

City of Excelsior Springs, Missouri



Development Guide

A Guide for Obtaining
Land Use & Plan Approvals,
And Associated
Development And Permitting
Within the City of Excelsior Springs, Missouri

Prepared by the
Community Development Department
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Introduction

The Development Guide is intended to assist Developers, landowners and homeowners with the development process and public meetings in the City of Excelsior Springs. The guide outlines procedures for a rezoning application, preliminary and final residential and commercial plans, special use application, preliminary and final subdivision plats application and additional information when developing property or rehabilitating an existing building in a historic district. In addition, a list of fees and permits required for the various types of development, along with a list of staff and officials responsible for reviewing plans and issuing permits is provided. For further guidance, detailed review checklists and brochures are available in the Community Development Department. It is important to note that this guide is a general overview and does not describe all the detailed information that is required on plans or plats; moreover, it is not a substitute for the Code of the City of Excelsior Springs or the applicable Missouri statutes.

For further information about the development process, contact the Planning and Zoning Department, City Hall, 201 East Broadway, Excelsior Springs, Missouri, 64024 phone (816) 630-0756.

Please note the date on the cover of this guide. Updated copies will be available from the Planning and Zoning Department as ordinances are passed that affect the development processes outlined in this guide.

Planning and Zoning in Excelsior Springs

Missouri's planning and zoning enabling statute provides for the creation of citizen boards for zoning and planning functions, including codes for use, subdivision and development of land, and for a body to hear and decide appeals. The statute requires that a community development plan be drawn, defines its general content and the procedures for its adoption and revision.

Excelsior Springs commissioned the preparation of a comprehensive community plan in 1967. In the next several years, following plan adoption, zoning and subdivision regulations were enacted, and a Board of Adjustment established.

A revised Land Use Plan was adopted in 1976, the last major update to the base document. Comprehensive revisions were then made to the zoning and subdivision regulations and zoning district map, system-wide water and sewer utility master plans commissioned and largely carried out, and scores of other capital improvement and economic development projects completed.

In 1995, a community land use inventory was undertaken and related work begun to review and revise the city's master plan. The passage of time plus significant area growth and change have outstripped the original plan, and our accelerating evolution from urban town to suburban city presents new and very different prospects for the next two decades.

The need for an updated plan is shown by demographic and other analyses, street and highway changes, continuing evaluation and major expansion of utility systems and expanded public safety services.

A visible renaissance in the historic central city, restructuring of the public school system, both physically and academically, expansion of the community's medical service systems and other evidences support the conclusion.

These changes in services and infrastructure parallel and support recent and increasing industrial, commercial, institutional and residential investments in Excelsior Springs.

The community's renewed vigor is reflected in reawakened civic involvement. Town meetings, discovery workshops and hearings conducted to assess residents' sense of the present and collective vision for the city's future produced hundreds of comments, suggestions and preferences to be examined and distilled.

From these civic assessments, from public and private actions and reactions to new challenges and opportunities, and from the impressions generated by everyday events, images of possible community futures emerge.

Alternatives are examined, overall goals framed and objectives identified as means to reach those goals. In some areas, specific actions can be described which will help achieve an objective. This hierarchy of goals, objectives and actions is central to many kinds of planning, including community master plans.

This plan is presented to report, reflect and extend the perceptions, indications and trends found. It speaks to the pursuit of community goals and to the aspirations of our citizens, for themselves and for those still to come.

The steps toward an amended community plan include public review and consideration of a draft, the taking of testimony and its incorporation in plan revisions. The plan is evaluated to assess its work ability as an organic whole, including functional and fiscal capacities. The document is then adopted as a guide to public and private realization of its proposals and expectations.

An observation often made bears repeating here. There is a popular impression that a community plan is an end-state document, somehow to be "achieved" at a future time. The reality is that planning is a process, not a product.

Planning is a tool by which a community guides itself through change, and like any tool it needs periodic adjustment. This plan is an instrument of that sort, a revised and updated guide for growth and change.

Zoning Classifications

A. ***Establishment of Districts.*** In order to carry out the purposes and provisions of this Chapter of the City of Excelsior Springs, is hereby divided into the following districts:

- District "A" - Agriculture District.
- District "R-1" - Medium Density Single Family Residential District.
- District "R-2" - Two-Family Residential District.
- District "R-3" - Cluster, Townhouse or Garden Type Residential District.
- District "R-4" - Medium Density Apartment District.

District "R-5"	-	High Density Apartment District.
District "RMP"	-	Mobile Home Park District.
District "C-0"	-	Non-Retail Business District.
District "C-1"	-	Local Business District.
District "C-2"	-	General Business District.
District "C-2A"	-	Special Business District.
District "C-3"	-	General Business District.
District "M-1"	-	Light Industrial District.
District "M-2"	-	General Industrial District.

- B. **Planned Zoning Districts.** Each of the districts hereinbefore set forth excepting "RMP" and "C2A" shall have a separate and distinct counterpart known and herein referred to as a Planned District. A Planned District shall be for the purpose of permitting and regulating the uses heretofore permitted in the equivalent district and further provide for and encourage latitude and flexibility in the location of buildings, structures, roads, drives, variations in yards and open spaces, all subsequent to approval of the plan by local officials. The purpose is to allow development of tracts of land to their fullest extent and at the same time observe the general intent and spirit of these regulations.

Planned Districts shall be as follows:

District "RP-1A"	-	Planned Low Density Single-Family Residential District.
District "RP-1B"	-	Planned Standard Single-Family Residential District.
District "RP-1C"	-	Planned Medium Density Single-Family Residential District.
District "RP-2"	-	Planned Two-Family Residential District.
District "RP-3"	-	Planned Cluster, Townhouse or Garden Type Residential District.
District "RP-4"	-	Planned Medium Density Apartment District.
District "RP-5"	-	Planned High Density Apartment District.
District "CP-0"	-	Planned Non-Retail Business District.
District "CP-1"	-	Planned Local Business District.
District "CP-2"	-	Planned General Business District.
District "CP-3"	-	Planned Service Business District.
District "MP-1"	-	Planned Light Industrial District.
District "MP-2"	-	Planned General Industrial District.

Excelsior Springs: Zoning District Descriptions

A, Agriculture District:

Food and fiber production, animal husbandry, public and low intensity semipublic or institutional uses, accessory activities related to above.

R-1, Single Family Residential District:

Single dwellings, public and low intensity semipublic or institutional uses, limited agricultural activity, accessory activities related to above.

R-2, Two Family Residential District:

Accumulates R-1 uses, adds two-family dwellings.

R-3, Cluster, Townhouse or Garden Apartment District:

Accumulates R-2 uses, adds low density multi-family dwellings, townhouses, patio homes, residential cluster designs. Added uses (beyond duplexes) require plan review under planned zoning protocols.

R-4, Medium Density Apartment District:

Accumulates R-2 uses, adds medium density multi-family dwellings and congregate living. Added uses (beyond duplexes) require plan review under planned zoning protocols.

R-5, High Density Apartment District:

Accumulates R-4 uses, adds high density multi-family dwellings. High density apartments and congregate living require plan review under planned zoning protocols.

RMP, Mobile Home Park District:

Mobile home parks. Individual site-placed mobile homes are not permitted in any zone, except as temporary emergency housing and on-site offices during construction.

C-O, Non-Retail Business District:

Offices, mortuaries, medical arts uses, churches and similar religious institutions. Performance standards. Limited residential uses, under density and other constraints.

C-1, Local Business District:

Accumulates C-O uses, adds low intensity commercial activity typically seen in neighborhood centers. Performance standards. Conversion of buildings originally built for residential use, under plan review.

C-2, General Business District:

Central Business District. Accumulates C-1 uses, adds general commercial activity typically associated with CBD's. Performance standards.

C-2A, Special Business District:

In and near the CBD, accommodates light commercial conversion or mixed use of buildings originally built for residential use, or new construction for same, under plan review. Performance standards.

C-3, Service Business District:

Accumulates C-2 uses, adds general and highway commercial activity typically associated with non-CBD, heavy commercial development. Performance standards.

M-1, Light Industrial District:

Manufacturing, processing, fabrication, assembly, packaging and similar industrial uses typically associated with moderate intensity non-retail activity. Offices and restaurants as adjunctive uses. Planned zoning protocols required. Performance standards.

M-2, General Industrial District:

Accumulates M-1 uses, adds certain intensive and heavy industrial uses. Planned zoning protocols required. Performance standards.

Permitted uses and requirements for each zoning district as well as subdivision regulations and other development requirements as contained in the Zoning Code, which is Title 4 of the Excelsior Springs Code of Ordinances. It is available in the Community Development Department of the City of Excelsior Springs.

Rezoning and Preliminary Plan Process

Applications for amendments, revision or change of the Zoning District Map or for a Special Use Permit may be made by the City Manager or any person, or his agent, who owns or has the consent of the owner of the land sought to be rezoned or specially used. If such applications are made by the owner's agent, the agent shall enter upon the application the name and current mailing address of the owner. Application for amendment, revisions or change of any portion of the zoning ordinance, may be made by any interested person. All applications shall be made on forms prescribed by the City Planning Commission and duly

filed with the Building Official.

1. **Rezoning property—other than planned zoning.** A fee of fifty dollars (\$50.00) shall accompany each application for amendment, revision or change, or for a Special Use Permit. An accurate sketch of the land in question, drawn to scale on a sheet eight and one-half (8 1/2) inches by eleven (11) inches or larger, showing adjacent tracts within one hundred eighty-five (185) feet and the current ownership thereof shall accompany the application. The Building Official may waive or vary from these sketch requirements in cases where such information would be of no value in making the decision relative to zoning change or Special Use Permit.
2. **Fees.** A fee, based upon the following table, shall be paid to the City at the time of application for rezoning or a Special Use Permit.

