



DEVELOPMENT REVIEW GUIDE



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As a potential developer in the City of Richmond, you play an important role in our community's continued progress. Your investment in our City brings new opportunities to our residents. Buildings reshape the form of our environment, which can create positive change.

The City of Richmond recognizes the importance and common ground we share. Both wish to make improvements to our City and build a prosperous community. To help make this possible, the City of Richmond hopes to make your work in our community a successful experience.

This document has been created for that reason. In the contents ahead, you will find information that describes the basic process for each stage of development review. Please note that this information is just the beginning of our dialogue. Some of the information may seem confusing. As you read, you may find yourself asking questions. Should that occur, please feel free to contact our office.

The City of Richmond recognizes that developers, face many unknown variables from the start of an idea to the construction of a site. Some of these unknowns relate to local government's actions. Where these may occur, the City of Richmond will do its best to provide clarity.

S T E P B Y S T E M

01. The Planning Process
02. Meetings/City Staff Contacts
03. Rezoning Application
04. Conditional Use Permit
05. Development Plan
06. Preliminary Plat
07. Minor Plat
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Planning Process

Applications requiring Planning Commission and City Council approval must be submitted 20 days prior to a hearing, with all submittal requirements as listed on the application. A pre-application meeting with staff is required prior to submittal. Please call 816-776-5304 Extension 112 to set up a pre-application meeting.

Plan Reviews indicate when staff evaluates pending applications.

City Planning Commission meets as requested at 5:30pm at City Hall. City Council meets on the *second* and *fourth* Tuesday of every month at 6:30pm at City Hall.

Average process takes approximately 5-6 weeks.

Please note that this document is a guide. No information contained herein shall constitute implicit or explicit approval of any proposal received by the City under these guidelines. All applications must comply with the Comprehensive Plan and the Richmond Municipal Code.

Step 1

Pre-Application Meeting

Step 2

Submit Application

Step 3

Plan Review

Staff Response/Plan Revisions

Step 4

Planning Commission Meeting

Step 5

City Council Approval

Step 6

Building Permit Process

CITY STAFF LIST

Community Development

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Economic Development

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Fire Department

Mark Sowder, Fire Chief
816.776.2115 - msowder@cityofrichmondmo.org

Business Licenses

Marilyn O'Dell, City Collector
816.776.5304 Ext 105 - modell@cityofrichmondmo.org

Liquor Licenses

Janelle Neece, City Clerk
816.776.5304 Ext 103 - Cityclerk@cityofrichmondmo.org

MEETING INFORMATION

Applications requiring Planning & Zoning Commission and City Council approval must be submitted 20 days prior to a scheduled hearing, with all submittal requirements as listed on the application. A pre-application meeting with staff is required prior to submittal. Please call 816-776-5304 to set up a pre-application meeting.

The Planning & Zoning Commission typically meet the First Tuesday of every month at 5:30pm. City Council is in session the second and fourth Tuesday of each month at 6:30pm. Both bodies meet in the Council Chambers at Richmond City Hall.

REZONING

A COMPLETED REZONING APPLICATION WILL INCLUDE:

- Completed application form as provided by the City
- Application fee paid in full (see application fees)
- Legal description of the property
- Proof of ownership or control of property
- Written description of proposal
- A map depicting the general location of the property
- A professionally prepared and scaled Preliminary Development Plan
- A List of the names and addresses of property owners within 185 feet of project boundary (for notice requirement)
- Any other information deemed necessary by the City (traffic study, stormwater analysis, etc.)
- One paper copy & one electronic version in .pdf format

WHAT ARE THE CITY'S CRITERIA WHEN REVIEWING A REZONING APPLICATION?

- Staff has received a completed application
- The proposed zoning is consistent with the Comprehensive Plan, Future Land Use Map, and approved City Development Standards, Policies, and Ordinances
- Public facilities and services are available and adequate for the proposed use by the City (traffic study, stormwater analysis, etc.)

CONDITIONAL USE PERMIT

A COMPLETED CONDITIONAL USE PERMIT APPLICATION WILL INCLUDE:

- Complete application as provided by the City
- Application fee paid in full (see application fees)
- Legal description of the property
- Proof of ownership or control of property
- Written description of proposal's function, operation & duration
- A map depicting the general location of the property
- A Final Development Plan when applicable
- A List of the names and addresses of property owners within 185 feet of project boundary (for notice requirement)
- Any other information deemed necessary by the City (traffic study, stormwater analysis, etc.)
One paper copy & one electronic version in .pdf format

What Are The City's Criteria When Review a Conditional Use Permit?

