the option for an applicant to present a conceptual plan for review. While no formal vote is taken, the applicant is provided valuable assistance in the preparation of a development proposal.

City staff provides a report and recommendation on all applications submitted to the Commission for review. The report is completed approximately 5 days prior to the Commission meeting and is distributed to the Commission members and applicant. At the Commission meeting the applicant is provided an opportunity to present the application and staff provides an overview of the report. If a public hearing is required, the applicant will make a presentation first and then will be afforded an opportunity to respond to any comments made by the public.

An annual meeting schedule, attached as Exhibit A, is adopted by the Commission that provides filing deadlines and meeting dates to be followed for each application. There are instances wherein staff can decide to expedite a review based upon the complexity of the application. A fee schedule, attached as Exhibit C, adopted by the City Council provides the applicable filing fee for each application.

Contact:
James Cadoret, AICP
Development Services Director
816-892-3030; jcadoret@raymore.com

City Council

The Raymore City Council is a 8-member elected body, with 2 representatives from each of the four wards in the City. The Council meets on the 2nd and 4th Monday of each month. The Council is responsible for final decisions on all annexation, rezoning, subdivision plats, easement and right-of-way vacations, and conditional use permit applications. Staff provide a report and recommendation to the Council, including any actions taken by the Planning and Zoning Commission. A public hearing is required for most applications considered by the Council. The applicant is required to be present any time an application is considered by the Council.

The affirmative vote of a majority of the entire Council shall be necessary to adopt any ordinance (affirmative vote of 5 members). In case of a tie vote, the Mayor has the right to vote.

Contact:
Jeanie Woerner
City Clerk
816-331-3324; jlwoerner@raymore.com

Board of Adjustment

The Board of Adjustment exists for the purpose of hearing and deciding appeals of decisions made by the Development Services Director in the enforcement of the UDC and for hearing requests by property owners for a variance from the terms of the UDC. The Board meets as needed on the 3rd Tuesday of each month at 6:00pm. There are five regular members and 2 alternate members.

A concurring vote of four members of the Board is required to decide in favor of the applicant on any matter upon which the Board is required to vote.

Contact:
Katie Jardieu, GISP
City Planner
816-892-3016; kjardieu@raymore.com

Board of Appeals

The Board of Appeals exists for the purpose of hearing and deciding appeals of decisions made by the Building Official in the enforcement of the Building Code and of decisions made by the Floodplain Administrator in the enforcement of floodplain regulations. The Board meets on an as needed basis. There are five regular members and one alternate member.

Contact:
Jon Woerner, CBO
Building Official
816-331-7916; jwoerner@raymore.com

Tax Increment Financing Commission

The Tax Increment Financing Commission exists for the purpose of reviewing tax increment financing proposals that may come before the City, and making recommendations to the City Council. The Commission is composed of six representatives appointed by the City of Raymore, two representatives of the Raymore-Peculiar School District, two representatives of Cass County, and one representative for all other taxing entities in Cass County. The Commission meets on an as needed basis.

Contact:
David Gress
Economic Development Director
816-892-3015; dgress@raymore.com

Parks and Recreation Board

The Parks and Recreation Board exists for the purpose of overseeing the improvement, care and control of the City's parks and recreation facilities and expenditure of revenues credited to the City Park Maintenance Fund. The Park Board is an 8-member body with 2 representatives from each Ward. The Park Board meets on the 4th Tuesday of each month at 7:00pm.

Contact:
Nathan Musteen
Parks and Recreation Director
816-322-2791; nmusteen@raymore.com

WHAT TYPE OF APPLICATION ARE YOU FILING?

Annexation

Rezoning

Conditional Use Permit

Preliminary Plat

Final Plat
- minor plat
- lot split

Planned Unit Development

Site Plan
- site plan amendment

Easement Vacation

Right-of-way Vacation

Inflatable Sign

Variance
- of use
- of development standard
- administrative adjustment

Appeal
- of administrative decision on UDC
- of administrative decision on building code

ANNEXATION

Two options are available for annexation of a property into the corporate limits of the City of Raymore. Applicants must select which option is to be utilized when the application is filed. Application is considered by the City Council as an ordinance. Process typically takes 30 days. No filing fee.

Option 1: Full Procedure in accordance with RSMo 71.012

- Requires submittal of a petition by all landowners seeking annexation
- Requires a public hearing before the City Council
- Can be challenged when at least 5% of the City of Raymore's registered voters or two qualified voters in the area to be annexed file a written protest
- Annexation must be reasonable and necessary to the proper development of the City
- City must have the ability to provide normal municipal services to the area within a reasonable time

ALSO:

- Land owners must sign annexation agreement prepared by the City
- Land owners must agree to allow City to rezone the property to a City zoning classification

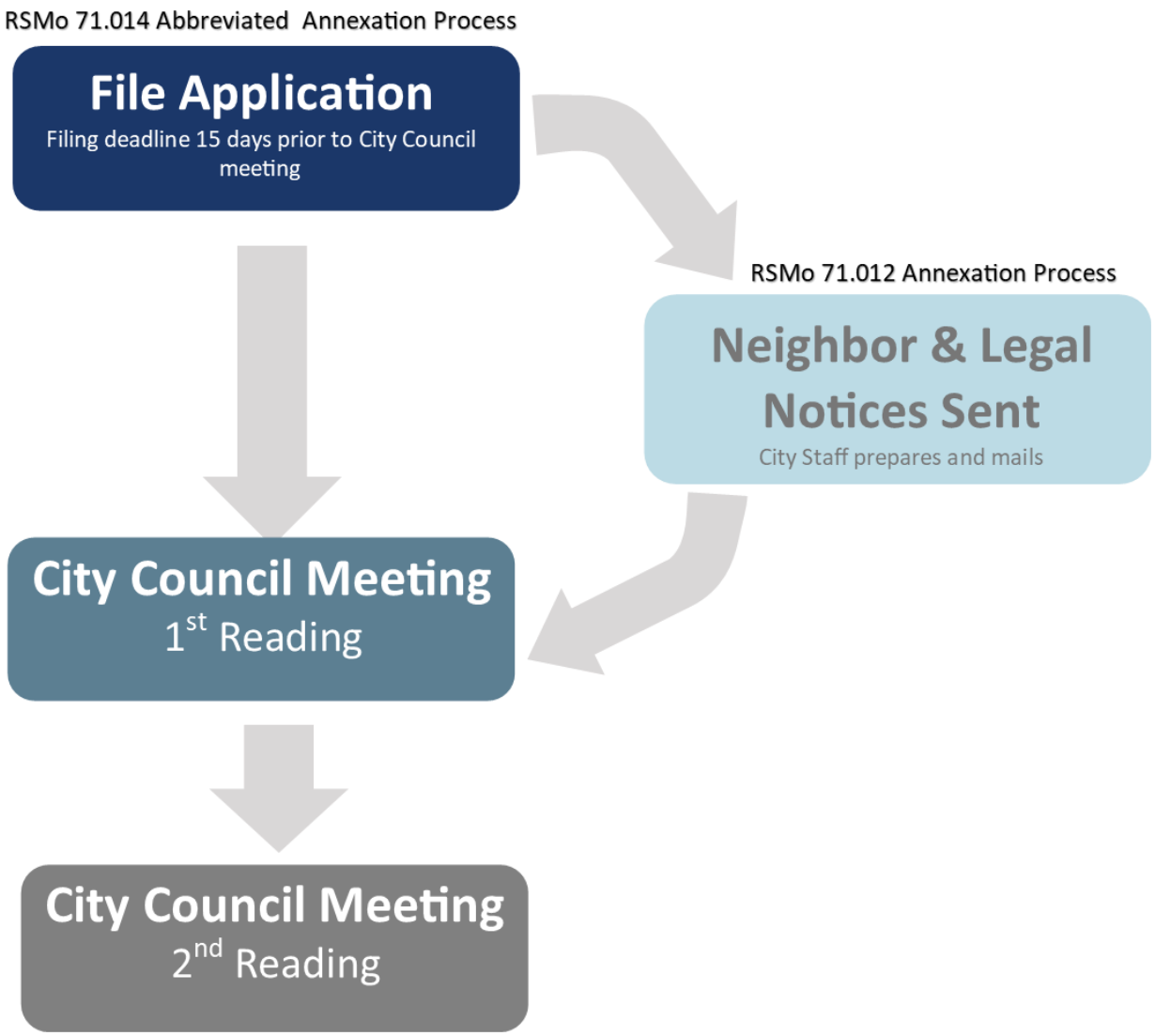
Option 2: Abbreviated procedure in accordance with RSMo 71.014

- Requires submittal of a petition by all land owners seeking annexation
- No public hearing is required
- Does not allow for written objections
- Land must be contiguous and compact to the existing City limits

ALSO:

- Land owners must sign annexation agreement prepared by the City prior to the City Council meeting
- Land owners must agree to allow City to rezone the property to a City zoning classification

Voluntary Annexation Application


RSMo 71.014 Abbreviated Annexation Process
File Application
Filing deadline 15 days prior to City Council meeting
RSMo 71.012 Annexation Process
Neighbor & Legal Notices Sent
City Staff prepares and mails
City Council Meeting
1st Reading
City Council Meeting
2nd Reading

REZONING

If you desire to change the zoning classification of a property a rezoning application is required. Process typically takes 60-70 days. Filing fee is $525. If requesting rezoning to a PUD (see page 34), the filing fee is $1,200. Rezoning requires:

- Application signed by the property owner(s) of record
- A pre-application meeting with the DRC
- A public hearing notification sign must be posted along the public right-of-way
- Notification to neighbors and public hearing notice published
- A good neighbor meeting
- A public hearing before both the Planning and Zoning Commission and City Council

If requesting the "P" planned district overlay then compliance with the district-specific design standards is required (see UDC Section 415.040).

Applicants or a designated representative must attend the good-neighbor meeting, Planning Commission meeting, and City Council meetings. City staff prepares all notifications of public meetings. A staff report and recommendation is available 5 days prior to the Planning and Zoning Commission meeting.

Rezoning Application

Pre-Application Meeting

File Application

Good Neighbor Meeting

Held approx. 2 weeks prior to P&Z meeting.
City mails notice to neighbors
Applicant MUST attend to discuss rezoning and answer questions

Neighbor & Publication Notice

Prepared and mailed by City staff

Planning Commission Mtg

Public Hearing - Approx. 30 days after filing deadline

City Council Meeting

Public Hearing - 1st Reading

City Council Meeting

2nd Reading

CONDITIONAL USE PERMIT

If the land use you are requesting to start is classified as a conditional use then a conditional use permit application is required. Process typically takes 60-70 days. Filing fee is $250 if use is on a residentially zoned property or for a sign request; $500 for all other properties or requests. Conditional Use Permit requires:

- Application signed by the property owner(s) of record
- A pre-application meeting with the DRC
- A public hearing notification sign must be posted along the public right-of-way
- Notification to neighbors and public hearing notice published
- A public hearing before both the Planning and Zoning Commission and City Council

Applicants or a designated representative must attend the Planning Commission meeting and City Council meetings. City staff prepares all notifications of public meetings. A staff report and recommendation is available 5 days prior to the Planning and Zoning Commission meeting.

Conditional Use Permit Application

Pre-Application Meeting
File Application
Neighbor & Publication Notice
Prepared and mailed by City staff
Planning Commission Meeting
Public Hearing
City Council
Public Hearing – 1st Reading
City Council Meeting
2nd Reading

PRELIMINARY PLAT

If the property you desire to develop is to be subdivided and a new public roadway is proposed, a preliminary plat application is required. Process typically takes 80-90 days. Filing fee is $790. Preliminary Plat requires:

- Application signed by the property owner(s) of record
- A pre-application meeting with the DRC
- A public hearing notification sign must be posted along the public right-of-way
- Notification to neighbors and public hearing notice published
- A good neighbor meeting
- A meeting before the Parks and Recreation Board for park land dedication review
- A public hearing before both the Planning and Zoning Commission and City Council

ALSO:

- Memorandum of Understanding will be prepared by the City and must be signed by applicant(s) prior to the City Council meeting

Applicants or a designated representative must attend the good-neighbor meeting, Parks and Recreation Board meeting, Planning Commission meeting, and City Council meeting. City staff prepares all notifications of public meetings. A staff report and recommendation is available 5 days prior to the Planning and Zoning Commission meeting.

Preliminary Plat Application

Pre-Application Meeting
File Application
Good Neighbor Meeting
Held approx. 2 weeks prior to P&Z meeting.
City mails notice to neighbors
Applicant MUST attend to discuss rezoning and answer questions
Neighbor & Publication Notice
Prepared and mailed by City staff
Park Board Meeting
Held on the 4th Tuesday of each month
Planning Commission Meeting
Public Hearing
City Council Meeting
Public Hearing & Resolution

FINAL PLAT

There are three methods by which final plat approval can be obtained:

1. Minor Subdivision Plat
2. Major Subdivision Plat
3. Lot Split

A lot split is the simplest form of subdivision, but is only available for certain properties. A lot split can occur on property zoned “R-2”, “R-3” or “R-3A”. For a property zoned “R-2” the lot split occurs where the common wall divides the two units. The lot split must, as close as possible, divide the property into two equal halves. The Community Development Director is authorized to review and approve the lot split application. Process usually takes 1-2 days. There is no filing fee.

A minor subdivision plat cannot contain more than five lots and there can be no public street sought to be dedicated. No preliminary plat is required for a minor subdivision. Process typically takes 50-60 days. Filing fee is $320.00.

A major subdivision is a plat that contains more than five lots and/or includes a public street dedication. Preliminary plat approval is required. Process typically takes 50-60 days. Filing fee is $320.00.

Minor and Major Plat requires:

- Application signed by the property owner(s) of record
- A meeting (no public hearing required) before both the Planning and Zoning Commission and City Council

ALSO:

- For a major plat construction plans are required of all public improvements
- A development agreement will be prepared by the City and must be signed by applicant(s) prior to the City Council meeting

Applicants or a designated representative must attend the Planning and Zoning Commission and City Council meetings. A staff report and recommendation is available 5 days prior to the Planning and Zoning Commission meeting.

Minor Plat Application
Major Plat Application
Lot Split Application

Preliminary Plat Approved

Not required for a minor plat

File Application

Filing deadline is approximately 30 days prior to the Planning Commission meeting

Planning Commission Meeting

Held on the 1st and 3rd Tuesday of each month.

City Council Meeting
1st Reading

Held on first available Council meeting after the Planning Commission recommendation is made.

