

# Cass County, Missouri Planning Department Procedures

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## Part Two Cass County, Missouri Information Guide for Planning Board Procedures

The web site, ***casscounty.com***, under the ***Planning*** heading, and the ***Procedures*** subheading, contains this Part 2, an Information Guide as an aid to Property Owners, Developers, Realtors, Architects, Engineers and Surveyors when planning a project in Cass County. It describes the process flow for carrying out zoning actions, and provides and list of the typical submittal documents. The chapter headings are:

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## Part One:

# PLANNING DEPARTMENT PROCEDURES

The Planning Department is charged with three major areas of responsibility by the Administration of the County. These are 1) the administration of Zoning Order and Subdivision Regulations that affect the dividing and use of property when that involves actions by the Cass County Planning Board, 2) the management of the requirements of the Federal National Flood Insurance Program which related to the areas of the County most prone to flooding, and 3) the management of planning issues within the County where protection of the environment is a concern.

The Cass County Master Plan is the overall planning guide adopted by the County. It is based on population demographics, analysis of market and traffic factors and expected developments within the County. Developed by the Cass County Planning Board, the Master Plan considers these issues, and then attempts to plan for the most effective way for the County to deal with the issues and still provide a balance between the wide variety interests of the residents of the County. The Planning Board then submits the Master Plan to the County Commission as a planning outline of recommend process and procedures. Using the Master Plan as a basis, the Cass County Commission then adopts regulatory requirements in the form of two sets of ordinances, the **Zoning Order** and the **Subdivision Regulations**. These regulations complement those of the Road and Bridge and Building Codes Administration Divisions of the Public Works Department, the Health Department, and the Offices of the Assessor, Collector, and Recorder.

The administration of the Zoning Order and the Subdivision Regulations is comprised of three main functions: the collection and maintenance of records of zoning actions, the application of the regulations, and the management of changes to land uses. The first two are administered jointly by the Planning and Public Works Departments, while the third is under the auspices of the Planning Board.

As historically an agricultural economy and land use, the County is undergoing a transition such that it is impacted by new development as the population and the uses of the land change. Zoning actions began to be regulated in the 1960s, with the oldest record of a zoning action being April of 1960. Since then, there have been over 2700 separate actions, ranging from simple changes in a zoning designation, to the dividing of parcels, to the issuance of special use permits for a variety of uses ranging from cellular communication towers to quarries. Such Zoning Actions typically include public reviews of the proposed actions by the Planning Board, which advises the County Commission and Board of Zoning Adjustment of the results of the Boards consideration of the public comments and their deliberations.

As a reference for residents, the general procedures to carry out a zoning action in the County are outlined in an [Information Guide](#) which may be found below in Part 2.

## Records

The records library of the previous zoning actions is in a transition as the paper documents are being identified and then developed into electronic tracking records. The contents of these early files are original documents of a variety of sizes, shapes and conditions, as the information and procedures they represent were changing over the years. Although imperfect, they are the only record of these earlier zoning actions. Generally the completion of a zoning action produces documents that are then recorded through the County Recorder, such as a plan view of property with the various boundaries indicated, called a "plat".

In addition, there are sometimes additional documents recorded, such as descriptions of easements or other restrictions that are part of the property. However, these documents are only the finished product of the zoning action, while the original process may have included more of the relevant information from the zoning action process.

Any reference to or a search of these records begins with a description of the property. This is generally a recorded description which includes the reference to the surveying grid for the County and of the perimeter limits of the parcel itself.

The reference grid is the national system used to measure the entire area of the United States. It is comprised of a series of **Townships** which refer to strips of land running east to west. These are then numbered from south to north. Cass County contains Township No. 46 across the north, with Belton, Raymore and Pleasant Hill lying in this area. The next band to the south is Township 45, followed by 44, and then 43. Harrisonville lies across both 45 and 44. There is a small portion of Township 42 running along with the Grand River in the very southeast of the County.

In the east to west direction, there are divisions of land referred to as **Ranges**, usually 6 miles wide from east to west, beginning with Range 29 at the very east border of the County, and ending with Range 33 at the border with Kansas. Within each Township there are approximately 36 rectangles of land called **Sections**. They are numbered beginning with 1 in the northeast corner and running west, then dropping down one layer and running back east until number 36, which is usually the very southeast corner of each Township. Some Ranges have fewer than 36 sections due to irregularities of the original surveying dating to the mid 1800s. Generally each section is a mile on each side, or one square mile of land, 640 acres, 27,878,400 square feet. However, there are some anomalies in the layout of the grid, such that some sections may be larger or shaped more as a rectangle than a square.

Thus a reference to a **Township** and a **Range** is describing a specific rectangular area of about 36 square miles by locating it in a north-south and east-west direction. The **Section** number then locates a parcel of ground within one mile, anywhere in the County. From that grid, Surveyors are then able to add additional reference dimensions to locate and describe the shape and measurements of a parcel of land very precisely. This total description is generally referred to as a parcel's recorded or surveyed description, but is also frequently called a legal description.

Most County zoning records are identified and retrieved by the initial reference to the **Section, Township and Range**. In the case of groups of parcels that went through a zoning action to be defined as subdivisions, the individual parcels, or lots, also have been assigned a lot number. The terms parcel, lot and tract are more or less interchangeable. In establishing a tax identity for a given parcel, the County Assessor adds further identification numbers, usually a multi-digit information code.

To request information from a prior zoning action file, or to determine designations for a specific parcel, the following information is used:

- 1) the initial reference to the Section, Township and Range is required, unless the property is located in a subdivision where the lot designations may be used,
- 2) the recorded property description where possible,
- 3) the property address,
- 4) a description of the total acreage,
- 5) an approximate date that a zoning action occurred
- 6) the name of the land owner at the time that zoning action occurred

Obviously, the more complete the information, the more successful the search is likely to be. A request for further investigation may be made by calling the Planning Department at 816-380-8193, or by sending a facsimile request to the Public Works Department, Zoning Coordinator at 816-380-8130. Allow 2 or 3 business days for the search, and be sure to include your contact information for the results.

## **Application of Zoning Regulations**

By Missouri Statute, Cass County, as a First Class Non Charter County, is enabled to establish a Planning Board and to regulate the division of and use of property within its jurisdiction. There are actually about 2 dozen statutes that define the County's authority, and these also proscribe the establishment of County ordinances and means of enforcement of those ordinances. The Zoning Order and Subdivision Regulations are enforceable ordinances, and as such, violations of these requirements are a misdemeanor and carry penalties when convicted through either the County or State Court system, which both hear such cases.

## **Zoning Order**

The Zoning Order contains the regulations which apply to the zoning designations, to changes in those designations for a given parcel, and to a variety of more specific uses which occur in the County, including:

- Zoning District Designations
- Storm Water Management
- Flood Plain Management
- Special Use Permits
- Airport Overlay Districts
- Parking and Loading
- Signage
- Application Process

Zoning District Designations... All parcels of land in Cass County are currently designated as one of these general use Designations:

Symbol	Name
A	Agricultural District, parcel of more than 20 acres
R-R	Residential—Rural District, parcels as small as 3 acres
R-S	Residential—Suburban District, parcels down to 1 acre in size
R-1	Single-Family Residential District, lots down to ¼ acre with public sewers
R-2	Two-Family Residential District
R-3	Multi-Family Residential District
M-U	Mixed Use of Residential, Commercial and Special Uses
M-P	Manufactured Home Park District
C-1	Local Business District, smaller commercial uses
C-2	General Business District, larger commercial, retail uses
I-1	Light Industrial District, small assembly businesses
I-2	Medium Industrial District, larger assembly and fabrication
I-3	Heavy Industrial District, large scale manufacturing

Parcels or Uses which do not conform to the standards for these Designations are categorized as Non Conforming Uses and regulated as such under Article 5 of the Zoning Order.

Surface Water Management regulations are the result of the United States Clean Water Act, which sets out very specific requirements for any kind of land use which may have an impact on the waters of the County and the State. The CWA recognizes that the water on the planet is the same water that has always been on the planet, and that it is an essential, life sustaining resource. The County is charged by the State with maintaining controls which will, as a minimum, reduce any polluting affect of any land use on those waters. This includes control of a range of potential pollutants, from waste oil to yard fertilizer, which may become a polluting agent as the result of a rainfall event.

Thus any new construction or use which disturbs the surface of the land and increases the potential for soil erosion, or any modification within 75 feet of any stream within the County are regulated activities. As such, they require various levels of planning and approval by the County, State or Federal authorities.

