



# DEVELOPMENT REVIEW PROCESS GUIDEBOOK

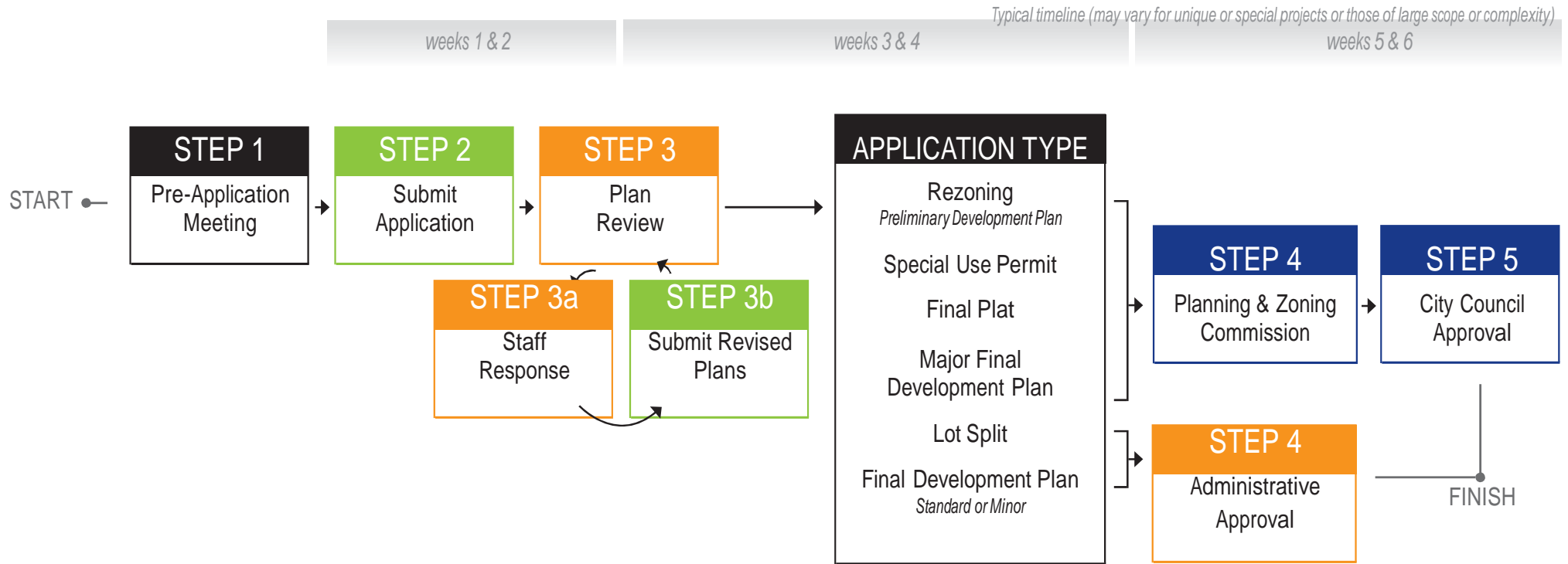




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# SUMMARY



## LEGEND

- Public Meetings
- Applicant Task
- Staff Task

# LIBERTY PLANNING AND ZONING COMMISSION

## 2023 MEETING SCHEDULE

MONTH	Application Deadline	Plan Review #1	Resubmittal Deadline	Plan Review #2	P&Z Regular Session	City Council
January 2022	December 2	December 6	December 16	December 20	January 10, 2023	January 23, 2023
February	January 6	January 10	January 20	January 24	(February 14 3pm via Zoom)	February 27
March	February 3	February 7	February 17	February 21	March 14	March 27
April	March 3	March 7	March 17	March 21	April 11	April 24
May	April 7	April 11	April 21	April 25	May 9	May 22
June	May 5	May 9	May 19	May 23	June 13	June 26
July	June 2	June 6	June 16	June 20	July 11	July 24
August	July 7	July 11	July 21	July 25	August 8	August 28
September	August 4	August 8	August 18	August 22	September 12	September 25
October	September 1	September 5	September 15	September 19	October 10	October 23
November	October 6	October 10	October 20	October 24	November 14	November 27
December	November 3	November 7	November 17	November 21	December 12	(December 18)
January 2023	December 1	December 5	December 15	December 19	January 9, 2024	January 22, 2024