City Council Meeting
2nd Reading

If Final Plat is approved on 1st reading, 2nd reading is held on next available Council meeting

PLANNED UNIT DEVELOPMENT

If you desire to create a planned unit development then a change to the zoning classification of a property is necessary. A rezoning application is required to be filed. Process typically takes 60-70 days. Filing fee is $1,200. Rezoning to PUD requires:

- Application signed by the property owner(s) of record
- A pre-application meeting with the DRC
- A public hearing notification sign must be posted along the public right-of-way
- Notification to neighbors and public hearing notice published
- A good neighbor meeting
- A public hearing before both the Planning and Zoning Commission and City Council

ALSO:

- Memorandum of Understanding will be prepared by the City and must be signed by applicant(s) prior to the City Council meeting

If requesting the "PUD" zoning district then compliance with the provisions of UDC Section 415.060 is required.

Applicants or a designated representative must attend the good-neighbor meeting, Planning Commission meeting, and City Council meetings. City staff prepares all notifications of public meetings. A staff report and recommendation is available 5 days prior to the Planning and Zoning Commission meeting.

Planned Unit Development Application

Pre-Application Meeting

File Application

Good Neighbor Meeting

Held approx. 2 weeks prior to P&Z meeting.
City mails notice to neighbors
Applicant MUST attend to discuss rezoning and answer questions

Neighbor & Publication Notice

Prepared and mailed by City staff

Planning Commission Mtg

Public Hearing - Approx. 30 days after filing deadline

City Council Meeting

Public Hearing - 1st Reading

City Council Meeting

2nd Reading

SITE PLAN

If you are proposing to construct a new non-residential building then site plan approval is required. Process usually takes 30 days. Filing fee is $860.00. Site plan review requires:

- Application signed by the property owner(s) of record
- A pre-application meeting with the DRC
- Submittal of all required plans, including site layout; landscaping; utility; storm water control; erosion control; building elevations (color elevation of main façade)
- Submittal of a building materials pallet at Planning Commission meeting
- A meeting before the Planning and Zoning Commission

Applicants or a designated representative must attend the Planning Commission meeting. City staff prepares all notifications of public meetings. A staff report and recommendation is available 5 days prior to the Planning and Zoning Commission meeting.

Site Plan Application

If you are proposing to expand an existing building by less than 10% or 5,000 square feet; or if you are planning to modify the parking or landscaping of an existing site, then a site plan amendment application must be filed. Process usually takes 5 days. Filing fee is $150.00. Site plan amendment review requires:

- Application signed by the property owner(s) of record
- Submittal of all required plans, including site layout; landscaping; utility; storm water control; erosion control; building elevations (color elevation of main façade)

The Development Services Director has authority to approve all site plan amendments.

Site Plan Amendment Application

Pre-Application Meeting

Applicant team meets with Development Review committee

If threshold is met for Director Review, then Director has authority to grant final approval and subsequent steps are not necessary.

File Application

Filing deadline is approximately 30 days prior to the Planning Commission meeting

Planning Commission Meeting

Held on the 1st and 3rd Tuesday of each month.

EASEMENT & RIGHT OF WAY VACATION

To reduce the width of, or eliminate, an easement an application for easement vacation is required. Process typically takes 30 days. Filing fee is $150. Easement vacation requires:

- Application signed by the property owner(s) of record
- Notification by the City to all utility companies
- Notification to neighbors and public hearing notice published
- Utility markings completed on site by Dig-Rite
- A public hearing before the City Council

ALSO:

- If easement or right of way vacation is approved by the City Council then the City will record the approving ordinance

Applicants or a designated representative must attend the City Council meetings. City staff prepares all notifications of public meetings. A staff report and recommendation is available 5 days prior to the City Council meeting.

Easement Vacation Application

Right-of-Way Vacation Application

File Application
Filing deadline 30 days prior to City Council meeting

Neighbor & Legal Notices Sent
City Staff prepares and mails

Utility Notice Sent
City Staff prepares and mails

City Council Meeting
1st Reading – held on first available meeting 30 days after application

City Council Meeting
2nd Reading

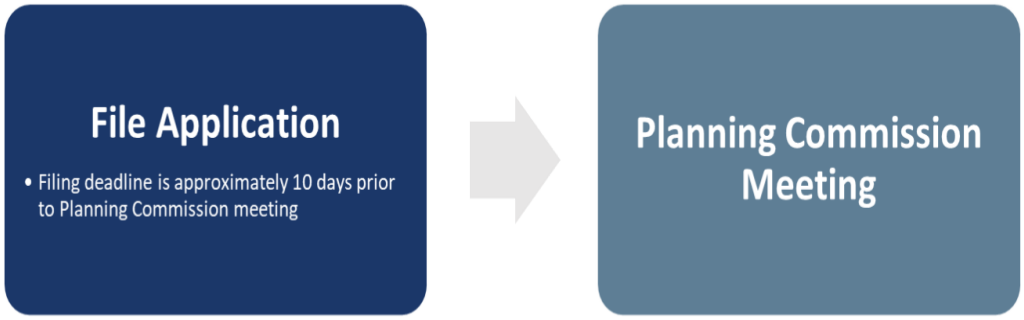
INFLATABLE SIGN

All applications to install or erect an inflatable sign must be approved by the Planning and Zoning Commission. Process typically takes 30 days. There is no filing fee for the application but the sign permit fee is $15. Inflatable sign permit requires:

- Application signed by the applicant and property owner
- Photograph or illustration of the proposed inflatable sign
- Site plan identifying proposed location of sign

Applicant or a designated representative must attend the Planning and Zoning Commission meeting. A staff report and recommendation is available 5 days prior to the Planning and Zoning Commission meeting.

Inflatable Sign Application


File Application
• Filing deadline is approximately 10 days prior to Planning Commission meeting
Planning Commission Meeting

VARIANCE

There are two types of variance applications: Variance of Use and Variance of Development Standard. The review process for both is the same.

If you need a variance from a provision of the Unified Development Code then a variance application is necessary. Process typically takes 30-45 days. Filing fee is $280. Variance requires:

- Application signed by the property owner(s) of record
- Notification to neighbors and public hearing notice published
- A public hearing the Board of Adjustment

Applicant or a designated representative must attend the Board of Adjustment meeting. City staff prepares all notifications of public meetings. A staff report and recommendation is available 5 days prior to the Board of Adjustment meeting.

Variance of Use Application

Variance of Development Standard Application

The Development Services Director has the authority to grant a variance (considered an administrative adjustment) if the modification of the UDC requirement is 10% or less of any zoning district setback, lot size, lot width, building coverage, height standard, or landscaping and screening standards. There is no formal application for an administrative adjustment. If approved by the Director a formal approval letter will be granted that can be included with any building permit application. There is no filing fee for an administrative adjustment.

File Application
Filing deadline 30 days prior to Board of Adjustment meeting

Neighbor & Legal Notices Sent
City Staff prepares and mails

Board of Adjustment Meeting
Public Hearing

APPEAL

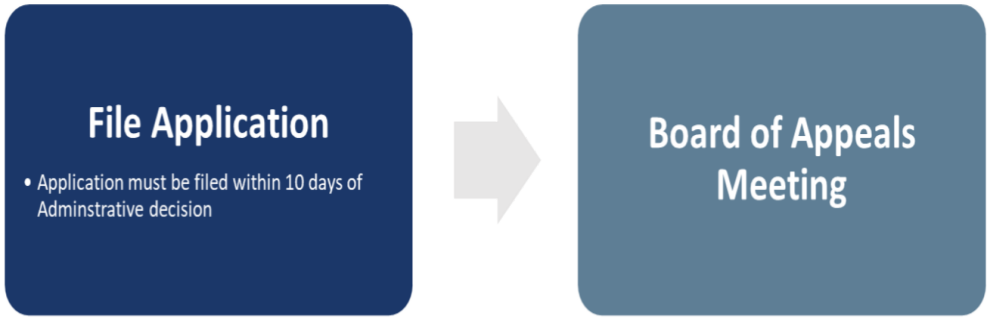
Any decision of the Development Services Director regarding the Unified Development Code, and any decision of the Building Official regarding the Building Code, can be appealed. An appeal must be filed within 10 days of the date of the decision. Process typically takes 30 days. There is no filing fee for an appeal. Appeal requires:

- Application signed by the individual(s) filing the appeal
- Statement as to reason for appeal
- Submittal of any supporting documentation

An appeal to a decision made by the Development Services Director will be heard by the Board of Adjustment. An appeal to a decision made by the Building Official will be heard by the Board of Appeals.

Applicants or a designated representative must attend the Board of Adjustment or Board of Appeals meeting.

Appeal of Decision of Development Services Director


File Application
• Application must be filed within 10 days of Adminstrative decision
Board of Appeals Meeting

FORMS, APPLICATIONS AND RESOURCES

The forms and applications associated with development activities in the City are available online or can be picked up in the Development Services Department office.

. Development Review Applications

Annexation
Land Use
Rezoning
Conditional Use Permit
Preliminary Plat
Final Plat
Lot Split
Minor Plat
Easement Vacation
Right-of-way Vacation
Planned Unit Development
Site Plan
Amendment to Approved Site Plan
Variance of Development Standard
Variance of Use
Administrative Adjustment

All development review applications are filed in the Development Services Department office, located in the Raymore City Hall. **City Planner Katie Jardieu, GISP,** is responsible for the initial review of the application and distribution of the application and any accompanying documents to the Development Review Committee.

Contact:
Katie Jardieu, GISP
City Planner
816-892-3016; kjardieu@raymore.com

The development review applications are available online or can be obtained in the Development Services Department office.

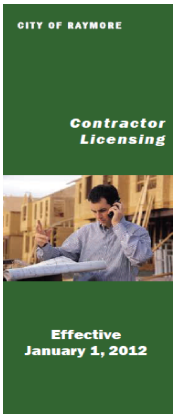
Building Permit Applications

Residential Building Permit
Electrical Permit
Roofing Permit
Commercial Building Permit
Plumbing and Mechanical Permit
Fence Permit

All building permit applications are filed in the Building Inspections office, located in City Hall. Building permit applications are attached as Exhibit F. **Building Official Jon Woerner, CBO** is responsible for the initial review of the application and distribution of the application and any accompanying documents to the appropriate departments.

The City of Raymore has adopted a contractor licensing program. Any contractor desiring to do work within the City of Raymore must obtain a City Occupational License. The contractor will need to submit the following to obtain the occupational license:

1. Proof of worker's compensation insurance when applicable and general liability insurance; and
2. Proof of a passing grade of 70% or better on the appropriate certification test; or
3. Proof of a bachelor's degree in engineering, architecture or construction science from an accredited college or university.
4. Hold a valid contractor's license from Johnson County, Kansas or other municipality to the satisfaction of the Building Official where equivalency of licensing can be substantiated for the same category for which a license is requested from the City.
5. Class D Electrical Contractors that hold a Missouri Division of Professional Registration license in accordance with 324.900-324.945 RSMo.

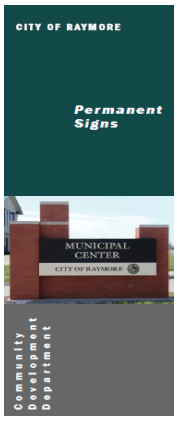


Contact:
Jon Woerner, CBO
Building Official
816-331-7916;
jwoerner@raymore.com

Sign Permit Application

All sign permit applications are filed in the Building Inspections office located in the Raymore City Hall. **City Planner Katie Jardieu, GISP,** is responsible for reviewing all applications.

Informational brochures for permanent and temporary signs:

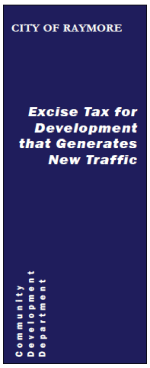


The sign regulations for the City are also available online. The Sign Permit Application is attached as Exhibit G.

Contact:
Katie Jardieu, GISP
City Planner
816-892-3016; kjardieu@raymore.com

Excise Tax

Trip Generation Table



The excise tax for the City of Raymore was approved by the voters in 2000. The purpose of the excise tax is to provide a funding mechanism for the construction and improvement of streets necessary to accommodate traffic generated by the growth and development of the City. The excise tax system implements a "fair share" approach by which new development that generates additional traffic pays its proportional cost of required street improvements by the City.

Residential Development

Any person who obtains a building permit for construction of a new residential dwelling unit is required to pay an excise tax. For a detached single-family residence, the excise tax is currently $2,121.00 To calculate the excise taxes for any other residential structure refer to the excise tax brochure, attached as Exhibit I.

Commercial/Industrial Development

For any non-residential development in areas where economic development incentives are provided, the excise tax must be paid. If the non-residential development is in an area where there are no economic development incentives, then no excise tax is due. The amount of excise tax due is based upon the classification of the use and any credits that may be applicable.

The excise tax is calculated by **James Cadoret, AICP, License Tax Administrator**. For residential building permits the excise tax is paid at the time the permit is issued. For commercial and industrial projects payment of the excise tax is due at the time the permit is issued, but a request to defer payment until the time of issuance of

the Certificate of Occupancy can be made by completion and approval of the application.

If a land use is not identified in the Trip Generation Table the License Tax Administrator utilizes the 10th Edition of the ITE Trip Generation Manual to determine the land use classification and associated trip generation rate.

The trip generation table, informational brochure and calculation worksheet are available in Appendix H. The excise tax trip generation table and brochure are attached in the exhibit section of this development guide.

Contact:
James Cadoret, AICP
Development Services Director
816-892-3030; jcadoret@raymore.com

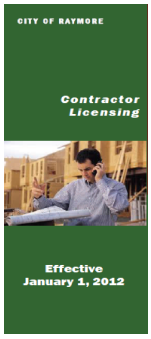
Occupational License Application

An occupational license is required of any person or corporation that wants to conduct or engage in any of the businesses, trades, occupations, service occupations, or avocations as set forth in Section 605.020 of the Raymore City Code.

Occupational licenses are due on January 1 of each year. There is a $100/year fee for each business ($25/year for home occupations), and businesses entering the City for the first time will be prorated at a rate of 5% per month after June 1. The occupational license (contractor's license) application is attached as Exhibit I.