Application for:

Amendment	_____	\$ 75.00
District "A"	_____	75.00
"R-1"	_____	75.00
"R-2"	_____	75.00
"R-3"	_____	100.00
"R-4"	_____	100.00
"R-5"	_____	100.00
"RMP"	_____	100.00
"C-0"	_____	125.00
"C-1"	_____	125.00
"C-2"	_____	125.00
"C-2A"	_____	125.00
"C-3"	_____	125.00
"M-1"	_____	125.00
"M-2"	_____	125.00
Planned District	_____	200.00
Special Use Permit	_____	75.00
Special Use Permit— Adult Entertainment Establishment	_____	200.00

3. **Rezoning property to a planned district.** A tract of land may be zoned "RP-1A" through "MP-2" inclusive, only upon application by the owner or his agent, and only upon approval of a development plan. The proponents of a Planned District shall prepare and submit to the Building Official:
 - a. A development plan showing the property to be included in the proposed development, plus the area within one hundred eighty-five (185) feet, except in "RP-4" and "RP-5" only that area within one hundred (100) feet shall be shown.
 - b. The following items shall be included on the property to be developed:
 - 1) Existing topography with contours at five (5) foot intervals provided that where natural slopes are sufficiently flat the Building Official may require contours at lesser intervals, except in "RP-4" and "RP-5" Districts, the topography shall not be required.
 - 2) Proposed location of buildings and other structures, parking areas, drives, walks, screening, drainage patterns, public streets, and any existing easements.

- 3) Sufficient dimensions to indicate relationship between buildings property lines, parking areas, and other elements of the plan.
 - 4) General extent and character of proposed landscaping.
- c. The following items shall be shown on the same drawing within the one hundred eighty-five (185) foot adjacent area, except in "RP-4" and "RP-5", only that area within one hundred (100) feet shall be shown:
- 1) Any public streets which are of record,
 - 2) Any drives which exist or which are proposed to the degree that they appear on plans on file with the City except those serving single-family houses,
 - 3) In "RP-4" and "RP-5" Districts, state the use of any buildings which exist or are proposed to the degree that their location and size are shown on plans on file with the City. Single and two-family residential buildings may be shown in approximate location and general size and shape. Buildings should be shown in all other Planned Districts.
 - 4) The location and size of any drainage structure, such as culverts, paved or earthen ditches or storm water sewer and inlets.
- d. Preliminary sketches depicting the general style, size and exterior construction materials of the building proposed. In the event of several buildings, a typical sketch may be submitted. In case several building types, such as apartments and business buildings are proposed on the plan, a separate sketch shall be prepared for each type. Such sketches shall include elevation drawings, but detailed drawings and perspectives are not required.
- e. A schedule shall be included indicating total floor area, dwelling units, land area, parking spaces and other quantities relative to the submitted plan in order that compliance with ordinance requirements can be determined.

The Planning Commission shall hold a public hearing on the plan as provided by law. At such time as the development as planned meets with the approval of the Commission, the same shall be duly approved, properly endorsed and identified and sent onto the Council for action. Upon final approval of the plan and the rezoning of the tract, construction may proceed and conformance with the plan and all supporting documentation is mandatory, however all final plans shall be submitted to the Building Inspector and approved as to compliance with the development plan prior to the issuance of a building permit.

The final plans submitted shall include a landscape and screening plan showing species and size of all plant materials, areas to be seeded, sodded, etc., all to be in keeping with the development plans as approved. If, in the judgment of the Building Inspector, the concept of development, as depicted on the final plans, deviates substantially from the concept of the development plan submitted for zoning, the Building Inspector shall deny the request for final plan approval.

The applicant, in ease of denial, may apply for a new hearing, with publication as required and the Commission and Council may approve or deny the final plans after said hearing. All decisions of the Planning Commission may be appealed to the City

Council who may reverse or affirm the same.

During construction, the City Manager shall have the authority to approve variances to the final plan in keeping with the approved development plan when such variance represents less than ten percent (10%) change in open space utilization.

4. **Procedure upon receipt of application and fee for change.** Immediately upon receipt of such application and fee the Building Official shall note thereon the date of filing and make a permanent record thereof. All such applications shall be set down for hearing not later than the second (2nd) regular monthly meeting of the Planned Commission from the date of termination of the earliest publication period available thereafter required by law. Any such hearing may, for good cause, in the discretion of the Planning Commission, be continued for a definite time to be specified in the record of the Planning Commission. Notice of such hearing shall be published in one (1) issue of the official newspaper of the City, such notice to be published not less than fifteen (15) days prior to the date of said hearing before the Planning Commission.
5. **Enumeration of conditions.** Whenever any owner of property or other person with standing to apply, shall file an application for the rezoning of such property, the City Manager shall prepare a staff report concerning such zoning and shall include in such report such recommendations for infrastructure improvements as may be required to mitigate the effects of the proposed development. The City Planning Commission shall, in making its recommendations to the City Council with respect to such proposed rezoning, recommend such conditions as in its judgment are necessary. In adopting any ordinance approving any rezoning, the City Council may enumerate such conditions which in its judgment are necessary to mitigate the effects of the proposed development.
6. **Proof of own ownership or option contract to buy.** Applicant shall furnish proof that he is the owner or has an option or contract to buy the land described in the application, and the sketch required to be filed at the time the application is filed covers the same property as the description in the application. Following the final hearing of such application, the Planning Commission shall approve or deny the same, at the earliest reasonable time, and shall transmit an accurate written summary of the proceedings to the City Clerk.
7. **Submission of Planning Commission action to Council.** Following the receipt of the summary of the action of the Planning Commission, the City Clerk shall submit the same to the City Council for action approving or disapproving the recommendation for the Planning Commission, provided however, the Council may for good cause continue its action upon such application or take the same under advisement for final decision at a later date, and in any case the record shall show the reason for such continuance or withholding of action.
8. **Continuances—action required of applicant.** Upon request of the applicant to the Building Official, one (1) continuance of the hearing before the Planning Commission may be approved by the Planning Commission and one (1) continuance may be granted by the Council on the Planning Commission recommendation. Any such continuance when requested by the applicant shall be made to a day certain and shall be for not less than one (1) month.
9. **Lesser change than requested—table.** The Planning Commission may recommend and the City Council may approve a change in a Zoning District which is more restrictive than that requested by the applicant, provided such change is in keeping with the following:

- a. **Residential districts.** Most restrictive is District "R-1A" through District "R-1C", District "R-2", District "R-3", District "R-4", to District "R-5", which shall be the least restrictive district.
 - b. **Business districts.** Most restrictive is District "C-O" through District "C-1", "C-2A", District "C-2" to District "C-3", which shall be the least restrictive.
 - c. **Industrial districts.** Most restrictive is District "M-1" and the least restrictive is District "M-2".
10. **Equal or more restrictive change.** The Planning Commission may recommend and the City Council may adopt a change in zoning which is equal to or more restrictive than the one requested, provided the more restrictive district is the same "R", "C", or "M" category for which the change was requested. In no case may a change to an "R" District be approved if the application is for a "C" or "M" District, and in no case may a "C" District be approved if the application is for an "M" District. A Planned District shall be equally restrictive to its equivalent district. Provided further, the Council may, if in its judgment deemed advisable for the interest of the public and applicant, refer such application back to the Planning Commission for further consideration and public hearing. The applicant shall not be required to pay an additional filing fee in such rehearing proceedings.
11. **Action by Planning Commission.** Recommendations for amendment, revision, change or repeal of the zoning ordinance, Zoning District Map, rules or regulations, may also be made by the Planning Commission upon its own motion or by the City Council, providing the same are first submitted to the Planning Commission for hearing and recommendation. In either case, final action by the City Council shall be taken only after hearing upon publication notice and recommendation, whether favorable or otherwise, by the Planning Commission, in the manner hereinbefore provided. In case of an adverse report by the City Planning and Zoning Commission, or if a protest against such proposed amendment, supplement, change modification or repeal shall be presented in writing to the City Clerk, within fifteen (15) days following the decision of the Planning Commission, duly signed and acknowledged by the owners of thirty percent (30%) or more either of the area of the land (exclusive of streets, places or alleys) included within such proposed amendment, supplement, change, modification or repeal, or within an area determined by lines drawn parallel to and one hundred eighty-five (185) feet distant from the boundaries of the district proposed to be changed, such amendment, supplement, change, modification or repeal shall not become effective except by the favorable vote of two-thirds (2/3) of all members of the City Council.

Special Use Permits

- A. **Purpose.** The development and administration of the Zoning Code is based on the division of the City into districts, within any one (1) of which the use of land and buildings and the bulk and location of buildings or structures, as related to land, are essentially uniform. It is recognized, however, that there are special uses which, because of unique character, cannot be properly classified in any particular district or districts without consideration, in each case of the impact of those uses upon neighboring lands and upon the public need for the particular use or the particular location. Such special uses fall into three (3) categories:
1. Uses operated by a public agency or public-related utilities, or uses traditionally affected with a public interest; and

2. Uses entirely private in character, but of such a nature that the operation may give rise to unique problems with respect to their impact upon neighboring property or public facilities; and
 3. Uses which are of a short duration and short range impact on the community.
- B. **Authorization.** Special uses may be authorized only by the City Council, provided that no application for a special use shall be acted upon by the City Council until after a public hearing is scheduled and notice posted and thereafter held by the Planning and Zoning Commission, and its finding and recommendations are reported to the City Council.
- C. **Application.** An application for special use shall be filed with the Zoning Administrator. Such application shall proceed in the manner prescribed herein for amendments to this Chapter.
- D. **Standards.** No special use shall be granted unless the use:
1. Is deemed necessary for the public convenience at that location;
 2. Is so designed, located, and proposed to be operated that the public health, safety, and welfare will be protected; and
 3. Will not cause substantial injury to the value of other property in the neighborhood in which it is located; and
 4. Will comply with the height and area regulations of the district in which it is located unless specifically granted otherwise.
- E. **Conditions.** The Planning and Zoning Commission may recommend and the City Council may provide such conditions and restrictions upon the construction, location, and operation of a special use including time limit provision for off-street parking and loading and other conditions as may be deemed necessary to promote the general objectives of this Chapter and to minimize any injury to the value of property in the neighborhood. Failure to maintain such conditions or restrictions as may have been imposed shall constitute grounds for revocation of the permit for such special use.
- F. **Uses Which May be Permitted.** Any of the following uses may be located in any district by Special Use Permit:
1. Amusement parks, privately owned baseball or athletic fields.
 2. Airports, landing strips and helicopter ports under such restrictions as the Council may impose on land, buildings or structures within an approach zone to promote safety of navigation and prevent undue danger from confusing lights, electrical interference or other hazards.
 3. Cemeteries, mausoleums, or crematories for the disposal of the dead.
 4. Clubs.
 5. Drive-in theaters.
 6. Golf driving ranges, commercial or illuminated; tennis and similar recreation structures.
 7. Gun clubs, skeet shoots, target ranges, indoor tennis and similar recreation structures.

