SITE PLAN

GUIDE TO SITE PLAN REVIEW

RAYMORE
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Background

The City of Raymore strives to oversee the development of quality residential neighborhoods and commercial centers with enduring character and unified design. The City recognizes that new development can benefit residents by providing convenient amenities and expanded choices; however, new development can also present a host of problems, including congestion, environmental degradation, and safety concerns. To address these goals and issues, the City requires any new multi-family, commercial, industrial, or institutional development undergo review by the Planning and Zoning Commission.

Definition

A site plan is a graphic representation of all of the existing and proposed characteristics of a parcel of land. The purpose of the site plan review process is to ensure that new development complies with the Raymore Unified Development Code and Growth Management Plan, thereby promoting the heath, safety, and welfare of Raymore's residents.

Conditions

Site plan reviews help ensure that the meaning and intent of zoning regulations are fully complied with. Site plan reviews regulate the development of structures and sites by asking questions such as:

- Is the plan in compliance with City Codes, the Growth Management Plan, and the zoning of the subject property?
- Does the plan provides safe, efficient, and convenient access for vehicles and pedestrians and provide adequate parking?
- Is the plan designed to minimize impact on surrounding property and does it include appropriate landscaping and lighting features?
- Does the plan respect the natural environment and topography of the site and provide desirable and functional open space?

Process

Most site plans must be approved by the City's Planning and Zoning Commission before a building permit can be issued. Any person submitting an application for a site plan review must contact Development Services Department staff, who will explain the review process and provide the necessary forms, checklists, and dates.

When the Development Services Department accepts a site plan application, staff reviews it for completeness and compliance with applicable plans and ordinances. Staff will contact the applicant if additions or revisions to the application are necessary. Staff prepares a report containing its findings and a recommendation of approval or denial of the site plan. The application and staff report are submitted to the Planning and Zoning Commission for review and final approval.

Exceptions to this process are made for properties with a previously approved site plan on file, applications that seek to expand the existing use by less than ten percent or 5,000 square feet, or applications that seek to modify signage, landscaping,

landscaping, or other minor features on an approved site plan. These applications can be approved by the Development Services Director without review by the Planning and Zoning Commission.

Decision

The Planning and Zoning Commission is made up of nine members who are citizens and residents of the City of Raymore. The Commission meets on the first and third Tuesday of every month. At the meeting, the Commission will allow the applicant and staff to present a report on the proposed site plan. No public hearing is required for site plan review. The Commission then determines whether the application is compatible with the criteria for the approval. The Commission may approve an application subject to conditions reasonably necessary for conformance with the required conclusions.

If the Planning and Zoning Commission does not approve a site plan application, the applicant may appeal the decision to the City Council. Conditions of approval may also be appealed. The applicant must notify the Development Services Director of their intent to appeal within ten days of the Planning and Zoning Commission meeting at which the application was denied or condition imposed. The appeal will be scheduled for the next City Council meeting which is not closer than fifteen days from the date the intent to appeal was filed.

Timeline

- Pre-application review with City staff
- Complete application and plans

▶ **30 Days before P&Z Commission Meeting**

Filing deadline:
- Submit a completed application (see application checklist)
- Pay filing fee

Staff review

▶ **10 Working Days Before P&Z Commission**

Final revisions submission deadline

▶ **First & Third Tuesday of the Month**

Planning & Zoning Commission Meeting

▶ **Within 10 Days of P&Z Decision**

File intent to appeal P&Z determination to City Council

SITE PLAN REVIEW

APPLICATION CHECKLIST

For applications filed under Unified Development Code Section 470.160

In order to request a hearing before the Planning and Zoning Commission, a completed application must be received by the Development Services Department before the filing deadline. The filing deadline for site plan review applications is typically 30 days before the next meeting. Please contact the Development Services Department for exact dates.

A complete application includes the following:

- ☐ **A completed application form.** The application form for a site plan review is available in the Development Services Office, located in Raymore City Hall, or at www.raymore.com.
- ☐ **Paper copies of all plans.** For the initial review, five (5) full size and two (2) 11”x17” hard copies are required. After all necessary revisions are made, twenty (20) full size and two (2) 11”x17” hard copies are required for the submission to the Planning Commission.