All contractors and subcontractors are required to obtain a contractors license. The contractor license application is attached as Exhibit I. The contractor will need to submit the following to obtain the occupational license:

1. Proof of worker's compensation insurance when applicable and general liability insurance; and
2. Proof of a passing grade of 70% or better on the appropriate certification test; or
3. Proof of a bachelor's degree in engineering, architecture or construction science from an accredited college or university.
4. Hold a valid contractor's license from Johnson County, Kansas or other municipality to the satisfaction of the Building Official where equivalency of licensing can be substantiated for the same category for which a license is requested from the City.
5. Class D Electrical Contractors that hold a Missouri Division of Professional Registration license in accordance with 324.900-324.945 RSMo.



Contact:
Jeanie Woerner
City Clerk
816-331-3324; jlwoerner@raymore.com

Alcoholic Beverage License Application

The alcoholic beverage license application is attached as Exhibit J.

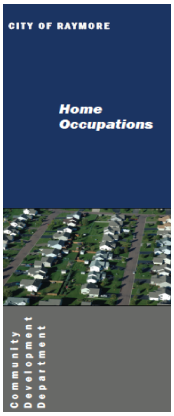
Any business wanting to sell or offer for sale of intoxicating liquor in the City must obtain an alcoholic beverage license issued by the City. All applications must be approved by the Raymore City Council and expire on June 30th of each year. Permit renewals must also be approved by the City Council.

Contact:
Jeanie Woerner
City Clerk
816-331-3324; jlwoerner@raymore.com

HOME OCCUPATIONS

A home occupation is defined as an accessory use of a dwelling unit for business or commercial purposes where the dwelling unit is the principal residence of the business operator, subject to the standards of the Unified Development Code.

Home Occupations are permitted in all zoning districts provided the requirements of Section 420.040 of the UDC are met. There are certain uses that are prohibited as home occupations due to the intense nature of the business or potential impact on the residential character of the neighborhood. An application is required to be completed prior to obtaining a City Occupational License.



Contact:
Katie Jardieu, GISP
City Planner
816-892-3016; kjardieu@raymore.com

EXHIBITS

A. Planning Commission 2020 Meeting Schedule
B. Board of Adjustment 2020 Meeting Schedule
C. Schedule of Fees and Charges
D. New Business Resource Guide
E. Building Permit Applications
F. Sign Permit Application
G. Excise Tax Information
H. Occupational License Application
I. Alcoholic Beverage License Application
J. Future Land Use Map
K. Sewer Allocation Map (Special Sewer Districts)
L. Open Space and Linkage Plan Map
M. Tax Districts Map

Raymore Planning and Zoning Commission
2020 Meetings and Deadlines

Planning Commission Meeting Date	Residential Preliminary Plat Submission Deadline	Annexation, Rezoning, Site Plan, Final Plat, Conditional Use Permit Submission Deadline	Park Board (prelim. plat only) Suggested Meeting Date	Final Revisions Submission Deadline	Planning and Zoning Commission Public Hearing Notice		City Council Public Notice	City Council 1st Reading	City Council 2nd Reading
					Sent to publish	Neighbor Notice	Sent to publish		
1st and 3rd Tuesdays	60 days prior	Commercial Preliminary and Final 30 days prior to submission deadline	Meeting before revision deadline	10 working days before meeting	3 weeks before meeting (Friday)	2 weeks before meeting (Friday)	3 weeks before meeting (Friday)	2nd and 4th Mondays	Usually next meeting following 1st reading
7-Jan	8-Nov	6-Dec	26-Nov	23-Dec	13-Dec	20-Dec	3-Jan	27-Jan	10-Feb
21-Jan	22-Nov	20-Dec	26-Nov	6-Jan	27-Dec	3-Jan	17-Jan	10-Feb	24-Feb
4-Feb	6-Dec	3-Jan	28-Jan	20-Jan	10-Jan	17-Jan	31-Jan	24-Feb	9-Mar
18-Feb	20-Dec	17-Jan	28-Jan	3-Feb	24-Jan	31-Jan	14-Feb	9-Mar	23-Mar
3-Mar	3-Jan	31-Jan	28-Jan	17-Feb	7-Feb	14-Feb	28-Feb	23-Mar	13-Apr
17-Mar	17-Jan	14-Feb	28-Jan	2-Mar	21-Feb	28-Feb	20-Mar	13-Apr	27-Apr
7-Apr	7-Feb	6-Mar	25-Feb	23-Mar	13-Mar	20-Mar	3-Apr	27-Apr	11-May
21-Apr	21-Feb	20-Mar	25-Feb	6-Apr	27-Mar	3-Apr	17-Apr	11-May	8-June
5-May	6-Mar	3-Apr	24-Mar	20-Apr	10-Apr	17-Apr	1-May	8-June	22-June
19-May	20-Mar	17-Apr	24-Mar	4-May	24-Apr	1-May	15-May	8-June	22-Jun
2-Jun	3-Apr	1-May	28-Apr	18-May	8-May	15-May	29-May	22-Jun	13-Jul
16-Jun	17-Apr	15-May	28-April	1-Jun	22-May	29-May	19-Jun	13-Jul	27-Jul
7-Jul	8-May	5-Jun	26-May	22-Jun	12-Jun	19-Jun	3-Jul	27-Jul	10-Aug
21-Jul	22-May	19-Jun	26-May	6-Jul	26-Jun	3-Jul	17-Jul	10-Aug	24-Aug
4-Aug	5-June	3-Jul	23-Jun	20-Jul	10-Jul	17-Jul	31-Jul	24-Aug	14-Sep
18-Aug	19-Jun	17-Jul	23-Jun	3-Aug	24-Jul	31-Jul	21-Aug	14-Sep	28-Sep
1-Sep	3-Jul	31-Jul	28-Jul	17-Aug	7-Aug	14-Aug	4-Sep	28-Sep	12-Oct
15-Sep	17-Jul	14-Aug	28-Jul	31-Aug	21-Aug	28-Aug	18-Sep	12-Oct	26-Oct
6-Oct	7-Aug	4-Sep	25-Aug	21-Sep	11-Sep	18-Sep	2-Oct	26-Oct	23-Nov
20-Oct	21-Aug	18-Sep	25-Aug	5-Oct	25-Sep	2-Oct	16-Oct	23-Nov	14-Dec
3-Nov	4-Sep	2-Oct	22-Sep	19-Oct	9-Oct	16-Oct	30-Oct	23-Nov	14-Dec
17-Nov	18-Sep	16-Oct	22-Sep	2-Nov	23-Oct	30-Oct	20-Nov	14-Dec	28-Dec
1-Dec	2-Oct	30-Oct	27-Oct	16-Nov	6-Nov	13-Nov	4-Dec	28-Dec	11-Jan
15-Dec	16-Oct	13-Nov	27-Oct	30-Nov	20-Nov	27-Nov	18-Dec	11-Jan	25-Jan

A Public Hearing is Required for Preliminary Plat, Rezoning, and Conditional Use Permits.

~ All applicants are required to meet with the City's Development Review Committee (DRC) prior to making any application.

~ The DRC meeets by appointment with applicants. An appointment can be scheduled by calling the Development Services Department at 816.892.3030

~ All applications must be complete upon submittal. A complete application and submission includes all required engineering plans

~ Due to Holiday and City Hall being closed, the May 25 and November 9 City Council meetings are cancelled

Raymore Board of Adjustment

2020 Meetings and Deadlines

Meeting 3rd Tuesday of Month	Submission Deadline	Public Hearing	
		Sent to Publish	Neighbor Notice
21-Jan	20-Dec	27-Dec	3-Jan
18-Feb	17-Jan	24-Jan	31-Jan
17-Mar	14-Feb	21-Feb	28-Feb
21-Apr	20-Mar	27-Mar	3-Apr
19-May	17-Apr	24-Apr	1-May
16-Jun	15-May	22-May	29-May
21-Jul	19-Jun	26-Jun	3-Jul
18-Aug	17-Jul	24-Jul	31-Jul
15-Sep	14-Aug	21-Aug	28-Aug
20-Oct	18-Sep	25-Sep	2-Oct
17-Nov	16-Oct	23-Oct	30-Oct
15-Dec	13-Nov	20-Nov	27-Nov
January 19, 2021	18-Dec	25-Dec	1-Jan

*** A public hearing is required for all variance requests**

* Meetings start at 6:00p.m. in City Council Chambers

~ All applications must be complete upon submittal

~ A complete submission checklist and application instructions are available through the Development Services Department.

~ Incomplete applications will not be accepted or scheduled until such time as they are complete.

~ The applicant is ultimately responsible for communicating with their architects, engineers, planners, contractors and consultants.

SCHEDULE OF FEES AND CHARGES

12/9/2019

Category	Amount
DEVELOPMENT SERVICES	
Annexation	$0
Rezoning	$525
	$1,200 for PUD
Conditional Use Permit	$250 if request is for a sign or for residential property
	$500 for all other requests
Easement/Right-of-Way Vacation	$150
Preliminary Plat	$790
Duplex or Townhome Lot Split	$0
Final Plat	$320
Minor Plat	$100
Site Plan	$860
Amendment to Site Plan	$150
Temporary Use Permit	$0
Variance	$280
Appeal	$0
Outdoor Warning Siren Fee	$9/acre paid at the time of final platting
Park Land Dedication Requirement - residential	See Section 445.040 of the Unified Development Code
- commercial / industrial	$0.017 per square foot of land
Unified Development Code	$25.00 Printed copy in binder
	$5.00 CD
Growth Management Plan	$5.00 Printed Copy
Maps	Pre-Printed Map (from plotter): $5.00 per sheet
	* custom map fees includes 1/2 hour of staff time. If additional time is required to produce map or cd, then time is billed at $20/hour
BUILDING INSPECTIONS	
Residential Activities	
Building Permit (1)	$4.00/$1,000 of building valuation; minimum fee of $30.00 (2)
Plan Review	$84.00/dwelling unit for single, two-family and tri-plex units
Reinspection	$55.00/hour, 1 hour minimum
Residential Multi-Family/Commercial/Industrial Activities	
Building Permit	$4.00/$1,000 of building valuation; minimum fee of $30.00 (3)
Plan Review	$2.00/$1,000 of building valuation for 1st $100,000; and $.50/$1,000 valuation thereafter
Reinspection	$55.00 /hour, 1 hour minimum
Miscellaneous Activities	
Sign Permit	$50.00 permanent signs
	$15.00 temporary signs
	$10.00 replace sign face
Electrical Permits	
200 amp	$45.00 per box
400 amp	$65.00 per box
800 amp	$85.00 per box
over 800 amp	$115.00 per box
Repair, maintenance, rewire or electrical service changes up to 200	$35
Mechanical Permits	
Heating and A/C unit	$35.00 each
Individual heating unit	$35.00 each
Individual A/C unit	$35.00 each
Plumbing Permits	
Traps - up to and including 10	$35
Additional traps over 10	$2.50 each
Deck Permits	$.15 per square foot of deck area; $30.00 minimum
Fence Permits	$30
Roofing Permit	$30
Solar Panel Installation	$35
On-site sewage disposal systems	$150 for new/renovated systems treating <3,000 gallons/day flow
	$250 for new/renovated systems treating 3,000 or more gallons/day flow
Moving of Buildings	$500
Demolition of Buildings	$500
Performance Bond	Performance Bond - $5,000
Swimming Pool Permits	
Prefabricated above grade, 24" in pool wall depth or greater	$30
Below grade pools	$4.00/$1,000 valuation of the cost of pool; minimum $30.00

Appeals to Board of Appeals	Appeal applicable to a: $50 - owner - occupied residential structure $250 - all other appeals
Mud Deposit (4)	$500
Temporary Certificate of Occupancy (5)	$1,000 bond, refundable
Investigation Fee (charged if work commenced without a permit)	3 times the cost of the permit
Refunds	See (6)
South Metropolitan Fire District Building Permit Fee	See (7)

(1) Building valuation shall be calculated from the most recent table published by ICC.
(2) Valuation shall be calculated on the living area multiplied by the cost per square foot plus the garage area multiplied by the cost per square foot.
(3) The cost per square foot will be taken from the appropriate occupancy category from the Building Valuation Data.
(4) Each builder working in the City must deposit a sum of $500 at time of issuance of building permit
(5) Building Official is authorized to issue a temporary certificate of occupancy under certain conditions
(6) The Building Official may authorize the refunding of not more than 80% of the permit cost when no work has been done
(7) Plan review fee and inspection fee is separate from City plan review and building permit/inspection fees and must be obtained from the Fire District, located at 611 Foxwood Drive, Raymore, MO 64083 816-331-

Excise Tax	
Residential development	$2,100/trip generated
Non-residential development	$561/trip generated

Number of trips generated per use is established by Resolutions 07-42. Actual excise due is calculated in accordance with section 605.090 of the Raymore City Code.

Public Works	
Design and construction manual	$40
Engineering public infrastructure inspection fee	5% of construction cost for inspection
Engineering public infrastructure plan review fee	1% of construction cost for plan review
Plan copies	
letter	$0
11x17	$0
Plan size	$5
Miscellaneous Permit Fees	
Right of Way (ROW) - Administrative/Management Fee	$35 per 660 foot section
Sewer - toxic pollutant failure to clean (grease) discharge	$500
Sewer - toxic pollutant failure to clean grease trap	$100 per day for the continuation of violation
Grading (Land Disturbance) Permit	$500
Finance security	$1000.00 per gross acre

a. The first (1st) five thousand dollars ($5,000.00) of the financial security shall be by cash deposit to the City of Raymore. If at any time during the course of the work this amount falls below the original amount of the deposit, the permittee shall deposit the necessary funds to return the cash deposit to a balance of five thousand dollars ($5,000.00).
b. The remaining financial security balance may be in the form of cash deposit, letter of credit or bond.