Flood Plain Management regulations are the result of the installation of the National Flood Insurance Program, which makes it possible for residents to purchase flood insurance. In order to maintain this eligibility, the County is required to have in place and enforce specific requirements related to any land use which may affect, or be affected by, the potential for flooding. The County has two principle watersheds which direct all the waters falling on better than 90% of the land mass of the County. These are the Big Creek watershed in the eastern third of the County, and the Grand River Basin in the remainder. The areas which, by NFIP standards, have a 1% chance of a major flood event, often referred to as the “100 year flood” are regulated. Land lying at this elevation has a higher likelihood of flooding. Of course, the probabilities are not 1 flood every 100 years, but rather the chance each year of a flood reaching that elevation level.

All construction and other activities which occur in any area designated by the National Flood Insurance Program, by means of the Federal Emergency Management Agency, as having a significant potential for flooding are regulated. The County is charged with this responsibility and has in place permitting requirements for such activities. The principal informational tool is the mapping system developed by the Program. The County purchases this NFIP mapping for the unincorporated areas in order to have a basis for evaluations and these regulations. This mapping is available on-line at [www.msc.fema.gov](http://www.msc.fema.gov) at the Map Service Center.

The designations of these maps determine the flooding probability, not the historic record. A given parcel may not have experience flooding to that level in many years. However, flooding is the result of the amount of rain falling into that specific catchment area, how fast it gets into the stream, and how fast the stream carries it. Therefore, on any given day, the amount of rain that gets into the stream actually determines the likelihood a flood condition.

The most usual evaluation performed by the Planning Department in this regard is a review of the relationship on a site of any proposed construction or soil disturbance activities to any designated NFIP flood areas and to streams. All applications for building permits are reviewed for this purpose, as are other structures, buildings and ponds. In each case, an application is made to the Codes Enforcement department, and then forwarded to the Planning Department as part of the review process. The Codes office is available at 816-380-8134.

The installation of a septic system requires the same evaluation. The documents needed to evaluate the property are the property description mentioned above, a site plan with the residence, the proposed components of the septic system, any other bodies of water located, and the property lines and any easements located. The plan drawing must be dimensioned for each of these elements so that their position in relationship to any regulated areas can be determined. The documents may be submitted directly to the Planning Department or to the Health Department, 380-8425. The review normally requires two days, and the documents are then forwarded back to the Health Department.

With the information listed on Page 3 above , a request for further investigation of the flood plain areas may be made by calling the Planning Department at 816-380-8193. Allow 3 or 5 business days for the search, and be sure to include your contact information for the results.

Some other less typical zoning actions and designations are:

Special Use Permits provide for temporary authorization by the County for specific uses which, by their nature, require continuous authorization by other regulatory bodies, or which create a potential for a negative impact on other uses in the region. Such permits include detailed conditions and requirements that are incumbent on the user, to keep the use consistent with the public interest.

An Airport Overlay District is the definition for those areas around the Harrisonville community airport. Through a series of regulations, an attempt is made to keep the uses on the property adjacent to the Airport compatible with the safety and user needs of the Airport.

Parking and Loading regulations define the specific requirements relating to vehicular uses in the County, in particular as they relate to other uses.

Similarly, Signage regulations define the specific requirements relating to placing signs within the unincorporated areas of the County.

Application of the specific requirements in the Zoning Order or Subdivision Regulations requires some definition of the condition, and a detailed location. With that information, the County may then notify the property owner of the nature of any non-compliant aspects of the property or the use of the land. Generally owner's are provided a few days to either take corrective action, or to set up a Compliance Action Plan with the County when there are more serious environmental concerns present. The Plan allows for a longer, County monitored corrective action, with a commitment by the owner to work toward correcting the problem.

## **Subdivision Regulations**

As the division of any size of tract of land has the potential to change its use, and therefore to impact the adjacent land uses and rights of the population, the County has the responsibility to regulate these dividing actions in the interest of the public welfare. The Subdivision Regulations contain the requirements which supplement the Zoning Order as it relates to the division of property within the County. This regulation may be as simple as reviewing plans for dividing large tracts into forty or twenty acres to assure that the divider and any buyer is aware of their obligations under the Clean Water Act, NFIP or life safety codes.

For such dividing actions, of any size parcels, a standard metes and bounds property survey with lineal and angular dimensions is the minimum documentation required to be submitted to the Planning Department. This survey will be reviewed to provide the owner with information regarding flood plain and stream buffer restrictions where they apply. This information will be forwarded back to the owner prior to recording of the survey.

***Note: this step is required for all divisions of land in Cass County.***

When parcels a smaller than a full 20 acres, there is an impact on the zoning designation for the parcel, and therefore there are more involved steps to be followed. Where the intent is the immediate sale and use of the newly created parcels, the Subdivision Regulations establish detailed requirements to regulate the features of the newly created parcels and their uses.

Any such uses which will result in construction activity will be subject to the building codes as adopted by the County, life safety codes as they relate to public safety, and the sanitation requirements of the County.

## Management of Changes to Land Use

Zoning Actions require a variety of procedures, and these zoning actions and the documents required for them are described in the Zoning Order and Subdivision Regulations, and also briefly discussed in the [Information Guide](#). The dividing of tracts of land, as noted above, comprises the majority of zoning actions, and the most common action, is a subdivision of a single property into two, a Lot Split. Most such Zoning Actions require 6 weeks from application through the date of the public hearing before the Planning Board, and following hearing before the County Commission.

Multiple Lot Subdivisions, Mixed Use Overlays and Special Use Permit actions require two such sets of hearings by the Planning Board and either the Commission or the Board of Zoning Adjustment in order to be completed. The first describes the conceptual project and the second set requires more fully defined conditions of the project to be heard. By establishing a conceptual first step, the costs to the applicant to present the proposed plan for public review are limited. Following an acceptance of the conceptual project for a subdivision, mixed use development or other specific use, the full development of the engineering and design required to actually implement the project, with the respectively higher costs, may then be pursued by the applicant.

Amendments to the zoning designation for a specific parcel, often called a “rezoning” is another common action. This action uses as it’s basis the current Master Plan. This Plan identifies areas of the County in terms of land areas called Tiers. The characteristics of the Tiers describe the kinds of uses which are most common, and most desirable for the public welfare from a planning perspective, to occur in each area. Thus the Urban Service Tiers are the areas immediately around the urban areas, where the land uses are mostly residential, and may also include services, schools, utilities and business uses which are essential parts of the urban environment.

There are about 46,888 parcels in the County as of 2009. The County has jurisdiction over the parcels of land lying outside of recognized municipalities. At present, a total list of the specific, individual parcels that have been designated as a commercial or industrial zoning is under development. Approximately 130 parcels in the County areas have already been designated by their owners as commercial, and another 35 or so that are industrial. In addition, there are about 90 special use permits, and almost a third of these are cell tower locations. Thus, while an individual parcel can be investigated for any previous zoning actions, by the end of 2009, there will be a mapping of all of the commercial, industrial and special use permit locations. For the balance of the 46,000 or so, those of greater than 20 acres are designated as agricultural, and the rest, less than 20 acres, are considered as residential.

The procedures for identifying any use or zoning designation for a specific parcel are identical to those for researching information from a previous zoning action because it is the same process. Refer to the Records notes above to determine what information will be required in order to provide information about a zoning designation.

Surrounding the Urban Service Tier are transitional areas referred to as Mixed Use Tiers. These encompass areas of land which surround the cities and urban areas, and may include uses more common to the urban environment, and also uses which are related to the rural area. Frequently the Mixed Use Tier areas also contain the main transportation routes, in particular the State roadways within the County. Lastly, and most remote from the cities and urbanized uses, is the Rural Preservation Tier, where uses that are most directly involved in rural agriculture and low density residential single family uses are considered most desirable and consistent with the public interest. Thus the Tiers are used as a means to relate general descriptions of planning goals to specific geographic areas.

In terms of specific regulations and controls over land uses, Cass County designates and describes land uses as a variety of types. These are *agricultural*, four definitions of *residential uses*, two definitions of *commercial uses*, three of *industrial uses* that are listed above. In addition, there is a process whereby several uses may be blended, and designated as a *mixed use*. These designations apply to specific parcels of ground because the County has not elected to designate any area of land or a zone as being of one or the other type of designation until the owner of the land chooses to seek a different use for a parcel. Thus there are not large areas of land that are predetermined and designated as industrial or commercial. An example would be parcels adjoining a rail line or State or Federal Highway.

Under the Master Plan revision being developed, there will be two new Tiers added. One is the Transportation Tier. It will designate a strip of land on either side of Route D and the KC Southern rail line as being the focus of industrial and commercial development, and these uses will be encouraged to locate within this corridor. Similarly, along Route 71, which is being converted to Interstate 49, similar uses will be encouraged. The intent is to recognize that, with the major rail and truck hub developing at the former Gebaur base, and the fact that KC Southern owns track from deep inside Mexico up into Canada, and the Missouri Pacific rail network links throughout the 10 state region, that these corridors are likely to see such development anyway. The County hopes to be proactive in planning for this by designating these Tiers.