8. Hospitals, residential or outpatient facilities for the treatment of alcohol and other drug abuse, penal or correctional institutions; veterinary clinics.
 9. Camping areas, campground or RV Park.
 10. Mines or quarries, including the removing, screening, crushing, washing, or storage of ore, sand, clay, stone, gravel or similar materials.
 11. Nursery sales office, building, greenhouse, or area (wholesale or retail).
 12. Nursing and convalescent homes.
 13. Dog kennels.
 14. Radio, television and microwave towers.
 15. Reservoirs, towers, filter beds, or water treatment plants.
 16. Riding stables and tracks.
 17. Sewage, refuse, garbage disposal plants or landfills.
 18. Buildings, structures, and premises for public utility services, or public service corporations.
 19. Temporary use of land or buildings for commercial or industrial purposes, provided that any building or structure constructed thereon which is not otherwise permitted in the district in which it is situated, shall be temporary, and any storage equipment or material shall be removed upon the date of expiration of the Special Use Permit, which permit shall be valid for not more than two (2) years but may be renewed after public hearing.
 20. Assembly halls, churches, community centers, philanthropic organizations, and trade schools.
 21. Group care centers, including pre-schools, day care and adult care.
 22. Off-street parking lots or structures of a temporary or permanent nature.
 23. Mobile and manufactured home sales areas.
 24. Special housing for persons who have special and unusual housing needs, including but not limited to, persons fifty-five (55) years of age and over, persons who are handicapped and children and adults who require housing separate from their natural homes or families.
 25. Bed and breakfast homes or country inns.
 26. Adult Entertainment Establishments, subject to the regulations and requirements set forth in Section 400.235: Adult Entertainment Establishments, below.
- G. **Short Term Special Uses.** The City Manager or an authorized representative may authorize the issuance of a Short Term Special Use Permit for the use of a specific tract, parcel or section of the City for such temporary short term uses as:

1. Trade shows.
2. Street fairs.
3. Expositions such as art fairs, boat shows, etc.
4. Promotional ventures.
5. Entertainment and recreation, including carnivals and circuses.
6. Sidewalk, truckload sales.

Such activities may be a non-profit, profit making, civic or public agency nature and may be on private or public property. A Short Term Special Use Permit maybe approved by the City Council upon public hearing and without referral to the Planning Commission provided the following conditions are met:

1. The applicant shall submit in written form a complete description of the proposed activity, hours of operation, ability to accommodate fire and Police services and access, need for special protection and other characteristics that may affect the public safety, convenience and welfare.

In the case of use of a public street or sidewalk, care shall be exercised in maintaining safe and convenient circulation for both vehicular and pedestrian traffic.

SUBDIVISION PROCESS

It is important to note here that prior to submitting final plans for a proposed subdivision of land for the purpose of development that key members of the City's staff, i.e. the Planning & Zoning Director, Building Official, Public Works Director and the Fire Chief meet once a week to discuss proposed plans and projects with developers and/or builders. The purpose is to allow the developer and/or builder to receive City comment on proposed development projects prior to the submission of final plans. **This is conducted as a customer service function and is strongly recommended as a part of the overall submittal process.** The staff meets on Friday's, at 9:00 am., in the Hall of Waters building, 201 East Broadway, in the conference room on the mezzanine level of the building. If there are questions regarding this meeting and what may be required for review, please contact the Planning & Zoning Department at 816-630-0756.

Subdivision Regulations

- A. **Jurisdiction.** These regulations shall apply to all land located within the City of Excelsior Springs.
- B. **Purpose and Intent.** The purpose of these regulations is to provide for the harmonious development of the community; to provide for the proper location and width and the construction of streets, the establishment of building lines, provision for open spaces, safety and convenience of the public, utilities, drainage, and for the avoidance of congestion of population and the compatibility of street and lot layout; to require and fix the extent to which and the manner in which the streets shall be improved, and water, sewer, surface water management facilities and other utilities shall be installed and financed, including off-site improvements where warranted by the public interest, and to provide for and secure the

actual construction of such physical improvements herein referred to as Public Works Elements.

C. **Applicability.** The owner or owners of any land located within the jurisdiction of these regulations who:

1. Propose to divide said land into two (2) or more lots, blocks, tracts or parcels containing ten (10) acres or less;
2. Shall establish any street, alley, park or other property intended for public use or for the use of purchasers or owners of lots, tracts or parcels of land fronting thereon or adjacent thereto;

Shall cause a plat to be made in accordance with these regulations.

D. **Exemptions.** These regulations shall not apply to any transfer of title by operation of eminent domain or court ordered petition, or when the provisions of Section 406.050(D) are applicable.

E. **Restrictive Covenants.** The Planning Commission and City Council may require that regulations regarding the use and maintenance of property of the subdivision be incorporated in a Declaration of Restrictive Covenants and recorded with the final plat or plats. In the event that a subdivider proposes imposition of restrictive covenants on property to be subdivided, to be applied in addition to the regulations, standards and specifications of the City, such restrictive covenants shall be presented with the preliminary plat of subdivision, made a part of the record in review of the proposed subdivision, and recorded with the final plat or plats.

Submission of Plats – Preliminary and Final

A. **Pre-Application.** Prior to the filing of the preliminary plat, the subdivider shall contact the City staff to determine:

1. Procedure for filing plats.
2. Availability of City sewers and water.
3. Comprehensive plan requirements for major streets, land use, parks, schools and public open spaces.
4. Zoning requirements for the property in question and adjacent properties.
5. Special right of way and setback requirements for arterial, collector and local streets.

B. **Sketch Plan Review.**

1. A developer may request that the staff review a sketch plan prior to the submission of a preliminary plat. In the event the staff or the developer feels that a review by the City Planning Commission would be appropriate prior to the submission of a preliminary plat, the Planning Director may include the sketch plan on the next appropriate Planning Commission agenda under the general heading of Discussion Topics. No public notice or notice to adjacent property owners shall be required for sketch plan review by the Planning Commission. There shall be no minimum time required prior to submission of the sketch plan for inclusion on a Planning Commission agenda, but the inclusion shall be at the discretion of the Planning Director, given the length of the next

agenda. In no case shall a sketch plan review be held off more than two (2) consecutive regular Planning Commission agendas.

2. There shall be no minimum requirements for the submission of a sketch plan other than the sketch should be readable and suitable for copy, if necessary. The size and scale, as well as the quality of the submission, shall be left to the discretion of the prospective developer, however, the developer shall either provide sufficient copies for distribution to the Planning Commission or the sketch shall be smaller than 11" x 17" to allow for copy by City staff.

C. **Preliminary Plats.** A subdivider may submit a preliminary plat to the City Manager or his representative.

1. **Submission of a preliminary plat.**

- a. **Filing fee.** A filing fee of one hundred dollars (\$100.00) plus one dollar (\$1.00) for each lot shall accompany the filing of each preliminary plat, but the maximum filing fee shall not exceed two hundred dollars (\$200.00). The preliminary plat shall not be accepted for filing until the filing fee therefore has been paid by the subdivider.
- b. **Number of copies.** The subdivider shall submit twenty (20) copies of the preliminary plat at least thirty (30) days prior to a regular Planning Commission meeting at which the preliminary plat is to be considered.
- c. **Ownership list.** The subdivider shall submit, with the preliminary plat, a complete list of the names and mailing addresses of all owners of record of all land within two hundred (200) feet of the proposed subdivision.
- d. **Information.** Preliminary plats shall contain:
 - 1) **Name.** The proposed name of the subdivision. (The name shall not duplicate or too closely resemble the name or names of any existing subdivision.)
 - 2) **Location map.** A location map showing the boundary lines of the subdivision with reference to section, township and range lines.
 - 3) **Owner/preparer.** The names and addresses of the developer, owner and the person or firm who prepared the plat.
 - 4) **Scale/date.** Scale of the plat, one (1) inch equals one hundred (100) feet or larger, date of preparation and north point.
 - 5) **Boundary/description.** Boundary lines of the property accurately shown plus a metes and bounds description.
 - 6) **Existing conditions.**
 - a) **Surrounding streets/public right of way.** Location, width and name of platted streets or other public ways, railroads and utility rights-of-way, parks and other public open spaces and permanent buildings within two hundred (200) feet of the proposed subdivision.
 - b) **Utilities.** All existing sewers, water mains, gas mains, culverts, or other underground installations, within or adjacent to the proposed subdivision, with pipe size and manholes, grades and location.