Blasting Permit	
Blasting permit	actual cost for inspection of blasting, testing or readings
Deposit - for inspection	$500
Delinquent fee	$25

Water & Sewer Utility	
Water Tap Fees	
3/4" meter size	
Sensus iPearl 5/8 Meter 4 wheel 100 gallon	$2,407
Meter supply fee	$480
1" meter size	
Sensus iPearl 1" Meter 4 wheel 100 gallon	$3,760
Meter supply fee	$570
1-1/2" meter size	
Sensus iPearl 1 1/2" Meter 6 wheel 100 gallon	$4,700
Meter supply fee	$1,200
2" meter size	
Sensus iPearl 2" Meter 6 wheel 100 gallon	$9,397
Meter supply fee	$1,360
3" meter size	
Sensus iPearl 3" Meter C2 Compound 6 wheel 100 gallon	$14,098
Meter supply fee	$1,690
4" meter size	
Sensus iPearl 4" Meter C2 Compound 6 wheel 100 gallon	$18,832
Meter supply fee	$2,840
6" meter size	
Sensus iPearl 6" Meter C2 Compound 6 wheel 100 gallon	$46,997
Meter supply fee	$5,240
Removal and inspection of water meter charge	actual cost of such removal, tests, and replacement by consumer if the meter differs less than 2%

Hydrant Meters	
Deposit	$1,250
Backflow prevention device	$1,250
Sewer Permits and Fees	
Private sewage disposal	$75
Building sewer permit and inspection fee	
Residential or commercial	$25
Industrial	$50
Sewer Connection Fee	
Residential (single-family and multiple-family)	$49.00 per trap / min charge of $1,384
Commercial and industrial	$62.00 per trap / min charge of $2,350
Service rates - *all meters shall be billed each month for no less 2,000 gallons*	
Water rate	$6.38 /1,000 gallons
Sewer rate - actual usage	$8.35 /1,000 gallons
Sewer rate - winter average	$8.80 /1,000 gallons
Sewer rate - outside City limits	125% of the applicable inside City rate
Reconnection charge	
Initial reconnection charge	$50
2nd reconnection charge failure to pay arrangement for connection	$75.00 additional charge
Disconnection Deposit Charge	If the deposit(s) on the disconnected utility account are less than the deposit(s) shown below additional deposit(s) will be assessed to bring the deposit(s) on the account equal to the current combined Water and Sewer deposits listed on the Schedule of fees.

Water/Sewer Service Deposits	Water Deposit	Sewer Deposit
1" service lines		
One (1) family occupied dwelling	$50	$50
Residential New Construction	$50	$50
Commercial buildings	$50	$50
Office buildings - each meter	$50	$50
Manufacturing and industrial buildings	$50	$50
2" service lines	$50	$50
over 2" service lines	$50	$50

Trash Service	
Residential Trash Service	$12.95 per month
Residential Recycling Service	$5.20 per month
Residential Cart Fee	$1.50 per month
Residential Additional Cart Fee	$0.75 per month for each additional cart
Miscellaneous	
Fireworks license	$250
Alcohol Beverages Permit Fees	
Beer By the Drink License (Beer - Includes Sunday Sales)	$75
Beer and Light Wine by Drink	$75
Retail By the Drink License (Spirits, Wine and Beer)	$450
Retail By the Drink License (Spirits, Wine and Beer) Tax Exempt	$450
Retail Liquor By the Drink Resort License (Spirits, Wine and Beer)	$450
Package Liquor (Includes Spirits, Wine and Beer)	$150
Beer Original Package License (Includes Sunday Sales)	$75
Picnic License (Not For Profit Organizations - Spirits, Wine and Beer - 7 days)	$38
Retail By Drink Caterer's License (Spirits, Wine and Beer)	$15 for each calendar day
Beer and Light Wine by Drink Caterer's License	$15 for each calendar day
Retail by Drink Caterer's Permit (Spirits, Wine and Beer - 50 Days Maximum)	$750
Retail by Drink Caterer's Permit (Spirits, Wine and Beer - Unlimited Number of Functions)	$1,500
Consumption of Liquor License (C.O.L.)(Building and Hall Rentals)	$90
Original Package Tasting License	$38
Sunday License (Spirits, Wine and/or Beer)	$300
Liquor Wholesale Solicitor (Spirits, Wine and Beer)	$750
22 Percent Wholesale Solicitor (Wine and Beer)	$300
5 Percent Wholesale Solicitor (Beer Only)	$150
Domestic Winery (Light Wine and Brandy)	$7.50 for each 500 gallons or fraction thereof of wine or brandy produced up to a maximum license fee of $450.00
Microbrewery License (Beer Only)	$7.50 for each 100 barrels or fraction thereof, up to a maximum license fee of $375
Liquor Manufacturer-Solicitor (Spirits, Wine and Beer)	$675
22 Percent Wine Manufacturer-Solicitor (Wine and Beer)	$300
5 Percent Beer Manufacturer-Solicitor (Beer Only)	$375
Liquor Solicitor (Spirits, Wine and Beer)	$375
22 Percent Solicitor (Wine and Beer)	$150
5 Percent Beer Solicitor (Beer Only)	$75
Vintage Wine Solicitor	$750
Business License (1)	$100
Business License - Home Occupations (per Section 605.020(A))	$25
Adult Business License Fees	$500/establishment; $100 per each manager; $50 per each employee
Public Amusement permit	$100
Public Amusement permit - refundable deposit	$500
Pawnshop license	$1,000
Bond (2)	$1,000
Insufficient check charge	$20
Photocopies	$0.10 per page & any applicable access and search fee
Reproduction of Meeting CD's	$5.00 per copy
Administration fee - associated with violation of code	$50
Filing fee of candidates	$20

Farmer's Market		
Booth space with power in Depot		$25 per month
Booth space with power - reserved		$20 per month
Booth space without power - reserved		$10 per month
Booth space - available (first-come first-served) on market day		free

(1) license fee for merchant, manufacturer and business, except home-based occupations, as listed in Section 605.020(B)

(2) Every person to whom a license shall be granted to carry on the business of a pawnbroker shall enter into a bond to the City, with good and sufficient security to be approved by the City Manager, in the penal sum , conditioned for the due observance of this code and all ordinances that may be passed or be enforced regarding pawnbrokers, at any time during the continuance of any such license.
(3) Any news rack which in whole or in part rests upon, or over any public sidewalk, parkway or right-of-way shall comply

Municipal Court	
Clerk fee	$12
Crime Victims Compensation Fund (CVCF)	$8
Police Officers Standards and Training Fund (POST)	$1
Law Enforcement Training Fund (LEFT)	$2
Domestic violence shelter surcharge	$4
Inmate Prisoner Detainee Security Fund	$2

Police	
CD's - video	$20
Report copies	
	$5.00 - for up to ten pages and $0.10 per page for all additional pages and supplemental reports
Low Speed Vehicle Permit	$20
Peddlers and Solicitors Permit Fees	
Application fee	$20
Peddlers and solicitors permit	$5.00 per person
Fingerprinting	Free to Raymore Residents
Letters for Adoption	Free to Raymore Residents

Animal Shelter Fees	
Impoundment:	
1st offense	$10
2nd offense	$50
3rd and subsequent offenses	$100
Additional maintenance fee	$10.00 / day
Anti-rabies vaccination requirement	$75
Dog & Cat License	
Spayed or Neutered	$5
Unaltered	$20
*Penalty after January 31st	
**Replacement tag	$2
Animal Adoption	
Cats	$65
Dogs	$90
Dogs over 60 lbs.	$110

Parks and Recreation	
Rental Fees - resident	
Depot reservation - day	$70
Moon Valley shelter reservation - day	$50
West shelter reservation - day	$50
Optimists shelter reservation - day	$50
Lions shelter reservation - day	$70
Ball field reservation - lit - day	$125
Ball field reservation - unlit - day	$100
Rental Fees - non-resident	
Depot reservation - day	$120
Moon Valley reservation - day	$75
West shelter reservation - day	$75
Optimists shelter reservation - day	$75
Lions shelter reservation - day	$120
Ball field reservation - lit - day	$200
Ball field reservation - unlit - day	$150
Specifically permitted rentals	
Disc Golf Course Tournament	$100 per day
Baseball Field Rental	$25 per hour per field
Tournament Complex Rental	$1200/$600 deposit required
Ballfield Lights	$25 per hour per field
Ballfield Preparation (Chalk/Paint)	$30 per field
Additional Preparation during Tournament	$15 per field
Tournament Team Fee	$25 per team
Services	
Regular hourly rate	$20
Overtime hourly rate	$30

Raymore Activity Center		
Open Gym Program Fee		$3 per visit
Rental Fees		
Gym Half Court		$50 per hour
Gym Full Court	(up to 6 hours)	$85 per hour
Day Full Facility	(6-10 hours)	$750
Afterhours Full Facility (overnight)		$1,200

Centerview

a. Non-Prime Time (2 hour minimum): *Monday - Thursday, 8:00 A.M - 10:00 P.M.*
Friday, 8:00 A.M. - 4:00 P.M.

b. Prime Time (4 hour minimum): *Friday, 6:00 P.M. - 12:00 A.M*
Saturday - Sunday, 8:00 A.M - 12:00 A.M.
Listed Holidays

	Residential	Non-Residential	Commercial	Holiday[1]
Centerview - Full Facility				
Non-Prime Rate	$150 / HR	$200 / HR	$225 / HR	N/A
Prime Rate	$225 / HR	$275 / HR	$300 / HR	$350 / HR
Harrelson Hall - Capacity: 240 with tables - 400 seating only (includes catering kitchen)				
Non-Prime Rate	$100 / HR	$150 / HR	$175 / HR	N/A
Prime Rate	$175 / HR	$225 / HR	$250 / HR	N/A
Harrelson Hall A - Capacity: 96 with tables - 154 seating only				
Non-Prime Rate	$60 / HR	$95 / HR	$110 / HR	N/A
Prime Rate	$85 / HR	$120 / HR	$135 / HR	N/A
Harrelson Hall B - Capacity: 144 with tables - 242 seating only (includes catering kitchen)				
Non-Prime Rate	$75 / HR	$110 / HR	$125 / HR	N/A
Prime Rate	$120 / HR	$155 / HR	$170 / HR	N/A
Gilmore Room - Capacity: 16 with tables - 18 seating only				
Non-Prime Rate	$25 / HR	$50 / HR	$75 / HR	N/A
Prime Rate	$60 / HR	$85 / HR	$110 / HR	N/A
The Grove - Outdoor Patio and Lawn				
Non-Prime Rate	$25 / HR	$50 / HR	$75 / HR	N/A
Prime Rate	$60 / HR	$85 / HR	$110 / HR	N/A

Facility Deposit - without serving alcohol	$150
Facility Deposit - serving alcohol	$250
Additional Rental Fees	
Lobby *	$50
Visual	$50
Audio (soundboard)	$100
Alcohol Permit	$100
Public Safety Officer **	$40 / HR

* Exclusive Use of the Lobby during an event will have an additional fee. If the event is during regular business hours, signage for the general public and Parks and Recreation customers will be displayed. Note: The lobby is included in all full facility rentals and no additional fee will be charged.

** Public Safety Officers are required for any rental during prime time or holiday rentals. Park and Recreation staff will evaluate each rental event to determine if additional security is required.

Non-Alcohol Event	1 officer required for events with 200 attendees or more, 1 additional officer for every 100+ attendees
Event with Alcohol	2 officers required, 1 additional officer for every 100+ attendees

[1] See the Centerview policy for listed holidays

Getting Licensed to do business in Raymore

Economic Development Department

- Resources Available to Prospective and Current Business Owners
- Locations Available
- Ribbon Cutting For Your New or Relocated Business

Community Development Department

- Ensure Location is Zoned Properly
- Application for Home-Based Businesses
- Assistance with Inspections & Permits

City Clerk's Office

- Help Completing Paperwork to Receive the Occupational License

Police Department

- If the business will be going door-to-door a Solicitor's license is required.

City of Raymore

100 Municipal Circle
Raymore, MO 64083
Main Phone: 816-331-0488
Fax: 816-331-8724
www.raymore.com

Economic Development Department
Locations, Networking and Available Local Resources
Phone: 816-331-5000

Community Development Department
Zoning, Codes & Permits
Phone: 816-331-1803

City Clerk's Office
Occupational License
Phone: 816-331-3324

Police Department
Solicitor's License
Phone: 816-331-0530

We are now on Facebook
www.facebook.com/CityOfRaymoreMO

And Twitter
www.twitter.com/CityOfRaymoreMO

City of Raymore

New Business Resource Guide

Useful information and local resources available to assist you with opening your business in Raymore

100 Municipal Circle
Raymore, MO 64083

Requirements & *FREE* Resources Available...

Mandatory Federal, State & County Requirements:

- **Fictitious Name Registration and other resources for starting a business** the Secretary of State at www.sos.mo.gov/business/ or at 615 East 13th St., Kansas City, MO or call 816-889-2925.
- **To Register as an Employer for businesses employing or to obtain a Missouri Sales Tax Number for businesses involved in direct sales of merchandise to the public** the Department of Revenue online www.dor.mo.gov/tax/business/ or at 615 East 13th St., Kansas City, MO or call 816-889-2944.
- **Federal Employee ID Number (FEIN) for businesses employing** the IRS at www.irs.gov/businesses or 1-800-829-4933.
- **Cass County Business License** contact the Collector's Office at 201 W Wall St., Harrisonville, MO 64701 or call 816-380-8377.
- **Food Service Restaurant or Vendor** the Cass County Health Department at 300 S Main St., Harrisonville, MO or call 816-380-8425.

Resources in Raymore:

University of Central Missouri Extension Small Business & Technology Development Center online at www.ucmo.edu/sbtdc/.

Assistance to business owners in all stages of operation, from start-up to existing businesses. Arrange a meeting with UCM staff, in Raymore, through the City's Economic Development Dept. at 816-331-5000, making assistance easy and convenient.

Raymore Chamber of Commerce online at www.raymorechamber.com/ or at1000 W Foxwood Drive, or call 816-322-0599.

Network with businesses & boost name recognition.

FREE Resources Available:

Department of Economic Development online at www.ded.mo.gov/ or call 1-800-523-1434.

Assistance with starting, growing & managing your business, providing match assistance for tax & financial incentives, small business loans and more.

More *FREE* Resources:

U.S. Small Business Administration www.sba.gov/smallbusinessplanner/ or call the Kansas City Office at 816-426-4900.

Receive mentoring, assistance writing a business plan, free training opportunities and more. También en español.

Missouri Business Portal online at www.business.mo.gov/ or University of Missouri Extension in Harrisonville at 816-380-8460.

Single point of entry for business registration, filings, licenses and permits for doing business in Missouri. Convenient Cass County location.

More resources available on our website at www.raymore.com or call us for staff assistance and information

NEW RESIDENTIAL BUILDING PERMIT APPLICATION

RAYMORE development services

Building Inspection Division

100 Municipal Cir. / Raymore, MO 64083
Office: 816-331-7916 / Fax: 816-331-8067

APPLIED DATE:_____

INSTRUCTIONS
TYPE OR PRINT CLEARLY—**NO PENCIL—USE BLACK OR BLUE INK**
ALL OTHER INK COLORS RESERVED FOR OFFICE USE ONLY

The applicant must fill out sections I, II, and III. Your permit will not be processed if you do not fill out the required information. Please read all conditions on this application before signing. The property owner and/or licensed contractor must sign and date the application. If not applicable please write N/A or leave blank. When filling out addresses, please include St., Ave., Rd., Dr., Ct., or Way etc.