The second new Tier is an Environmental Focus Tier. Currently the County attempts to prevent damage to our streams and stream side environment by limiting construction. Limits on the use of flood plain areas are already required by the Federal regulations. These areas will become part of a designated Tier, where only agricultural and low density residential uses will be encouraged. As available water supplies get more critical, the protection of open bodies of water gains in importance.

Also within the Tier will be sites that are best suited for the future development of fresh water reservoirs. The County has for several years promoted the use of completed quarry sites to lake development. Other geographically suitable sites will be included in this focus. In addition, by working with existing groups, such as the Thomas Hart Benton Chapter of the Sierra Club, South Grand Alliance and Nature Conservancy, the County hopes to be able to identify smaller, more specialized environmental areas which require some level of protection. Wetlands and specialized habitat within the County are very dispersed, but no less valuable. The goal of this Tier is to bring to the public awareness the need to take care with these areas, and take steps to both preserve them and make them compatible with other uses .

## INFORMATION GUIDE

### An Aid For Property Owners, Developers, Realtors Architects, Engineers and Surveyors In Cass County

Cass County, Missouri, maintains a program for the control of real estate activities in order to define land uses in the context of the entire county. Changes in land use are thereby managed, such that the impact and cost of those changes in use is kept in balance with the existing community. To that end, the County Administration has developed regulations and procedures to integrate new development in ways that maintain the health, safety and rights of all land owners within the County. These also serve to manage the impact of new land uses within the areas of the county that are subject to storm water and flood plain management.

This guide provides an overview of that program and should expedite the process of complying with the program for those interested in developing new residential, commercial and industrial uses of land within the County.

The Cass County Master Plan provides a description of the goals of the planning and zoning program, and the Zoning Order and Subdivision Regulations provide the detailed regulations. Contact the Planning Department, 816.380.8193 regarding these documents.

#### **Suggested Step by Step Procedures**

##### **Initial Planning**

Businesses and individuals who are interested in land use in the County will follow the typical planning steps of: examining permitted land uses, specific project planning, interface with regulatory health and safety requirements and final project implementation. In Cass County this process should begin with an investigation into the activity being considered, and even the specific land chosen for the new use, as they relate to the existing County regulations relating to land use. From this exercise there are three important kinds of information that may impact the project:

1. Existing land use, in the form of present designated zoning for a parcel
2. Location of specific property in relation to the flood plain and watershed, as regulated by the County, State and Federal Governments
3. Available utility services for domestic and fire protection water and for waste and storm water management.

##### **Recommended Step One**

The Planning Department will assist in evaluating property, based on a property description, in relation to the existing designated zoning and flood plain areas of the County. Interested parties should contact the Department as soon as they have specific sites to be considered. Land areas which may be near the flood plain can be evaluated, and the impact to the proposed project of the federally mandated flood plain management and County storm water and stream buffer regulatory approaches can be reviewed.

**Note:** All divisions of property into smaller parcels intended for sale and development are described as Zoning Actions in the Zoning Order. In addition, most Zoning Action Applications will require submittal of documents confirming that the impact of flood plain or stream protection issues have been resolved at the time of the application acceptance.

### **Recommended Step Two**

Each of the municipalities within Cass County govern zoning, water supply and waste water management systems within their area boundaries. While there is not a county operated waste water processing facility, disposal of waste water is regulated by the County Health Department in conjunction with the Missouri Department of Natural Resources. Interested parties should contact the Health Department (tel: 816-380-8425) or MoDNR (tel: 816-622-7000) to review implications of sewage treatment requirements of the project being considered.

**Note: Documentation of the current State MoDNR, County Health Department and Codes Departments evaluation of proposed designs will be required for Zoning Actions.**

In addition, the County Planning Department regulates the management of storm water on parcels of land, and activities related to the flood plain areas of the County, as required by State and Federal regulations. Access to State and Federal highways requires prior approval by those relevant agencies and documentation of that process will be required for Zoning Actions accessing these routes.

The County is divided into several rural water supply and fire protection-ambulance districts. The Cass County Code Enforcement Department regulates the specific code based standards for fire protection water supplies and delivery systems, including requirements for documentation of the flow rates available from the various Water Districts, according to the current building codes in force in the County.

It is recommended that the Codes Department (tel: 816-380-8134) be contacted to learn what documentation is required for any planned construction activities, and then the appropriate water district be contacted to discuss the availability of supplies and distribution systems for domestic water and water flow rates suitable for fire protection.

### **Required Step Three**

If a specific site has been selected, and information regarding available water supplies has been identified, interested parties should then contact the County Codes Department to arrange an informational meeting.

Generally this meeting will assist in evaluating the health and safety issues related to the planned use of the project and the adopted building codes in use in the County. This step will also provide some direction relevant to the water and fire protection requirements for the project. The relationship of the project use and construction aspects, if a structure is a part of that use, may be developed and the relevant code compliance issues reviewed at this early stage in the planning.

Similarly, prospective projects may need to have a formal review by the State for land divisions intending to use on site waste water management systems. The County Health Department also applies design standards to such proposed projects. Documentation of the results of each of these reviews is required prior to making applications for zoning actions before the Planning Board.

***Note: most Zoning Action Applications will require submittal of documents confirming that issues of domestic and fire protection water design issues have been resolved with the Codes Department at the time of the application acceptance. Waste water design reviews by MoDNR and the County Health Department are required documentation at the time of the application acceptance.***

### **Required Step Four**

Following Steps One, Two and Three will assist in providing a well planned project with the minimum of effort and cost impact to the applicant. Following these steps, the interested parties will be better able to assess the benefits in continuing with the actual project. If that is the case, the County zoning regulations that affect the use of the land will apply to the project and should be evaluated in detail.

Step Four requires an in depth discussion with the Planning Department to clarify any procedures which may apply, prior to actually making an application.

1. For example, for most zoning action for projects where the site ground surface will be disturbed, the County and the Missouri Department of Natural Resources have standards for the design of a storm water management and soil conservation plan for the entire site, and protective buffering for active streams.
2. In addition, the Federal flood plain insurance program has requirements relating to actions within the flood plain areas of the County.
3. Both the Missouri Department of Transportation and the County Road and Bridge Department regulate road access points which may affect parcels of land.
4. Also, the County has established several zoning classifications under the broader headings of residential, commercial and industrial land uses. These are defined in the Zoning Order and include specific requirements related to the land use for projects.
5. In 2005, the County put in place a Road Impact Fee to be applied for any zoning action which creates a new parcel of land or new use within the County. This Fee is required before any such zoning action is finalized. The Fee for a newly created residential parcel is \$1001. New commercial or industrial parcels or Special Use Permits have Fees based on the nature of the Use involved, with each situation requiring a serious of evaluations of the Impact by the County Commission. Contact the Planning Department for further information regarding these fees.

Some or all of these standards may apply to the land being considered as part of the new Zoning Action.

Following the discussion in Step Four, proposed Zoning Actions will be required to follow an application process, including the submittal of various documents which help define the project. On the following pages are definitions and summaries of some specific documents required for various Zoning Actions.

When the Owner or his agent elects to make an application, they should arrange an appointment with the Planning Department and be prepared to present all of the required documents and fees as a complete package in order for the submittal to be considered for placement on an Agenda of the Cass County Planning Board. The Board meets monthly, typically on the fourth Tuesday of the month. The deadline for the submission of applications is approximately 45 days prior to that meeting. In the case of larger, more complex proposed projects, the review of the submitted information may require a longer period of time.

***Note: Most Zoning Actions occurring near municipal areas in the County will require submittal of documents to those jurisdictions for a review period prior to any scheduling.***

The Planning Department will review the project in relation to the submittal requirements and make a determination if it will be placed on the Agenda. If so, the Planning Board will be provided the information and will review the submittal prior to holding the actual Planning Board Meeting for the purposes of a public hearing regarding the project. Following that hearing, the Board will make a recommendation to either the Cass County Commission or the Board of Zoning Adjustment (BZA) regarding the requested action for the project. In a public meeting approximately ten days following the Planning Board Meeting, the Commission or BZA will consider the recommendations and the merits of the proposed project.

The Schedule of Meetings, along with the submittal date for applications for each meeting is available from the Planning Department and is located on this web site as well.

**Please note these definitions for Types of Zoning Actions:**

Zoning Amendment (Rezoning) Action: formally creating a zoning designation where none exists, or changing an existing zoning designation for a parcel of land. Such changes become legal and are recorded in the public record. The County does not contain pre-zoned districts of parcels because each parcel and use is considered separately.