- Applications requiring P&Z and Council approval must be submitted by 5 p.m. the day of the deadline with all submittal requirements as listed on the application. A pre-application meeting with staff is required prior to submittal. Please call 816-439-4543 to set up a pre-application meeting time.
- Plan Reviews indicate when staff evaluates pending applications. For items to be considered at a Plan Review meeting, all necessary documents must be submitted by 5 p.m. the previous Friday.
- Planning and Zoning and City Council regular sessions are held at 7 p.m. on the dates listed in the Council Chambers, 2nd floor, City Hall, 101 East Kansas.
- ( ) indicates alternative date due to holiday, subject to change.

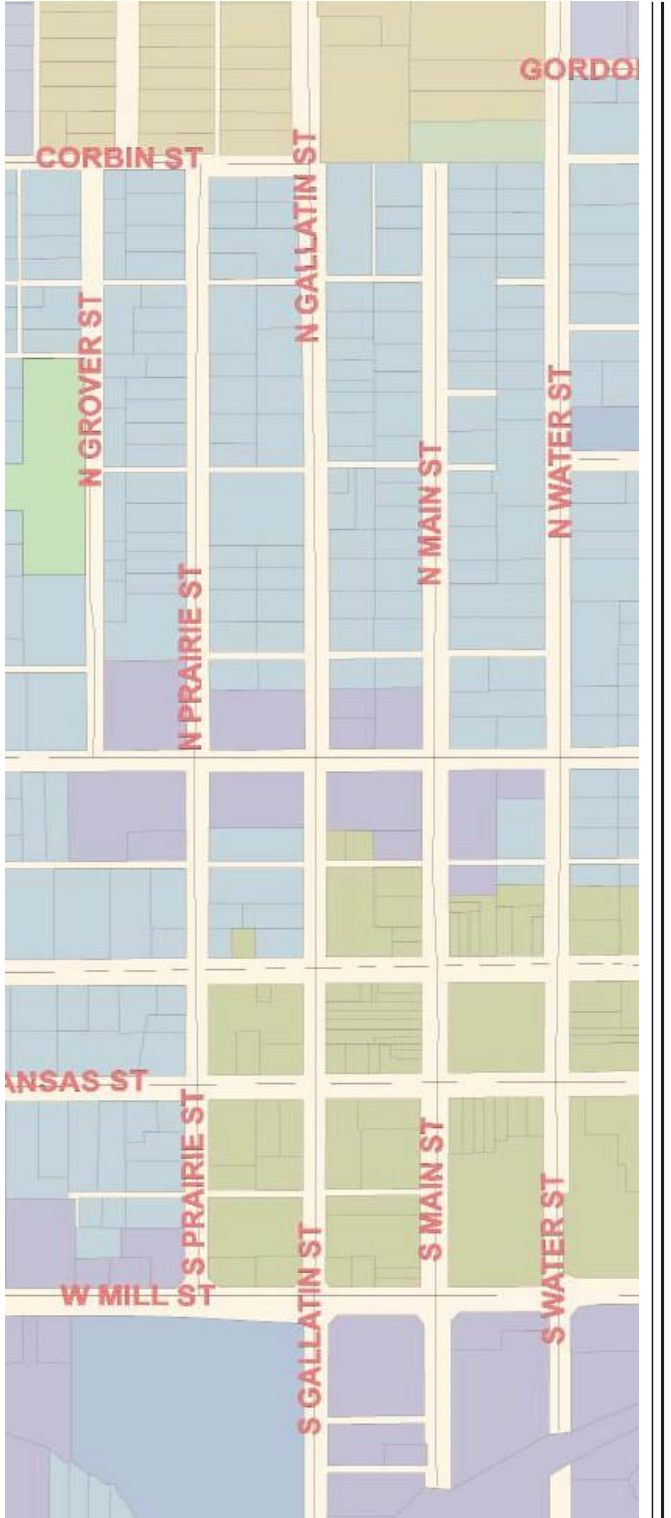
**The City of Liberty, MO is now using an online system for all  
Planning applications.**

**Applications:**

To apply online, please create your portal account at: <http://www.libertymissouri.gov/permits-licenses>

\*We are no longer accepting paper or email applications, unless you do not have internet access. Online applications will speed up the processing time and inspection reports are now only available online.