  The site plan must include any data necessary to assure compliance with the zoning regulations relevant to the proposal. See the Contents Checklist for a list of submittal requirements and the Building Design Standards for a list of requirements for commercial and industrial structures. The number of pages submitted will depend on the proposal's size and complexity. The applicant must make notations explaining the reasons for any omission.
- ☐ **Plans shall be signed and sealed by the project engineer or architect.**
- ☐ **A digital copy of all plans** in AutoCAD.dwg files version 2000 or newer and a **portable document format (.pdf)** sized to 11” x 17” for each sheet of the plan submittal.
- ☐ **Storm water calculations** in accordance with the city of Raymore specifications and American Public Works Association 5600.
- ☐ **Traffic Impact Analysis**, if required.
- ☐ **Final construction plans for any public infrastructure improvements.**
- ☐ **An application fee of eight hundred and sixty dollars ($860.00)**, payable to the City of Raymore.
- ☐ **Ownership affidavit**, copy of deed, other proof of property ownership OR owner(s) consent form.

SITE PLAN REVIEW

STANDARDS OF REVIEW

From Unified Development Code Section 470.160

The following criteria will be used by the Planning and Zoning Commission to review applications.

1. **The balancing of landowners' rights to use their land, with the corresponding rights of neighboring landowners, residents and the general public, to live without undue disturbances (e.g., noise, smoke, vibration, fumes, dust, odor, glare, stormwater runoff, etc.);**

2. **The convenience and safety of vehicular and pedestrian movement within the site and in relation to adjacent areas or roads;**

3. **The adequacy of waste disposal methods and protection from pollution of surface or ground water;**

4. **The protection of historic and environmental features on the site under review and in adjacent areas;**

5. **The stability of the built environment, particularly residential neighborhoods, by promoting urban development which is compatible with clearly identified natural resources; and**

6. **The adequacy of provisions for resulting additional system demands which may be imposed by the development upon roads and streets, water supply and storage, storm sewerage, and sanitary sewerage and wastewater treatment and the consistency of the development with the City's Growth Management Plan.**

SITE PLAN REVIEW
CONTENTS CHECKLIST

Site plans shall be prepared by a registered professional engineer, architect, land surveyor or landscape architect. Plans should be at a scale of one (1) inch equals twenty (20) feet on standard twenty-two (22) by thirty-four (34) inch sheets. Larger sized sheets may be utilized if the project area necessitates the need.

	Items required for submission include:
	Name of the project, **address, boundaries, date, north arrow, and scale of the plan.**
	Name and address of the owner of record, **developer and seal of the engineer, architect or landscape architect.**
	Name and address of all owners of record of abutting parcels.
	All existing lot lines, easements, and rights-of-way, including dimensions of same.
	The location and use of all existing and proposed structures within the development. Include all dimensions of height and floor area and show all exterior entrances and all anticipated future additions and alterations with parking.
	Elevations of each facade. A color rendering of the predominant street view submitted with the application. A colors and materials palette must be available at the Planning Commission meeting.
	The location of all present and proposed public and private ways, parking areas, driveways, sidewalks, ramps, curbs and fences.
	Location, type and screening details for all waste disposal containers.
	A separate lighting sheet, including the location, height, intensity and bulb type (e.g., fluorescent, sodium incandescent) of all external lighting fixtures. Note: light poles are required to be located within landscape islands or cart return corrals.
	A separate sign plan, including the location, height, size, materials, wording, illumination detail and design of all proposed signage. Any monument sign is required to have landscaping at its base.
	A separate landscape plan, including a landscape plan showing all existing open space, trees, forest cover and water sources and all proposed changes to these features including size and type of plant material. Water sources will include ponds, lakes, brooks, streams, wetlands, flood plains and drainage retention areas. Irrigation systems are required for all areas of turf, trees, shrubs or plants.
	A separate utility plan, the location of all present and proposed utility systems including:
	Sanitary sewer system
	Water supply system;
	Telephone, cable and electrical systems; and
	Storm drainage system including existing and proposed drain lines, culverts, catch basins, head walls, end walls, hydrants, manholes and drainage swales.