- Staff has received a completed application
- The proposed conditional use is consistent with the Comprehensive Plan
- The use is permitted under the Richmond Municipal Code; Chapter 405
- The use will not adversely impact the public health, safety, or general welfare
- The use conforms to all conditions and performance standards of Chapter 405
- The use will not adversely impact the public infrastructure system
- The use is compatible with the use, scale, orientation and setback of properties in general vicinity

DEVELOPMENT PLAN

A COMPLETED DEVELOPMENT PLAN APPLICATION WILL INCLUDE:

- Complete application as provided by the City
- Application fee paid in full (see application fees)
- A site assessment survey
- Proof of ownership or control of property
- A professionally prepared and stamped site plan
- Professionally prepared and stamped building elevations
- A professionally prepared and stamped landscape plan
- A professionally prepared and stamped utilities plan
- A phasing plan, if applicable
- A stormwater management plan, including location of 100-year floodplain
- Any other information deemed necessary by the City (traffic study, stormwater analysis, etc.)
- 5 paper copies of 24"x36" size page. One electronic version in .pdf compatible format

WHAT ARE THE CITY'S CRITERIA WHEN REVIEWING A DEVELOPMENT PLAN?

- Staff has received a completed application
- The plan substantially complies with the intent of the Comprehensive Plan
- Complies with the standards and requirements of Chapter 405 of the Municipal Code in regards to: Building design, grading & stormwater management, site access, circulation and parking, landscaping and lighting, Open Space, screening and buffering

PRELIMINARY PLAT

A COMPLETED PRELIMINARY PLAT APPLICATION WILL INCLUDE:

- Complete application as provided by the City
- Application fee paid in full (see application fees)
- Name of the subdivision and the tract designation of the property
- Sheet size shall be limited to eighteen (18) inches by twenty-six (26) unless conditions require a larger size. (Five (5) copies of the plat shall be submitted with application)
- One reduced print no larger than eight and one half (8 1/2) by eleven (11) inches
- Name and address of record of landowner, applicant, engineer, surveyor, and any others who may have prepared the plat
- Location of all existing monuments of record
- The gross and net acreage of the proposed subdivision; the acreage of streets; and any areas reserved for the common use of the property owners within the subdivision
- The boundary lines of the proposed subdivision, and their bearing and distances, with ties to existing section corners and/or corners or points of legally recorded subdivisions of record within the corporate limits of the City.
- All section lines, U.S. Survey and township lines, lines of incorporated areas, school districts, and all other legally established districts
- The location, purpose, type, and dimension of all streets and easements, existing and/or platted in, and the locations of all existing underground utility installations in the proposed subdivision
- Proposed location and approximate dimensions of all lots, building lines, easements, and improvements thereon and the proposed use of the lots
- The areas within the proposed subdivision subject to inundation or storm water overflow, the subsurface conditions of the property, including the results of any test made to ascertain subsurface rock, soil and ground water, and the results of the soil percolation tests of individual septic tanks
- Date, North arrow and scale, existing zoning, legal description, and location of any floodplain areas
- If street lighting is proposed, a map showing the arrangement thereof
- Any proposed indenture of restrictions, providing for the establishments of a Governing Body of property owners
- Water and sewer main expansion plans and profiles

MINOR PLAT

A COMPLETED MINOR PLAT APPLICATION WILL INCLUDE:

- Name of the subdivision and the tract designation of the property
- Sheet size shall be limited to eighteen (18) inches by twenty-six (26) unless conditions require a larger size to clearly delineate the proposed subdivision (Five copies of the Minor Plat shall be submitted with all signatures and notary stamp)
- One reduced print no larger than Eight and one half (8 1/2) by eleven (11) inches
- The scale shall not be less than two hundred (200) feet to the inch
- Name and address of record of landowner, applicant, engineer, surveyor, and any others who may have prepared the plat
- Location of all existing monuments of record
- The boundary lines of the proposed subdivision, and their bearing and distances, with ties to existing section corners and/or corners or points of legally recorded subdivisions of record within the corporate limits of the City
- All section lines, U.S. Survey and township lines, alines of incorporated areas, school districts and all other legally established districts
- Date, North arrow and scale
- The lines of all street right of ways, easements and other right of way, all lot lines and building lines with figures showing specific dimensions in decimals of a foot
- Specific bearings or deflection angles, radii, and central angles of all curves
- The lines of all pertinent adjoining lands and streets and their names
- Existing zoning, legal description, location of any floodplain areas
- Certificate and seal of surveyor as to accuracy of survey and plat
- Acknowledgement of the owner and mortgagee regarding plat and all dedications, restrictions, and conditions affecting property platted

FINAL PLAT

A COMPLETED FINAL PLAT APPLICATION WILL INCLUDE:

- Complete application as provided by the City
- Application fee paid in full (see application fees)
- Name of the subdivision and the tract designation of the property
- Sheet size shall be limited to eighteen (18) inches by twenty-six (26) unless conditions require a larger size to clearly delineate the proposed subdivision. (Five copies of the Final Plat shall be submitted with all signatures and notary stamp)
- One reduced print no larger than eight and one half (8 1/2) by eleven (11) inches
- The scale shall not be less than two hundred (200) feet to the inch
- Name and address of recorded landowner, applicant engineer, surveyor, and any others who may have prepared the plat
- Location of all existing monuments of record
- The boundary lines of the proposed subdivision, and their bearing and distances, with ties to existing section corners and/or corners or points of legally recorded subdivisions of record within the corporate limits of the City
- All section lines, U.S. Survey and township lines, lines of incorporated areas, school districts and all other legally established districts
- Date, North arrow, and scale
- The lines of all street right of ways, easements, and other right of way, all lot lines, and building lines with figures showing specific dimensions in the decimals of a foot
- Specific bearings or deflection angles, radii, and central angles of all curves
- The lines of all pertinent adjoining lands and street names
- Existing zoning, legal description, and location of floodplain areas (if applicable)
- Certification and seal of surveyor as to accuracy of survey and plat
- Acknowledgement of the owner and mortgagee regarding plat and all dedications, restrictions, and conditions affecting property platted

Supplemental Information required with Final Plat

- Copies of the approved plans and profiles of all subdivision improvements, such as streets, sewers, storm drains, and structures, including grading plans if required
- In lieu of actual construction of any required improvement and only with the consent of the City Council, a sub-divider may provide a surety in the form of a corporate surety bond by a firm authorized to do business in Missouri with good and sufficient sureties thereon or a cashier's check made payable to the City, an escrow account or an irrevocable letter or credit in favor of the City in the amount of one hundred ten percent (110%) of the total engineering estimate cost of said improvement as approved by the City Council. Surety will remain until acceptance of improvements by the City.

LOT SPLIT

A COMPLETED LOT SPLIT APPLICATION WILL INCLUDE:

- Complete application as provided by the City
- Application fee paid in full (see application fees)
- Proof of ownership or control of property
- Tax certificates from the County showing taxes on the property are current
- A written copy of any private restrictions existing or proposed for the development
- A description of all existing or proposed easements and rights-of way

- Lot Split Survey, including the following items:
 - A survey prepared & stamped by a professional surveyor licensed in Missouri
 - Current or proposed name of subdivision along with a north arrow & scale
 - The name and address of the applicant and licensed surveyor
 - A map depicting the location of the property by section township, range, county & state
 - A legal description of all proposed tracts and lots
 - The location of building lines, easements, right-of-way, streets, alleys, sidewalks, parkland, utilities, drainage, and other features to ensure the proper vision of land
 - The names of all abutting streets
 - A signature block as provided by the City
 - A description of all riparian, wellhead protection, and floodplain buffers
- Where necessary, a separate plan, to scale, indicating the location of existing buildings
- Any other information deemed necessary by the City
- 5 paper copies on 24x36 size pages collated and stapled. One electronic version in .pdf format

What Are The City's Criteria When Review a Lot Split Permit?

- Staff has received a completed application
- The plat substantially complies with the intent of the Comprehensive Plan
- The plat complies with standards and requirements of the Richmond Municipal Code
- No public improvements are required
- All easements and dedications, public or private, are completed prior to recording the lot split



Planning & Development Fees

PLANNING & ZONING APPLICATION FEES

Preliminary Plat	\$200
Final Plat	\$150
Conditional Use	\$200
Rezoning	\$200
Variance	\$200
Minor Subdivision	\$150
Construction (Land Disturbance)	\$50
Alley/Utility Vacate	\$100
Sign Permit	\$50
Certificate of Occupancy	\$50
Excavation Permit	\$50

WATER CONNECTION FEE

Water Line Size	
Up to 1"	\$600
Over 1 "	\$1,200
Cost of material used	
10% Handling Charge	
4% Collectors Fee	

SEWER CONNECTION FEE

Residential	\$750
Less than 5,000 gallons	\$750
5,000 to 25,000 gallons	\$1,800
25,000 to 75,000 gallons	\$3,000
over 75,000 gallons	\$6,000

BUILDING PERMIT FEES

Commercial New Construction	.45% of valuation
Renovation	\$0.20/sq.ft.
Plan Review	\$1.25 per \$1,000 Valuation
Residential New Construction	\$0.30/sq. ft.
Renovation	\$0.15/sq.ft.
Plan Review	\$0.50 per \$1,000 Valuation

INSPECTION FEE/HOUR

Where no permit is required	\$30.00
Outside normal business hours	\$30.00
Re-inspection	\$30.00
No charge for first re-inspection	

Any questions please contact Community Development at 816.776.5304 Ext 112