

DEVELOPMENT APPLICATION



CITY OF GLADSTONE

7010 N HOLMES STREET
GLADSTONE, MISSOURI 64118
PHONE: 436-4110 FAX: 436-2228

File #: _____
Application Date: _____
PC Date: _____
CC Date: _____

Application Type:

- | | |
|--|---|
| ☐ (PH) Special Use Permit (\$500) | ☐ (PH) Right-of-Way Vacation (\$200) |
| ☐ (PH) Zoning Change (\$500) | ☐ (PH) Variance – BZA (\$200) |
| ☐ (PH) Site Plan Revision (\$500) | ☐ Final Plat/Replat (\$75) |

Address of Action: _____

Legal Description: _____

*Attach under separate cover if
needed.*

Proposed Change: _____

Applicant/Property Owner Information:

- ☐ Applicant(s) _____
Company _____
Address _____
Phone _____ Fax: _____ E-Mail: _____
- ☐ Property Owner (if different than applicant) _____
Company _____
Address _____
Phone _____ Fax: _____ E-Mail: _____
- ☐ Architect/Engineer _____
Company _____
Address _____
Phone _____ Fax: _____ E-Mail: _____

Please indicate in one box above which person is to be the contact.

Applicant's Signature _____ Date _____

DEVELOPMENT APPLICATION

Office Use Only:

Publication Dates:

Planning Commission _____
City Council _____
BZA _____

Public Hearing Dates:

Planning Commission _____
City Council _____
BZA _____

Planning Commission**Date**

☐ Approval _____
☐ Denial _____
☐ Withdrawn _____

City Council**Date**

☐ Approval _____
☐ Denial _____
☐ Withdrawn _____

BZA**Date**

☐ Approval _____
☐ Denial _____
☐ Withdrawn _____

Deposit:

\$ _____

Charges:

Office Fee \$ 75.00
Certified Mail (_____ @ _____) \$ _____
PC Legal Notice \$ _____
CC Legal Notice \$ _____
Other \$ _____

Sub-total \$ _____

Balance \$ _____

Amount Overpaid \$ _____

Check Requested _____

Amount Underpaid \$ _____

Invoice Requested _____

DEVELOPMENT APPLICATION

Applicants Requiring a Public Hearing: Special Use Permit, Site Plan Revision or Zoning Change

REQUIREMENTS

Completed application
Owner's authorization signed (if applicable)
Legal description- County records
Digital copy of plans
(1) 11x17 paper copy
(3) 24x36 paper copies folded

DEPOSIT FEE

The \$500 fee listed on the form and paid at the time of application is a deposit toward the costs the City of Gladstone incurs during the processing of your application. This fee goes toward the following costs:

Office fee \$75.00
Certified mail notices to surrounding property owners within 185'- amount varies.*
Planning Commission Legal Notice- amount varies*
City Council Legal Notice- amount varies*

** Indicates fees for items required by State Law. The fee amount for certified mail will vary depending upon the number of property owners within 185 feet of your property. The Legal Notice fee will also vary generally depending upon the length of the legal description of your property.*

After the total costs are compiled for your application, you will be billed for any costs remaining over the initial \$500 application deposit fee. If the costs accrued are under \$500, you will be reimbursed for the difference.

As the money deposited for your application goes toward real costs paid by the City, there is no refund if your application is denied by the City Council. If you withdraw your application before some of the costs are accrued by the City, you may be entitled to a refund.

LEGAL NOTICE SIGN POSTED

In order to provide residents of the City with information pertaining to the public hearing regarding your request; a sign is posted on the property during part of the application process. This sign states that an application for a land use change (rezoning, site plan revision, or special use permit) has been made for this property and encourages people to call or come by City Hall for more information.

Such sign is generally posted in the right-of-way in front of your property. If for some reason the sign is in an awkward location, please call City Hall and we can see about moving the sign to a better location.

DEVELOPMENT APPLICATION

Applicants Requiring a Public Hearing: Right-of-Way Vacation

REQUIREMENTS

Completed application
Owner's authorization signed (if applicable)
Legal description- County records
Digital copy of plans
(1) 11x17 paper copy
(3) 24x36 paper copies folded

DEPOSIT FEE

The \$200 fee listed on the form and paid at the time of application is a deposit toward the costs the City of Gladstone incurs during the processing of your application. This fee goes toward the following costs:

Office fee \$75.00
Certified mail notices to surrounding property owners within 185' - amount varies.*
Planning Commission Legal Notice- amount varies*
City Council Legal Notice- amount varies*

** Indicates fees for items required by State Law. The fee amount for certified mail will vary depending upon the number of property owners within 185 feet of your property. The Legal Notice fee will also vary generally depending upon the length of the legal description of your property.*

After the total costs are compiled for your application, you will be billed for any costs remaining over the initial \$200 application deposit fee. If the costs accrued are under \$200, you will be reimbursed for the difference.