- c) **Adjacent properties.** Names of subdivisions together with arrangement of streets and lots, and owners of adjacent parcels of un-subdivided land within two hundred (200) feet.
 - d) **Topography.** Topography (unless specifically waived) with contour intervals of not more than five (5) feet, referred to City or U.S.G.S. datum; where the ground is too flat for contours, spot elevations shall be provided.
 - e) **Natural features.** Location of water courses, bridges, wooded areas, lakes, ravines and such other features as may be pertinent to the subdivision.
- 7) **Lots.** The proposed arrangement of lots and their approximate size.
 - 8) **Streets.** Location and width of proposed streets, alleys, sidewalks, pedestrian ways and easements.
 - 9) **Utilities.** The proposed method of sewage disposal, water supply and drainage.
 - 10) **Public areas.** Location and dimensions of proposed parks, playgrounds, churches, school sites or other special uses of land to be considered for reservation or dedication for public use.
 - 11) **Proposed improvements.** The general location and character of all proposed public utilities and improvements shall be shown.
 - 12) **Additional information.** The Planning Director or may request any reasonable additional information necessary to review the proposed subdivision and forward it to the Planning Commission. This information may include information generally available or additional preliminary engineering drawings and data, but shall not include request for detailed engineering drawings or calculations.
2. **Action on the preliminary plat.** Within sixty (60) days after the submission of a preliminary plat, the Planning Commission shall approve or disapprove the plat; otherwise the plat is deemed approved by the Planning Commission, except that the sixty (60) day period may be extended with the consent of the applicant. Action by the Commission shall be conveyed to the subdivider in writing within ten (10) days after the official Planning Commission meeting at which the plat was acted upon. In case the plat is disapproved, the subdivider shall be notified of the reasons for such action and what requirements shall be necessary to meet the approval of the Planning Commission. The approval of the preliminary plat constitutes only an authorization to proceed with the final plat.
 3. **Appeal to the City Council.** If the Planning Commission rejects a preliminary plat the applicant may submit said plat to the City Council and all records and reports relative to the plat shall be likewise sent to the Council by the City Manager or his authorized representative. The City Council may make such findings and determinations as they deem reasonable and in the best interests of the public.
 4. **Termination of preliminary plat approval.** The approval of a preliminary plat shall remain in effect for an indefinite period of time except that the Planning Commission may, after a period of six (6) months, and upon notice to the subdivider or current owner of land, rescind said plat because of substantial change in the character of the surrounding land, major changes in development policy or discovery of flaws or

oversight in the original approval.

5. **Platting rights in prevailing standards.** Approval of a preliminary plat shall permit the filing of a final record plat or plats in accord with its approved design, layout, lot sizes, building lines and general geometry for a period of six (6) years from the date of approval, pursuant to the standards in effect at the time of the preliminary plat approval, subsequent changes to applicable design regulations notwithstanding, provided that the Planning Commission has not rescinded the preliminary plat pursuant to Section 406.050(C,4) above. Prior to expiration of the six (6) year period or an extension thereof, the subdivider or successor may request and the Planning Commission may grant up to two (2) extensions of not more than two (2) years each for the filing of a final plat or plats under the original design standards.
- D. **Final Plat.** After approval of the preliminary plat and the preliminary public works plans the subdivider may submit a final plat.
1. **Submission.**
 - a. **Filing fee.** A filing fee of one hundred dollars (\$100.00) plus one dollar (\$1.00) for each lot shall accompany the filing of each final plat, but the maximum filing fee shall not exceed two hundred dollars (\$200.00). The Final plat shall not be accepted for filing until the filing fee thereof has been paid by the subdivider.
 - b. **Number of copies.** The original or a print on three (3) linen and ten (10) paper prints shall be submitted to the Planning Director or his representative at least ten (10) days prior to a regularly scheduled Planning Commission meeting at which the developer wishes the final plat to be considered.
 - c. **Size.** The final plat, prepared for recording purposes, shall be drawn at a scale of one (1) inch per one hundred (100) feet. The sheet size shall be twenty-two (22) inches long by thirty-six (36) inches and shall have a one and one-half (1 1/2) inch binding edge along the left hand side. The top of the sheet shall be north.
 - d. **Information.** The final plat shall show and contain the following information in addition to the information contained in the preliminary plat:
 - 1) **Location map/accuracy.** Location of section, township, range, County and State, including the descriptive boundaries of the subdivisions. The allowable error of closure and positional accuracy of the boundary traverse or any other portion of the final plat shall be in accordance with current Standards for Property Boundary Surveys, 10 CSR 30-2.010, Missouri Code of State Regulations.
 - 2) **Monuments.** The location of existing monuments or bench marks shall be shown and described on the final plat. Location of such monuments shall be shown in reference to existing official monuments or the nearest established street lines, including true angles and distances to such reference points and monuments.
 - 3) **Lot lines/streets/radii.** The location of lot lines, streets, public highways, alleys, parks and other features, with accurate dimensions in feet and decimals of feet with the length of radii on all curves, and other information necessary to reproduce the plat on the ground.
 - 4) **Numbering.** Lots shall be numbered clearly and in an orderly pattern within each block. Blocks shall be likewise numbered.
 - 5) **Streets.** The exact locations, widths and names of all streets and alleys to be

dedicated.

- 6) **Setbacks.** Building setback lines on the front and side streets with dimensions.
- 7) **Dedication.** Statement dedicating all easements, streets, alleys and all other public areas not previously dedicated.
- 8) **Supplementary requirements.**
 - a) A drainage study indicating how drainage and detention ponding systems, if applicable, shall be accomplished without adversely affecting neighboring properties. The report shall be prepared by a registered professional engineer.
 - b) Two (2) copies of complete engineering plans for all required improvements to be installed. The plans shall bear the certificate and stamp of a registered professional engineer with Missouri registration. In addition, a copy of all design calculations may be required by the Planning Director. Public utility facilities shall be shown on the final plat for reference purposes.
- 9) **Certificates.** The following certificates, which may be combined where appropriate:
 - a) **Ownership.** A certificate signed and acknowledged by all parties having any record, title, or other interest in the land subdivided, and consenting to the preparation and recording of the plat.
 - b) **Dedication of public use areas.** A certificate signed and acknowledged as above dedicating or reserving all parcels of land shown on the final plat and intended for any public or private use including those parcels which are intended for the exclusive use of the lot owners of the subdivision.
 - c) **Surveyor.** A certificate signed by the registered land surveyor responsible for the survey and final map. The signature of the surveyor shall be accompanied by his seal.
 - d) **Notary.** The acknowledgement of a notary public in the following form:

State of)
) ss.
County of)

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

(SEAL)

My Commission Expires:

- e) **Council.** The approval of the Excelsior Springs City Council in the following form:

Reviewed and approved by the Excelsior Springs City Council this ____ day of ____ 20 ____.

f) **Recorder.** Certificate for the Recorder in the following form:

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

10) **Accompanying data.** The following additional data and documents shall be submitted with the final plat:

- a) **Title report.** A title report by an abstract or title insurance company may be required by the City Manager or his authorized representative where quality of title is in question.
- b) **Taxes.** Certification that all taxes and special assessments due and payable have been paid in full. If taxes have been paid under protest as provided by law, monies or other sufficient escrow guaranteeing such payment of taxes in the event the protest is not upheld, may be placed on deposit which such officials or governing bodies to meet this requirement.
- c) **Surveyor/monuments.** Certification of the engineer or surveyor platting said subdivision that all permanent monuments as required have been set.

2. **Action on the final plat.**

- a. **Hearing and decision by Planning Commission.** Within sixty (60) days after the submission of a final plat, the Planning Commission shall consider the plat and approve or disapprove the final plat. Otherwise, the plat is deemed to be approved by the Planning Commission except that the sixty (60) day period may be extended with the consent of the applicant. The City Planning Commission shall forward the final plat to the City Council with its recommendation. The final plat, along with any required agreements, shall be placed on the next appropriate City Council agenda, at the discretion of the City Manager. In the event the plat is not approved by the City Council, the subdivider shall be notified of the reasons for such action and what requirements will be necessary to meet the approval of the City Council. This notice shall be in writing and shall be sent within ten (10) days following the meeting at which the action was taken.

E. **Lot Splits.**

- 1. **Purpose.** If a proposed subdivision of land does not contain more than three (3) lots, each of which have frontage on existing streets, not involving any new street or road or the extension of municipal facilities, or the creation of any public improvements and not adversely affecting development of the remainder of the parcel or adjoining property and not in conflict with any provision or portion of the Master Plan, Major Street Plan, zoning ordinance or other provision of these regulations, the owner may proceed with the lot split procedure thus circumventing the normal requirements of subdividing as outlined in these regulations.
- 2. **Procedure.** The applicant shall be required to submit an application for lot splits on forms available in the office of the City Manager along with the fee as required in these regulations. Such application shall include three (3) certified survey maps for review. The City Manager or his designated representative shall review the proposed division of land for conformance with the applicable subdividing and zoning regulations for possible effects of the proposed division on any approved plan.
- 3. **Time for review.** The City Manager shall within fourteen (14) days of the filing of the

application approve, approve conditionally, or reject the proposed lot split. The applicant shall be notified in writing of the action of the City Manager and copies of the map shall be returned to the applicant.

4. **Approved map.** If approved by the City Manager, the applicant shall submit the original document to the City Manager and it shall be stamped "*approved by the City Manager — no plat required*" and signed by the City Manager. When conditional approval is granted, the conditions imposed shall be complied with prior to the document being stamped and signed.
5. **Certified survey map.** The certified survey map shall be prepared by a registered surveyor in conformance with these regulations. In addition it shall show all existing buildings, utilities, sanitary sewers, drainage ditches, and other features pertinent to proper division.
6. **Recording.** If approval of the lot split is granted by the City Manager the instrument must be recorded with the appropriate County Recorder and evidence submitted to the City of this recording before the land may be sold as lots or building permits issued.
7. **Filing fee.** A filing fee of twenty-five dollars (\$25.00) plus ten dollars (\$10.00) for each lot shall accompany the filing of each application for a lot split. The lot split application shall not be accepted by the City Manager until the filing fee thereof has been paid by the subdivider.

Public Improvements

- A. **Required Improvements.** The subdivider shall install, or provide for the installation of, the following improvements, also referred to herein as Public Works Elements.
 1. **Streets.** The subdivider shall install pavement and curb and gutter on all streets. All street paving shall be located in the center of the right of way. All street construction shall conform to the specifications of the City and compliance therewith shall be confirmed by the City Engineer prior to release of surety by the City Council.
 2. **Walks.** Sidewalks shall be installed on at least one (1) side of all residential streets and sidewalks shall be required on both sides of major streets and collectors interior to the subdivision. Guarantees that sidewalks shall be installed on each lot prior to occupancy of the lot shall be determined and administered by the City Manager or his authorized representative.