SECTION I: PROPERTY INFORMATION
(MUST BE COMPLETE)

LOCATION:
PROJECT ADDRESS: _____

BLDG#: _____

LEGAL DESCRIPTION: (NEW CONSTRUCTION ONLY)
SUBDIVISION: _____ **LOT #** _____ **PLAT:** _____

DESCRIPTION OF WORK: _____

TOTAL AREA(S) (SQ. FOOTAGE):
SQ. FT OF LOT: _____ **FOOTPRINT OF STRUCTURE:**_____
TOTAL SQ. FT. OF LIVING/CONDITION SPACE: _____
GARAGE:_____ **UNFINISHED BSMT:**_____
FINISHED BSMT: _____ **COVERED OR OPEN DECK:** _____

REQUIRED: CONTACT PERSON_____

EMAIL: _____

RESIDENTIAL
BUILDING OR STRUCTURE USE (CHECK ONLY ONE)

☐ SINGLE FAMILY ☐ DUPLEX ☐ AG BUILDING/BARN ☐ CARPORT
☐ DETACHED GARAGE ☐ IN GRD. SWIMMING POOL OR ENCLOSURE
☐ TOWNHOUSE (Each Unit Must be Permitted Individually including duplex)

SECTION II: PEOPLE INFORMATION

PROPERTY OWNER

NAME	PHONE #	CELL #
STREET ADDRESS		
CITY	STATE	ZIP

CONTRACTOR — ☐ **SAME AS OWNER**

BUSINESS NAME	CITY LICENSE #	
STREET ADDRESS		
CITY	STATE	ZIP
PHONE # (person in charge of project)	CELL PHONE # (person in charge of project)	

MISSOURI LICENSED DESIGN PROFESSIONALS

ARCHITECT/ ENGINEER	PHONE #
SURVEYOR	PHONE #

ADDRESS OF ARCHITECT/ ENGINEER: _____

SECTION III: VALUATION OF WORK AND SUB CONTRACTORS

$ _____

Plumbing Contractor: _____ **CITY LICENSE #** _____
Electrical Contractor: _____ **CITY LICENSE #** _____
Mechanical Contractor: _____ **CITY LICENSE #** _____

CONDITIONS

- The proposed work must be done in accordance with approved plans and specifications. Separate permits are required for, but not limited to, electrical, plumbing, mechanical, signs, sewer, water, paving, and right-of-way. Furthermore, it is the duty of the General Contractor to assure that all required inspections are scheduled 24 hours in advance and approved by the City Inspectors.
- Permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. Building permit valid for a maximum of one year. Application valid 90 days.
- I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction and that I make this statement under penalty of perjury.

Print Name

X

Signature of contractor, owner, or authorized agent **Date**

SECTION IV: PLAN REVIEW (FOR OFFICE USE)

ENGINEERING DIVISION

DESCRIPTION	STAFF SIGNATURE:	DATE OF	COMPLIANCE
CITY SEWER OR PRIVATE			
CORRECT SURFACE WATER RETENTION OR GRADE			
CURB/ GUTTER/ GARAGE SIDEWALK ELEVATIONS			
CITY RIGHT-OF-WAY PERMIT APP.			
OTHER (GREASE TRAP INTERCEP/ SEWER, ETC.)			
EROSION CONTROL IN:			

OFFICE OF PLANNING AND ZONING

SUBDIVISION			PLAT
LANDSCAPING DESIGN			
ZONED	LOT COVERAGE %		
SETBACKS	FRONT(S)	SIDE(S)	REAR(S)
# OF OFF-STREET PARKING SPACES	COVERED	UNCOVERED	
PLANNER SIGNATURE		DATE	

BUILDING INSPECTION DIVISION

CONSTRUCTION TYPE	BUILDING CODE IN EFFECT:	OCC. GROUP	BACKWATER VALVE ☐YES ☐NO
NUMBER OF STORIES	FIRE SPRINKLERS?	LIVING SPACE ABOVE GARAGE ☐YES ☐NO	SIDEWALKS ☐YES ☐NO
BUILDING OFFICIAL JON WOERNER	SIGNATURE:		
COMMENTS:			LICENSE CURRENT?

PERMIT #_____ **ISSUE DATE**_____

SECTION V: FEES

ICC VALUATION:	BUILDING:	PARKSFEE:
EXCISE TAX:	PLAN REVIEW:	SEWER:
WATER TAP:	METER SET-UP:	**TOTAL FEE:**

Valuation for this permit will be calculated using the current adopted ICC Building Valuation Data Table using The Square Foot Construction Cost (SFCC) category. The SFCC does not include the price of the land on which the building is built. Your signature acknowledges this fact and waives any right to appeal said valuation and or permit fees.

COMMERCIAL BUILDING PERMIT APPLICATION

RAYMORE development services

BUILDING INSPECTION DIVISION
100 Muncipal Circle; Raymore, MO 64083
816-331-7916 www.raymore.com

Permit Number |___|___|___|___|___|___|___|

DATE: _____

Application must be typed or printed legibly in ink. Complete all relevant fields.

OFFICIAL USE ONLY

PARCEL ID NUMBER _____ DATE ISSUED _____/_____/_____
STREET NUMBER _____ STREET NAME _____
TYPE _____ DIRECTION _____ UNIT/SUITE _____ ZONING _____ ZONING APPROVAL _____
ZONING NOTES _____
FINAL APPROVAL _____

TOTAL PERMIT FEE $ _____

PROJECT IDENTIFICATION	PROPERTY OWNERSHIP DETAILS
PROJECT NAME _____	TYPE: INDIVIDUAL ☐ GOVERNMENT AGENCY ☐ BUSINESS ☐
PROJECT CONTACT _____	FULL LEGAL NAME, AGENCY, OR BUSINESS _____
PROJECT CONTACT PHONE (_____)_____ – _____	MAILING ADDRESS _____
PERMIT ASSOCIATIONS? NO ☐ YES ☐	_____
☐ COMMERCIAL PERMIT |C |__|__|__|__|__|	OWNER CONTACT PHONE (_____)_____ – _____
If yes, list permit data: _____	OWNER E-MAIL ADDRESS _____

BUILDING PERMIT ADDRESS (This is the physical address of the actual work location.)

STREET NUMBER _____ STREET NAME _____ TYPE (Ave/Blvd) _____ DIRECTION _____
UNIT/SUIT _____ ZIP CODE_____ INTERSECTING STREETS_____ AND _____
LOT NO. _____BLOCK _____ SUBDIVISION _____ CITY PLANNING CASE # _____

LICENSED CONTRACTOR		MISSOURI DESIGN PROFESSIONAL	
COMPANY NAME		COMPANY NAME	
NAME		LICENSE NAME	
CONTRACTOR CLASS	OCCUPATIONAL #	LICENSE NUMBER	
ADDRESS		ADDRESS	
PHONE	FAX	PHONE	FAX
E-MAIL ADDRESS		E-MAIL ADDRESS	

TITLEHOLDER (IF OTHER THAN OWNER)	BONDING COMPANY	MORTGAGE LENDER
NAME	NAME	NAME
ADDRESS	ADDRESS	ADDRESS

SUBMITTED PLANS	JOB COST	PAYMENT METHOD	BRIEF DESCRIPTION OF WORK
☐ Plot ☐ ResCheck ☐ Building ☐ Other **Sets of Plans** _____	Total costs to include MEP work. $ _____	☐ Check ☐ On-line pay ☐ Credit ☐ Exempt	_____ _____

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for ELECTRICAL WORK, PLUMBING WORK,SIGNS, POOLS AND MECHANICAL WORK SUCH AS FURNACES, BOILERS,HEATERS AND AIR CONDITIONERS, etc.

Valuation for this permit will be calculated using the current adopted ICC Building Valuation Data Table using the Square Foot Construction Cost (SFCC) category. The SFCC does not include the price of the land on which the building is built. Your signature acknowledges this fact and waives any right to appeal said valuation and/or permit fees.

Applicant Signature: _____ **Print Name:**_____

Title: _____

WORKER'S COMPENSATION

☐ EXEMPT (Insurance or Other)
☐ INSURER _____
☐# OF EMPLOYEES _____
EXPIRATION DATE _____

I attest the Worker's Compensation information provided on this permit application is true and correct and that the applicant is in full compliance with the State of Missouri Worker's Compensation laws.

OWNER or AGENT of Property
(If Agent, Power of Attorney or Agency Letter Required)

Signed: _____ Date: _____/_____/_____

CONTRACTOR AFFIRMATION
(Qualifier only)

Signed: _____ Date: _____/_____/_____

TYPE OF IMPROVEMENT

- ☐ Accessory Building
- ☐ Addition
- ☐ Alterations and Repairs
- ☐ Converting Use
- ☐ Demolition
- ☐ Foundation Only
- ☐ Move Building into Raymore
- ☐ Move Building out of Raymore
- ☐ Remodeling Spaces # of Units _____
- ☐ New Building
- ☐ Windows / Door Replacement
- ☐ Other: Specify _____
- ☐ Commercial Roofing Replacement
- ☐ New Shell (Only) Building for Commercial
- ☐ Swimming Pool (In ground) – Gallons _____
- ☐ Swimming Pool (Above Ground) – Gallons _____
- ☐ Tenant Finish

PROPOSED USE

RESIDENTIAL	Units	NON-RESIDENTIAL
☐ Apartments	____	☐ Amusement, Recreational
☐ Carports	____	☐ Business Condo
☐ Condominiums	____	☐ Church, Other Religious
☐ Garages		☐ Daycare
☐ Other: Specify _____		☐ Hospital, Institutional
		☐ Hotel, Motel, Dormitory
		☐ Industrial
		☐ Office, Bank, Professional
		☐ Other: Specify _____
		☐ Parking Garage
		☐ Restaurant
		☐ School, Library, Educational
		☐ Service Station, Repair Garage
		☐ Stores, Mercantile
		☐ Utilities

BUILDING INFORMATION

DIMENSIONS

Number of Stories _____

Building Height _____ feet

Total Floor Area (SF)

Conditioned _____

Unconditioned _____

Land Area _____

☐ square feet ☐ acres

Basement Area For This Permit:

_____ ☐finished ☐ unfin.

Finished Area (SF)_____

Unfinished Area (SF)_____

Garage Floor Area (SF) _____

Deck Area (SF) Covered: _____
(or patio)

Open: _____

WATER SUPPLY

☐ Public-City

☐ Private Utility Company

SEWAGE DISPOSAL

☐ Public-City

Total # of Traps: _____
Sinks, Washer, Toilets, Shower/ Tubs, Floor Drains

ELECTRICAL CODE USED

_____

BUILDING CODE USED IN DESIGN FOR THIS PROJECT?

_____

MECHANICAL

of units:

Furnance ☐ Yes ☐ No

Total Cooling Capacity _____
(in tons)

Heat Pump ☐ Yes ☐ No

PRINCIPLE TYPE OF FRAME

☐ Masonry (Load Bearing)

☐ Wood Frame

☐ Structural Steel

☐ Reinforced Concrete

☐ Other: Specify

_____

For demolition / renovation projects on additions / remodels:

Mandatory Action: If asbestos is subsequently discovered, then the applicant shall immediately provide notice to Building Inspections and amend this application.

Is asbestos present? ☐ Yes ☐ No

NEW RESIDENTIAL PERMIT INFO

Hotels

No. of Guest rooms _____

Bathrooms

Full _____

1/2 _____

Apt. / Condo - Multi-Family

One-bedroom units _____

Two-bedroom units _____

Three-plus bedroom units _____

CERTIFICATE OF OCCUPANCY:

Occupancy Classification: _____

Maximum Occupancy Load: _____

Live Loads: _____

Building Code Type of Construction: _____

MOVING A HOUSE OR BUILDING

Address Moving From

Number _____ Street _____ Type _____ Direction _____

Loaded Size of Building: Width _____ Height _____ Length _____

Travel Route _____

Notes _____

Address Moving To

Number _____ Street _____ Type _____ Direction _____

Loaded Size of Building: Width _____ Height _____ Length _____

Travel Route _____

Notes _____

OFFICIAL USE ONLY

ENGINEERING

Office of the City Engineer

Erosion _____ Field Rep. _____

Date ____/____/____ Signed _____

1. ☐ City Sewer
2. ☐ Driveway/ Parking Design
3. ☐ Curb, Gutter and Sidewalk Design
4. ☐ Erosion Control, Surface Water Retention, Floodplain Review

Comments: _____

PLANNING

☐ Setbacks: Front _____ Rear _____

Side 1 _____ Side 2 _____

City Planner: _____

Date ____/____/____ Signed _____

☐ Covered Parking _____

☐ Uncovered Parking _____

☐ Lot Coverage _____ %

☐ Off Street Parking Requirement _____ Proposed: _____

☐ Footprint of Structure: _____

☐ **LANDSCAPE** _____ (Initials) ☐ **1 tree** ☐ **2 trees** ☐ **Commercial Site Plan approved**

FEE CALCULATIONS	Building Valuation $ _____
Building Permit Fee:	_____
Excise Tax:	_____
Park Fee:	_____
Plan Review Fee:	_____
Inspection Fee:	_____
Water Tap Fee:	_____
Sewer Tap Fee:	_____
Meter Set Up:	_____
Mud Deposit	_____
Demolition Permit Fee Bond _____	_____
TOTAL FEE	$ _____

Other Permits Required: **ELEC** _____ **MECH** _____ **PLBG** _____

Additional Comments:

Building Official:_____
Jon Woerner

Revised 11/2018

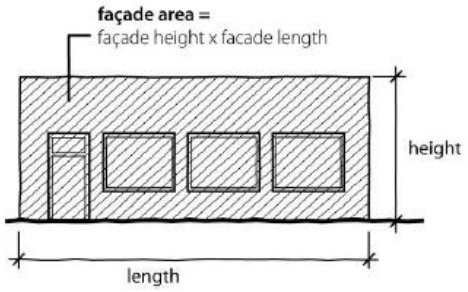
Sign Permit Application Instructions

- **The following requirements are from Raymore Unified Development Code Chapter 435. For complete sign requirements please refer to the Code.**
- **All sign companies erecting signs in the City of Raymore must have a valid occupational license.**
- **Sign permit applications made by a party other than the property owner must be accompanied by a signed Property Owner Consent form.**
- **Signs may not interfere with, block or obstruct any vehicular entrance or exit, any parking space, or any pedestrian path or crosswalk.**
- **All signs shall be designed and constructed to withstand wind pressure of not less than 25 pounds per square foot of net surface area and must be constructed to receive dead loads as required in the building code.**

PERMANENT SIGNS ($50)

Wall Signs, Projecting Signs, and Under Canopy Signs: The following information shall be submitted with the application:

- Sign specifications showing: exact copy, size, length, height, area, materials, color, lighting and type of sign.