Some General Requirements of Property Divisions:

- a. *Minimum lot size with an on site septic underground system is 3 acres. Evaporation pond systems are limited to parcel of 5 acres or more.*
- b. *All lots created must have direct, owned access to a public road. Easements are not acceptable for this requirement..*

- c. *All lots created must meet a 4 to 1 length to width ratio, with a minimum frontage width of 100 feet at the building line, which is the setback line from the front of the parcel at the road.*
- d. *Lots which front on two streets have a 50 foot setback on each of those sides*
- e. *Rear setbacks on lots are typically 50 feet. Existing and new R-1 subdivisions will have different requirements.*
- f. *All parcels, regardless of size must have a residence in place before an accessory building may be added. Farm accessory buildings for agricultural use are not subject to this requirement.*
- g. *Uses are those permitted by the current ordinances. Typically parcels which are designated as residential may only have residential uses unless specific permitting is in place. There are no "grandfathered" uses that are not compliant with current flood plain, surface water and other zoning ordinance restrictions designed to protect the environment and the public health and welfare.*
- h. *Limited accessory uses, considered home occupations, are permitted by the County under specific conditions. Contact the Planning Department for details.*
- i. *For zoning purposes, Agricultural designates parcels of 20 full acres or more. Parcels that are less than 20 full acres may not maintain commercial farming or agricultural operations without special permitting.*
- j. *For Agricultural parcels of 25 full acres or more, the farm house 1) with an acceptable septic system and 2) five contiguous acres 3) with direct access to a public road may be divided from the parent tract without a zoning action 4) so long as the house was constructed prior to February 2005 and no previous zoning action has occurred. Such a division of property requires 5) a survey sketch of the full parent tract and 6) a standard survey of the residential parcel. The residential parcel will then be designated as Residential Rural.*
- k. *All such land divisions require a recorded final version entered into the public record once they have been approved by the County Commission.*

Parcel Division: The most frequent land division is the simple lot split, a division of a tract of land into no more than two parcels of land. Requirements will include a Type 1 survey of the full parcel of land if there are no structures existing, or a Type 2 survey if there are. This survey is of the existing parent tract, designating the septic system on it, as well as the portion intended to be divided into the second parcel. A lot split Zoning Action is permitted only one time. Any future divisions will be classified as Subdivisions with the requirements of those designations.

Mixed Use Development: the development of a tract of land by designating a zoning district definition and including a developed set of additional conditions, referred to as the Overlay. Such development may contain more than a single kind of use, such as both subdivisions of residential parcels and other commercial or industrial type land uses.

Such Mixed Use Developments include large scale planning of the overall project, usually including creating utility and road infrastructure within the boundaries of the project, as well as parcel definitions that may vary from the uniform zoning district standards. A single zoning district designation is established for the background, and then the additional uses are defined by conditions and regulations that supplement this designation. Mixed Use projects follow a two step preliminary and final process, with each step recorded in the same way as subdivision projects. The final plan is subject to Road Impact Fees.

Subdivision: the division of a tract of land into parcels of 40 acres or less for the purposes of transferring the ownership of the parcels. As practiced in Cass County, a subdivision may involve 2 or more parcels of land and will be usually be considered by the Planning Board in two stages, Preliminary and Final, with each stage following the process of a public hearing before the Planning Board and the Commission, followed by recording the plan documents. A subdivision generally includes utility, road construction or other infrastructure within the boundaries of the tract or which is required in order to serve the new parcels. These improvements are at the expense of the land divider, and surety for their completion will be required by the County.

Minor Subdivision: the division of a tract of land as a subdivision as described above, which affects no more than 5 parcels or lots. When any new road, fire protection or utility construction within the boundaries of the project property is required, such a land division must be considered as a Subdivision and requires two separate applications. Where the County has determined that no such improvements will take place, the County may designate the processing of the zoning action for this size project as a single application process, a Final action by the Planning Board. Thus the submittal requirements are similar to those fully defined documents provided for a Final submittal for a Subdivision, but are processed over a reduced period of time and recorded as a final plan.

Conceptual and Special Use Permits: a permit, including specific conditions, which allows a specific use of land in ways that may vary from the designated zoning standards. The Permit is issued to a specific owner for a specific use. The process begins with an application for a Conceptual Use Permit made to the Planning Board. The applicant submits documentation that describes the proposed use in general terms, with schematic site and construction aspects, such that the project may be evaluated and determined to be generally acceptable, without the expense of fully engineering the project. If the Concept complies with the regulations and is recommended for approval by the Board, and then approved by the Commission, the applicant may then go forward with developing the details of the use.

This more detailed and completed information is then provided in a second Application, for a Special Use Permit. When approved, a Special Use Permit, much like a contract which details the conditions of the use imposed by the regulations or the Commission, is drafted for signature by the Applicant and the Commission. The Permit is then issued for a one year period. At the anniversary date, the Permit is reviewed administratively for continued compliance, with no limit on the number of years it may be renewed. As requirements for this Zoning Action, as contained in the Zoning Order, are extensive, all such Applications require prior approval by the Planning Department before making an Application.

Flood Plain Permit: a permit required for any disturbance or construction on any land located within the areas, as determined by the Federal Emergency Management Agency (FEMA), that the National Flood Insurance Program considers to be within the flood plain in Cass County. Disturbance of existing ground surfaces is only allowed when the area in question has established a Base Flood Elevation and the proposed disturbance has been evaluated and accepted by the Zoning Department using procedures required by FEMA. Applications for any zoning action may not be finalized until this permitting process has been completed. Contact the Zoning Department for details.

#### **Definitions of Submittal items for Zoning Actions:**

**Authorization**: a document that designates an individual to represent all the recorded owners of a parcel of land for purposes of presentation of the aspects of the proposed project before the Planning Board. Each of these owners must have signed this document to confirm their agreement to this representation. This designated representative does not have authority to act in place of the land owner beyond presentation of information under this Authorization.

**Certified List**: a list of property owners of land within 1000 lineal feet of the subject property. This list and a map, which together indicate the location of all the surrounding parcels, are required to be prepared by a land title insurance company and certified as being complete. The list must also include all the owners of record of the subject property, which would correspond with the names on the Authorization. The applicant for a zoning action will be required, following acceptance of the application, and fifteen days prior to the Planning Board Meeting, to mail by certified receipt, a letter of notification of the public hearing provided to the applicant by the Planning Department. This letter, provided by the Department at the time of application, will be sent by the applicant or their designated representative to each of these adjacent owners, to the relevant water, school, fire protection and ambulance districts, any municipality within 1.5 miles and any mortgagor with an interest in the property. Receipts indicating this mailing will be supplied by the applicant at the Planning Board Meeting.

**Covenants**: Subdivisions of more than 2 lots are required to develop and record covenants which describe any restrictions on the uses or actions relating to parcels within the tract. The Application process requires that all proposed actions be certified by the Applicant to be in compliance with any such requirements that may already exist.

Plats: For purposes of zoning actions, a plat is a plan drawing, prepared in order to define the configuration of land in a graphic format that is suitable for fully defining the property parcels and for recording these definitions in the public record.

Preliminary Plat: plan drawings which show the proposed design of land use, parcels and structures for the proposed project and the existing conditions relevant to it. This preliminary plat need not be based on actual, current site surveys of the land, and is generally schematic. It is usually used for projects with more than 5 parcels which will have new roads or sewer utilities within the boundaries of the project. Drawings should be 8.5 x 11, 11 x 17 or a maximum of 24" x 36" and final versions will contain signature blocks and other wording for use by the County in approving the Preliminary Plan.

Final Plat: a final version of the design of the land use, structures and other improvements for the project for which a Preliminary Plat action was undertaken. This drawing does require, and uses as a basis, a physical survey of the property. Maximum size drawings included for an application will be 24" x 36" and are required to contain signature blocks and other language for the purposes of recording the documents.

#### Plat Drawings and Survey Standards:

Type 1 Plat      Size: Max 24" x 36"      Scale of 1" = no more than 100'  
Description:      Only used if there are no existing structures or utility structures on the land. Prepared by a licensed surveyor, it generally does not require a new physical measurement of a property. It must be signed and dated by the surveyor.

It must include: a) the recorded property description in relation to boundaries, b) the scale, both dimensioned and graphic, c) a north arrow, d) dimensioned boundaries of the land, e) approximate location of any recorded flood zones, roads, or easements.

Type 2 Plat      Size: max 24" x 36"      Min Scale of 1" = 100'  
Description:      Used if there are existing structures or utility structures on the land. Prepared by a licensed surveyor, based on a current physical measurement of a property within the previous 90 days, it is signed and dated by the surveyor. It is recommended that this drawing be used in conjunction with a Title Opinion in order to more fully define all the conditions of the property. The Type 2 plat must include: a) the recorded property description, b) the scale, dimensioned and graphic, c) a north arrow, d) dimensioned lots, e) roadways, f) easements and setbacks, g) dimensioned boundaries of the land based on an accurate survey, giving angular and linear dimensions of the boundaries and monuments, h) existing structures, utilities, utility structures and other physical features occurring on the property, i) flood zones, dimensioned and identified.