# REZONING



## A COMPLETED REZONING APPLICATION WILL INCLUDE:

- Completed Online application
- Application fee paid in full (see schedule of fees)
- Legal description of the property
- Proof of ownership or control of property (Sec. 30-21.1)
- Written description of proposal
- A map depicting the general location of the property
- A professionally prepared and scaled Preliminary Development Plan (Sec. 30-27.2)
- A list of the names and addresses of property owners within 185 feet of project boundary (for notice)
- Any other information deemed necessary by the City (traffic study, stormwater analysis, etc.)

## 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, the Future Land Use Map, and approved City development standards and policies
- The Preliminary Development Plan proposed does not adversely affect surrounding properties
- Public facilities and services are available and adequate for the proposed use by the City (traffic study, stormwater analysis, etc.)

Note: 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 Unified Development Ordinance of the City. Both documents are available online at [www.ci.liberty.mo.us](http://www.ci.liberty.mo.us) or through the Planning and Development Department at 816.439.4543. A Pre-application meeting is required for all applicants prior to submittal.







# DEVELOPMENT PLAN



## A COMPLETED DEVELOPMENT PLAN APPLICATION WILL INCLUDE:

- Completed Online application
- Application fee paid in full (see schedule of fees)
- A site assessment survey
- Proof of ownership or control of property (Sec. 30-20.1)
- 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.)

## 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 the UDO (Chapter 30 of the Liberty Code of Ordinances) and the City in regard to:
  - Building design
  - Grading and stormwater management
  - Site access, circulation and parking
  - Landscaping and lighting
  - Open space, screening and buffering
- The plan conforms to a previously approved PDP, if applicable

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# PRELIMINARY PLAT



## A COMPLETED PRELIMINARY PLAT APPLICATION WILL INCLUDE:

- Completed Online application
- Application fee paid in full (see schedule of fees)
- A site assessment survey (Sec. 30-21.3)
- Proof of ownership or control of property (Sec. 30-21.1)
- A Preliminary Plat shall consist of the following items:
  - A legal description of the property
  - An inset map depicting the general location of the property, north arrow, date, and scale
  - Location by section, township, range, county, and state
  - The proposed name of the subdivision
  - A signature block as provided by the City
  - The stamp and signature of a Professional Land Surveyor licensed in Missouri
  - Existing conditions of the site and areas within a 200-foot radius
  - Location and extent of proposed development
- A preliminary stormwater analysis
- A preliminary public improvements plan, when necessary
- Any other information deemed necessary by the City (traffic study, environmental impacts, etc.)

## WHAT ARE THE CITY'S CRITERIA WHEN REVIEWING A PRELIMINARY PLAT?

- Staff has received a completed application
- The plat substantially complies with the intent of the Comprehensive Plan
- Complies with the standards and requirements of the UDO and the City in regard to:
  - Design standards for blocks, streets, and lots
  - Dedication requirements for parks, open space, and rights-of-way

Note: 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 Unified Development Ordinance of the City. Both documents are available online at [www.ci.liberty.mo.us](http://www.ci.liberty.mo.us) or through the Planning and Development Department at 816.439.4543. A Pre-application meeting is required for all applicants prior to submittal.



# FINAL PLAT



## A COMPLETED FINAL PLAT APPLICATION WILL INCLUDE:

- Completed Online application
- Application fee paid in full (see schedule of fees)
- Proof of ownership or control of property (Sec. 30-21.1)
- Tax certificates from the City and County showing taxes on the property are current
- A written copy of any private restrictions existing or proposed for the subdivision
- A description of all proposed easement and rights-of-way and subordination of existing easements
- Final Plat shall include all information on the Preliminary Plat in addition to the following:
  - A survey prepared and stamped by a professional surveyor licensed in Missouri
  - The stamp and signature of the surveyor
  - The name and address of the applicant
  - Description and coordinates of property and lot boundaries
  - Exact location of all proposed lots, tracts, easements, building lines, buffers, etc.
  - Names of streets to be dedicated with the subdivision
  - Appropriate dedication language as provided by the City
  - A description of all riparian, wellhead protection, and floodplain buffers
- Public works including, but not limited to, streets, utilities, grading and stormwater information
- Any other information deemed necessary by the City (traffic study, environmental impacts, etc.)