All sidewalks shall be not less than four (4) feet in width, of portland cement concrete and shall comply with the specifications of the City. Sidewalks shall be located in the platted street right of way, one (1) foot from the property line. Walks shall also be installed in any pedestrian easements as may be required by the Planning Commission.
 3. **Storm drainage.** The subdivider shall install culverts, storm sewers, rip-rap slopes, stabilized ditches and other improvements to adequately handle storm water. Detention basins may be required where necessary to protect downstream property. All improvements shall comply with the minimum standards of the City and shall be approved by the City Engineer prior to construction.
 4. **Sanitary sewers and other utilities.** The subdivider shall be responsible for the proper installation of all utilities including sanitary sewers, and connection to approved treatment facilities, and water supply approved by the Missouri Board of Health, natural

gas, electricity, and telephone services. Such utilities shall be installed according to the specifications and minimum standards of the controlling utility company or public agency. However, distribution lines, power, telephone, and others must be installed underground and all gas meters must be located within three (3) feet of the building foundation if located within front yards in all subdivisions in which the final plat is approved by the City Council after the passage of this ordinance.

5. **Street signs.** The subdivider shall install street signs at all intersections within the subdivision. Such street signs shall follow the street names designated on the approved final plat and shall comply with the specifications of the City.
6. **Street trees.** Street trees may be planted by the subdivider in all streets in the subdivision. Such trees shall be planted on both sides and not less than three (3) feet from the back of the ultimate curb lines at intervals of from forty (40) to sixty (60) feet.

Species of trees shall not include Elm, Silver Maple, Willow or low branching evergreen or ornamental trees. Said trees shall not be of a shape so as to block the sign distance of vehicles. Variety and species of street trees shall be uniform on both sides of the street in each block, but may vary from block to block.

7. **Permanent monuments.** Permanent monuments shall be placed at all block corners, angle points, points of curve in streets and at intermediate points as required prior to the final acceptance of the plat by the City. Said permanent monuments shall be three-fourth (3/4) inch iron bars, three (3) feet long and shall be set with top of monument flush with existing ground line.
8. **Street Lights.** The subdivider shall install street lights on all streets. All street lights shall conform to the specifications of the City and compliance shall be confirmed by the City Engineer prior to release of surety, if applicable, by the City Council per City Code, Section 406.060.

- B. **Exceptions for Existing Improvements.** Where the proposed subdivision is a re-subdivision or concerns an area presently having any or all required improvements as previously set out, and where such improvements must meet the requirements of these regulations and are in good condition as determined by the engineer having jurisdiction, no further provision need be made by the subdivider to duplicate such improvements. However, where such existing improvements do not meet said requirements, the subdivider shall provide for the repair, correction, or replacement of such improvements so that all final improvements will then meet said requirements.

Public Improvement Procedures

- A. **General.** Prior to the approval of the final plat, the sub divider may install all required improvements in accordance with City standards and specifications.
- B. **Surety.** In lieu of actual installation, the subdivider may furnish cash or security to the City in the form of a bond, letter of credit or other approved surety guaranteeing the installation of required improvements. The amount of cash surety shall be for the full cost of improvements and shall remain in effect for one (1) year from the date of acceptance by the City. Such surety shall be properly executed prior to any grading or construction and shall be released totally or partially as conditions warrant upon written approval of the City Manager.
- C. **Surety Deferred—Assessment.** If, in the opinion of the City Manager, the actual construction of the required improvements ought to be delayed in the interest of the public health, safety and welfare, he may require the surety to be in a form which may be held by

the City for a period not to exceed two (2) years from the date of final plat approval. If, for any reason, such security shall lapse or be inadequate to secure the construction of the required improvements, the City may take the installation at the cost of the owners of the property within the subdivision and may assess such property by area, front foot, or value or such combination thereof as will provide a fair distribution of the cost per the provisions of RSMo., Section 89.410(2).

- D. **Inspection.** All improvements constructed or erected shall be subject to inspection by the City Engineer or his designated representative. The cost attributable to all inspections required by this regulation shall be charged to and paid by the subdivider. Before any required inspections take place, the subdivider may be required to post a deposit with such official or such agency entrusted to keep such security for the official, to cover the cost of such inspections. The subdivider shall give at least eight (8) hours notification prior to beginning the work on sewer or water lines, storm water facilities, streets or sidewalks.
- E. **Inspection Procedures.** After notice is received as specified in Subsection (D), the City Engineer shall conduct as many on-site inspections-as necessary to determine that the work complies with the approved engineering plans and specifications. If, in the opinion of the City Engineer, such work does not comply with such final drawings, he shall have the authority to order that all such work shall be terminated until the necessary steps are taken to correct the defects or deficiencies. Upon the correction of such deficiencies or defects, the subdivider shall again notify the City Engineer.
- F. **Final Inspection.** Upon completion of all improvements within the area covered by the final plat, the sub divider shall notify the City Engineer or his representative who shall thereupon conduct a final inspection of all Public Works Elements that have been installed. If such final inspection indicates that there are any defects or deficiencies, or if there are any deviations from the final engineering plans or specifications, he shall notify the subdivider in writing and the subdivider shall, at his cost, correct such defects or deviations. When such defects, deviations or deficiencies have been corrected, the subdivider shall notify the City Engineer or his representative that the improvements are ready for final reinspection.
- G. **Acceptance of Improvements.** Upon the receipt by the City Council of the certificate of the City Engineer that all Public Works Elements have been installed in conformance with the approved plans and with the requirements of these regulations, and all other applicable Statutes, ordinances and regulations, the Council shall formally accept such improvements. If surety is being held by the City to assure completion of Public Works Elements, such surety shall be released to the subdivider one (1) year from the date of acceptance provided said improvements have not failed due to substandard construction or reconstruction practices.

Variances

- A. **Variances.** Any person seeking a variance from the strict application of these regulations or who is aggrieved by a decision of any official in the application of these subdivision regulations may make such request or appeal such decision to the Board of Zoning Adjustment ("BZA"). The concurring vote of four (4) members of the Board shall be necessary to reverse any order, requirement or decision of the party appealed from or to issue an order or variance or to decide in favor of an appellant. Whenever the "BZA" deems full conformance to one (1) or more provisions of these regulations is impractical or impossible due to the size, shape, topographic location or other condition that is beyond the control of the subdivider, the Board may grant one (1) or more variances from these regulations at the time the preliminary or final plat is acted upon. Such variance shall assure that substantial justice is done, and the long term public interest is secured as opposed to the mere granting of a privilege in recommending such variances, the "BZA" shall first make

these findings:

1. That there are special circumstances or conditions affecting the property which are not typical of other properties in the City.
2. That the variance is necessary for the reasonable and acceptable development of the property.
3. That the granting of the variance will not be detrimental to the public welfare or injurious to other property in the vicinity.

No variance shall be granted which would have the effect of amending a final plat which has been recorded. A variance or appeal shall be decided by the "BZA" only after hearing before the "BZA". Filing of the request shall be accompanied by a fee of seventy-five dollars (\$75.00).

VARIANCE PROCESS

Board of Zoning Adjustments

- A. **Purpose.** The Board of Zoning Adjustment may grant variances from the provisions of this Chapter in harmony with its general purpose and intent and may vary them only in specific instances hereinafter set forth. The Board of Zoning Adjustment, based on standards hereafter prescribed and after hearing, may decide that these are practical difficulties or particular hardships in the way of carrying out the strict letter of these regulations. The concurring vote of four (4) members of the Board shall be necessary to reverse any order, requirement or decision of the party appealed from or to issue an order or variance or to decide in favor of an appellant.
- B. **Standards.**
 1. The Board of Adjustment may vary the provisions of this Chapter as authorized in this Section, but only when it shall have made findings based upon evidence presented to it in the following specific cases:
 - a. That the property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the regulations governing the district in which it is located;
 - b. That the plight of the owner is due to unique circumstances;
 - c. That the variance, if granted, will not alter the essential character of the locality.
 2. For the purpose of supplementing the above standards, the Board of Adjustment shall also, in making a determination of whether there are practical difficulties or particular hardships, take into consideration the extent to which the following facts, favorable to the applicant, have been established by the evidence:
 - a. That the particular physical surroundings, shape, or topographical conditions of the specific property involved would bring a particular hardship upon the owner, as distinguished from a mere inconvenience if the strict letter of the regulation were to be carried out
 - b. That the conditions upon which the petition for variance is based would not be applicable generally to other property within the same zoning classification;
 - c. That the alleged difficulty or hardship has not been created by any person having

- an interest in the property at any time after the effective date of this ordinance;
- d. That the granting of the variance will not be detrimental to the public welfare in the neighborhood in which the property is located;
 - e. That the proposed variance will not impair an adequate supply of light and air to adjacent property, or substantially increase the danger of fire or otherwise endanger the public safety, or substantially diminish or impair property values within the neighborhood.
3. The Board of Adjustment may require such conditions and restrictions upon the premises to be benefited by a variance as may be necessary to comply with the standards set forth in this Section to reduce or minimize the injurious effect of such variance upon other property in the neighborhood and to implement the general purpose and intent of this Chapter. Failure to maintain such conditions or restrictions as may have been imposed shall constitute grounds for revocation of such variance.
- C. **Procedure.** A variance shall be decided by the Board of Adjustment only after a hearing before the Board of Adjustment and in compliance with other requirements of applicable Statutes of the State of Missouri.
- D. **Appeals.** An appeal may be taken to the Board of Adjustment by any person, firm, or corporation from any decision of the City, including the Building Official, made under this Chapter. Filing of the appeal shall be accompanied by a fee of seventy-five dollars (\$75.00).