Site Plan: plan drawings of the following types, prepared in order to define features on a piece of land. Maximum size drawings included for an application will be 24" x 36".

Topographical: a site plan showing existing topography with changes of elevation of various amounts indicated. Preliminary versions may use elevation intervals of 10 feet, as readily available from USGS mapping, and may be in a schematic form. Final versions of topographical Site Plans will be required to use intervals of 2 feet and are prepared by a surveyor or engineer. For areas where overall ground levels do not change, spot elevations should be indicated.

***Note: Check with the Planning Department as to the availability of 2 foot contour interval mapping which is being implemented.***

Construction: a site plan showing existing and proposed structures and other physical features to be added to the land, such as utilities. Preliminary versions may not require preparation by an engineer or architect and may be in a schematic form. Final Submittal versions of construction Site Plans are fully dimensioned and show all existing and proposed construction, utilities, signage, landscaping and other features of the project. They are to be prepared by an engineer or architect and may be combined with the topographical plans, provided the information for each use is clearly identifiable.

Surface Water Management Plan (SWMP): a Site Plan that encompasses the entire area of land being addressed in the zoning action and describes the plan for managing the storm water impact and drainage on the land. The Federal Clean Water Act mandates control requirements over drainage that may affect the public waterways to minimize the effects of the flow of water and the potential for pollution of the waters of the State.

For properties where the zoning action subdivides that larger property into parcels, and these may be sold individually following the zoning action, the SWMP will generally govern the management of the storm water on all of the individual parcels, regardless of subsequent changes in ownership. These restrictions will be included in the recorded documents defining the property. Maximum size drawings included for an application will be 24" x 36". The intent is to manage the storm water and soil erosion in as large and effective an area as practical.

***Note: The County will require confirmation of compliance with these plans once they have been accepted. Fees for compliance inspections have been established by the Commission under separate order.***

As an example, when a property is changed to a commercial or industrial zoning classification, and includes smaller parcels, these may be sold separately. Following an approved zoning action, each parcel may proceed with an individual usage, including construction of facilities. The County will require, prior to making application for a Building Permit for that parcel, that the owner seeking a building permit provide a detailed SWMP for that parcel. This individual SWMP would be required to be integrated into the overall SWMP and must be submitted to the Planning Department.

Preliminary SWMP: a Site Plan schematically describing how rainfall water is intended to be managed within the boundaries of the overall property that is part of the zoning action, so as to have no deleterious effect on adjoining property. Preliminary versions may not require preparation by an engineer or architect.

Final SWMP: The information and design described by the final version of the Plan must be in compliance with the Missouri Storm Water Pollution Prevention Plan and have been prepared by a licensed civil engineer. In some areas of the County, such as the Mount Pleasant, Raymore and Big Creek townships, the requirements of Section 5100 and 5600 of the Kansas City Metropolitan Chapter of the Association of Public Water Authorities (APWA) are also enforced by the County. Projects may be required to provide a copy of the permits issued by the State and the Corps of Engineers, the 401 and 404 Permits. In special situations, the 402 Permits are also required. It is recommended that applicants contact the Missouri Department of Natural Resources (MoDNR) for their requirements.

Final versions of the SWMP are fully dimensioned and also show existing and proposed drainage, storm water containment structures, pollution control structures and systems and existing or proposed paving for the land. Management of erosion during construction will also be defined in this plan.

***Note: Large scale projects which affect drainage patterns will require both the SWMP and an operator entity with the authority and wherewithal to maintain the Plan. This may require recorded covenants to identify and establish such an operator.***

Title Opinion: a report prepared by a licensed title company which defines recorded ownerships, easements and other encumbrances which affect the land in question. It is typically prepared in advance of the issuance of insurance for the title to the land. This report, used in conjunction with a survey, provides the most complete definition of the historic and current aspects and conditions of a property.



# Cass County Planning Department

Transmittal

Date:

To:

RE: Planning Board Submittal Requirements

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For Your Use

For Your Information

For Your Response

Transmitted By: Lee Morris    Via: Delivery     Mail     E-mail     Facsimile

Historic Courthouse, 102 E.Wall St, Harrisonville, MO. 64701    816-380-8193 or [mplan1@casscounty.com](mailto:mplan1@casscounty.com)

Appl No: . . . . . Date: . . . . .

## **PLANNING BOARD REQUIREMENTS For a ZONING ACTION For :**

- REZONING**                       **LOT SPLIT**                      .

### **Minimum Owner Information Required**

- Application Form signed by all owners listed on property deed
- Principal Owner Address, City, State, Zip, Telephone, Email address if available
- If an individual is representing the owner (s), Representative Authorization Form
- Contact information for Representative of the Owner

### **Property Description Required**

- Signed confirmation by Owner that proposed zoning actions are in compliance with any recorded property or subdivision restrictions.
- Street Address or General Location of Property, including Section, Township and Range, acreage and current ownership and use

### **Attachments in Support of Application**

- Certified list and map of adjacent property owners within 1000 feet, prepared by a title company. (Note: Owner will be provided with a Notification Letter which must be mailed to each of the adjacent property owners, to any municipality within 1.5 miles, the local school, water, and fire districts
- 2 copies 11"x17" and 2 copies 24" x 36" of a Type 1 Plat if vacant, unimproved land or Type 2 Plat with all structures and septic shown
- 2 copies 24" x 36" of preliminary Storm Water Plan, if required, 2 foot contour maps available from County GIS, 380.8190.
- Copy of approval by MoDOT for any access required to State Routes
- Copy of paid receipt for real estate taxes for previous year
- Title Report, if required
- Evidence of paid Application Fees
- Evidence of status of Road Impact Fee requirements

### **Requirements for Board Meeting**

Owner or Representative will be notified of the time and location for the Planning Board Meeting and is required to attend. Owner will provide, at the Meeting, certified receipts indicating mailing of all notifications.

### **Requirements Prior to Commission Meeting**

If the Planning Board recommends approval of the above action, Owner or Representative will be notified of the time and location for the Commission Meeting regarding the Application. If applicable, Road Impact Fees will be due and payable prior to this meeting.

Appl No: . . . . . Date: . . . . .

## **PLANNING BOARD REQUIREMENTS For a ZONING ACTION For :**

### **MINOR SUBDIVISION**

#### **Minimum Owner Information Required**

- Application Form signed by all owners listed on property deed
- Principal Owner Address, City, State, Zip, Telephone, Email address if available
- If an individual is representing the owner (s), Representative Authorization Form
- Contact information for Representative of the Owner

#### **Property Description Required**

- Signed confirmation by Owner that proposed zoning actions are in compliance with any recorded property or subdivision restrictions.
- Street Address or General Location of Property, including Section, Township and Range, acreage and current ownership and use

#### **Attachments in Support of Application**

- Certified list and map of adjacent property owners within 1000 feet, prepared by a title company.  
(Note: Owner will be provided with a Notification Letter which must be mailed to each of the adjacent property owners, to any municipality within 1.5 miles, the local school, water, and fire districts)
- 2 copies 11"x17" and 2 copies 24" x 36" of a Type 1 Plat if vacant, unimproved land or Type 2 Plat with all structures and septic shown
- 2 copies of 24" x 36" topographic Site Plan with 2 foot contour intervals ( 1 )
- 2 copies of 24" x 36" construction Site Plan for any improvements
- 2 copies of 24" x 36" Storm Water Plan if any surface areas are to be disturbed
- Evidence of resolution of permitting action if areas of the flood plain are affected.
- Documentation of water and sewer design acceptable to Codes and Health Depts.
- Copy of draft covenants and restrictions for the proposed subdivision
- Copy of approval by MoDOT for any access required to State Routes
- Documentation of any surety as required by the County for the installation of any aspects of the use.
- Copy of paid receipt for real estate taxes for previous year
- Title Report, if required
- Evidence of paid Application Fees
- Evidence of status of Road Impact Fee requirements

Note 1: Two foot contour mappings available from County GIS, 380.8190.

#### **Requirements for Board Meeting**

Owner or Representative will be notified of the time and location for the Planning Board Meeting and is required to attend. Owner will provide, at the Meeting, certified receipts indicating mailing of all notifications.

#### **Requirements Prior to Commission Meeting**

If the Planning Board recommends approval of the above action, Owner or Representative will be notified of the time and location for the Commission Meeting regarding the Application and is required to attend.

**Final versions of topographic and construction Site Plans and Storm Water Management Plan will be due, and Road Impact Fees, if applicable, following the Commission meeting, prior to recording documents.**

**4 paper and 1 mylar drawings with signature blocks will be required for recording. Applicant should contact the Recorder Office, 816.380.8123, for recording process requirements and fees, and must coordinate recording with the Planning Department.**

Appl No: . . . . . Date: . . . . .

