



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**An application may be withdrawn at any time upon written request; however, no refund will be made.**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

*Final Plat Checklist  
For New Subdivision*

<b>Developer</b>	<b>City of Pleasant Hill</b>			
<b>Check-Off Column</b>	<b>Submittal Requirements</b>	<b>Met</b>	<b>Not Met <i>EXPLAIN</i></b>	<b>N/A</b>
	Completed application form with signatures			
	Completed Final Plat Checklist			
	Submittal Fee Paid			
	Five (5) paper copies of plat – 24"x36" One (1) reduced copy of plat on 11"x17" paper One (1) reduced copy of plat with all layers removed except lot lines, lot #'s, streets, and street names for addressing			
	Five (5) paper copies of landscaping and screening plan One (1) reduced copy of plan on 11"x17" paper			
	Five (5) paper copies of building elevations One (1) reduced copy of plan on 11"x17" paper			
	One (1) geo-referenced digital copy in DXF Format			

**\*\*\*Plats will not be considered complete and eligible to be placed on the agenda until the information listed on the following pages has been received, Submittal dates are 30 days prior to the Planning & Zoning Meeting Date. All items need to be submitted to the Community Development Department at Pleasant Hill City Hall.\*\*\***

**Developer****City of Pleasant Hill**

<b>Check-Off Column</b>	<b>Submittal Requirements</b>	<b>Met</b>	<b>Not Met <i>EXPLAIN</i></b>	<b>N/A</b>
	The scale of the final plat is optional, but shall not be smaller than 200 feet to one inch.			
	The proposed name of the subdivision and the names of the adjacent subdivisions.			
	The numbering of lots and blocks, in accordance with a systematic arrangement.			
	The location of boundary lines and their relation to established section lines or fractional section lines, township and range lines. The survey shall be made by a registered engineer or surveyor.			
	The location and width of existing streets, lots (approximate dimensions), alleys, building lines, utility easements.			
	The location and width of proposed lots. Show the width of the lots at the street and at the building lines. Show square footage on each lot.			
	The location and width of proposed streets. Show radius of any proposed cul-de-sacs or curved streets.			
	The location and width of proposed utility easements.			
	The location of 100-year base flood elevation as designated by the Federal Insurance Administration, if applicable.			
	The location of parks, open spaces, playgrounds, churches or school sites and other similar features.			
	A survey showing the physical features of property, including contours at vertical intervals of not more than five feet where the slope is greater than ten percent and not more than two feet where the slope is less than ten percent. Elevations shall be marked on such contours based on the existing datum plane established by the U.S. Coastal and Geodetic Survey.			
	Benchmark elevations used shall be described on the plat.			
	The approximate acreage of the property shall be shown.			
	All parcels of land proposed to be dedicated to public use and the conditions of such dedication, if any.			
	Approximate dradients of streets.			
	Date, north point and scale. All figures and letters shown must be plain, distinct and of sufficient size to be easily read, and must be of sufficient density to make a lasting and permanent record.			
	All other required documents such as endorsements, dedications and certificates.			
	Original copy of subdivision restrictions if applicable.			
	Designation of proposed uses of land within the subdivision, whether for residential, commercial, industrial or public use, such as parks, churches, etc.			

**Developer**

**City of Pleasant Hill**

	The names of owners and location of all adjoining platted and unplatted properties.			
	Indication on the plat of the ground floor area classification that is requested for dwellings in the proposed subdivision.			
	Location of all existing buildings within the area proposed for the subdivision.			
	Location of proposed sidewalks.			
	A copy of the final comprehensive stormwater runoff plan as defined in section 403.2 of the subdivision regulations.			
	The approximate location in the adjoining streets of property of existing sewer and water mains. The electric conduits or lines proposed to be used on the property to be subdivided, and invert elevations of sewers at points of proposed connection.			



**(FOR OFFICIAL USE ONLY)**

Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_

**PLANNING COMMISSION RECOMMENDATION TO COUNCIL:**

Approved \_\_\_\_\_ Date \_\_\_\_\_

Denied \_\_\_\_\_ Date \_\_\_\_\_

Continued \_\_\_\_\_ To \_\_\_\_\_

**CITY COUNCIL ACTION:**

Approved \_\_\_\_\_ Date \_\_\_\_\_

Denied \_\_\_\_\_ Date \_\_\_\_\_

Continued \_\_\_\_\_ To \_\_\_\_\_

**REMARKS:**



# 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