Planning and Zoning Fees

Application	Cost
Special Use	\$75.00
Temp. Spec. Use	\$25.00
Special Use (adult Estab.)	\$200.00
Variance (BZA)	\$75.00
Preliminary Plat	\$100.00+\$1.00 per lot
Final Plat	\$130.00+\$1.00 per lot
Development Plan Review	\$100.00
Easement Vacate	\$75.00
Lot Split (Administrative)	\$25.00+\$10.00 per lot
Zone Text Amendment	\$75.00
Zone Map Amendment (A)	\$75.00
Zone Map Amendment (R1)	\$75.00
Zone Map Amendment (R2)	\$75.00
Zone Map Amendment (R3)	\$100.00
Zone Map Amendment (R4)	\$100.00
Zone Map Amendment (R5)	\$100.00
Zone Map Amendment (RMP)	\$100.00
Zone Map Amendment (C0)	\$125.00
Zone Map Amendment (C1)	\$125.00
Zone Map Amendment (C2)	\$125.00
Zone Map Amendment (C3)	\$125.00
Zone Map Amendment (M1)	\$125.00
Zone Map Amendment (M2)	\$125.00
Planned Development	\$200.00
Certificate of Appropriateness	\$25.00

NEW RESIDENTIAL & COMMERCIAL DEVELOPMENT

General Information and Required Submittals for New Residential and Commercial Construction

The following guidelines are provided to assist property owners and contractors with the orderly construction of residential and commercial projects within the provisions of the Excelsior Springs building codes, zoning ordinances, storm water and retention regulations and fire codes. Please read them carefully and understand that they do not include all of the code requirements, but are summarized for an efficient guideline.

It is important to note here that prior to submitting final plans for a proposed development, re-development, or adaptive re-use of an existing building that key members of the City's staff, i.e. the Planning & Zoning Director, Building Official, Public Works Director and the Fire Chief meet once a week to discuss proposed plans and projects with developers and/or builders. The purpose is to allow the developer and/or builder to receive City comment on proposed development projects prior to the submission of final plans. **This is conducted as a customer service function and is strongly recommended as a part of the overall submittal process.** The staff meets on Friday's, at 9:00 am., in the Hall of Waters building, 201 East Broadway, in the conference room on the mezzanine level of the building. If there are questions regarding this meeting and what may be required for review, please contact the Planning & Zoning Department at 816-630-0756.

Required Submittals for New Commercial Construction

- Plat of Property.
- Legal description including Lot, Block, Subdivision Name, name of developer, name of engineering or architectural firm and all general and specific notes for the proposed project.
- Four (4) sets of engineered plans, stamped and signed by designer. One (1) set of final plans approved and retained by the City. One (1) set of final approved plans to be on site at all times and no further changes to plans without consultation with and approval by the City.

Engineered plans are to include, at a minimum, the following:

Planning and Zoning General Requirements:

Site Plan

1. All new development or redevelopment sites of a commercial nature will include both a zoning and civil site plan for the project.
2. The primary site plan should include the entire proposed site with property lines and abutting property that may be impacted by the proposed development; total acreage of the site; all abutting streets, roadways or highways and all right-of-ways; all easements either public or private; all utilities; and, building lines.

3. A structural analysis on existing buildings to be utilized in the proposed project (if applicable); all demolitions; all proposed new buildings, including size, building footprint, height, placement on property and other dimensions and details as required; set-backs for front, side and rear yard areas; and, building elevations including any signage proposed on the building and/or property and details as required.
4. Parking areas and inclusive ADA requirements for egress/regress for buildings within the proposed project; parking lot lighting, curbs with details, water flows, traffic flows and signage to control traffic. Photometric calculations for parking lot lighting to meet minimum requirements; fire lanes; and, egress/regress from the proposed site.
5. Landscape plans with details as required; trash enclosures including materials, height, and placement; and, sidewalks and pedestrian walkways and crossings with details as required.
6. Existing fire hydrant locations and fire flows to meet city code and all calculations to meet these flows.
7. All proposed accessory buildings with details (see number 3 above), decks, community areas, water bodies, bridges, recreation areas, monuments, statues, or other topographical, unique or artistic features, including details and/or architectural renderings that may be part of the proposed site plan illustrating these types of features.
8. Any recorded or proposed restrictions, covenants or agreements attached to the proposed property or other legal considerations that may impact development, redevelopment or future development issues regarding the property and/or adjacent property or properties.

Civil General Requirements:

1. Site plan. This should include site topographical layout; water flows on the property; grading plan; erosion control plan showing limits of disturbance; storm sewer plan; utility plans including water and sewer connections.

Fire Code General Requirements:

1. Developers are encouraged to review the 2003 International Fire Code to determine Fire Safety requirements for any proposed development or re-development project. Certain requirements are determined based on building construction type, occupancy type, and square footage of the occupancy as well as other conditions.
2. Some key items that particular attention should be given to from the 2003 International Fire Code:

- a. Fire hydrant distance form all buildings, and minimum fire flow requirements based on Section 508, and Appendix B and C.
- b. Fire Lane/Fire Access Roads as required by section 503.1.1 through 503.1.3, and Appendix D.
- c. Fire Alarm and Detection Systems as required by section 907.
- d. Fire Sprinkler Systems as required by Section 903.
- e. Emergency Exits and means of Egress as required by Sections 1003 through 1012.
- f. Other sections or parts of section could be applicable. The developer is encouraged to review the code for additional requirements of have the project architect or engineer verify these issues when drawing up the project for review by the City.

Construction General Requirements:

- 1. All inclusive building plans. Building plans to include all foundation and structural components of all new buildings, electrical, plumbing, HVAC. If steel is proposed for the building frame, separate plans for the structural steel will be required as part of the building plans.
- 2. List any special requirements such as ADA egress/regress, bathrooms, trusses, piers, corridor lanes, and other special requirements depending on the building type as required.
- 3. Indicate use or type of occupancy for all areas of building or buildings.
- 4. Cost estimate for general construction, electrical, plumbing, HVAC, and other building components as required. Total cost of the project, less cost of land purchased for specified development is required prior to permits being issued.
- 5. List of contractors doing electrical, plumbing, HVAC, and general contractors. All general and sub-contractors must be licensed with the City of Excelsior Springs.
- 6. Time to obtain building permit: 1 to 5 days for finishing an existing building or two (2) weeks for new large project.

Note On Requirements for Commercial Projects:

Depending on the complexity of any given project staff may require further information than what is outlined above. This information will generally be obtained through a pre-development meeting with staff or an on site inspection of the proposed property, or both.

Site Plan Review for Single-Family and Two-Family Dwellings

Application for single-family and duplex building permits shall include a site plan of the site to be built upon. A land surveyor licensed in the State of Missouri shall seal the site plan. The following information must be shown on the site plan and will be reviewed prior to the issuance of a building permit:

1. Complete legal description and lot dimensions of the site.
2. Scale of the drawing (not to exceed 1" = 30').
3. Location and complete dimensions to all property lines. (Dimensions shall be perpendicular to the property line).
4. Proposed elevations of the corners of the lot, the top of the foundation and the lowest floor served by sewer. If any portion of the site is located within the FEMA 100 year floodplain the elevation and portion affected must be shown.
5. The location of easements, both public and private.
6. The locations of all water mains, sanitary sewers and storm sewers, serving the site. Waterline locations shall include ail piping, hydrants and valves on or immediately adjoining the site. Storm sewer locations shall include piping, curb inlets, and catch basins on or immediately adjoining the site.
7. For residential sites with land disturbance of less than one acre, drainage arrows showing the direction of flow of storm water runoff must be on engineered plans. BMP for erosion control measures must also be shown along with inlet protection where applicable. Building should reference the KCAPWA Single Family Residential Design Guidebook for these standards. A rock construction entrance is recommended but not mandatory.
8. Additional information as may be required to properly review the proposed site plan.
9. Fire hydrant distance form all buildings, and minimum fire flow requirements based on Section 508, and Appendix B and C of the 2003 International Fire Code.
10. Fire alarm and detections systems as required by section 903 of the 2003 of the International Fire Code.
11. Fire sprinkler systems as required by section 903 of the 2003 International Fire Code.
12. Other sections or parts of sections that could be applicable. The developer is encouraged to review the code for additional requirements.

Residential Decks

Note: This, as is most of this development guide, is only a guideline and is subject to change without prior notice. This brochure is merely for the convenience of the applicant. Applicant shall follow the 2003 International Building Code.

1. **Cost Estimates:**

- a. Used to calculate the cost of the permit.

2. **Building Plans:**

- a. Pier locations, depth and size.
- b. Size and material of posts, beams, and joists.
- c. Size, height and spacing of guardrails and spindles.

3. **Plot Plan:**

- a. Street address.
- b. Property dimensions.
- c. All easements on the property.
- d. The location of all permanent structures (sheds, garage, etc.).
- e. The location of the deck on the structure, including the distance from all property lines. (If unable to determine property lines, a survey may be required).

4. **Building Codes:**

- a. Check with Planning Director (630-0756) to determine setback requirements.
- b. Footing and piers must extend 36" below grade and bear on undisturbed soil.
- c. Guardrails must extend 36" above deck.
- d. Decks or stairways more than 30" above grade shall have guardrails 36" high and intermediate rails shall be placed so that a 4" ball cannot pass through — 6'8" headroom is required over stairs.
- e. Hand rails are required on all open sides of stairs.
- f. Stairways having less than 3 risers do not need handrails.

5. **Inspections:**

- a. Pier footings
- b. Framing and Final

Note on Single Family and Two Family Residential Properties:

Setback is the Distance from the Property Line. All Inspections Require a 24 Hour Notice. Upon Failure of the Second Inspection a \$42.00 Reinspection Fee, to be Paid Upfront, Will be Applied for Each Inspection Thereafter.

Hall of Water Historic District – Downtown Commercial District

Special consideration must be given to development situations that are proposed in the downtown area. Most of the downtown area is within the Hall of Waters Historic District and presents additional considerations where new development, re-development or adaptive re-use of an existing building or buildings is concerned.

Since there are both residential and commercial buildings in the historic district, all of the information contained within this development guide can apply to any given project. Special consideration must be given to older buildings such as structural analysis, load limits, mold studies, signage and ADA requirements, as examples. In addition all building, zoning and fire codes have to be met as with other development projects as outlined herein.

Any exterior changes to an existing building, new infill development, signage, windows, doors, paint colors, awnings, and any architectural features or landscaping that would impact the building, site, streetscape or any other exterior feature of the historic district or adjacent properties must be reviewed by the City of Excelsior Springs Historic Preservation Commission for its appropriateness to the historic district.