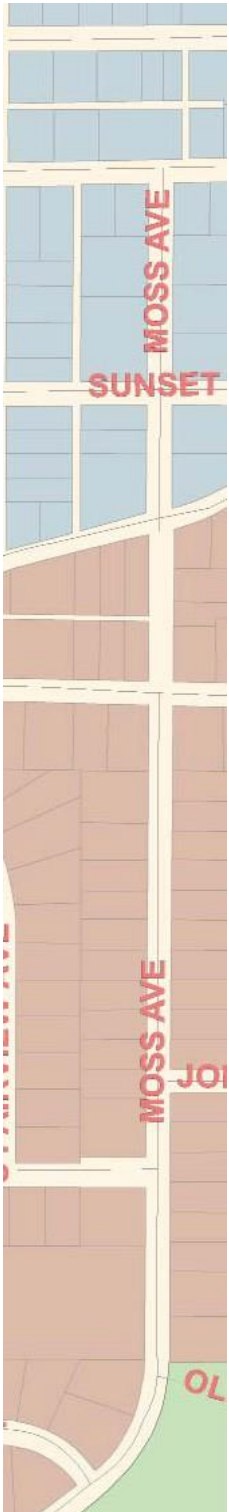
## WHAT ARE THE CITY'S CRITERIA WHEN REVIEWING A FINAL PLAT?

- 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 UDO and the City in regard to:
  - Design standards for blocks, streets and lots
  - Dedication requirements for park/open space and rights-of-way
- The plat substantially conforms to the approved Preliminary Plat
- Public works elements meet City specifications and are certified by the City Engineer
- All necessary easements, dedications, vacations, and other agreements have been accepted or approved

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# LOT SPLIT



## A COMPLETED LOT SPLIT APPLICATION WILL INCLUDE:

- Completed Online application
- Application fee paid in full (see schedule of fees)
- Proof of ownership or control of property (Sec. 30-21.1)
- Tax certificates from the City and County showing taxes on the property are current
- A written copy of any private restrictions existing or proposed for the subdivision
- A description of all existing or proposed easements and rights-of way
- Lot Split survey, including the following items:
  - A survey prepared and stamped by a professional surveyor licensed in Missouri
  - The current or proposed name of the subdivision along with a north arrow, and scale
  - The name and address of the applicant and licensed surveyor
  - A map depicting the location of the property by section, township, range, county and 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 necessary to ensure the proper division 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 (traffic study, environmental impacts, etc.)

## WHAT ARE THE CITY'S CRITERIA WHEN REVIEWING A FINAL PLAT?

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

Note: 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 Unified Development Ordinance of the City. Both documents are available online at [www.ci.liberty.mo.us](http://www.ci.liberty.mo.us) or through the Planning and Development Department at 816.439.4543. A Pre-application meeting is required for all applicants prior to submittal.





## Crime Prevention Through Environmental Design (CPTED)

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Creating healthy, safe communities through well-planned environmental design.

**What is CPTED?** CPTED, pronounced sep-ted, helps us to create healthy, safe communities through well-planned environmental design.

“...a crime prevention philosophy based on the theory that proper design and effective use of the built environment can lead to a reduction in the fear and incidence of crime, as well as an improvement in the quality of life.” - National Crime Prevention Institute

**Locks aren't the only answer:** Functioning locks on doors and windows are important, but only one piece of the puzzle. Mechanical security devices can make your home feel like a fortress and decrease the quality of life in our city.

CPTED works by decreasing a criminal's ability to commit crime. It also increases the chances that a legitimate resident will see and report the crime as it occurs. CPTED goes beyond traditional security methods by naturally integrating security measures into the community.

“The proper design and effective use of the built environment will prevent crime and increase the quality of life.” - Dr. C. Ray Jeffrey

### Consider These Environmental Design Tips to Help Deter Crime

**Access Control:** The design of an area to physically obstruct or guide access by people and vehicles. This strategy works by deterring access to potential targets of crime. If criminal behavior does occur, the access control makes it easy for legitimate residents to notice and report the crime to police.

