



DEVELOPMENT PROCESS GUIDEBOOK

A HOW-TO GUIDE FOR BUILDING IN BELTON



CITY OF BELTON, MO

COMMUNITY DEVELOPMENT DEPARTMENT
520 MAIN ST. BELTON, MO 64012

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LIST OF CONTACTS

CITY HALL: 506 MAIN STREET

ADMINISTRATION..... 816-331-4331
FINANCE..... 816-331-4331
MUNICIPAL DIVISION COURT..... 816-331-2798
WATER..... 816-331-4331

CITY HALL ANNEX: 520 MAIN STREET

COMMUNITY DEVELOPMENT..... 816-331-4331
PERMITTING: MADISON RUST..... 816-892-1281
PLANNING: JENNA FERNANDEZ..... 816-892-1268
INSPECTIONS..... 816-892-1260
CITY CLERK..... 816-892-1250
NEIGHBORHOOD IMPROVEMENT.... 816-892-1259
ECONOMIC DEVELOPMENT..... 816-892-1263

EMERGENCY MANAGEMENT: 7001 E. 163RD ST

ADMINISTRATION..... 816-331-5522
FIRE (16300 N. MULLEN RD)..... 816-331-7969

PUBLIC WORKS: 700 SEABEE RD

PUBLIC WORKS..... 816-331-4331

PARKS & RECREATION: 16400 N. MULLEN RD

PARKS & RECREATION..... 816-348-7400

EMAIL US AT: CONTACTUS@BELTON.ORG

HOW TO USE THIS *GUIDEBOOK*

This Development Process Guidebook should be used as an aide for building and developing in Belton. This guidebook is a one-stop-shop for everything you need to know, or have, for navigating the Belton development process.

As you use this guidebook, there are a few things to keep in mind:

1. THIS IS AN INTERACTIVE DOCUMENT

The table of contents, headings, quick link buttons, and highlighted words are all clickable. Try it out above!

2. THIS DOCUMENT IS BEST USED DIGITALLY

Because this document is interactive, it is best used on your computer, so you can access all of the links.

3. EVERYTHING YOU NEED IS LOCATED IN THIS DOCUMENT

This document was created to make navigating the development process easier, so all of the resources you need from the City when submitting an application is located in this document.

The Quick Links boxes include clickable buttons that link to all of the resources you need. Click one of the buttons below!

QUICK LINKS

Because of the interactive nature of this document, links can become broken overtime. If you notice any problems with a link, or you can't find what you need, please contact the City Planner in the Community Development Department by clicking the button below.

9. OCCUPANCY & BUSINESS LICENSING

When the development passes inspection, a Certificate of Occupancy will be issued and, if applicable, a business license will have to be applied for, inspected, and issued prior to operations.

8. INSPECTIONS

Building inspections will be required during various stages of the construction process. These will be conducted by Building, Public Works and the Fire Department.

7. CONSTRUCTION

After the City has received everything needed for either a commercial or residential building permit, as well as all the associated fees, the building permit can be issued and construction can begin.

6. BUILDING PERMITTING

Once the planning applications have been approved you can start applying for building permits.

Each project is unique and may require fewer, or more steps to go through the process. The above graphic shows a simplified and common development process. Reach out to City Staff for a specific roadmap to building your project.

1. PRE-APPLICATION MEETING

City Staff highly recommends, and sometimes requires, a pre-application meeting to talk about your project. Let us help you make your project a reality!

2. SUBMIT PLANNING APPLICATION

Based on your project, one or more planning applications will have to be submitted. This could include: rezoning, development plans, variances, etc.

3. PUBLIC MEETING

A public meeting to hear the thoughts of the community will be held as required by the planning application, which takes place during Planning Commission.

4. PLATTING

If applicable, the Final Plat will need to be recorded with the recorder of deeds at the County.

5. INFRASTRUCTURE

Depending on the project, the surrounding public infrastructure may need to be upgraded, corrected, improved, or repaired for the development to move forward.