This process includes applying for a Certificate of Appropriateness (COA) for any of the exterior considerations mentioned above as examples. A COA application can be obtained from the Planning & Zoning Department. A COA review by the Commission is \$25.00.

Submittals with a COA application can include such things as structural reports, architectural drawings, supporting illustrative examples of replacement materials, brochures, color samples, or like information on which the Commission can make informed decisions on the proposed project.

It is highly recommended that you make an appointment with the Planning & Zoning Director prior to purchasing land, buildings or begin development or adaptive re-use of any building or buildings on any level in the historic district. The Planning Department will supply any information available and answer questions for developers and property owners in the historic district concerning any development in the downtown area as well as consult on the review process as required by City Code.

Regulations, Standards and Code Requirements for Plan Review

Planning & Zoning Department:

- Zoning and Subdivision Regulations

Public Works Department:

- KCAPWA Adopted Standards for the City of Excelsior Springs, Standard Specifications and Design Criteria.

Fire Department::

- 2003 International Fire Code

Inspection Department:

- 2003 International Building Code
- 2003 International Residential Code
- 2003 International Plumbing Code
- 2003 International Mechanical Code
- 2003 International Fuel Code
- 2002 National Electrical Code

The City Code can be reviewed at the Hall of Waters, 201 East Broadway or at the Mid-Continent Public Library located at 1460 Kearney Road.

Permits Required for New Development

Permits and Fees:

Depending on the proposed project, the City may require stamped and signed plans from the architect or engineer on the project.

In order to obtain a building permit the building inspector needs to review the building plans and the Planning Department needs to review the site plan for building and zoning regulations. The building plans should include floor plans, a foundation plan, building elevations and a building wall cross section.

The site plan shall be done by a licensed engineer or surveyor and should show the legal description, the property dimensions, all easements, exact location of existing and proposed buildings, lot corner, foundation, and finished floor elevations, all public utilities on or adjoining the site and dimensions from proposed building property lines.

Site plan must also include drainage arrows with BMP's for erosion control. Inlet protection must be installed where applicable. Builders must reference the KCAPWA Single Family Residential Design Guidebook for these criteria.

The review will not take more than two working days, depending on the complexity of the proposed project, with the permit process taking **approximately 1 to 2 hours**. Due to the many other demands on inspectors' time an appointment is recommended.

Permit fees are based upon the value of the project. The applicant shall itemize electrical, plumbing, and mechanical costs from the total project value and list all contractors. All contractors shall be licensed with the City of Excelsior Springs.

Permit:

All permits issued by the City of Excelsior Springs or the State of Missouri to be posted on site until final approval given.

Permits Are Required For:

- Grading where applicable.
- Building, including room additions, remodeling, repairs, alterations, and demolition.
- All electrical, including replacement of services, breaker panels and temporary service, excluding maintenance and repair only.
- All plumbing, including any extensions and sewer line to main excluding maintenance and repair only.
- Heating and air conditioning including replacement.
- Water and sewer taps.
- Signs
- Swimming pools
- Accessory buildings over 120 sq ft.
- Fences over 6ft in height
- All roof work, siding & windows, retaining wall over 4 ft.

**Grading Permit – Approvals Required.
City Code, Section 407.090**

For commercial sites over one acre of land disturbance, a State of Missouri Land Disturbance Permit must be obtained along with a Storm Water Pollution Prevention Plan (SWPPP). A City Grading Permit must also be obtained.

For commercial sites less than one acre of land disturbance the developer may reference the KCAPWA Single Family Residential Design Guidebook for drainage. Drainage arrows showing storm water runoff must be on plans along with BMP for site erosion control. Inlet protection is also required.

- A. Grading Permits are \$25.00.
- B. No stormwater drainage facility shall be constructed, altered or reconstructed without first obtaining approval of plans for said facility. All such construction shall comply with the general requirements and design procedures, as set forth in this chapter, and the criteria of the KC-APWA 5600.
- C. No clearing, grading, borrowing or filling of land shall be done without and approved grading permit. A grading permit will only be issued in conjunction with an approved plan, an approved erosion and sediment control plan, a stormwater pollution prevention plan (SWPPP), a copy of the state land disturbance permit (where required) and a receipt of the \$25.00 grading permit fee. All plans shall be prepared by a registered professional engineer. For tracts less than on (1) acre, the developer may alternatively reference the Kansas City American Public Works Association Single Family Residential Standard Design Booklet in lieu of a SWPPP and erosion and sediment control plan. Every approval under

this subsection for clearing, grading, borrowing or filling of land shall expire within one (1) year. No approval is required for the following activities:

1. Any emergency activity which is immediately necessary for the protection of life, property or natural resources.
 2. Existing nursery and agricultural operations conducted as a permitted main or accessory use.
 3. Minor construction that does not substantially alter the lay of the land or increase the impervious surface by more the ten percent (10%).
- D. The Public Works Director or his/her designee shall promulgate rules and regulations governing the issuance of the permits required by this section.
- E. Duties of property owners and developers: detailed plan required.
1. Prior to the issuance by the City of a building permit for any type of construction, the property owner, the developer or their agent shall have a drainage plan prepared by a registered professional engineer and approved by the City in accordance with this chapter. The property owner, developer, or their agent shall, at his own expense, submit necessary plans, designs and specifications to the City for review and approval. The Director may waive some of the requirements for any site less than one acre.
 2. Provisions of this section for plan requirement shall be waived provided no land is disturbed and no trees, shrubs, grass or vegetation is destroyed or removed for construction, reconstruction, repair or alteration of any building provided the improvement does not alter or increase the flow of water.
 3. Plan review fees pursuant to Section 500.060 Miscellaneous building Regulations must be submitted with the detailed plan.
 4. When outside consultants are used for third party reviews actual cost of review will be charged to the developer pursuant to Section 500.060 Permit Fees.
- F. Review and Approval.
1. The City will review each application for a permit to determine its conformance with the provisions of the Code. Within thirty (30) days after receiving an application, the City shall, in writing:
 - a. Approve the permit application; or
 - b. Approve the permit application subject to such reasonable conditions as may be necessary to secure substantially the objectives of this regulation, and issue the permit subject to these conditions; or
 - c. Disapprove the permit application, indicating the deficiencies and the procedure for submitting a revised application and/or submission.

G. Modifications to the Plan.

1. Major amendments of any approved plan shall be submitted to the City and shall be processed and approved, or disapproved, in the same manner as the original plans.
2. Field modifications of a minor nature may be authorized by the City by written authorization to the permittee.

Building Permit

- A. No building or structure shall be erected, added to, or altered until a permit therefore has been issued by the Building Official. Except upon a written order of the Board of Adjustment, no such building permit shall be issued for any building where said construction, addition, or alteration or use thereof would be in violation of any of the provisions of this or other ordinances.
- B. There shall be submitted with all applications for building permits four (4) copies of a layout or site plan, drawn to scale, showing actual dimensions of the lot to be built upon, the exact size and location on the lot of the building and any accessory buildings to be erected, parking and any loading areas including access thereto, landscaping, and such other information as may be necessary to determine and provide for the enforcement of this Chapter. In the case of building permits in a Planned Zoning District, the Building Official shall determine that all aspects of the proposed construction conform to the final development plan which was approved and endorsed by the Planning Commission and the City Council.
- C. One (1) copy of such layout or plot plan shall be returned with approval by the Building Official together with such permit to the applicant.
- D. In the interest of public safety, and for preservation of the traffic carrying capacity of the street system, the City Manager shall have the authority to restrict and regulate points of access to all property from the public street system before building permits are issued. When buildings or structures shall be hereafter erected, constructed, reconstructed, moved or altered, and development of the remainder of the parcel or adjoining property is adversely affected, or development conflicts with any provision or portion the Master Plan, Major Street Plan, subdivision ordinance, minimum design standards, or other provision of these regulations.

Land Use Permit

No open, vacant or unimproved land shall be used for any purpose other than agricultural without first obtaining a Land Use Permit. Land Use Permits shall be required for, but not limited to the following uses:

1. Parking lots not included in a building permit.
2. Used car or auto storage lots.
3. Machinery, equipment or materials storage yards not included in a building permit.
4. Skeet shoots or target ranges.
5. Commercial, public or semi-public recreation areas, such as ball parks, golf courses, race tracks, fairs, and similar temporary or permanent uses.
6. Refuse dumps or landfills.
7. Picnic groves.
8. Cemeteries.
9. Nurseries.

Fees for Land Use Permit

The fee for a Land Use Permit shall be twenty-five dollars (\$25.00) plus one dollar (\$1.00) for each one hundred dollars (\$100.00) of cost of improvements to the property other than buildings or structures for which building permits are issued, provided the cost of grading or grubbing and clearing shall not be included in this fee calculation.

Certificate of Occupancy

- A. After completion of a building or structure for which a building permit has been issued and all requirements of all codes and ordinances of the City have been met, a certificate of occupancy shall be issued, stating that the building or proposed use thereof complies with the provisions of this Chapter.
- B. No non-conforming use shall be maintained, renewed, or changed without a certificate of occupancy having first been issued by the Building Official.
- C. All Certificates of Occupancy shall be applied for coincident with the application for a Building or Land Use Permit. The certificate shall be issued within ten (10) days after the erection or alteration has been determined to comply with the provisions of this Chapter and other codes of the City of Excelsior Springs.
- D. The Building Official shall maintain a record of all certificates and copies shall be furnished upon request to any person having proprietary or tenancy interest in the building affected.

Minimum Rights of Way

When a building or land use permit is requested on a lot or tract abutting a public street, the Building Official shall determine that adequate right of way exists on that portion of the public street abutting the property. The minimum right of way shall be measured from the center line of the street to the property line of the lot or tract, and shall be as follows:

- 1. Single-family and multi-family area — twenty-five (25) feet.
- 2. Industrial areas — thirty (30) feet.
- 3. Secondary thoroughfares (including collectors) — thirty (30) feet.
- 4. Primary thoroughfares — forty (40) feet; except at major intersections fifty (50) feet may be required for a distance necessary to accommodate future roadway widening, according to traffic flow patterns.
- 5. Commercial streets — thirty (30) feet.