## **PLANNING BOARD REQUIREMENTS For a ZONING ACTION For :**

**SUBDIVISION PRELIMINARY PLAT** Final Plat Will Be Submitted by:

### **Minimum Owner Information Required**

- Application Form signed by all owners listed on property deed
- Principal Owner Address, City, State, Zip, Telephone, Email address if available
- If an individual is representing the owner (s), Representative Authorization Form
- Contact information for Representative of the Owner

### **Property Description Required**

- Signed confirmation by Owner that proposed zoning actions are in compliance with any recorded property or subdivision restrictions.
- Street Address or General Location of Property, including Section, Township and Range, acreage and current ownership and use

### **Attachments in Support of Preliminary Plat Application**

- Confirmation that Applicant understands when making the Preliminary Plat Zoning Action Application that the Final Plat Action requires additional submittals and Fees, and these will be provided as a complete package by the date above.
- Certified list and map of adjacent property owners within 1000 feet, prepared by a title company.  
(Note: Owner will be provided with a Notification Letter which must be mailed to each of the adjacent property owners, to any municipality within 1.5 miles, the local school, water, and fire districts)
- 2 copies 11"x17" and 2 copies 24" x 36" of a Type 1 Plat if vacant, unimproved land or Type 2 Plat with all structures and septic shown
- 2 copies of 24" x 36" topographic Site Plan with 2 foot contour intervals ( 1 )
- 2 copies of 24" x 36" construction Site Plan for any improvements
- 2 copies of 24" x 36" Storm Water Plan if any surface areas are to be disturbed
- Evidence of resolution of permitting action if areas of the flood plain are affected.
- Documentation of water and sewer design acceptable to Codes and Health Depts.
- Copy of approval by MoDOT for any access required to State Routes
- Copy of paid receipt for real estate taxes for previous year
- Title Report, if required
- Evidence of paid Application Fees  
Note 1: Two foot contour mapping is available from County GIS, 380.8190.

### **Requirements for Board Meeting**

Owner or Representative will be notified of the time and location for the Planning Board Meeting and is required to attend. Owner will provide, at the Meeting, certified receipts indicating mailing of all notifications.

### **Requirements Prior to Commission Meeting**

If the Planning Board recommends approval of the above action, Owner or Representative will be notified of the time and location for the Commission Meeting regarding the Application and is required to attend.

Appl No: . . . . . Date: . . . . .

## **PLANNING BOARD REQUIREMENTS For a ZONING ACTION For :**

### **SUBDIVISION FINAL PLAT      Preliminary Plat Was Recorded On:**

**Minimum Owner Information Required** if changed since Preliminary Plat Zoning Action Approved

- Application Form signed by all owners listed on property deed
- Principal Owner Address, City, State, Zip, Telephone
- Contact information for Representative of the Owner

**Property Description Required** if changed since Preliminary Plat Zoning Action Approved

- Signed confirmation by Owner that proposed zoning actions are in compliance with any recorded property or subdivision restrictions if changed from Preliminary Plat.

### **Attachments in Support of Final Plat Application**

- Confirmation that Applicant understands when making the Zoning Action Application that there are additional submittal and Fee requirements and time limits for the recording of a Final action
- Revised Certified list and map of adjacent property owners within 1000 feet if Final Plat Application is submitted more than 60 days following approval of the Preliminary Plat.
- 2 copies 11"x17" and 2 copies 24" x 36" of a Type 1 or 2 Plat if any changes have occurred on the property since the submission of the Preliminary Plat
- 2 copies of 24" x 36" Final topographic Site Plan with 2 foot contour intervals ( 2 )
- 2 copies of 24" x 36" Final construction and complete utilities Site Plan for any improvements ( 2 )
- 2 copies of 24" x 36" Final Storm Water Plan and a copy of COE and MoDNR permitting required ( 2 )
- Copy of required subdivision covenants or restrictions with title page ready for recording
- Documentation of any surety as required by the County for the installation of any aspects of the use.
- Evidence of paid Application Fees
- Evidence of final status of Road Impact Fee requirements  
Note ( 2 ) With prior approval, final versions of these submittal items may be submitted following the Commission Meeting

### **Requirements for Board Meeting**

Owner or Representative will be notified of the time and location for the Planning Board Meeting and is required to attend. Owner will provide, at the Meeting, certified receipts indicating mailing of all new notifications.

### **Requirements Prior to Commission Meeting**

If the Planning Board recommends approval of the above action, Owner or Representative will be notified of the time and location for the Commission Meeting regarding the Application and is required to attend.

### **Prior to Recording:**

- If Project is approved, applicable Road Impact Fees and any applicable Improvements Sureties are then required.
- 4 paper and 2 mylar drawings with signature blocks are required for recording. Applicant should contact the Recorder Office, 816.380.8123, for recording process requirements and fees, and must coordinate recording with the Planning Department.
- Final versions of topographic and construction Site Plans and Storm Water Management Plan are required prior to recording documents.
- Confirmation of design and implementation of final design of infra structure for water and sewer and permitting required of other agencies will be submitted.

## PLANNING BOARD REQUIREMENTS For a ZONING ACTION For :

### **CONCEPTUAL USE PERMIT** Special Use Permit Application To Be Submitted by:

#### Minimum Owner Information Required

- Confirmation that Applicant understands when making the Zoning Action Application that the Special Use Permit requires additional submittals and Fees, and these will be provided as a complete package by the date above.
- Application Form signed by all owners listed on property deed
- Principal Owner Address, City, State, Zip, Telephone, Email address if available
- If an individual is representing the owner (s), Representative Authorization Form
- Contact information for Owner's Representative

#### Property Description Required

- Signed confirmation by Owner that proposed zoning actions are in compliance with any recorded property or subdivision restrictions.
- Street Address or General Location of Property, including Section, Township and Range, acreage and current ownership and use

#### Attachments in Support of Application for a Conceptual Use

- Certified list and map of adjacent property owners within 1000 feet, prepared by a title company.  
(Note: Owner will be provided with a Notification Letter which must be mailed to each of the adjacent property owners, to any municipality within 1.5 miles, the local school, water, and fire districts)
- 2 copies 11"x17" and 2 copies 24" x 36" of a Type 1 Plat if vacant, unimproved land or  
Type 2 Plat with all structures and septic shown ( 1 )
- 2 copies 11"x17" and 2 copies 24" x 36" of a schematic Site Plan showing improvements ( 1 )
- 2 copies 24" x 36" of preliminary Storm Water Management Plan ( 1 ) ( 2 )
- A written description of the proposed Use including but not limited to utility services, hazardous materials and their use and any permitting required by other authorities.
- Documentation of a leasing agreement agreeable to land owner and Applicant
- Documentation of a Final resolution of any permitting action relating to areas of the flood plain
- Documentation of water and sewer design as being acceptable to Codes and Health Depts.
- Copy of approval by MoDOT for any access required to State Routes
- Copy of paid receipt for real estate taxes for previous year
- Medical certifications, if required for Residential Special Needs Applications
- Title Report, if required
- Evidence of paid Application Fees
- Evidence of status of Road Impact Fee requirements  
Note ( 1 ) Not required for Residential Special Needs Applications  
Note ( 2 ) Requires contour intervals of 2 feet, mapping is available from County GIS, 380.8190.

#### Requirements for Board Meeting for Consideration of Conceptual Use

Owner or Representative will be notified of the time and location for the Planning Board Meeting and is required to attend. Owner will provide, at the Meeting, certified receipts indicating mailing of all notifications.

#### Requirements Prior to Commission Meeting

If the Planning Board recommends approval of the above action, which may include additional special requirements related to the usage, Owner or Representative will be notified of the time and location for the Commission Meeting regarding the Application.

Appl No: . . . . . Date: . . . . .

**PLANNING BOARD REQUIREMENTS For a ZONING ACTION For :****☐ SPECIAL USE PERMIT** Conceptual Use Permit Approved:**Minimum Owner Information Required** if changed since Conceptual Use Action Approved

- ☐ Application Form signed by all property owners
- ☐ Principal Owner Address, City, State, Zip, Telephone
- ☐ Changes in contact information Owner's Representative

**Property Description Required** if changed since Preliminary Plat Zoning Action Approved

- ☐ Signed confirmation by Owner that proposed zoning actions are in compliance with any recorded property or subdivision restrictions.