DEVELOPMENT PROCESS

ZONING & LAND USE

The City of Belton has zoning districts, land uses, and overlay districts that all work together in the **Unified Development Code (UDC) and accessory documents** to regulate how the City is maintained overtime. The City's codes and regulations ensure the health, safety, and welfare of the community, while enhancing community character.

The following pages describe each of the zoning districts in Belton and what their intended purposes are. Knowing what zoning district your property resides in is the first step to understanding what you can build on it.

Interested in learning what your property is zoned as? Click [here](#) to use our interactive zoning map and search for your address.

WHAT IS ZONING?

“ZONING IS THE DIVISION OF A CITY OR COUNTY BY LEGISLATIVE REGULATIONS INTO AREAS, OR ZONES, WHICH SPECIFY ALLOWABLE USES AND SIZE RESTRICTIONS FOR BUILDINGS WITHIN THESE AREAS.”

WHAT IS LAND USE?

“LAND USE” IS THE TERM USED TO DESCRIBE THE HUMAN USE OF LAND. IT REPRESENTS THE ECONOMIC AND CULTURAL ACTIVITIES (E.G., AGRICULTURAL, RESIDENTIAL, INDUSTRIAL, MINING, AND RECREATIONAL USES) THAT ARE PRACTICED AT A GIVEN PLACE.

WHAT IS AN OVERLAY?

AN OVERLAY DISTRICT APPLIES AN ADDITIONAL LAYER OF STANDARDS TO ALL AREAS WITHIN A DEFINED OVERLAY BOUNDARY, REGARDLESS OF THE UNDERLYING BASE ZONING DISTRICT.

BELTON'S ZONING DISTRICT CLASSIFICATIONS:

A AGRICULTURAL DISTRICT accommodates agricultural activities and related uses on the fringe of the urbanized area of the city. Land within this district is likely to be developed with other land uses in the future.

R-1 SINGLE-FAMILY RESIDENTIAL DISTRICT accommodates low-density residential development and limited institutional uses compatible with surrounding residential neighborhoods.

R-1A SINGLE-FAMILY RESIDENTIAL DISTRICT also provides for limited institutional uses compatible with surrounding residential neighborhoods, with slightly larger lot sizes and lower density than the R-1 Single-Family Residential District.

R-1B SINGLE-FAMILY RESIDENTIAL DISTRICT is the most restrictive residential district that provides for a larger minimum lot size and is the lowest density residential zoning district. The principal use of land is for single-family dwellings and related recreational, religious and educational facilities normally required to provide the basic elements of a balanced and attractive residential area.

R-2 SINGLE- AND TWO-FAMILY RESIDENTIAL DISTRICT accommodates single- and two-family residential development. The R-2 district typically functions as a transition between arterial and collector streets, commercial and/or higher residential areas, and lower density single-family residential areas.

R-3 MULTIPLE-FAMILY RESIDENTIAL DISTRICT accommodates a mix of two-family and attached single-family residential development. The R-3 district is typically located adjacent to an arterial or collector street and serves as a transition between commercial development or heavy automobile traffic and lower density residential development.

R-3A APARTMENT COMMUNITY RESIDENTIAL DISTRICT accommodate multiple-family residential development where there are sufficient services and infrastructure to support higher density residential development. The principal use of the land in this district is multiple-family development that is planned and developed only on a lot or tract under single ownership or unified control.

PR PARKS, RECREATION AND PUBLIC USE DISTRICT is a special purpose district that is intended to accommodate land uses that offer a variety of active and passive recreational opportunities and other public uses.

PO PROFESSIONAL OFFICE DISTRICT accommodates professional office uses in individual buildings, not in large campus-like settings. Site design within this district must ensure that adequate access, parking and screening is provided so as not to negatively impact adjoining residential neighborhoods, and to protect the office uses from higher-intensity commercial and industrial uses.

C-1 NEIGHBORHOOD COMMERCIAL DISTRICT accommodate small-scale professional office, service and retail uses primarily located within buildings with a design and scale that is compatible with surrounding residential development. This district is intended to provide goods and services primarily for residents in the surrounding neighborhoods. Site design within this district must ensure that adequate access, parking and screening is provided so as not to negatively impact adjoining residential neighborhoods.