Examples include deadbolts, alarms, window locks, fences, turnstiles and traffic signs. You can use access control by using a locking mailbox to prevent mail theft or by installing fencing that allows for visibility.

**Territorial Reinforcement:** The design of an area to clearly show that someone owns the property. It suggests to criminals that a person is present who may see their criminal activity and report it to police. By enacting territorial reinforcement strategies, residents are clearly stating, “This is not public property.”

Examples include landscaping, lighting, walkways, decorative fencing and signs. You can use territorial reinforcement by placing a small decorative fence around your front yard to separate it from the sidewalk.

**Natural Surveillance:** The design of an area to allow visibility by neighbors and other legitimate residents. Criminals are less likely to commit crimes in areas where they feel exposed to observers. In the event a crime does occur, there is also a greater chance that it will be



witnessed and reported to police.

Examples include windowed stairwells, parking lots visible from the sidewalk, and security lighting. You can use natural surveillance by keeping landscaping trimmed with the “two-foot-six-foot rule.” Bushes should be trimmed lower than two feet and trees trimmed higher than six feet.

**Maintenance:** The basic upkeep, repair and maintenance of property can help deter crime. Neglected property can inspire mistreatment by others, while maintained property will elicit proper treatment. This strategy directly impacts the fear of crime in a community due to residents’ perceptions of responsibility and caring in the neighborhood.

Examples include the immediate removal of graffiti, landscape maintenance, weed abatement and painting worn buildings. You can use maintenance by keeping your property clean, weed-free and repaired.

### **Other Strategies to Consider**

- Light shadowy areas and corners with bright white light.
- Illuminate doorways.
- Install deadbolts on all exterior doors using three-inch screws.
- Help prevent theft from vehicles.
- Lock your vehicle.
- Don’t leave valuables in your vehicle or in plain view.
- Park in lighted areas.
- Be observant and aware of activity and unknown persons in your neighborhoods.
- Positive interaction with neighbors is encouraged.
- Properly select and install landscaping so that you have unobstructed views of vulnerable doors and windows from the street and other properties. Use the “two-foot-six-foot rule”.
- Use front porches or stoops to create a transitional area between the street and home.
- Define property lines and private areas with planting, pavement treatments or fences that allow visibility.
- Make the street address clearly visible from the street and alley.

### **References:**

International Crime Free Association: [www.crime-free-association.org](http://www.crime-free-association.org)

International CPTED Association: [www.CPTED.net](http://www.CPTED.net)

National Institute of Crime Prevention: [www.CPTEDtraining.net](http://www.CPTEDtraining.net)

### **Disclaimer:**

CPTED recommendations can NOT positively ensure or guarantee a crime free environment.

Liberty Police Department - 101 E. Kansas Street -Liberty, MO 64068 - Phone (816) 439-4701



## Post Approval Information:

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After you have received administrative approval from staff, or have been granted approval through the Planning & Zoning Commission and City Council process, the following information may be helpful:

**Pre-Construction Meeting:** Please contact Jeremy Adams at 816-439-4535 prior to the start of construction. City Staff including the Building Official, Engineering, Fire Marshall and Planning will meet with contractors and on site management to discuss and clarify the expectations and processes from building permits to Certificate of Occupancy.

**Land Disturbance Permits:** City land disturbance application requirements are detailed in Section 30-23 of the Unified Development Ordinance. Please note that tree preservation and replacement requirements are detailed in Section 30-97.4 of the Unified Development Ordinance. The following items are required to be submitted in the land disturbance permit application package:

- City Land Disturbance Permit Application Form
- Copy of MDNR Land Disturbance Permit
- Copy of Land Disturbance Plans (11x17 hardcopy)
- Copy of Stormwater Pollution Prevention Plan (SWPPP)
- Permit Fee payment

**Public Improvement Plans:** All public improvements require a plan design by a registered engineer that has been completed according to the City of Liberty's Design Criteria and Technical Specifications. Upon approval of the public improvement plans by the City Engineer and receipt of a two-year Performance and Maintenance Bond and permit fee, the required permit may be obtained for construction.

