



# City of Pleasant Hill

203 Paul Street, Pleasant Hill, MO 64080  
Phone: 816-540-3135 Fax: 816-987-5141

*Community Development Dept.*

*Application Form*

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## APPLICATION TYPE:

- Residential Preliminary Plat       Commercial Site Plan
- Residential Final Plat

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1. FILING FEE IN THE AMOUNT OF \$ \_\_\_\_\_, PAYABLE TO THE CITY OF PLEASANT HILL.

**An application may be withdrawn at any time upon written request; however, no refund will be made.**

**THE MAPS AND DATA LISTED ON THE CHECK LIST SHEET MUST BE SUBMITTED AS PART OF THIS APPLICATION.**

2. PROJECT NAME:

\_\_\_\_\_

3. PROPERTY LOCATION/ADDRESS:

\_\_\_\_\_

4. CURRENT ZONING OF PROPERTY (Rezoning App. required if changing zoning):

\_\_\_\_\_

5. PROPOSED USE(S) (e.g., single family, multi-family, retail, office, industrial):

\_\_\_\_\_

6. LEGAL DESCRIPTION (attach if description is metes and bounds description):

\_\_\_\_\_

7. PROVIDE THE FOLLOWING INFORMATION (if applicable):

Size of Building(s) (sq. ft.): \_\_\_\_\_

Total number of lots: \_\_\_\_\_

Acreage in common area: \_\_\_\_\_

Total acreage: \_\_\_\_\_

8. APPLICANT (DEVELOPER/BUILDER) \_\_\_\_\_ PHONE \_\_\_\_\_  
 CONTACT PERSON \_\_\_\_\_ FAX \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_  
 E-MAIL \_\_\_\_\_
9. PROPERTY OWNER \_\_\_\_\_ PHONE \_\_\_\_\_  
 CONTACT PERSON \_\_\_\_\_ FAX \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_  
 E-MAIL \_\_\_\_\_
10. ENGINEER/SURVEYOR \_\_\_\_\_ PHONE \_\_\_\_\_  
 CONTACT PERSON \_\_\_\_\_ FAX \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_  
 E-MAIL \_\_\_\_\_
11. OTHER CONTACTS \_\_\_\_\_ PHONE \_\_\_\_\_  
 CONTACT PERSON \_\_\_\_\_ FAX \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_

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**The legal property owner AND the applicant must sign the application, if other than the owner. The property owner may grant permission for the filing of the application by means of a signed and notarized affidavit to that effect.**

_____	_____
PROPERTY OWNER SIGNATURE	APPLICANT SIGNATURE
_____	_____
PROPERTY OWNER - PRINT	APPLICANT - PRINT

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Receipt # \_\_\_\_\_ Date Filed: \_\_\_\_\_ Processed by: \_\_\_\_\_ Application # \_\_\_\_\_

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# City of Pleasant Hill

Community Development Dept.

*Commercial Site Plan*

**Developer**

**City of Pleasant Hill**

Check-Off Column	Submittal Requirements	Met	Not Met <i>EXPLAIN</i>	N/A
	Completed application form with signatures			
	Completed Commercial Site Plan Checklist			
	Filing Fee Paid			
	Five (5) paper copies of site plan – 24”x36” One (1) reduced copy of plan on 11”x17” paper One .pdf digital copy – emailed			
	Five (5) paper copies of landscaping and screening plan One (1) reduced copy of plan on 11”x17” paper One .pdf digital copy – emailed			
	Five (5) paper copies of building elevations One (1) reduced copy of plan on 11”x17” paper One .pdf digital copy – emailed			
	(With Final Plat for recording) One (1) geo-referenced digital copy in with Projected Coordinates: <b>NAD_1983_StatePlane_Missouri_West_FIPS_2403_Feet</b>			

- **A pre-submittal review meeting should be scheduled with the Community Development Department.**
- **A site plan review is required with the Planning & Zoning Commission, as well as the City Council.**