C-2 GENERAL COMMERCIAL DISTRICT accommodates mid-size retail and commercial businesses along commercial corridors. Uses in the C-2 district have the potential to generate significant automobile traffic. Since this district is located along major arterials and collectors that serve as gateways into Belton, quality building architecture, landscaping and other site improvements will be required to ensure development enhances Belton's image.

C-3 REGIONAL COMMERCIAL DISTRICT provides locations along major arterials for shopping centers and business uses that draw patrons from Belton, surrounding communities and the broader region. The C-3 district consists primarily of large-scale development that has the potential to generate significant automobile traffic. Development in this district must be designed in a coordinated manner with an interconnected street network that is consistent with the city's growth management plan.

BP BUSINESS PARK DISTRICT accommodates office, research and development, and limited service, manufacturing and warehousing uses that are located within a campus-like setting. Site design will include larger setbacks and increased landscaping and buffering from non-related uses and public rights-of-way.

BP-R BUSINESS PARK RESTRICTED DISTRICT allow for business and industrial operations. The performance standards for this district are intended to establish and maintain high quality site planning, architecture, signage, and landscape design to create an attractive and unified development character. The Business Park Restricted District may be applied to the Business Park District as an overlay zone in order to provide for higher development standards in areas that may be considered sensitive to the city's image or growth.

M-1 LIGHT INDUSTRIAL DISTRICT accommodate light manufacturing, warehousing and wholesaling operations that are compatible with more intensive commercial uses. Uses within this district require good accessibility to highways. The M-1 district should be used as a buffer

or transition between industrial development and commercial or multifamily residential development.

M-2 GENERAL INDUSTRIAL DISTRICT accommodates industrial uses not otherwise permitted in other districts. The intensity of the uses in this district makes it necessary to separate it from all residential districts and most commercial districts.

FCI FLEX COMMERCIAL/INDUSTRIAL DISTRICT is intended to allow for business, retail and industrial uses. The performance standards for this district are intended to establish and maintain high quality site planning, architecture, signage and landscape design to create an attractive and unified development. The FCI Flex Commercial/Industrial District is intended to be applied to property within an established overlay district including the North Scott Overlay District.

OTB OLD TOWN BELTON OVERLAY DISTRICT is to develop an identifiable center of the City of Belton with City Hall as its nucleus. Its intent is to further define a sense of community and to promote a centrally located, high-quality civic environment deemed important in the city's growth management plan

GCO GATEWAY COMMERCIAL OVERLAY DISTRICT is to provide for quality design and development near interstate highway interchanges in order to create a cohesive and attractive entrance to the City of Belton.

NORTH SCOTT CORRIDOR OVERLAY DISTRICT is designated as an area to accommodate a wide mix of quality multi-family residential, commercial business, and light industrial uses that are compatible in a highly visible, urban setting.

QUICK LINKS

DEVELOPMENT REVIEW COMMITTEE (DRC)

ATTENDING A PRE-APPLICATION DRC MEETING IS REQUIRED FOR ALL PLANNING APPLICATION SUBMITTALS

The DRC is made up of representatives from multiple departments across the City; from Planning, Public Works, Fire, Etc.. These key staff members deal with development issues on a daily basis and are here to make the development process as easy as possible. These meetings are required because they offer many benefits to each project and increase the application acceptance rate.

HAVE A PROJECT IN MIND?

DRC MEETINGS ARE OPPORTUNITIES TO:

- 1. DESCRIBE YOUR PROJECT**
- 2. ASK CITY STAFF QUESTIONS**
- 3. GET REAL-TIME ANSWERS**
- 4. LEARN ABOUT THE DEVELOPMENT PROCESS**
- 5. GET A ROADMAP TO MAKING YOUR UNIQUE PROJECT A REALITY**

WHEN DO THEY MEET?

WEDNESDAYS BETWEEN 2:00-4:00PM, AS REQUESTED

WHERE DO THEY MEET?

CITY HALL ANNEX AT 520 MAIN ST, BELTON, MO 64012

WHY DO THEY MEET?