	The location, height, area and footprint of all above ground accessory utility facilities with a height of three and one-half (3.5) feet or greater or covering an area eight (8) square feet or greater.
	A separate erosion control plan, a plan to prevent the pollution of surface or ground water, erosion of soil both during and after construction, excessive runoff, excessive raising or lowering of the water table and flooding of other properties, as applicable.
	Existing and proposed topography at not more than two (2) foot contour intervals. All elevations shall refer to the United States Geodetic Survey (USGS) datum Missouri West 1983.
	Zoning district boundaries and land uses adjacent to the site's perimeter shall be drawn and identified on the plan.
	Traffic flow patterns within the site, entrances and exits, loading and unloading areas, curb cuts (including streets within four hundred (400) feet of the site measured to the centerline) on the site and within one hundred (100) feet of the site.
	The projected number of motor vehicle trips to enter or leave the site, estimated for daily and peak hour traffic levels; and
	The projected traffic flow pattern including vehicular movements at all major intersections likely to be affected by the proposed use of the site.
	Final construction plans for all public infrastructure improvements.
The City Engineer may require a detailed traffic study to determine specific traffic impacts on City of Raymore facilities that may include:	
	The impact of this traffic upon existing abutting public and private ways in relation to existing road capacities. Existing and proposed daily and peak hour traffic levels, as well as road capacity levels, shall also be given.
	Any impacts to traffic control signals.
For new construction or alterations to any existing structure, a table containing the following information must be included:	
	Area of structure to be used for a particular use, such as retail operation, office, storage, etc.
	Maximum number of employees.
	Maximum seating capacity, where applicable.
	Number of parking spaces existing and required for the intended use.
	Percentage of lot area containing landscaping.

SITE PLAN REVIEW

COMMERICAL & INDUSTRIAL BUILIDING STANDARDS

From Unified Development Code Section 440.010

The following minimum standards apply to most commercial and industrial buildings within the City:

Relationship to Adjacent Development	
	The form and proportion of buildings shall be consistent or compatible with the scale, form and proportion of existing development in the immediate area.
	The rhythm of structural mass to voids, such as windows and glass doors, of a front facade should relate to the rhythms established in adjacent buildings.
Façade Articulation	
	A façade consisting of a single undifferentiated plane with a single texture or color, excluding windows, doors or overhead doors, is prohibited.
	A minimum of 15 percent of the area of each façade shall be recessed, projected, or alternately staggered from the primary plane of the wall not less than one foot in depth or projection, excluding windows, doors or overhead doors.
	Where large structures are proposed with overly long facades, where one dimension exceeds the length of the perpendicular dimension, building mass should be articulated with variations of a depth to create shadows visible from the nearest adjacent street in the building plane and parapet height and through the use of other unique design, landscape or site plan features.
	Overly long horizontal facades shall be articulated. Variation in the building plane, parapet height, materials, colors, entrance canopies and landscaping can be used to add articulation and variation to a facade. Parking lots along the facade can also relieve the plane horizontally through the use of landscaped fingers and islands containing trees and shrubs.
	Monotony of design in single or multiple building projects shall be avoided. Variation of detail, form and siting shall be used to provide visual interest.
	Long expanses of overhead doors should be relieved by matching their color to the wall or trim, recessing the doors, or adding architectural details to diminish the dominance of the doors.
Building Materials	
	A minimum of 50 percent of front and side façades shall consist of the following materials: • Masonry construction shall include all masonry construction which is composed of solid, cavity, faced or veneered-wall construction, or similar materials approved by the Planning and Zoning Commission. • Stone materials used for masonry construction may consist of granite, sandstone, slate, limestone, marble or other hard and durable all-weather stone. Ashlar, cut stone and dimensioned stone construction techniques are acceptable. • Brick material used for masonry construction shall be composed of hard-fired (kiln-fired), all weather common brick or other all-weather common brick or all-weather-facing brick. • Concrete finish or precast concrete panel (tilt wall) construction shall be exposed or aggregate, hammered, sandblasted or other finish as approved by the Planning and Zoning Commission. • Stucco or approved gypsum concrete/plaster materials are also permitted.