- Building elevation(s) showing: building width, building height, façade area, and the exact sign location(s). All information should be submitted to scale. Façade area should be calculated as shown.
- The seal of a registered engineer or registered architect shall be affixed to the plans for projecting signs.

Freestanding Monument Signs, Subdivision Entrance Signs, and Directional/Incidental Signs:
The following information shall be submitted with the application:

- Sign specifications showing: exact copy, size, length, height, area, materials, color, lighting and type of sign.
- Site plan indicating the building, parking areas and street right-of-way as well as the proposed sign with dimension to all property lines. All information should be submitted to scale.
- The seal of a engineer or architect registered in the state of Missouri shall be affixed to the plans for freestanding monument signs.

The following regulations apply to freestanding monument signs:

- All permanent freestanding signs must be monument signs supported by a base that is at least 80% of the width of the sign at its widest point. No pole signs are permitted.
- Signs are not permitted in utility or drainage easements.
- Landscape material must be installed around the base of the monument sign consisting of shrubs, flowers, and/or ground cover. The required landscaping area must be a minimum of 3 feet wide on all sides of the sign base.

TEMPORARY SIGNS ($15)

The following information shall be submitted with the permit application:

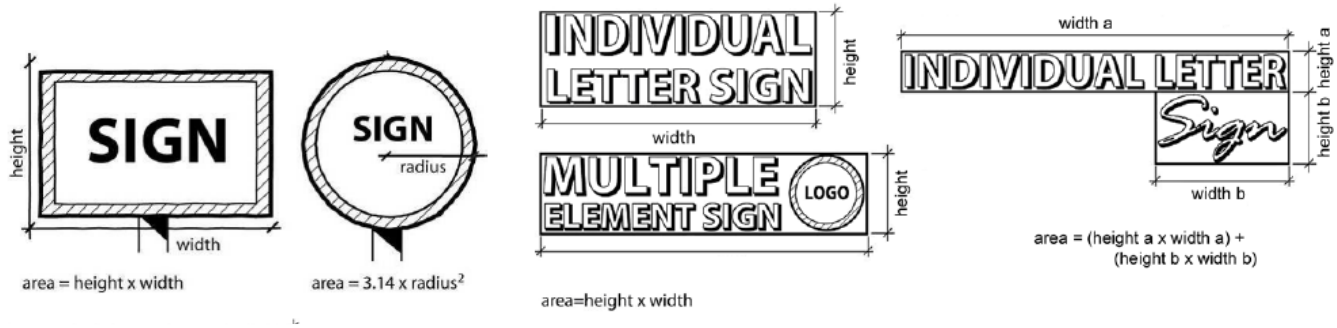
- Sign specifications showing: exact copy, size, length, height, area, materials, color, and type of sign.
- Upon request, building elevation(s) showing: building width, building height, façade area, and the exact sign location(s). All information should be submitted to scale.
- Upon request, a site plan indicating the building, parking areas and street right-of-way as well as the proposed sign with dimension to all property lines. All information should be to scale.

The following regulations apply to temporary signs:

- Each business or organization is permitted four temporary sign permits per calendar year.
- Temporary sign permits are valid for 30 days each.
- A temporary sign permit is initiated upon the placement or installation of the sign and expires upon the termination of the event.
- A period of 10 days must elapse between the time a temporary permit expires and a new permit can be issued.
- Only one temporary sign is permitted per business or organization at a time.
- Temporary signs cannot exceed 32 square feet in area or six feet in height.
- A temporary sign permit is not required for a real estate sale or lease sign.

OTHER REGULATIONS

- The copy area of individual signs will be calculated in accordance with the following measurement standards. The area of a sign face does not include any supporting framework, bracing or decorative fence or wall when the fence or wall otherwise meets the regulations of this chapter and is clearly incidental to the display itself.



- All electrical signs, either temporary or permanent, must be connected to permanent electrical service installed according to the requirements of the electrical code. All wiring for newly constructed detached signs must be underground.
- Electronic message center signs are subject to additional regulation and submission requirements.

RAYMORE
development services

Sign Permit Application

100 Municipal Circle Raymore, MO 64083
Phone: (816) 331-1803 Fax: (816) 331-8067

Permit Number	Approval
Received Date	Approved Date
Electrical Permit Required?	Zoning
Electrician	Permit Fee
Notes	

Sign Location	Sign Copy

Business Information

Business Name	
Business Address	
Business Phone	Business Fax

Sign Company Information

Sign Company Name	
Sign Company Address	
Sign Company Phone	Sign Company Fax
Sign Company Occupational License Number	

Sign Type

☐ Permanent ($50) ☐ Temporary ($15) ☐ Replace Existing Sign Face ($10)

Illumination

☐ Illuminated* ☐ Electronic Message Center* ☐ Non-Illuminated

* IF BRANCH CIRCUIT IS NOT CURRENTLY AVAILABLE FOR ILLUMINATED SIGN, A LICENSED ELECTRICAL CONTRACTOR MUST OBTAIN ELECTRICAL PERMIT PRIOR TO INSTALLATION. ALL SIGNS INVOLVING INTERNAL LIGHTS OR OTHER ELECTRICAL DEVICES OR CIRCUITS MUST DISPLAY A LABEL CERTIFYING IT AS BEING APPROVED BY THE UNDERWRITER'S LABORATORIES

Sign Information

☐ Temporary Sign	Height	Width	Total Sign Height	Setback-Nearest Property Line
☐ Wall Sign	Height	Width	Area of Façade	
☐ Freestanding Monument Sign	Height (Copy Area)	Width (Copy Area)	Total Sign Height	Width of Sign Base
	Setback-Front Property Line	Setback-Side Property Line		
☐ Projecting Sign	Height (Copy Area)	Width (Copy Area)	Depth	Clearance
☐ Under Canopy Sign	Height	Width	Clearance	
☐ Incidental Sign	Height	Width	Total Sign Height	Setback-Nearest Property Line
☐ Real Estate Sign	Height	Width	Setback-Front Property Line	Setback-Side Property Line

Applicant's Signature

Signature	Date

CITY OF RAYMORE, MISSOURI
SIGN PERMIT AUTHORIZATION

Comes now _____

(landlord or property owner), who being duly sworn upon his/her oath, does state that he/she is the landlord or property owner that has given permission to the applicant to place signage at

_____ (location address).

Dated this _____ day of _____ , 20____.

_____

Signature of Landlord or Property Owner

_____

Printed Name

What is the License Tax Surcharge?

The purpose of the license tax surcharge is to provide a funding mechanism for the construction and improvement of streets necessary to accommodate traffic generated by the growth and development of the City. The license tax surcharge system implements a "fair share" approach by which new development that generates additional traffic pays its proportional cost of required street improvements in the City.

Who Pays the License Tax Surcharge?

Any person who obtains a building permit for construction of a new residential dwelling unit and any non-residential development in areas where economic development incentives are provided, that generates new traffic in the City of Raymore. Certain credits and exemptions apply to tax-exempt entities and for existing businesses that relocate to areas where economic development incentives are provided.

When is the Surcharge Paid?

Typically the license tax surcharge is paid when the building permit is issued for the new development. Payment of the surcharge for non-residential uses may be deferred until the issuance of a certificate of occupancy.

RAYMORE
come home to more

100 Municipal Circle Raymore, MO 64083

Contact Numbers

Development Services: (816) 331-1803

Building Inspections: (816) 331-7916

City Clerk's Office: (816) 331-3324

City Hall Main: (816) 331-0488

Other Brochures

Accessory Buildings

Development Services

Home Occupations

New Businesses

Permanent Signs

Pools, Spas, & Hot Tubs

Property Maintenance Codes

Temporary Signs

November 2019

CITY OF RAYMORE

License Tax Surcharge for Development that Generates New Traffic

Development Services Department

License Tax Surcharge Trip Generation Rate Table

ITE Land Use Code	Land Use	Unit of Measure	Adusted Peak Trips Generation Rate*
Residential			
210	Single Family Detached	Dwelling Unit	1.01
221	Low-Rise Apartment (1)		0.58
223	Mid-Rise Apartment (2)		0.39
222	High-Rise Apartment (3)		0.35
224	Rental Townhouse (4)		0.72
231	Low-Rise Condo/Townhouse (5)		0.78
232	High-Rise Condo/Townhouse (6)		0.38
251	Senior Adult Housing Detached (7)		0.27
252	Senior Adult Housing Attached (8)		0.16
253	Congregate Care Facility (9)		0.17
254	Assisted Living (10)		0.22
Commercial			
320	Hotel/Motel	1,000 sf	0.58
444	Movie Theatre		3.80
493	Health Club		5.96
560	Church/Synagogue		0.55
565	Daycare Center		12.46
610	Hospital		1.14
620	Nursing Home		0.74
710	Office Building		1.49
720	Medical-Dental Offices		3.46
760	Research & Development Building		1.07
770	Business Park Building		1.29
812	Building Materials/Lumber Store		4.49
813	Free Standing Discount Superstore		3.32
814	Specialty Retail Store		2.71
815	Discount Store		4.15
816	Hardware/Paint Store		3.58
817	Nursery Garden Center		3.80
820	Shopping Center		2.46
931	Quality Restaurant		4.19
932	High-turnover Restaurant		6.35
934	Fast Food Restaurant w/drive-thru		16.92
942	Auto Care Center		3.38
841	Car Dealership		2.59

ITE Land Use Code	Land Use	Unit of Measure	Adusted Peak Trips Generation Rate
843	Automotive Parts Sales	1,000 sf	3.41
945	Service Station w/Convenience Market		42.71
848	Tire Store		2.99
850	Supermarket		6.72
851	Covenience Store-24 hours (w/o pumps)		20.44
853	Convenience Store (w/ pumps)		22.08
860	Wholesale		0.88
861	Sporting Goods Superstore		3.1
862	Home Improvement Superstore		1.23
863	Electronics Superstore		4.50
864	Toy/Children's Superstore		4.99
866	Pet Supply Superstore		3.38
867	Office Supply Superstore		3.40
868	Book Superstore		19.53
876	Apparel Store		3.83
879	Arts and Crafts Store		6.21
880	Pharmacy/Drugstore (w/o drive thru)		3.96
881	Pharmacy/Drugstore (w/ drive thru)		5.28
890	Furniture Store		0.21
896	Video Rental Store		13.60
911	Walk-in Bank		12.13
912	Drive-thru Bank		13.68
947	Self-Service Car Wash		8.00
948	Automated Car Wash		11.64
Industrial			
110	Light Industrial Manufacturing	1,000 sf	0.97
140	Manufacturing (Heavy)		0.73
150	Warehouse Storage		0.32
151	Mini-warehouse		0.26

What is the Current Rate?

Residential: $2,100 per trip
Commercial/Industrial: $561 per trip

Who Determines the Rate?

Rates are established by resolution of the City Council. In 2000, voters approved a maximum rate of $3,000 per vehicle trip. City Council receives an annual report from the License Tax Review Committee and annually considers whether to adjust the tax rate.

What Project Does the License Tax Surcharge Complete?

City Council adopts a 10-year road plan as part of the Capital Improvements Program adopted in October of each year. The 10-year road plan prioritizes road segments to be completed, including project year and estimated cost. From year-to-year the projected schedule and funding may be modified or updated. Surcharge funds can be utilized on maintenance of roads.

How is the License Tax Surcharge Calculated:

Commercial/Industrial Projects

1. The proposed development is classified under one of the land use categories identified in the Trip Generation Rate Table.
2. Divide the square footage of the building or tenant space by 1,000 to determine the taxable portion of the building.
3. Multiply the taxable portion of the building by the adjusted peak trips generation rate from the trip generation rate table to determine the total number of vehicle trips to be generated.
4. Multiply the total number of vehicle trips to be generated by the tax rate to determine the license tax due.
5. Example: 6,700 square foot electronics store:

   6,700 ÷ 1,000 = 6.7
   6.7 x 4.50 = 30.15
   30.15 x $561 = $16,914.15

   License Tax Due: $16,914.15

Residential Projects

1. The proposed development is classified under one of the land use categories identified in the Trip Generation Table.
2. The adjusted peak trips generation rate is multiplied by the tax rate to determine the license tax due.
3. Example:

   Single Family Residence:
   1.01 x 2,100 = $2,121.00

   License Tax Due: $2,121.00

Disclaimer: License tax due is ultimately determined by the License Tax Administrator. Any decision of the License Tax Administrator may be appealed to the City Manager.

AS OF 11/1/2019

CITY OF RAYMORE

LICENSE TAX SURCHARGE TRIP GENERATION RATE TABLE

table based on ITE Trip Generation Manual, 8th Edition,

Rates:	Residential	$2,100 per trip
	Commercial / Industrial	$561 per trip

ITE Land Use Code	Land Use	Unit of Measure	Adusted Peak Trips Generation Rate*
Residential			
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812	Building Materials/Lumber Store		4.49
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814	Specialty Retail Store		2.71
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853	Convenience Store (w/ pumps)		22.08
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862	Home Improvement Superstore		1.23
863	Electronics Superstore		4.50
864	Toy/Children's Superstore		4.99
866	Pet Supply Superstore		3.38
867	Office Supply Superstore		3.40
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876	Apparel Store		3.83
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947	Self-Service Car Wash		8.00
948	Automated Car Wash		11.64
Industrial			
110	Light Industrial Manufacturing	1,000 sf	0.97
140	Manufacturing (Heavy)		0.73
150	Warehouse Storage		0.32
151	Mini-warehouse		0.26

* Based on weekday PM peak hour of the adjacent road, one hour between 4:00 PM and 6:00 PM, adjusted for pass-by trips

(1) Low-Rise Apartments are rental dwelling units located within a one or two-level building

(2) Mid-Rise Apartments are rental dwellling units located in a three to ten level building

(3) High-Rise Apartments are rental dwelling units located in a building with more than 10 levels

(4)Townhouse development with rented units, minimum 2 attached units per building. Units are not stacked on top of one another.

(5) Ownership units that have at least one other owned unit within the same one or two-level building. This category includes attached single family.