TO HELP YOU BUILD AND DEVELOP IN BELTON!

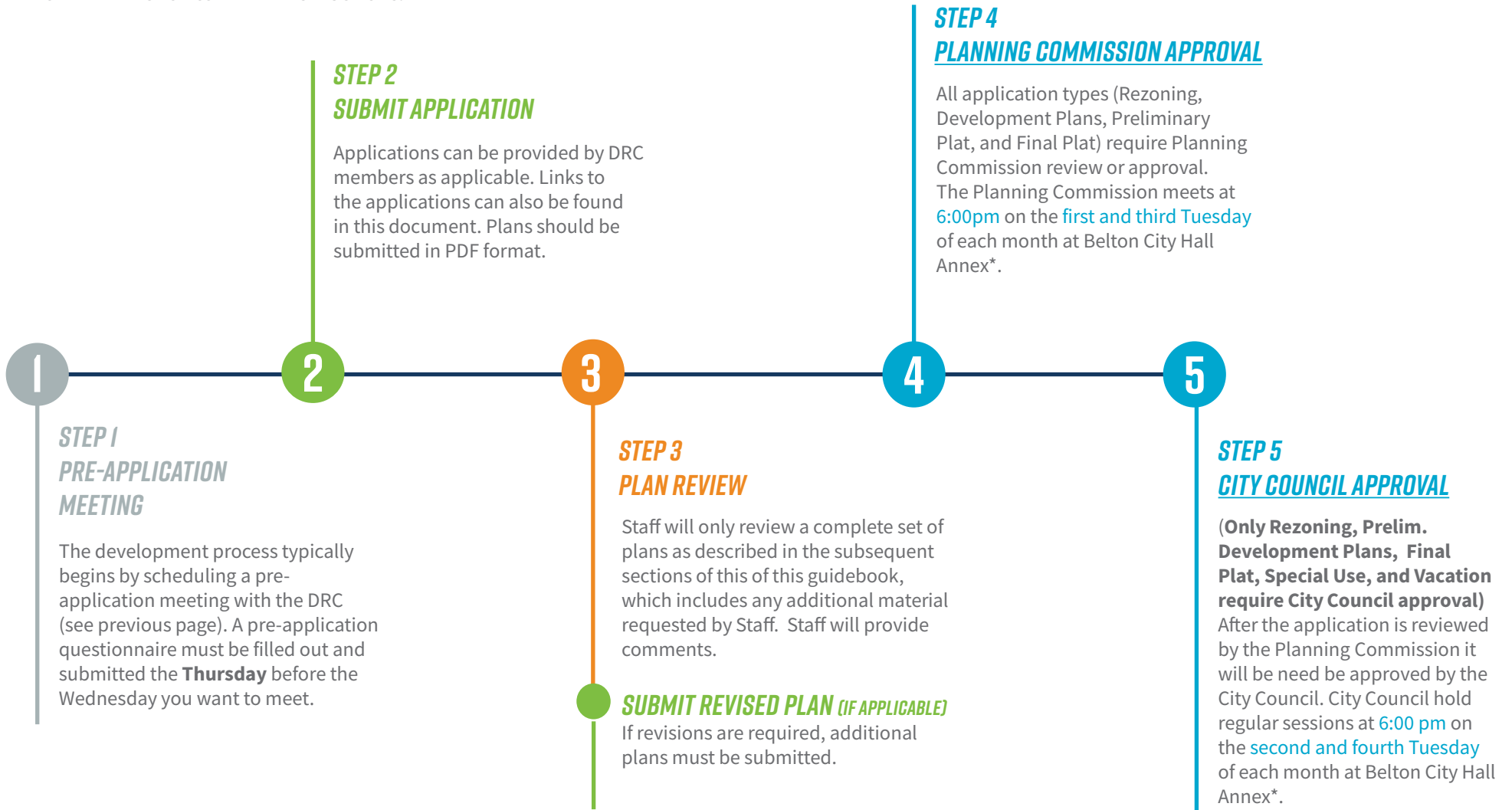


PLANNING APPLICATION REVIEW PROCESS

THE GRAPHIC BELOW PROVIDES A QUICK OVERVIEW OF THE PLANNING APPLICATION PROCESS FOR APPLICATIONS: REZONING, DEVELOPMENT PLAN, PRELIMINARY PLAT, FINAL PLAT. REFER TO THE PROVIDED LINKS FOR COMPLETE INSTRUCTIONS.