Permit Fees – Residential & Commercial

When Permit to be Obtained

Any permit required by the Building Codes shall be first obtained prior to the commencement of work on the buildings or structure, and in the case of new buildings or structures, commencement of work is hereby defined to be when the footings are ready to be poured.

All proposed projects are subject to potential third party reviews depending on City Code requirements for the proposed project. Applicant is responsible for actual costs of all

third party reviews for any part of any proposed development in addition to normal fees.

Permit Fees

A. The following schedule shall apply for building, plumbing, electrical and heating permits:

Total Valuation		Fee
\$	0 - 250	\$ 9.00
	251 - 500	16.00
	501 - 1,000	23.00
	1,001 - 2,000	29.00
	2,001 - 3,000	31.00
	3,001 - 4,000	37.00
	4,001 - 5,000	44.00
	5,001 - 7,000	51.00
	7,001 - 9,000	58.00
	9,001 - 12,000	71.00
	12,001 - 15,000	78.00
	15,001 - 20,000	90.00
	20,001 - 25,000	95.00
	25,001 - 30,000	102.00
	30,001 - 35,000	109.00
	35,001 - 40,000	123.00
	40,001 - 50,000	154.00
	50,001 - 55,000	166.00
	55,001 - 60,000	178.00
	60,001 - 70,000	190.00
	70,001 - 75,000	202.00
	75,001 - 80,000	214.00
	80,001 - 90,000	228.00
	90,001 - 100,000	240.00

Note: \$240.00 for the first \$100,000.00 plus \$2.60 for each additional \$1,000.00 or fraction thereof. \$1,000,001.00 and over—\$2,580.00 for the first \$1,000,000.00 plus \$1.75 per \$1,000.00 or fraction thereof.

B. Plan Review Fee:

Residential

\$4.50 - 1st \$2,000.00
 \$.45 - per each additional \$1,000.00

Commercial

\$10.00 - 1st \$1,000.00
 \$ 1.00 - per each additional \$1,000.00

All proposed projects are subject to potential third party reviews depending on City Code requirements for the proposed project. Applicant is responsible for actual costs of all third party reviews for any part of any proposed development in addition to normal fees.

C. Craftsman License Fees

	Initial	Renewal
Electrical	\$ 75.00	\$ 50.00
Plumbing	75.00	50.00
Mechanical	75.00	50.00
Plumbing & Mechanical	125.00	75.00

Craftsman’s license shall be due July first (1st) of each year and shall be reduced to not less than the renewal fee January first (1st) of the current licensing year.

D. Reinspection Fees

Reinspection fees \$42.00 per hour (Minimum charge ½ hour)

E. Other Inspections and Fees

Temporary Sign Permit	\$ 10.00
Satellite Dish Permit	\$ 10.00
Demolition Permit	\$ 10.00
Residential & Commercial Sewer Inspection Fee	\$ 50.00
Industrial Sewer Inspection Fee	\$ 75.00
Water Tap, Regular House	\$325.00
Sewer Connection (New Residential Construction)	\$270.00
Street Cut Fee	\$ 5.00 Sq. Ft. (0-40ft)
	\$ 1.00 Sq Ft. Anything Over At Same Location
One inch meter	\$425.00
Two and five eighth meter, double set	\$650.00

Commercial and Industrial Construction. With the Issuance of Each Building Permit on All New Construction There Shall Be A:

Sewer Connection Fee for Each Trap	\$ 50.00
60 Traps and Over Maximum Fee of	3,000.00
1. Inspections outside normal business hours	\$42.00 per hour (Minimum charge 2 hours)
2. Inspections for which no fee is specifically indicated	\$42.00 per hour (Minimum charge 1/2 hour)
3. Additional plan review required by changes, additions, or revisions to plan.	\$42.00 per hour (Minimum charge 1/2 hour)
4. For use of outside consultants for plan checking and inspections	Actual Costs (includes administrative and overhead costs)

All proposed projects are subject to potential third party reviews depending on City Code

requirements for the proposed project. Applicant is responsible for actual costs of all third party reviews for any part of any proposed development in addition to normal fees.

Contractor Licensing and Insurance

The general contractor and all sub-contractors must have the following documents on file with the City prior to obtaining a building permit.

1. A current City of Excelsior Springs Business License.
2. A valid City of Excelsior Springs Electricians, Plumbers, and Mechanical License.
3. Statement of current Workman's Compensation, if required.

Inspections

Required Inspections for Planning and Zoning Department: (By appointment only – call 816-630-0756) - **All inspections require 24 hours notice.**

Required Inspections for Public Works Department (By appointment only – call 816-630-0755).

- For commercial sites over one acre of land disturbance, a State of Missouri Land Disturbance Permit must be obtained along with a Storm Water Pollution Prevention Plan (SWPPP). A City Grading Permit must also be obtained.
- For commercial sites less than one acre of land disturbance the developer may reference the KCAPWA Single Family Residential Design Guidebook for drainage. Drainage arrows showing storm water runoff must be on plans along with BMP for site erosion control. Inlet protection is also required.

Required Inspections for Fire Department (By appointment only – call 816-630-3000)
All inspections require 72 hour notice.

Required Inspections for Building Inspections (By appointment only— call 816-630-0756):

All inspections require 24 Hours Notice (exception —footings inspections)

- Temporary Electrical (when used)
- Footing inspections (prior to placement of concrete)
- Ground rough plumbing (before covered up)
- Electrical service entrance
- Rough in electrical, plumbing, HVAC, and framing
- Water line (before covered up)
- Sewer line (before covered up)
- Gas line pressure test
- Final Certificate of Occupancy

Inspection Department

Permanent record of inspections filed with permit application.

Final Inspection / Occupancy Permit

An occupancy inspection is required prior to any occupancy of a building or addition. All electrical connections face plates, panels, and fixtures must be complete. Plumbing fixtures, mechanical equipment, final grade, landscaping, sidewalks, driveways and safety features such as handrails, guardrails and smoke detectors must be completed.

Inspections are performed during construction. A minimum of 2 hours notice is needed to allow for footing inspections. All other inspections will need 24 hour notice. Commercial projects will require much more thorough inspections, structural tests and special inspections. Please contact the Building Inspections Department for further information on Commercial Inspections at 816-630-0756.

General Inspections:

1. ***Erosion Control*** – All erosion control measures must be installed properly in place prior to any inspections and must be maintained throughout project. Erosion control inspections are done as needed as determined by inspectors on site.
2. ***Footing inspections*** — A footing inspection is required after all steel is in place and before the concrete is poured.
3. ***Sewer Inspection*** — A sewer inspection is required after the building sewer is connected to the sewer “Y”.
4. ***Water Inspections*** — A water inspection is required after all underground piping, meter yoke, pit, and lid are in place.
5. ***Ground Rough Plumbing Inspections*** — All underground or under slab plumbing must be inspected prior to covering.
6. ***Top Rough Plumbing Inspections*** — All rough plumbing must be inspected when drain, waste, vents, and water piping is roughed in. Prior to insulating or drywall.
7. ***Framing Inspections*** — Building framing must be inspected after all framing and furring is completed. Prior to insulating or drywall.
8. ***Electrical Rough Inspections*** — The electrical wiring must be inspected after all wiring, boxes and recessed fixtures are installed. Boxes should be made up and home runs should extend to the service location. The inspection must be approved prior to insulating or drywall.
9. ***Mechanical Rough Inspections*** — Mechanical vents, ducts, and return air spaces

require inspection prior to insulation or drywall.

10. **Electrical Service Inspections** — The service needs to be inspected before Ameren UE will provide electricity. The service panel, disconnect, service entrance conductors and grounding need to be complete for service panels and sub-panels, identification of all circuits are required. The panel cover should be off but available. The electrical service will not be released to the utility company until all rough-in inspections have been approved.
11. **Gas Inspections** — All gas piping on the building side of the gas meter needs to be inspected after all piping is installed, before MGE will install a gas meter. A 10 p.s.i. air test or 6" mercury test shall be witnessed by the inspector. A 60 p.s.i. air test is required for welded piping.
12. **Final Inspection/Occupancy Permit** — An occupancy inspection is required prior to any occupancy of a building or addition. All electrical connections, faceplates, panels and fixtures must be complete. Plumbing fixtures, mechanical equipment, final grade, sidewalks, driveways and safety features such as handrails, guard rails and smoke detectors must be completed. Numbers on houses must be installed on the outside of the house.

Elected Officials - Governing Body

Mayor

Carolyn Schutte

Mayor Pro-tem

Ambrose Buckman

City Council Members

R. D. "Sonny" Parker

Jim Nelson

Ken Fousek

City Staff Contacts

Excelsior Springs City Hall: (816) 630-0752

City Manager's Office – (816) 630-0752

David Haugland, City Manager

Planning and Zoning – (816) 630-0756

Frank Davis, Planning and Zoning Director

Building Division – (816) 630-0756

Larry Murry, Building Official

Public Works Department – (816) 630-0755

Chad Birdsong, Director of Public Works

Fire Department – (816) 630-3000

Paul Tribble, Assistant Fire Chief – Inspector

Police Department – (816) 630-2000

John McGovern – Police Chief

Other Helpful Numbers

City of Excelsior Springs Chamber of Commerce – 816-630-6161

Terry Smelcer, Chamber Director

City of Excelsior Springs Police Department – 816-630-2000

John McGovern – Chief of Police

City of Excelsior Springs Fire Department – 816-630-3000

Kent Cantrell, Fire Chief

Excelsior Springs Golf Course – 816-630-3731

Tim Jarman, Golf Course Director

City of Excelsior Springs Parks & Recreation – 816-630-1040

Steve Zimmerman – Superintendent

Excelsior Springs Medical Center – 816-630-6081

Public Utilities Serving the City of Excelsior Springs

Water and Sewer

City of Excelsior Springs - 630-0763

Electricity

Ameren UE - 1-800-552-7583

Aquila - 1-800-303-0752

Gas

MGE - 1-800-582-1234

Telephone

AT&T - 1-800-464-7928

Cable Television

Mediacom – 816-637-4500