Building Materials	
	Glass walls shall include glass-curtain walls or glass-block construction. A glass-curtain wall shall be defined as an exterior wall which carries no floor or roof loads and which may consist of a combination of metal, glass and other surfacing materials supported in a metal frame.
	Buildings with metal walls shall be subject to the following: • The use of metal siding is permitted only in industrial districts and only for side and rear fa-çades. The materials used on the front façade shall be incorporated into any façade visible from a public street to break up the monotony of those facades. • The use of corrugated panels, with a depth of less than three-quarter inch or a thickness less than U.S. Standard 26 gauge is prohibited. • The use of unpainted metal panels, excluding panels made from copper, weathering steel, or stainless steel, is prohibited. The color finish of metal panels and exposed fasteners shall have extended durability with high resistance to fade and chalk. • Corrugated metal facades shall be complemented with masonry, whether brick, stone, stucco or split-face block. Architectural metal panels may be an acceptable substitute for masonry. Appropriate landscaping shall be used to complement and enhance a building's design, color and material.
Building Form	
	The use of unusual shapes, color and other characteristics that cause new buildings to call excessive attention to them and create disharmony shall not be allowed.
	Architectural design shall create visual interest through the use of different textures, complementary colors, shadow lines and contrasting shapes. The use of walls in a single color, with little detailing or completely blank, is discouraged;
	Careful consideration of durable materials, proportions and shapes, emphasizing the importance of roofs as integral and embracing elements of the over-all design, is particularly important;
	Evaluation of building materials shall be based on the quality of its design and relationship and compatibility to building materials in the immediate neighborhood; and
	Architectural treatments (e.g., building materials, colors, facade design, roof lines, screening) shall be consistent and compatible on all sides. Treatment that is uniform on all sides will be deemed to meet the requirements of this principle. Adjacent land uses, visibility from public streets, use of screening devices (walls, fences, berms, landscaping) are criteria to be considered when varying this treatment. The applicant will have the burden of demonstrating the reasons for differing treatment on different sides (e.g., the need for truck access on one side and pedestrian access on another).

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

SITE PLAN APPLICATION

DEVELOPMENT NAME _____

FOR OFFICE USE ONLY	Case Number: _____	Staff Planner: _____	Filing Fee: _____
	P&Z Date: _____	Administrative Review Deadline: _____	

APPLICANT/OWNER INFORMATION

Applicant Name: _____ Company: _____

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

Telephone: _____ Fax: _____ E-Mail: _____

Property Owner Name (if different than applicant): _____

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

Telephone: _____ Fax: _____ E-Mail: _____

Firm Preparing the Site Plan: _____ Contact: _____

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

Telephone: _____ Fax: _____ E-Mail: _____

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

SITE PLAN REQUEST

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

_____

PROJECT DETAILS

General Location or Address of Property: _____

Property Area in Acres and/or Square Feet: _____

Present Zoning of the Property: _____

Present Use of the Property: _____

Applicant's Declaration

My application consists of the following items and information necessary for a complete application:

- ☐ **Completed application form**
- ☐ **Required plans: 5 full size copies of site plan**
- ☐ **Digital copy of the plan and .pdf of each sheet**
- ☐ **Ownership affidavit, copy of deed, or other proof of property ownership**
- ☐ **Required Fee: $860.00**

The following items and information are required by the City Engineer:

- ☐ **Traffic Impact Analysis** (if necessary)
- ☐ **Storm water calculations** in accordance with the city of Raymore specifications and American Public Works Association 5600. (City specifications are detailed in the *Standard Contract Documents and Technical Specifications and Design Criteria for Utility and Street Construction*, October, 2001.)

The following declarations are hereby made:

- The undersigned is the owner or authorized agent of the owner or the officers of a corporation or partnership.
- The submitted plan, if any, contains all of the necessary information required by the Unified Development Code. I will provide any and all omitted information and understand omissions can delay the development process a minimum of thirty (30) days.
- The applicant has discussed this application with a staff planner in the Development Services Department.
  Planner: _____ **Date:** _____
- The information presented and contained within this application is true and correct to the best of the undersigner(s) knowledge.

Signature of Owner(s) and Applicant(s)

Printed Name: _____

Signature: _____ **Date:** _____

Subscribed and sworn to me on this
the _____ day of _____20__
in the County of _____,
State of _____.

Stamp:

Notary Public: _____ My Commission Expires: _____

Printed Name: _____

Signature: _____ **Date:** _____

Subscribed and sworn to me on this
the _____ day of _____20__
in the County of _____,
State of _____.

Stamp:

Notary Public: _____ My Commission Expires: _____

OWNERSHIP AFFIDAVIT

STATE OF MISSOURI)

COUNTY OF CASS)

Comes now _____(owner) who being duly sworn upon his/her oath, does state that he/she is the owner of the property legally described in the site plan application for

_____

and acknowledges the submission of the application for site plan on said property under the City of Raymore Unified Development Code.

Dated this _____ day of _____, 20__

_____

Signature of Owner

_____

Printed Name

Subscribed and sworn to before me this _____ day of _____, 20___

_____

Notary Public

_____

My Commission Expires