LEGEND

-  INFORMATIONAL
-  STAFF TASK
-  APPLICANT TASK
-  PUBLIC MEETING



*520 MAIN ST. BELTON MO, 64012

REZONING

A Rezoning Application is needed when the proposed project does not fit within the existing zoning district that the property resides in. (See [Chapter 20 Sections 1-3](#) for more details).

Preliminary and Final Development Plans are often required with a Rezoning Application (See [Section 20-5](#) for applicability).

QUICK LINKS

A COMPLETE REZONING APPLICATION WILL INCLUDE:

- **A Completed Application Form ([Download](#))**
- **Submitted All Material Outlined in the Applicable Checklist(s) ([Download](#))**
- **Application Fee Paid In Full (Click [Here](#) For Fee Schedule)**
- **Legal Description Of The Property**
- **Proof Of Ownership Or Control Of Property**
- **A Written Narrative Of Project**
- **A Map Depicting The General Location Of The Property**
- **A Professionally Prepared, Scaled, and Stamped Site Plan**
- **A List Of Addresses Of Property Owners Within 185 Feet Of Project Boundary (For Public Notice)**
- **Any Other Information Deemed Necessary By The City (Traffic Study, Stormwater Analysis, Etc.)**

REQUIRED MEETINGS:

- *Pre-Application Meeting with DRC*
- *Planning Commission*
- *City Council*

BEFORE YOU SUBMIT:

KEYS TO SUCCESS

- » **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**
- » **Will You Also Need A Building Permit? Find Out [Here](#)**
- » **(If Applicable) The Preliminary Development Plan Or Conceptual Site Plan Proposed Does Not Adversely Affect Surrounding Properties**
- » **Public Facilities And Services Are Available And Adequate For The Proposed Site**
- » **Provided Any Other Information Deemed Necessary By The City**

SPECIAL USE

Some uses of land are not appropriate in all locations within a district or under circumstances where the use imposes an impact on the public and are therefore designated as “special uses.” These uses may be approved through a special use permit if the impact of these uses does not negatively affect the use or enjoyment of neighboring property. ([Sec. 40-1](#))

QUICK LINKS

A COMPLETE SPECIAL USE APPLICATION WILL INCLUDE:

- **A Completed Application Form ([Download](#))**
- **Submitted All Material Outlined in the Applicable Checklist(s) ([Download](#))**
- **Application Fee Paid In Full (Click [Here](#) For Fee Schedule)**
- **Proof Of Ownership Or Control Of Property**
- **A Sealed Plan Set with Location and Extent of Proposed Development**
- **A Written Narrative of Proposed Use and Reason(s) for Location**
- **Narrative Addresses the Special Use Standards for Requested Use in [Sec. 40-3](#)**
- **Any Other Information Deemed Necessary By The City (Traffic Study, Stormwater Analysis, Etc.)**

REQUIRED MEETINGS:

- *Pre-Application Meeting with DRC*
- *Planning Commission*
- *City Council*

BEFORE YOU SUBMIT:

KEYS TO SUCCESS

- » Staff Has Received A Completed Application
- » The Proposed Use Subsequently Complies With The Intent Of The Comprehensive Plan, Future Land Use Map And Overlays (If Applicable)
- » Will You Also Need A Building Permit? Find Out [Here](#)
- » Complies with the Standards and Requirements of the Unified Development Code and City
- » The Proposed Use At The Specific Location Will Not Detract Or Encroach Upon The Welfare Or Convenience Of The Public
- » Provided Any Other Information Deemed Necessary By The City
- » Complies with Standards of Approval in [Sec. 40-2 e.](#)