(6) Ownership units that are located within a three or more level building

(7) Detached independent living developments, including retirement communities, age-restricted housing and active adult communities.

(8) Attached independent living developments, including retirement communities, age-restricted housing and active adult communities. Generally lack centralized dining.

(9) Independent living developments that provide centralized amenities such as dining, housekeeping and social activities

(10) Complex that provides routine general protective oversight or assistance with activities necessary for independent living to mentally or physically limited persons. Typically have separate living quarters for residents and centralized services such as dining and social activities.

Excise Tax Calculation Worksheet

Bldg Permit #_____ Date: _____

Job Address: _____

Subdivision/Lot: _____

Business Name: _____

Business Owner: _____

Sq footage: _____

ITE Trip Generation Manual Used: ____ 10th Edition

ITE Land Use Classification Used: _____

Code # Used: _____

Adjusted Peak Trips Generation Rate Used: _____

_____ ÷ 1,000 = _____
Sq. ft. of space a

a= taxable portion of sq. ft. of building

_____ x _____ = _____
a b c

b= adjusted peak trips generation rate
c= total # of vehicle trips to be generated

_____ x _____ = _____
c d e

d= tax rate ($_____)
e= EXCISE TAX DUE

TOTAL EXCISE TAX DUE: $_____

_____
Form completed by:

City of Raymore, Missouri
Occupational License Application

100 Municipal Circle • Raymore, MO 64083
Phone: 816-331-3324 • Fax: 816-331-8724
Email: cityclerk@raymore.com

Licenses expire December 31 of each year. Beginning February 1, penalties will be added for each month the license is delinquent and business has been conducted in the City of Raymore. Fees are based on the date business begins operating in Raymore and is prorated beginning June 1:

$100 – January to May, December	
$95 – June	$80 – September
$90 – July	$75 – October
$85 – August	$70 – November

Businesses Physically Located in Raymore, Please Include:

City Code Section 605.010(B)(2)

- O If Sales Tax is collected, a No Tax Due Letter (Missouri Department of Revenue - 573-751-9268) OR Sales Tax number to authorize the City Clerk's office to look up the status online:
- O Current Real Estate Tax Receipt (Cass County Collector's Office - 816-380-8377) If you lease, no receipt required
- O Current Business Property Tax Receipt or letter of No Property Tax Due (Cass County Collector's Office - 816-380-8377)
- O Professional Registration/License issued by the State of Missouri associated with your business

Business Owners who reside in Raymore, Please Include:

City Code Section 605.010(B)(2)

- O Current Real Estate Tax Receipt (Cass County Collector's Office - 816-380-8377) If you lease, no receipt required.
- O Current Personal Property Tax Receipt (Cass County Collector's Office - 816-380-8377)

Contractors and Sub-Contractors, Please Enclose:

City Code Section 605.025

- O Certificate of Insurance showing General Liability and Workers Compensation Insurance (if the business has any employees other than the owner(s) of the business), and listing the City of Raymore as a Certificate Holder.
- O **NEW LICENSE:** *CLASS A, B or C Contractors, Electricians, Plumbers and HVAC/Mechanical contractors:* Proof of passing grade (70% or higher) on Certification Test; OR present a Contractor License issued by one of the following: Johnson County, KS, Independence, MO, Kansas City, MO, Lee's Summit, MO, St. Joseph, MO; OR hold a Bachelor's degree in a related field (Structural Engineering, Architecture, Construction Science, etc.) from an accredited college or university.
- O **RENEWAL LICENSE:** *CLASS A, B or C Contractors, Electricians, Plumbers and HVAC/Mechanical contractors:* Proof of at least eight (8) continuing education credits (CEUs) related to the trade for which the license was issued, completed within the last year. The Building Official is authorized to verify CEUs.
- O Certificate of Erosion and Sediment Control Compliance for single and two-family dwelling contractors. Information is at www.raymore.com/stormwater or contact 816-892-3019.

Applicant Information

Name of Business (d/b/a)	
Mailing Address	*Physical* Address (if different)
Mailing City, State, Zip	*Physical* City, State, Zip
Description of Business, Organization, Trade	Number of Employees, other than owner
Business Phone Number	Business Fax Number
Owner Name	Owner Address
Owner Phone Number	Owner City, State, Zip
Email Address	
If this is a new business located in Raymore, date of opening	

Store Front Businesses Located in Raymore: **Please provide contact information for the Police Department in case of emergency events**	
Emergency Contact Name & Title	24-hour Phone Number
Emergency Contact Name & Title	24-hour Phone Number
Alarm Company Name	Alarm Company Phone Number
Alarm Coverage (i.e. motion, intrusion, anti-theft, etc)	

Applicant Certification

NOTICE TO ALL BUSINESS OWNERS IN THE CITY LIMITS OF RAYMORE: Verification of paid Missouri State Sales Tax (No-Tax Due Letter from the Missouri Department of Revenue) must be submitted with this application pursuant to Ordinance 29068.

NOTICE TO ALL RESIDENTS WITHIN THE CITY LIMITS OF RAYMORE: Verification of paid current taxes must be remitted with this application. All receipts will be returned. PURSUANT TO ORDINANCE 29068: "No license shall be issued to any applicant under this Chapter until all sales taxes, real and personal property taxes, utility fees, permit fees, inspection fees, or other financial obligations of the applicant to the City which are due and payable and are delinquent are paid or satisfied; provided that, this requirement shall not apply to any obligation which is contested by the applicant in good faith and resolution of which is being diligently pursued by such applicant."

NOTICE TO ALL CONTRACTORS, SUBCONTRACTORS, PLUMBING, MECHANICAL, AND ELECTRICAL CONTRACTORS: A License cannot be issued unless supporting documentation for the appropriate classification of contractor's license is on file in the City Clerk's Office.

NOTE – AS REQUIRED BY §287.061 RSMo. (1) any city which issues an occupational or business license for a contractor in the construction industry shall require a certificate of insurance for workers' compensation coverage or an affidavit signed by the applicant attesting that the contractor is exempt (2) any applicant who fails to comply with the provisions of subsection 1 of this section shall be denied such a license until he furnishes a certificate of insurance, (3) it is unlawful, pursuant to section 287.128, for any contractor to provide fraudulent information pursuant to this section, and (4) nothing in §287.061 shall be construed to create or constitute a liability to or a cause of action against a city or county in regard to the issuance of any license.

Federal Employer Identification # (or Business Owner SSN)	Missouri Retail Sales Tax License #

Certification Statement

Issuance of this Occupational License does not ensure that the applicant is compliant with Raymore City Code. Applicants are urged to make their own inquiries to ensure legal compliance regarding these areas.

CERTIFICATION

I am authorized by the applicant to sign on his/her/its behalf and have read fully and completely this application and all laws or ordinances referred to herein. The information contained herein is true, correct, and complete to the best of my knowledge, information, and belief.

Signature of Principal Officer	Date

ALCOHOLIC BEVERAGE LICENSE APPLICATION
CITY OF RAYMORE, MISSOURI

100 Municipal Circle
Raymore, MO 64083
Phone (816) 331-3324 Fax (816) 331-8724

Applicant Information: Applicant hereby submits the following information concerning the business to be licensed: (any reference to "applicant" in this document is referred to as the owner or managing officer.)

Renewal : Yes ◯ No ◯ I hereby make application for: (Please check the appropriate boxes below on the left)

SCHEDULE OF LICENSE FEES

1. General Licenses		
☐	Original Package (1a)	$150.00
☐	Original Package 5% Beer (1b)	75.00
☐	5% Beer by Drink-Wine (1c)	75.00
☐	Retail Liquor by Drink-Bar (1e)	450.00
☐	Retail Liquor by Drink-Resort (1e)	450.00
☐	Retail Liquor by Drink-Exempt (1f)	450.00
2. Sunday Sales		
☐	Sunday Original Package-All (2a)	300.00
☐	5 % Beer by Drink-Restaurant/Bar-Wine (2b)	300.00
☐	Sunday Bar-Bar (2e)	300.00
☐	Sunday Bar-Amusement (2c)	300.00
☐	Sunday Bar-Exempt (2d)	300.00
☐	Restaurant-Bar Resort (2e)	300.00
3. Permits		
☐	Tasting Permit (3a)	37.50
☐	Retail Liquor by Drink-Picnic (Not for Profit) (3b)	37.50
☐	Retail Liquor by Drink-Caterer (3c)	Per day 15.00
	TOTAL FEES DUE	

Is this application for:	Sole owner ◯	Partnership ◯	Corporation ◯
Name of Business (d/b/a)			
Address			
City	State	Zip	Phone
Mailing Address if different than above			
City	State	Zip	Phone
Federal Employer Identification #		Missouri Retail Sales License #	

Name of Owner of Business responsible for the above business:

Name		Title	
Home Address			
City	State	Zip	Phone
Date of Birth		Place of Birth	
U.S. Citizen? ◯ yes ◯ no	Date and Place of Naturalization		
Spouse's name, address and Social Security #			

Corporation Information

Full Name of Corporation	Date of Incorporation
Registered Agent Name and Address	

Full Name, Residential Address, Date of Birth, Social Security #'s of owner (s), President, Vice-President, Treasurer, and Secretary of the Corporation:
Does this corporation operate any other business, or control or is controlled by any other corporation or business?
If so, state the name of such controlled or controlling corporation or business:
List the registered agent, address and location of all businesses operated by it and the name and address of any such businesses with a liquor license:
Have you or any person employed by you ever held any type of liquor license issued by the City of Raymore or by the licensing authority of any state, county or city?
If so, provide all details:
Has any such license listed above been suspended or revoked?
If so, provide all details:
Have you ever made application for a liquor license that was denied by the City of Raymore or by the licensing authority of any state, county or city?
If so, provide all details:
Have you or anyone interested either directly or indirectly in the premises to be licensed or the operation ever been convicted of any crime or felony?
If so, provide all details:
Will you be the person in active control and/or managing officer of this business full time?
If not, give complete details on the management and persons involved:

EACH APPLICATION SHALL BE ACCOMPANIED BY:

- The appropriate license fee made payable to the City of Raymore.
- Sales Contract or Lease covering property for liquor license requested under Section 600.050 (B) of the Raymore City Code.
- Restaurant Bar only: projections (new) or proof (renewal) of breakdown of total sales for food and liquors.

CERTIFICATION

Date	Signature of Applicant/Principal Officer

I am the person who is to be actively engaged in the actual control and management of the particular liquor establishment for which this license is hereby sought, and that the answers and information given in the application are true and complete to the best of my knowledge and belief.

Representation Concerning Compliance With Laws: Applicant hereby represents that the business conducted by Applicant does not and will not violate any Ordinance of the City of Raymore and now complies and will continue to comply fully with the laws of the State of Missouri.

Subscribed and sworn to before me this_____day of_____, 20____

NOTARY SEAL

_____

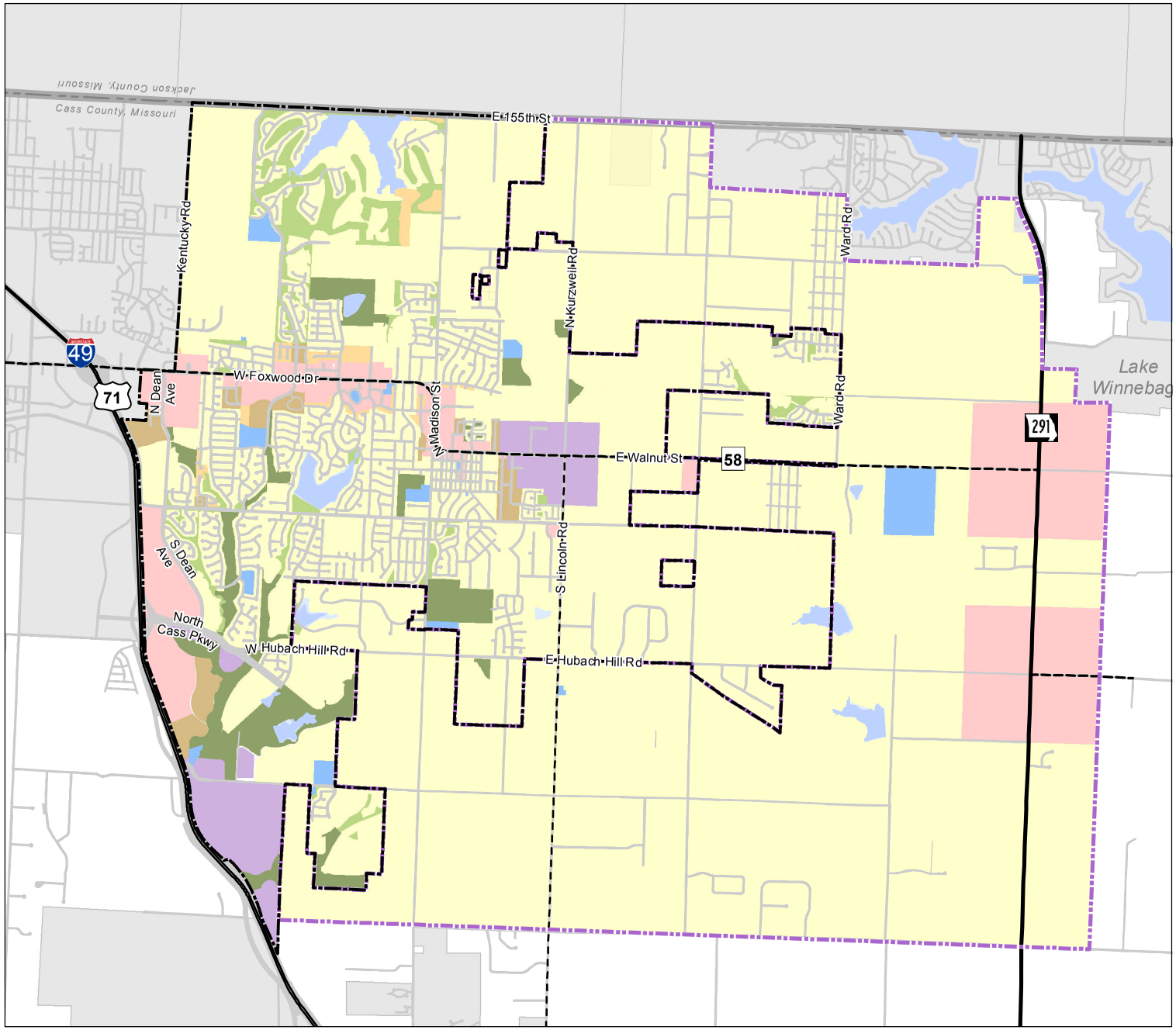
Notary Public

Legend

Future Land Use

- Business Park
- Commercial
- Industrial
- Open Space
- Parks
- Water
- Low Density Residential
- Medium Density Residential
- High Density Residential
- Public