**Attachments in Support of Application for a Special Use Permit**

- ☐ Revised Certified list and map of adjacent property owners within 1000 feet if Final Plat Application is submitted more than 60 days following approval of the Conceptual Use.
- ☐ 2 copies 11"x17" and 2 copies 24" x 36" of a Type 1 or 2 Plat if any changes have occurred on the property since the submission of the Preliminary Plat Application
- ☐ 2 copies of 24" x 36" Final topographic Site Plan with 2 foot contour intervals ( 2 ) ( 3 )
- ☐ 2 copies of 24" x 36" Final construction Site Plan for any improvements ( 2 ) ( 3 )
- ☐ 2 copies of 24" x 36" Final Storm Water Plan and a copy of COE and MoDNR permitting required ( 2 ) ( 3 )
- ☐ Such other supporting documents as required by the County in order to provide an understanding of the conditions related to proposed use.
- ☐ Documentation of a signed leasing agreement between land owner and Applicant
- ☐ Documentation of any surety as required by the County for the installation of any aspects of the use.
- ☐ Evidence of paid Application Fees
- ☐ Evidence of status of Road Impact Fee requirements ( 4 )

Note ( 2 ) With prior approval, Final versions of these documents may be submitted prior to issuance of the Special Use Permit document

Note ( 3 ) The level of detailed development of the documents required for this submittal was determined at the time of the Conceptual Use Permit approval. Contact the Planning Office before submitting.

Note ( 4 ) Uses which involve access and use of the roadways may involve Road Impact Fees. Contact the Planning Department regarding the specific use.

**REQUIREMENTS FOR BOARD MEETING for CONSIDERATION OF SPECIAL USE PERMIT**

Owner or Representative will be notified of the time and location for the Planning Board Meeting and is required to attend. Owner will provide, at the Meeting, certified receipts indicating mailing of any second notifications.

**REQUIREMENTS PRIOR TO BOARD OF ZONING ADJUSTMENT MEETING**

If the Planning Board recommends approval of the above action, which may include additional special requirements related to the usage, Owner or Representative will be notified of the time and location for the Commission Meeting regarding the Application. If approved, the Special Use Permit will then be drafted for review by the Applicant, including all conditions related to the use required by the County.

**Prior to Issuance of a Special Use Permit agreement:**

- ☐ If Project is approved, applicable Road Impact Fees and any applicable Sureties for Improvements are then required.
- ☐ Final versions of topographic and construction Site Plans and Storm Water Management Plan
- ☐ Confirmation of final design and implementation of infra structure for water and sewer and permitting required of other agencies will be submitted.

Appl No: . . . . . Date: . . . . .

## **PLANNING BOARD REQUIREMENTS For a ZONING ACTION For :**

### **PRELIMINARY MIXED USE PLAN** Final Mixed Use Plan To Be Submitted:

#### **Minimum Owner Information Required**

- Confirmation that Applicant understands when making the Zoning Action Application that there are additional submittal and Fee requirements and time limits for the recording of a Final action
- Application Form signed by all owners listed on property deed
- Principal Owner Address, City, State, Zip, Telephone, Email address if available
- If an individual is representing the owner (s), Representative Authorization Form
- Contact information for Owner's Representative

#### **Property Description Required**

- Signed confirmation by Owner that proposed zoning actions are in compliance with any recorded property or subdivision restrictions.
- Street Address or General Location of Property, including Section, Township and Range, acreage and current ownership and use

#### **Attachments in Support of Application for a Preliminary Action**

- Certified list and map of adjacent property owners within 1000 feet, prepared by a title company. (Note: Owner will be provided with a Notification Letter which must be mailed to each of the adjacent property owners, to any municipality within 1.5 miles, the local school, water, and fire districts
- 2 copies 11"x17" and 2 copies 24" x 36" of a Type 1 Plat if vacant, unimproved land or Type 2 Plat with structures and septic shown ( 1 )
- 2 copies 11"x17" and 2 copies 24" x 36" of a schematic Site Plan showing improvements
- 2 copies 24" x 36" of preliminary Storm Water Management Plan ( 2 )
- 2 copies of 24" x 36" preliminary topographic Site Plan with 2 foot contour intervals ( 2 )
- A written description of the proposed Land Uses including but not limited to utility services, hazardous materials and their use, vehicular impact and any permitting required by other authorities.
- Documentation of a Final resolution of any permitting action relating to areas of the flood plain
- Documentation of water and sewer design as being acceptable to Codes and Health Depts.
- Copy of approval by MoDOT for any access required to State Routes
- Copy of paid receipt for real estate taxes for previous year
- Title Report, if required
- Evidence of paid Application Fees
- Evidence of status of Road Impact Fee requirements

Note ( 1 ) Plat of Survey will be recorded along with other site plans as the formal record of the Preliminary Mixed Use Plan

Note ( 2 ) Requires contour intervals of 2 feet, mapping is available from County GIS, 380.8190.

#### **Requirements for Board Meeting**

Owner or Representative will be notified of the time and location for the Planning Board Meeting and is required to attend. Owner will provide, at the Meeting, certified receipts indicating mailing of all notifications.

#### **Requirements Prior to Commission Meeting**

If the Planning Board recommends approval of the above action, Owner or Representative will be notified of the time and location for the Commission Meeting regarding the Application and is required to attend.

Appl No: . . . . . Date: . . . . .

**PLANNING BOARD REQUIREMENTS For a ZONING ACTION For :****□ FINAL MIXED USE DESIGNATION** Preliminary Mixed Use Designation Recorded on:**Minimum Owner Information Required** if changed since Preliminary Action Approved

- Confirmation that Applicant understands when making the Zoning Action Application that there are additional submittal and Fee requirements and time limits for the recording of a Final action
- Application Form signed by all owners listed on property deed
- Principal Owner Address, City, State, Zip, Telephone
- Owner's Representative's Address and contact information
- Owner confirms that submittal and recording requirements for a Mixed Use Designation are fully understood and will be provided as a complete package at the time of submittal of Final Application

**Attachments in Support of Application for a Final Mixed Use Plan** if changed since Preliminary Action

- Confirmation that Applicant understands when making the Zoning Action Application that there are additional submittal and Fee requirements and time limits for the recording of a Final action
- Revised Certified list and map of adjacent property owners within 1000 feet if Final Plan Application is submitted more than 60 days following approval of the Preliminary Plan.
- 2 copies 11"x17" and 2 copies 24" x 36" of a Type 1 Plat if vacant, unimproved land or Type 2 Plat with structures and septic shown if changed from Preliminary Application ( 1 )
- 2 copies 11"x17" and 2 copies 24" x 36" of a Final Site Plan showing improvements ( 3 )
- 2 copies of 24" x 36" Final construction Site Plan for any improvements ( 1 ) ( 3 )
- 2 copies of 24" x 36" Final Storm Water Plan and a copy of COE and MoDNR permitting required ( 2 ) ( 3 )
- Copy of covenants or restrictions with title page ready for recording, if required
- Documentation of any surety as required by the County for the installation of any aspects of the use.
- Evidence of paid Application Fees
- Evidence of final status of Road Impact Fee requirements

Note ( 1 ) Plat of Survey will be recorded along with other site plans as the formal record of the Preliminary Mixed Use Plan

Note ( 2 ) Requires contour intervals of 2 feet, mapping is available from County GIS, 380.8190.

Note ( 3 ) With prior approval, final versions of these submittal items may be submitted following the Commission Meeting and prior to recording

**Requirements for Board Meeting**

Owner or Representative will be notified of the time and location for the Planning Board Meeting and is required to attend. Owner will provide, at the Meeting, certified receipts indicating mailing of all second notifications.

**Requirements Prior to Commission Meeting**

If the Planning Board recommends approval of the above action, Owner or Representative will be notified of the time and location for the Commission Meeting regarding the action and is required to attend.

**Requirements Following Commission Approval and Prior to Recording**

- If Project is approved, Road Impact Fees and any applicable Sureties for Improvements are then required
- 4 paper and 2 mylar drawings with signature blocks are required for recording. Applicant should contact the Recorder Office, 816.380.8123, for recording process requirements and fees, and must coordinate recording with the Planning Department.
- Final versions of topographic and construction Site Plans and Storm Water Management Plan are required prior to recording documents.
- Confirmation of final design and implementation of infra structure for water and sewer and permitting required of other agencies will be submitted.



# Cass County Planning Department

Transmittal

Date:

To:

RE: Planning Board Sample Procedures and Forms

.....

For Your Use

For Your Information

For Your Response

Transmitted By: Lee Morris    Via: Delivery     Mail     E-mail     Facsimile

Historic Courthouse, 102 E.Wall St, Harrisonville, MO. 64701    816-380-8193 or [mplan1@casscounty.com](mailto:mplan1@casscounty.com)

## PROCEDURES FOR FILING PLATS:

- Minor Subdivision Plat
- Subdivision Preliminary Plat
- Subdivision Final Plat
- Mixed Use Development Preliminary Plat
- Mixed Use Development Final Plat

### Step One

Following approval of the proposed Zoning Action by the County Commission, including satisfying any conditions, such as fees or sureties completed or any plan modifications, the Applicant will then:

Submit to the Planning Department the required drawings, generally referred to as “plats” , which include 1 or 2 full sized mylar copies and 3 full sized paper copies. Owner is to have completed the Owner’s Certification area of the Plat drawing. It is recommended that this be done on the mylar copy which can then be duplicated for the paper copies. As these same drawings are generally required as part of the application process, the Applicant may arrange for this step before the Application process, provided there are no unresolved or changed characteristics between of the Preliminary Plat in the Application and the version approved by the County, or between a Final Plat and the Preliminary Plat.