PRELIMINARY & FINAL DEVELOPMENT PLAN

Development Plans are required for non-residential projects. Large scale projects (typically greater than 5 acres) require both a preliminary development plan and a final development plan. The following information applies to both submittals. For smaller projects, only a final development plan is required. (See [Sec. 20-5](#) and [Sec. 20-6](#) for details)

QUICK LINKS

A COMPLETE DEVELOPMENT PLAN APPLICATION WILL INCLUDE:

- **A Completed Application Form ([Download](#))**
- **Submitted All Material Outlined in the Applicable Checklist(s) ([Download](#))**
- **Application Fee Paid In Full (Click [Here](#) For Fee Schedule)**
- **Legal Description Of The Property**
- **Proof Of Ownership Or Control Of Property**
- **A Written Narrative Of Project**
- **A Map Depicting The General Location Of The Property**
- **A Professionally Prepared, Scaled, and Stamped: Site Plan, Landscape Plan, Utility Plan, Grading Plan, Parking Plan, Drainage Plan, Photometric Plan, and Building and Sign Elevations**
- **Phasing Plan, If Applicable**
- **A Stormwater Management Study per the City's [Design and Construction Manual](#), includes APWA Standards**
- **Any Other Information Deemed Necessary by the City (Geotechnical Report, Traffic Study, etc.)**

REQUIRED MEETINGS:

- *Pre-Application Meeting with DRC*
- *Planning Commission*
- *City Council (Prelim. Only)*

BEFORE YOU SUBMIT:

KEYS TO SUCCESS

- » Staff Has Received A Completed Application
- » The Proposed Development Is Consistent With The Comprehensive Plan, The Future Land Use Map, The Unified Development Code , and City Policies
- » Will You Also Need A Building Permit? Find Out [Here](#)
- » (If Applicable) The Development Plan Or Conceptual Site Plan Proposed Does Not Adversely Affect Surrounding Properties
- » Public Facilities And Services Are Available and Adequate For The Proposed Site
- » Public Works Elements Meet City Specifications And Are Certified By The City Engineer
- » Reviewed the *Building* Section of this Document

LOT SPLIT

An existing, platted lot may be divided by a lot split into not more than two parts which singularly or combined with an adjoining lot results in two lots which meet the minimum size and area requirements of the zoning district in which the lots are located. The new lots cannot, thereafter, be further subdivided without re-platting. ([Sec. 36-105](#))

QUICK LINKS

A COMPLETE LOT SPLIT APPLICATION WILL INCLUDE:

- **A Completed Application Form ([Download](#))**
- **Submitted All Material Outlined in the Applicable Checklist(s) ([Download](#))**
- **Application Fee Paid In Full (Click [Here](#) For Fee Schedule)**
- **Proof Of Ownership Or Control Of Property**
- **A Sealed Plan Set with a Survey Completed by a Licensed Surveyor/Engineer in the State of Missouri**
- **A Written Narrative of Reason for Lot Split, Proposed Uses, and How Development will Meet UDC**
- **Legal Description of Property**
- **Any Other Information Deemed Necessary by the City (Traffic Study, Stormwater Analysis, Etc.)**

REQUIRED MEETINGS:

- *Pre-Application Meeting with DRC*
- *Planning Commission*

BEFORE YOU SUBMIT:

KEYS TO SUCCESS

- » **Staff Has Received A Completed Application**
- » **The Lot Split Subsequently Complies With The Intent Of The Comprehensive Plan, Future Land Use Map And Overlays (If Applicable)**
- » **Will You Also Need A Building Permit? Find Out [Here](#)**
- » **Complies with the Standards and Requirements of the Unified Development Code and City**
- » **The Applicant Understands the Provisions for Completing a Lot Split in UDC Article IV- Lot Splits**
- » **Application Follows Requirements in [Sec. 36-106](#)**

PRELIMINARY PLAT

Plat applications are needed to divide land into multiple smaller parcels with individual addresses, typically for a subdivision. If a property has never been platted, both a Preliminary and Final Plat will need to be submitted. (See [Chapter 36, Article II](#))