### **Other Engineering Permits:**

- For developments within a 100-year floodplain, a City of Liberty Floodplain Development Permit is required.
- If the project involves blasting, a City of Liberty Blasting Permit Application is required.
- For work within the City right-of-way, a City of Liberty Right-of-Way Permit is required.

**Final Plat/ Lot Split:** In order to proceed with recording the final plat, please submit a mylar and three quality paper copies of the final plat with all appropriate original signatures and notaries along with a copy of the plat in a format readable by AutoCAD. You may include this on a disk or e-mail the file to Mapping Technician, Cynthia Matney, at [cmatney@libertymo.gov](mailto:cmatney@libertymo.gov). If you have any questions about submitting the information in an electronic format, please contact Cynthia Matney at 816-439-4508.

Coordinate with staff to record CCRs, HOA documents, or storm maintenance covenants at the same time as the plat, as those covenants are required to be recorded by the property owner. All fee-in-lieu of tree preservation and parkland fees are due prior to the recording of a plat.

The plat must be recorded prior to the issuance of building permits. If the final plat results in the subdivision of land, all public improvements must be installed according to the public improvement plans, and approved by staff prior to the recording of the plat.



**Final Development Plan:** To proceed with building permits, submit 3 paper and 1 electronic copy to Chief Building Official, Jeremy Adams at jadams@libertymo.gov. City of Liberty has adopted the 2012 IBC and IRC. If you have any questions about building codes, please contact Jeremy Adams at 816-439-4535.

**Business License:** Most businesses require an occupation (business) license to operate in the City. For more information, please contact the Finance Department at 816-439-4463 or look under "Doing Business" on the City's webpage.

**Expiration of Approvals:** In accordance with the Unified Development Ordinance, all decisions of the City Council and staff shall sunset and become void within two years if no action is taken on the project within that time.

### **City Staff Contact List:**

Building Permitting Questions: Angela Stokes (816) 439-4533

Building Codes Questions: Jeremy Adams (816) 439-4535

Business/Occupational Licenses: Mellissa Alt (816) 439-4463

Liquor Licenses: Janet Pittman (816) 439-4416

Development Engineering Questions: John Findlay (816) 439-4507

Economic Development: (816) 439-4532

Engineering Permitting: Jennifer Schuele (816) 439-4545

FEMA/ Floodplain Questions: (816) 439-4502

Fire Marshal: Dustin Paddack (816) 439-4314

Historic District Information: Jeanine Thill (816) 439-4537

Planning & Zoning Questions: Mike Peterman (816) 439-4536

Trail/ Parkland Questions: Tom Garland (816) 439-4384

## Minimum Engineering Requirements for Development Plans and Plats

		Preliminary Development Plan/Plat	Final Development Plan/Plat
1	Site Plan	X	X
2	Site Topographic Survey	X	X
3	Utility Plan	X	X
4	Phasing Plan	X	X
5	*Storm Water Management Plan	X	X
6	**Traffic Impact Study	X	X
7	Macro Storm Water Study	X	
8	Micro Storm Water Study		X
9	***Environmental Impact Study	X	X
10	Storm Water Facility Covenant		X
11	Storm Water Facility Easement		X
12	Public Utility Easements (Water, Sanitary, Storm, General)		X
14	Public Street Improvement Plans		X
15	Public Storm Water Improvement Plans		X
16	Public Sanitary Improvement Plans		X
17	Public Water Improvement Plans		X

\* Storm Water Management Plan is to include a project specific Erosion Control Plan

\*\* Trip generation “*may*” be sufficient at the preliminary phase, but Traffic Counts may be required for warrants for Public Improvements (signals, turn lanes, etc.). Traffic Counts must be done at the Final Phase.

\*\*\* An Environmental Impact Study may be requested by the office of the City Engineer if deemed applicable.

