



Application #: _____
 Date Submitted: _____
 Public Hearing: _____
 Date Approved: _____

CITY OF PARKVILLE • 8880 Clark Avenue • Parkville, MO 64152 • (816) 741-7676 • FAX (816) 741-0013

Application for Minor Site Plan
 Pre-application meeting required per Parkville Municipal Code, Title IV, Section 403.010, Subsection C.

1. Applicant/Contact Information

Applicant(s)

Name: _____
 Company: _____
 Address: _____
 City, State: _____
 Phone: _____ Fax: _____
 E-mail: _____

Owner(s), if different from applicant

Name: _____
 Company: _____
 Address: _____
 City, State: _____
 Phone: _____ Fax: _____
 E-mail: _____

Engineer/Surveyor(s) preparing plans & legal desc.

Name: _____
 Company: _____
 Address: _____
 City, State: _____
 Phone: _____ Fax: _____
 E-mail: _____

Contact Person, if different from applicant

Name: _____
 Company: _____
 Address: _____
 City, State: _____
 Phone: _____ Fax: _____
 E-mail: _____

We, the undersigned, do hereby authorize the submittal of this application and associated documents and certify that all information contained therein is true and correct. We acknowledge that development in the City of Parkville is subject to the Municipal Code of the City of Parkville. We do hereby agree to abide by and comply with the above-mentioned codes, and further understand that any violations from the provisions of such or from the conditions as stated herein shall constitute cause for fines, punishments and revocation of approvals as applicable.

Applicant's Signature (Required) _____ Date: _____

Property Owner's Signature (Required) _____ Date: _____

2. Property Information

Zoning district: _____

Property address and general location: _____

Legal description (may be attached):

Description of proposed use(s):

Gross acreage of lot: _____

Net acreage of lot: _____

Open space acreage: _____

Lot coverage: _____

Is proposal an alteration to an existing building or new construction? alteration new construction

3. Factors affecting the project

Are any public improvements required for this project? _____

Explain (may be attached):

Attach a narrative addressing:

- 1. *How the site is capable of accommodating the buildings, proposed use, access and other site design elements required by this code and will not negatively impact the function and design of rights-of-way or adjacent property.*
- 2. *How the design and arrangement of buildings and open spaces is consistent with good planning, landscape design and site engineering principles and practices.*
- 3. *How the architecture and building design uses quality materials and the style is appropriate for the context considering the proportion, massing, and scale of different elements of the building.*
- 4. *How the overall design is compatible to the context considering the location and relationships of other buildings, open spaces, natural features or site design elements.*
- 5. *Whether any additional site-specific conditions are necessary to meet the intent of the zoning district or the intent and design objectives of any of the applicable development standards.*
- 6. *Any other information relevant to the application.*

4. Checklist of required submittals

- Completed application, including site plan with all required details and supporting data.
- Nonrefundable application fee of \$300.00.
- Six (6) copies 24" x 36" size, or larger sets, and one (1) electronic set (PDF format) of the site plan and elevations for staff and service providers to review.
- Authorization signature of the applicant and owner of record of the property.
- If subject to covenants and/or deed restrictions, signed approval of the association/entity enforcing such.

For Office Use Only

Application accepted as complete by: _____ Name/Title _____ Date _____

Application fee payment: Check # _____ Amount \$ _____

Final reimbursable costs paid (if applicable). Date of Action: _____

Planning Commission Action: Approved Approved with Conditions Denied Date of Action: _____

Conditions if any: _____

Board of Aldermen Action: Approved Approved with Conditions Denied Date of Action: _____

Conditions if any: _____