QUICK LINKS

A COMPLETE PRELIMINARY PLAT APPLICATION WILL INCLUDE:

- **A Completed Application Form** ([Download](#))
- **Submitted All Material Outlined in the Applicable Checklist(s)** ([Download](#))
- **Application Fee Paid In Full** (Click [Here](#) For Fee Schedule)
- **Proof Of Ownership Or Control Of Property**
- **Location and Extent of Proposed Development**
- **Existing and Proposed Public and Private Infrastructure**
- **A Plat with a Stamp and Signature from a Professional Land Surveyor Licensed in Missouri**
- **Any Other Information Deemed Necessary By The City (Traffic Study, Stormwater Analysis, Etc.)**

REQUIRED MEETINGS:

- *Pre-Application Meeting with DRC*
- *Planning Commission*

BEFORE YOU SUBMIT:

KEYS TO SUCCESS

- » Staff Has Received A Completed Application
- » The Plat Subsequently Complies With The Intent Of The Comprehensive Plan, Future Land Use Map And Overlays (If Applicable)
- » Will You Also Need A Building Permit? Find Out [Here](#)
- » Complies with the Standards and Requirements of the Unified Development Code and City
- » The Plat Proposed Does Not Adversely Affect Surrounding Properties
- » Provided Any Other Information Deemed Necessary By The City
- » Reviewed the *Building* Section of this Document

FINAL PLAT

Final Plats will need to be submitted after the approval of the Preliminary Plat. Final Plats will need to be approved within 2 years of the Preliminary Plat approval date, otherwise it will expire. (See [Chapter 36, Article II](#))

QUICK LINKS

A COMPLETE FINAL PLAT APPLICATION WILL INCLUDE:

- **A Completed Application Form ([Download](#))**
- **Submitted All Material Outlined in the Applicable Checklist(s) ([Download](#))**
- **Application Fee Paid In Full (Click [Here](#) For Fee Schedule)**
- **Proof Of Ownership Or Control Of Property**
- **Tax Certificates from the City and County Showing Property Taxes are Current**
- **A Written Copy of any Private Restrictions Existing or Proposed for the Subdivision**
- **A Description of all Proposed and Existing Easements and Rights-Of-Way**
- **A Stormwater Management Study per the City's [Design and Construction Manual](#), includes APWA Standards**
- **Any Other Information Deemed Necessary by the City (Geotechnical Report, Traffic Study, etc.)**

REQUIRED MEETINGS:

- *Pre-Application Meeting with DRC*
- *Planning Commission*
- *City Council*

BEFORE YOU SUBMIT:

KEYS TO SUCCESS

- » Staff Has Received A Completed Application
- » The Plat Subsequently Complies With The Intent Of The Comprehensive Plan, Future Land Use Map And Overlays (If Applicable)
- » Will You Also Need A Building Permit? Find Out [Here](#)
- » Complies with the Standards and Requirements of the Unified Development Code and City
- » The Plat Substantially Conforms to the to the Approved Preliminary Plat
- » Public Works Elements Meets City Specifications and are Certified by the City Engineer
- » All Necessary Easements, Dedications, Vacations, and Other Agreements Have Been Accepted for Approved

VACATION

Vacation applications can be used to vacate undeveloped subdivisions, easements, and right-of-ways. The City Council can also be petitioned for the City to vacate public rights-of-ways and relinquish control to private property owners. ([Sec.36-113](#))

QUICK LINKS

A COMPLETE VACATION APPLICATION WILL INCLUDE:

- **A Completed Application Form** ([Download](#))
- **Submitted All Material Outlined in the Applicable Checklist(s)** ([Download](#))
- **Application Fee Paid In Full** (Click [Here](#) For Fee Schedule)
- **Proof Of Ownership Or Control Of Property**
- **A Legal Exhibit/Survey of the Area to be Vacated**
- **A Written Narrative of Reason for Vacation Request and Confirm No Negative Impacts**
- **Legal Description of Property**
- **Any Other Information Deemed Necessary By The City (Traffic Study, Stormwater Analysis, Etc.)**