- Annexation Intention Area
- Raymore, MO
- Other Incorporations



City of Raymore, Missouri

Future Land Use Plan Map

Adoption Date : March 19, 2013

N

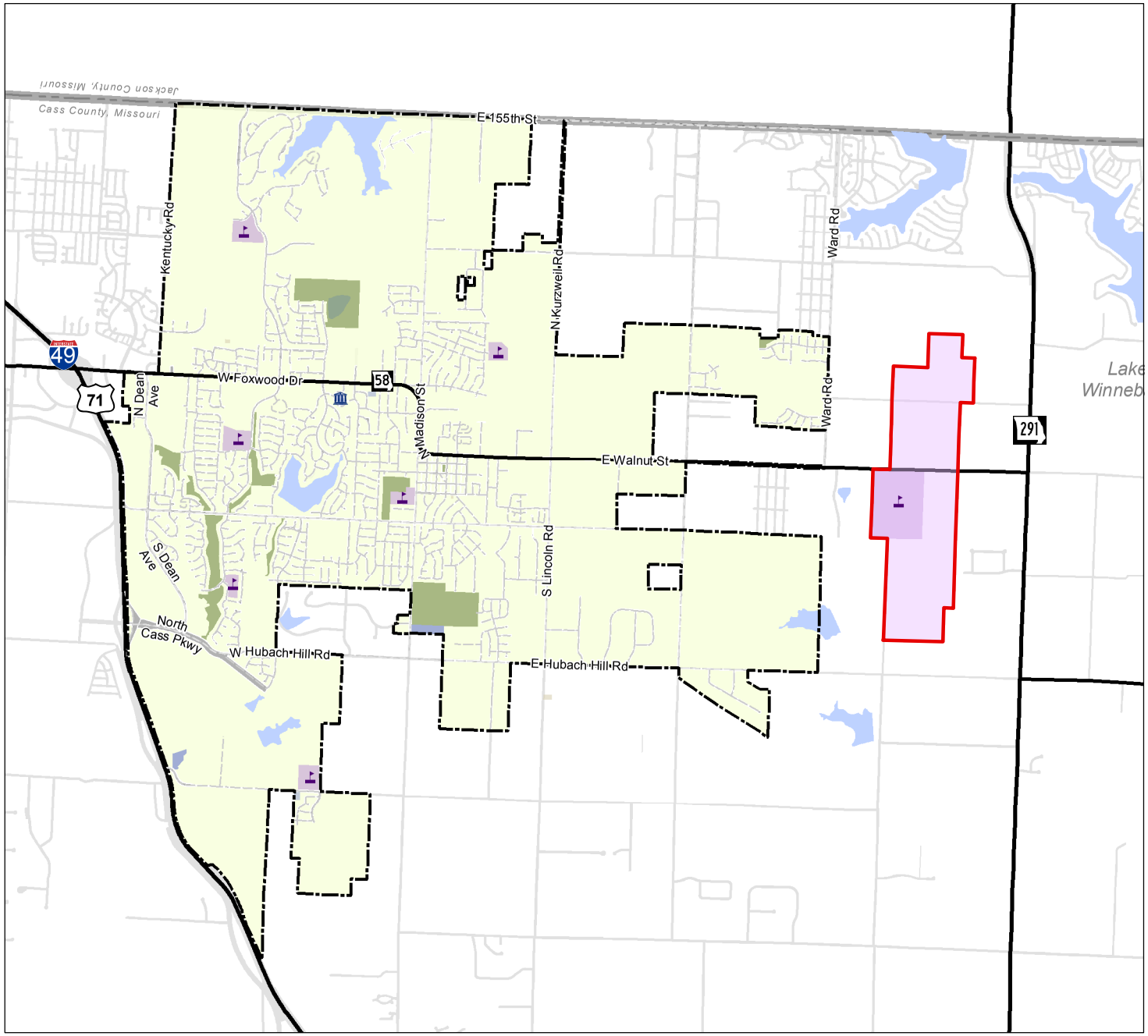
Legend

Raymore-Peculiar Sewer District

Raymore-Peculiar School District Interceptor Sewer District

Incorporated Raymore

The Raymore-Peculiar School District constructed a sewer line to serve Raymore-Peculiar Middle School in 2009. In addition to serving the school property, that line serves the area shaded in purple between the Raymore City limits and 291 Highway. Any property that may choose to connect to the line constructed to the sewer district will have to pay an amount to the school district proportionate to its acreage in this district. Any property that connects to this line will also have to agree to voluntarily annex into the City of Raymore at such time as that property is contiguous to the City limits. For more information, contact the Raymore City Manager.



City of Raymore, Missouri

Sewer Allocation Map

Adoption Date : May 6, 2014

N

Legend

Regional Park

Neighborhood Park

Greenway

Off Street

Along Street

Public Lands

Dedicated Park

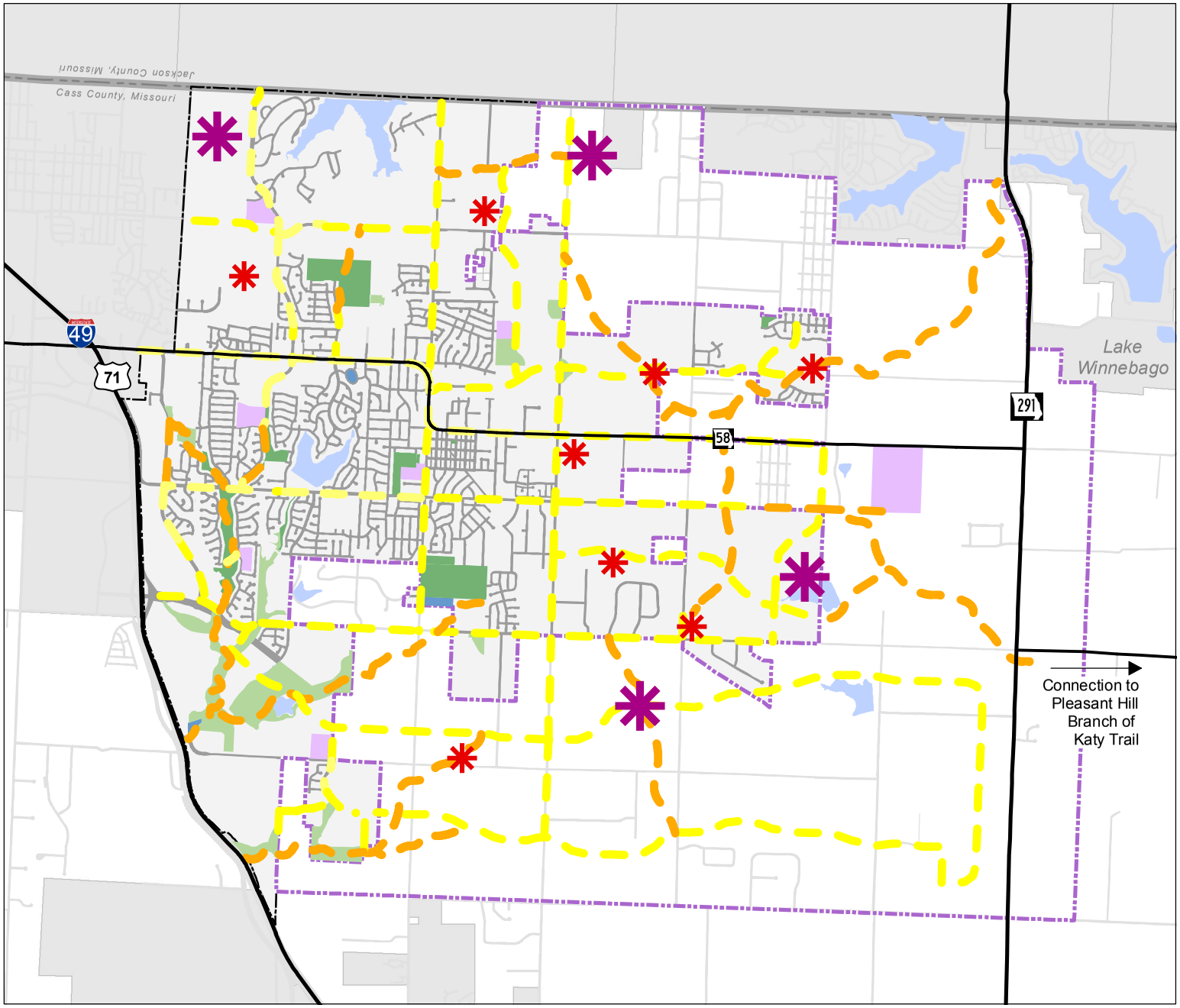
Planned Park

Public

School

Boundaries

Annexation Area



City of Raymore, Missouri

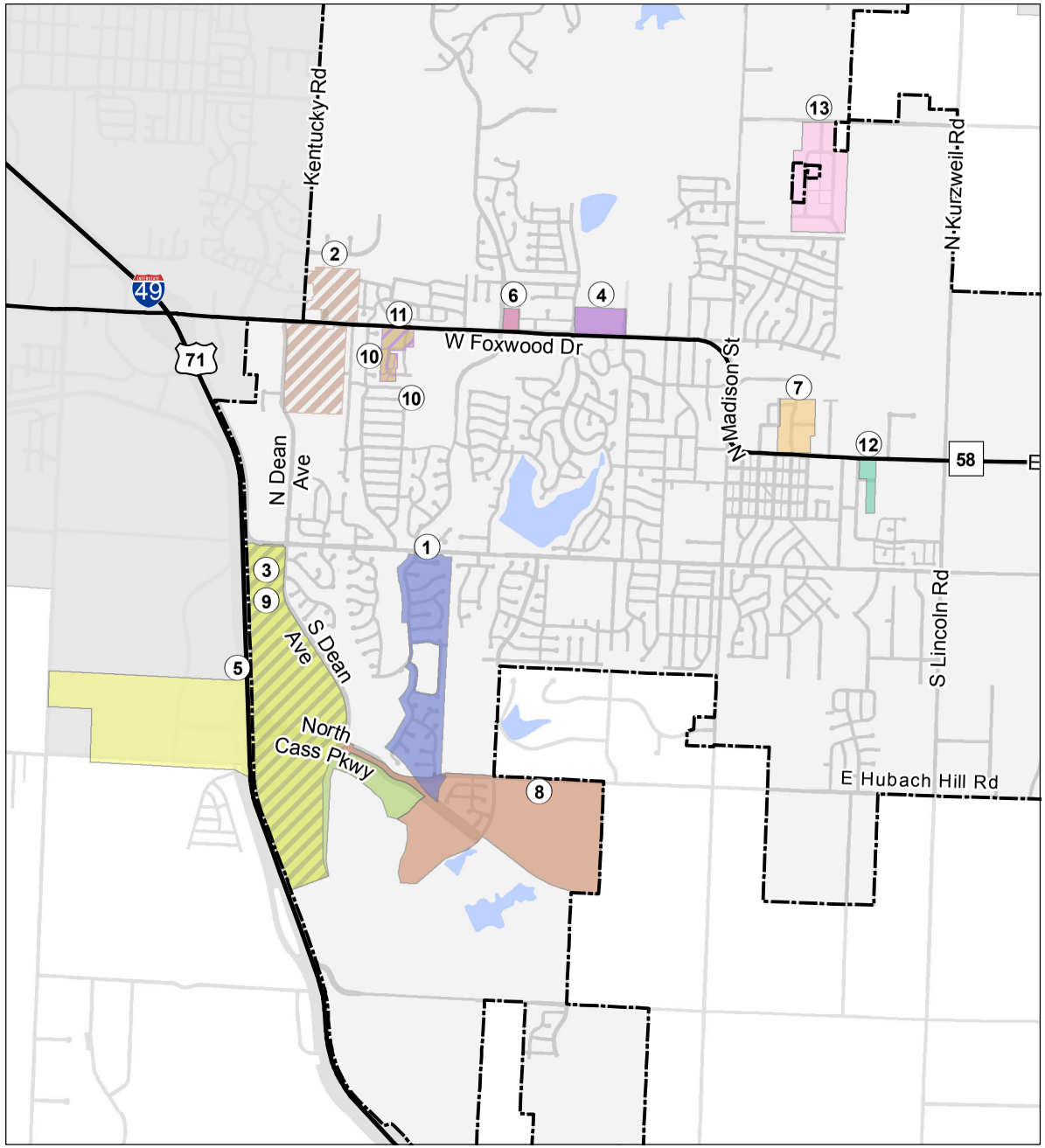
Open Space & Linkage Plan

Adoption Date : October 5, 2010

N

Legend

1. STONEGATE C.I.D
   Bill 1434 Ordinance 21049, Approved on 08/13/01
2. 58 HIGHWAY WEST REDEVELOPMENT T.I.F. AREA
   Bill 1818 Ordinance 25012, Approved 01/24/05
3. GOOD RANCH REDEVELOPMENT T.I.F. AREA
   Bill 1985 Ordinance 26047, Approved on 05/08/06
4. 58 HIGHWAY REGIONAL MARKET CENTER C.I.D.
   Bill 2026 Ordinance 26089, Approved on 08/28/06
5. THE BELTON /RAYMORE INTERCHANGE T.D.D.
   Approved by Cass County Circuit Court on 10/30/06
6. FOXRIDGE C.I.D.
   Bill 2078 Ordinance 27000, Approved 01/08/07
7. JETER FARM C.I.D.
   Bill 2226 Ordinance 28002, Approved 01/28/08
8. HUBACH HILL RD & N CASS PKWY C.I.D.
   Bill 2278 Ordinance 28055, Approved 06/23/08
9. HUBACH HILL RD & N CASS PKWY T.D.D.
   Approved by Cass County Circuit Court on 08/25/08
10. FOXWOOD VILLAGE SHOPS C.I.D.
    Bill 2336 Ordinance 28112, Approved on 11/24/08
11. FOXWOOD VILLAGE SHOPS T.I.F.
    Bill 2361 Ordinance 29007, Approved on 01/26/09
12. EAST GATEWAY T.D.D.
    Approved by Cass County Circuit Court on 08/14/09
13. WILLOW HILLS N.I.D.
    Approved by Cass County Circuit Court on 07/23/07



City of Raymore, Missouri

Tax Districts Map

Adoption Date : March 19, 2013

N