Submit the latest paid tax receipt for County real estate taxes, or arranges for the County Collector, 816.380.8376, to sign the original drawings in the Owner Certification area of the Plat.

Submittal of any deed restrictions or covenants, with the front page in a format acceptable to the Recorder.

### Step Two

The Planning Department will arrange for the County approval signatory section to be completed and then contact the Applicant to arrange for recording.

### Step Three

The Applicant may then establish a recording appointment with the Planning Department who will arrange for the signed drawings to be conveyed to the Recorder in the company of the Applicant, who will also provide the recordable restriction or covenant documents. Recording fees are the responsibility of the Applicant and vary by document type recorded. The Applicant should contact the Recorder’s Office at 816-380-8118 for detailed requirements. That department is located on the First Floor of the Historic Courthouse at the northeast end.

Following signature by the Recorder, and the actual recording entry, the Recorder’s office will retain one mylar copy and one paper copy of the drawings, and a copy of the recorded covenants.

When required, the second mylar and two paper copies are returned to the Planning Department. The Applicant should retain at least one recorded copy for their records. The recording process usually requires less than one hour.

SAMPLE NOTIFICATION  
of a  
Public Hearing By The Planning Board of Cass County

Notice is hereby given of a Public Hearing before the **Planning Board** of Cass County, Missouri, to be held at **6:30 p.m.** on

**Tuesday , 2000**

The **Planning Board Meeting** will be held in the Second Floor Courtroom of the **Historic Cass County Courthouse** on the Square in Harrisonville, Missouri, to consider an Application for the following Zoning Action(s):

- Consideration of a:
- Change in Zoning Designation
  - Division of Property Into 2 Lots
  - Division of Property Into a Minor Subdivision of up to 5 Lots
  - Preliminary Plan to Establish a Subdivision
  - Final Plan to Establish of a Subdivision
  - Issuance of a Conceptual or Special Use Permit
  - Other:

The Application for this Zoning Action has been submitted by : ..... for the property, comprised of approximately ..... acres, generally located at  
.....  
.....

and more particularly described in the Property Description attached as Page 2 of this Notice.

You are invited to attend this meeting and, if you choose, you will have the opportunity to speak in this public forum in regard to the Application. Your attendance is not required. You are being notified by the Applicant by certified mail because you own property within 1000 feet of the property involved. Please refer any questions to the Zoning Department as noted below.

The Planning Board is an advisory body to the Cass County Commission and County Board of Zoning Adjustment and is comprised of six voting members who are residents of Cass County. The purpose of this Meeting is to provide a public forum for the hearing of relevant issues regarding the proposed Zoning Action. The Planning Board provides recommendations to the Commission and Board of Zoning Adjustment regarding matters that appear before it. The Commission and Board of Zoning Adjustment will also meet in public session at a later date to consider these recommendations before any action is completed.

Cass County Planning Department  
Tel: 816-380-8193  
Historic Courthouse, 102 E. Wall Street, Harrisonville, MO. 64701

**NOTIFICATION to the City of:  
of a Public Hearing Before the Planning Board of Cass County**

Notice is hereby given of a Public Hearing before the **Planning Board** of Cass County, Missouri, to be held at **6:30 p.m.** on

**Tuesday , . . . . . , 2007**

The **Planning Board Meeting** will be held in the Second Floor Courtroom of the **Historic Cass County Courthouse** on the Square in Harrisonville, Missouri, to consider an Application for the following Zoning Action(s):

- Consideration of a:
- Change in Zoning Designation
  - Division of Property Into 2 Lots
  - Division of Property Into a Minor Subdivision of up to 5 Lots
  - Preliminary Plan to Establish a Subdivision
  - Final Plan to Establish of a Subdivision
  - Issuance of a Conceptual or Special Use Permit
  - Other:

The Application for this Zoning Action has been submitted by : . . . . . for the property, comprised of approximately . . . . . acres, generally located at  
. . . . .  
. . . . .  
and more particularly described in the Property Description attached as Page 2 of this Notice.

**The County is providing the City Administration this opportunity to provide written comments regarding this proposed Zoning Action. Written comments only should be submitted to the Zoning Department not later than the Friday which is 11 days prior to the above meeting date, so that they may then be provided in the information packet sent to the Planning Board Members as preparation for the Meeting. Written comments provide the Board the best opportunity to evaluate the matter, and leave more time for comments from the general public during the course of the Meeting. The City is invited to attend this Meeting as well, and attendance is not required.**

The Planning Board is an advisory body to the Cass County Commission and County Board of Zoning Adjustment and is comprised of six voting members who are residents of Cass County. The purpose of this Meeting is to provide a public forum for the hearing of relevant issues regarding a proposed Zoning Action. The Planning Board provides recommendations for actions and condition regarding matters that appear before it. The Commission and Board of Zoning Adjustment will also meet in public session at a later date to consider these recommendations, prior to completing any Zoning Action.

Cass County Planning and Zoning Department  
Tel: 816-380-8131 Fax: 380-8130  
Historic Courthouse, 102 E. Wall Street, Harrisonville, MO. 64701

CASS COUNTY, MISSOURI

Appl No: . . . . .

Planning Department

102 E. Wall Street

Harrisonville, MO. 64701

APPLICATION for FLOOD PLAIN PERMIT

The undersigned hereby makes application for a Permit to construct in a floodplain. Work to be performed is as described below and in attachments listed. The undersigned agrees that all work shall be done in accordance with requirements of Cass County Ordinance, Section V and with all other applicable county or municipal ordinances and with the regulations of Missouri.

List Items

Owner Signature Date
Owner Address City State Zip Telephone
Contractor Signature
Contractor's Address City State Zip Telephone
Attached [ ] photos [ ] eng. data [ ] 401/404 [ ] 402

Project Site and Construction Data Required

- 1. Street Address or General Location of Property Section Township Range Waterway
2. Work involves: Filling ... Grading ... Excavation ... Maintenance ... New Construction ...
3. Description of Structure and Principal Use:
4. Area of Site ... SF Structure Size ... x ... feet Accessory Site Uses: parking .. storage ..
5. Estimated construction costs for structure \$.
6. Is property located in a designated Floodway?
7. In a designated floodplain fringe?
8. Elevation of 100 year flood is: from what source?
9. Proposed Elevation of unimproved site at location of Structure is:
10. Required Elevation and Flood Proofing is:
11. Describe other flood plain information used and source

Other Permits Required: Corp of Eng. 404 Permit Missouri 401 Local Levee District Local Drainage District Other

Plans, Specs and Data were Prepared by Company: and were dated

ENGINEERING APPROVAL:

Engineer Signature Date Engineer Seal

Below This Line is for County Use

Flood Plain Administrator Recommendation: Date: Conditions:

Signature

CASS COUNTY, MISSOURI
Planning and Zoning Department
102 E. Wall Street, Harrisonville, MO. 64701
Tel: 816-380-8131 Fax: 816-380-8130

Appl No: . . . . . Date: . . . . .

Certification For Establishment of a Surety:

Surety Data

Name of Project:
Location:
.....

Date of Approval by County Road Department
and Setting of Surety Amount:
Earliest Release Date:

.....
Street Address or General Location of Property

Section Township Range

Type of Surety Provided in Original Zoning Action:

- Payment and Performance Bond
Cash Deposit

- Certificate of Deposit
Other

Amount: \$ . . . . .

Describe
.....

Name or Legal Identity of Depositor

Street Address

Note: This is the business entity or individual to whom this surety will be returned when approved for release by the County. When a business, release of the surety will require a written request on business stationery, specifically authorizing the release to the individual presenting the request for release.

Telephone Number

City, State and ZipCode

Certification For Release of Surety

SIGNATURE REQUIRED

Note: By signing below, I certify that I am the person named in this surety or a legal representative of the business entity named in the surety, and possess full authority to sign this release and accept this release of the surety as described above.

Print Name

Signature

Telephone Number

City, State and ZipCode

Zoning Department Confirmation

Photo Identification Confirmed
Acceptable Identification: U.S. Passport, Photo Driver's License

Identification Document:

Number:

Photo Identification Confirmed

Identification Document:

Confirmed By:

Copy to Commission Road and Bridge Treasurer Zoning