For further details on each submittal reference:

- City Design Criteria: <https://www.libertymissouri.gov/208/Design-Criteria-Technical-Specifications>
- City Code and Ordinances: [https://library.municode.com/mo/liberty/codes/code\\_of\\_ordinances\\_chapters\\_30\\_31](https://library.municode.com/mo/liberty/codes/code_of_ordinances_chapters_30_31)
- Direct Questions to: [jfindlay@libertymo.gov](mailto:jfindlay@libertymo.gov) and [jmartinez@libertymo.gov](mailto:jmartinez@libertymo.gov)





## **City of Liberty Signature Blocks**

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### **Final Plat Signature Block**

CITY PLANNING AND ZONING COMMISSION:

APPROVED by the Planning and Zoning Commission of the City of Liberty, Missouri, this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Dee Rosekrans  
City Planning and Zoning Commission Chairman

CITY COUNCIL:

APPROVED by the City Council of the City of Liberty, Missouri, this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Lyndell Brenton  
Mayor

\_\_\_\_\_  
Janet Pittman  
Deputy City Clerk

\_\_\_\_\_  
Sherri McIntyre, P.E.  
Director of Public Works

### **Lot Split/Survey Signature Block**

APPROVED by the Director of Planning and Development, under the authority of the Mayor and City Council of the City of Liberty, Clay County, Missouri.

\_\_\_\_\_  
Katherine Sharp  
Planning and Development Director



# CITY OF LIBERTY FEE SCHEDULE

Effective: July 1, 2018

Planning/Public Works/Building

## WATER SYSTEM CHARGE / SEWER CONNECTION FEE

### PLANNING & ZONING APPLICATION FEES

Development Plans	
Minor Project	\$112
Standard Project	\$225
Major Project	\$337
Special Use Permit	\$337
Amendment	\$337
Rezoning	\$337
Preliminary Plat	\$225 + \$5.50 per lot
Final Plat	\$225 + \$5.50 per lot Lot
Split Survey	\$222 + \$5.50 per lot Variance
\$337	
Vacation/Dedication	\$225

<u>Meter Size</u>	<u>Tap Size</u>	<u>Water Charge</u>	<u>Sewer Fee</u>
5/8" = \$450	3/4"	\$556	\$231
1" = \$720	1"	\$5,560	\$2,310
1 1/2" = \$2,410-2,900*	1 1/2"	\$11,130	\$4,630
2" = \$2,650-3,170*	2"	\$17,800	\$7,400

\* Meters > 1", final cost TBD upon review

### PUBLIC WORKS PERMIT FEES

Sanitary Sewer	5% of construction costs
Water Mains	5% of construction costs
Street & Storm Sewer	5% of construction costs
Storm Sewer	5% of construction costs
Right-of-way	\$45
Land Disturbance	1-5 acres = \$150 6-20 acres = \$350 21+ acres = \$750

### Project Value                      Permit Fee

\$0	\$250	\$12
\$251	\$500	\$21
\$501	\$1,000	\$33
\$1,001	\$2,000	\$41
\$2,001	\$3,000	\$44
\$3,001	\$4,000	\$51
\$4,001	\$5,000	\$62
\$5,001	\$7,000	\$72
\$7,001	\$9,000	\$82
\$9,001	\$12,000	\$100
\$12,001	\$15,000	\$110
\$15,001	\$20,000	\$127
\$20,001	\$25,000	\$134
\$25,001	\$30,000	\$144
\$30,001	\$35,000	\$153
\$35,001	\$40,000	\$173
\$40,001	\$50,000	\$217
\$50,001	\$55,000	\$234
\$55,001	\$60,000	\$250
\$60,001	\$70,000	\$267
\$70,001	\$75,000	\$284
\$75,001	\$80,000	\$302
\$80,001	\$90,000	\$320
\$90,001	\$100,000	\$337

### Building Permit Fees

- For projects valued: \$100,001 - \$1,000,000, permit fee is \$338 for first \$100,000 + \$3.62 for each additional \$1,000 or fraction thereof.
- For projects valued: \$1,000,001 and over, permit fee is \$3,622 for first \$1,000,000 + \$2.47 for each additional \$1,000 or fraction thereof.
- Re-inspection Fee: \$45 [no charge for first re-inspection]
- Temporary Occupancy Permit: \$50

### Plan Review / Check Fee

	Residential	Non-Residential
1 <sup>st</sup> \$1,000:	\$3.00	\$14.35
Each additional \$1,000:	\$0.60	\$1.43





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# DEVELOPMENT REVIEW PROCESS

## GUIDEBOOK

101 E. Kansas Street, Liberty, MO 64068 - 816.439.4530 -  
[www.libertymo.gov](http://www.libertymo.gov)