As the money deposited for your application goes toward real costs paid by the City, there is no refund if your application is denied by the City Council. If you withdraw your application before some of the costs are accrued by the City, you may be entitled to a refund.

LEGAL PROTEST PETITIONS

In accordance with State Law, neighboring property owners who are displeased with the application request may decide to circulate a protest petition against it. While the details and requirements for this petition are beyond the scope of this handout, it generally works as follows:

If the petition is signed by owners of 30% of the surrounding property that is within 185 feet of the parcel (minus street right-of-ways), the final City Council action has to have a minimum of four (4) positive votes for the request to be approved. The application cannot be approved if three (3) vote "yes" and two (2) "no".

For further information regarding this handout, please call or come by the Community Development Department at 7010 N. Holmes, 423-4110.

DEVELOPMENT APPLICATION

City Code Variance Request: Board of Zoning Adjustment

REQUIREMENTS

Completed application

Owner's authorization signed (if applicable)

Legal description- County records

Information on the proposed change including pictures of the property, property surveys, written comments from impacted neighbors, etc.

DEPOSIT FEE

The \$200 fee listed on the form and paid at the time of application is a deposit toward the costs the City of Gladstone incurs during the processing of your application. This fee goes toward the following costs:

Office fee \$75.00

Certified mail notices to surrounding property owners within 185'- amount varies.*

Planning Commission Legal Notice- amount varies*

** Indicates fees for items required by State Law. The fee amount for certified mail will vary depending upon the number of property owners within 185 feet of your property. The Legal Notice fee will also vary generally depending upon the length of the legal description of your property.*

After the total costs are compiled for your application, you will be billed for any costs remaining over the initial \$200 application deposit fee. If the costs accrued are under \$200, you will be reimbursed for the difference.

As the money deposited for your application goes toward real costs paid by the City, there is no refund if your application is denied by the Board of Zoning Adjustment. If you withdraw your application before some of the costs are accrued by the City, you may be entitled to a refund.

Preliminary & Final Plat/Replat Submittals

REQUIREMENTS

Completed application

Owner's authorization signed (if applicable)

Legal description- County records

Digital copy of plans

(1) 11x17 paper copy

(3) 24x36 paper copies folded

(1) 24x36 Mylar Copy – Completion of the Plat

FEE

The \$75 fee listed on the form and paid at the time of application goes toward the costs the City of Gladstone incurs during the processing of your application. As the fee for your application goes toward real costs paid by the City, there is no refund.

****At completion of the plat, please submit to Community Development (1) 24x36 Mylar copy.**

DEVELOPMENT APPLICATION

OWNER'S AUTHORIZATION

I, _____, do hereby authorize _____
(Owner's name) (Applicant's name)

to apply for the following action on my property at _____
_____.

- a. Rezone from _____ to _____
- b. Site Plan Revision _____
- c. Special Use Permit _____
- d. Variance _____
- e. Plat/Replat _____

Date: _____ Owner's Signature: _____

NOTARIZATION

State of _____

County of _____

Subscribed and sworn before me this _____ day of _____, _____.

Notary's Signature:

My Commission expires: _____

(seal)

DEVELOPMENT APPLICATION

Additional Required Documents (check if needed)

Comments

☐ Site Plan

☐ Traffic Study

☐ Landscaping Plans

☐ Stormwater
(Pre – Post – BMP)

☐ Photometric Study

☐ Master Sign Plan

☐ Colored Elevation /
Rendering

☐ Materials Board

*Stormwater (Pre-Post-BMP)

All new development and significant remodels will require a stormwater study in accordance with current APWA standards including the incorporation of stormwater BMP's on all projects. Please incorporate at least one BMP and illustrate its location on the landscape plan.

Please reference the latest edition of the MARC Stormwater Best Management Practices Manual.
<https://www.marc.org/Environment/Water-Resources/Local-Government-Resources/Stormwater-Best-Management-Practices>

Planning Commission Process

Number of Planning Commissioners

12

Length of time until Public Hearing

Refer to Planning Commission Calendar

City Council

Length of time until City Council Meeting

Refer to City Council Calendar

*Final decision comes from City Council

Community Development

Alan Napoli, Community Development Administrator & Building Official – alann@gladstone.mo.us

Austin Greer, Assistant To the City Manager & Planning Administrator – austing@gladstone.mo.us