# Commercial Site Plan Checklist

**Developer**

**City of Pleasant Hill**

Check-Off Column	Planning and Zoning Requirements	Met	Not Met	N/A
	North arrow, scale, and legend. All items drawn to scale.			
	Show existing structure (if any) and landmarks.			
	Show footprint of proposed structure(s) including setbacks to property lines, adjacent buildings, and street right-a-ways.			
	Show existing & proposed streets w/ dimensions. Show existing & proposed utilities with size & type of material.			
	Topography of site on 2 feet labeled contours, including benchmark with elevation.			
	Erosion control measures included with plan.			
	Show existing & proposed storm water facilities, including size & type of pipe, detention facilities, including pre & post development flows, storage volume, high water level & impact of downstream discharge area.			
	Show existing & proposed water lines including meter location & size. Provide Flow Test results.			
	Show existing & proposed sewer lines including connection to City main & any cleanouts.			
	Show location of backflow preventer.			
	Landscaping & screening plan (i.e., proposed location of dumpsters, dumpster inclosures, and detailed planting schedule as per ordinance No. 1517-B, § L, 8-12-2002 and Sec. 58-147, Code 1994, app. C, § XVI)			
	Identify Water District			

Check-Off Column	Planning and Zoning Requirements	Met	Not Met	N/A
	Show existing & proposed fire hydrants. Show size of main. Show fire flow of hydrants. Show distance to proposed structure(s).			
	A traffic study may be required. A detailed narrative indicating number of trips to the facility per day should be prepared by a design professional. Site Plan should show proposed number of parking spaces, ingress and egress of both vehicles and pedestrians to the site.			

**NOTE:**

- ❖ **Public Works Inspections must be contacted a minimum 24 hours prior to any work commencing on site. (816-540-3135)**
- ❖ **Inspection Fees for Public Works must be paid to The City of Pleasant Hill prior to construction beginning.**
- ❖ **5 copies Site Plan sealed by architect or engineer licensed in state of Missouri must be submitted after final review and approval and before submission of construction plans. (Seal must be clear and legible.)**

**(FOR OFFICE USE ONLY)**

Planning Commission Recommendation:

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
 Denied: \_\_\_\_\_ Date: \_\_\_\_\_  
 Continued: \_\_\_\_\_ Date: \_\_\_\_\_

City Council Action:

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
 Denied: \_\_\_\_\_ Date: \_\_\_\_\_  
 Continued: \_\_\_\_\_ Date: \_\_\_\_\_



# City of Pleasant Hill

Community Development Dept.  
*Application Fees*

All applications must be completed and submitted to the Community Development Department with the proper filing fee, payable to the City of Pleasant Hill

1. **Commercial Site Plan**
  - \$100 for standard commercial/industrial with < 50,000 sq. ft.
  - \$200 for major commercial/industrial with > 50,000 sq. ft.
  - \$50 for commercial/industrial revision (2<sup>nd</sup> or after)
2. **Subdivision Plats**
  - \$100 + \$1 per lot over 30 for preliminary plat
  - \$50 + \$.50 per lot over 30 for revised preliminary plat (2<sup>nd</sup> or after)
  - \$100 + \$1 per lot for final plat
  - \$50 + \$1 per lot for revised final plat (2<sup>nd</sup> or after)
3. **Grading Permit**
  - \$100
4. **Re-zoning**
  - \$150 for residential.
  - \$50 for residential revision (2<sup>nd</sup> or after)
  - \$100 for Commercial/Industrial
  - \$50 for Commercial/Industrial revision (2<sup>nd</sup> or after)
5. **Special Use Permit**
  - \$150
6. **Vendor Trailer Permit**
  - \$150
7. **Demolition Permit**
  - \$45
8. **Sign Permit**
  - \$45 for permanent sign
  - \$15 for temporary sign

9. **Occupational License**
  - \$25 for employer
  - \$5 for each addition employee
  
10. **Mobile Home Placement**
  - \$45
  
11. **Swimming Pool Permit**
  - \$45
  
12. **Deck Permit**
  - \$45
  
13. **Electrical Upgrade**
  - \$45
  
14. **Zoning Variance**
  - \$100