REQUIRED MEETINGS:

- *Pre-Application Meeting with DRC*
- *Planning Commission*
- *City Council*

BEFORE YOU SUBMIT:

KEYS TO SUCCESS

- » Staff Has Received A Completed Application
- » The Proposed Vacation Subsequently Complies With The Intent Of The Comprehensive Plan, Future Land Use Map And Overlays (If Applicable)
- » Will You Also Need A Building Permit? Find Out [Here](#)
- » Complies with the Standards and Requirements of the Unified Development Code and City
- » The Vacation Will Not Negatively Impact the Subject Property or Any Adjacent Properties, As Well As Will Not Negatively Impact Any Owners Residents, Companies, or Agencies
- » Provided Any Other Information Deemed Necessary By The City
- » Complies with [Sec.36-113.](#)

VARIANCE

For any parcel of land whose shape, topography or other existing physical condition prevents land development consistent with this Code, the board of zoning adjustment may grant a variance from the buffer and setback requirements hereunder, provided such variance requires mitigation measures to offset the effects of any proposed land development on the parcel. ([Sec. 2-118. e.](#))

QUICK LINKS

A COMPLETE VARIANCE APPLICATION WILL INCLUDE:

- **A Completed Application Form** ([Download](#))
- **Submitted All Material Outlined in the Applicable Checklist(s)** ([Download](#))
- **Application Fee Paid In Full** (Click [Here](#) For Fee Schedule)
- **Proof Of Ownership Or Control Of Property**
- **A Sealed Plan Set with Legal Exhibit/Survey of Property with Dimensioned Plot Plan and Setbacks**
- **A Complete Written Narrative of Reason for Variance (Addressing All 5 Prompts)** ([See Checklist](#))
- **Legal Description of Property**
- **Any Other Information Deemed Necessary by the City (Traffic Study, Stormwater Analysis, Etc.)**

REQUIRED MEETINGS:

- *Pre-Application Meeting with DRC*
- *Board of Zoning Adjustment*

BEFORE YOU SUBMIT:

KEYS TO SUCCESS

- » Staff Has Received A Completed Application
- » The Lot Split Subsequently Complies With The Intent Of The Comprehensive Plan, Future Land Use Map And Overlays (If Applicable)
- » Will You Also Need A Building Permit? Find Out [Here](#)
- » Complies with the Standards and Requirements of the Unified Development Code and City
- » The Applicant Understands the Provisions for Completing a Lot Split in [UDC Article IV- Lot Splits](#)
- » Application Follows Requirements in [Sec. 36-106](#)

DEVELOPMENT REVIEW PROCESS & PROCEDURES SUMMARY

APPLICATION TYPE	PRE-APP MEETING	ACTING BODY				NOTICES			CODE REFERENCES SECTION(S)
		STAFF	PC	CC	BZA	SIGN	MAIL	NEWSPAPER	
AMENDMENT TEXT	●	●	●	●				●	20-1 - 20-3, incl.
VACATION OF RIGHT-OF-WAY OR EASEMENT	●	●	●	●		●	●	●	36-113
LOT SPLIT		●	●						36-105 - 36-107, incl.
MINOR SUBDIVISION PLAT	●	●	●	●					36-33
SPECIAL USE PERMIT	●	●	●	●		●	●	●	40-2
VARIANCE					●	●	●	●	2-118
REZONING	●	●	●	●		●	●	●	20-1 - 20-3, incl.
PRELIMINARY DEVELOPMENT PLAN	●	●	●	●		●	●	●	20-5
PRELIMINARY PLAT	●	●	●	●					36-34
FINAL DEVELOPMENT PLAN	●	●	●	●					20-5
FINAL PLAT		●	●	●					36-35 - 36-38, incl.
PLANNED UNIT DEVELOPMENT	●	●	●	●		●	●	●	20-4

OVERVIEW

All application submittals shall follow the review process and procedures outlined in the table on the left. Additional information about the specific application process is located in the code reference sections included in the table.

The circles indicate a required action.

PC = PLANNING COMMISSION

CC = CITY COUNCIL

BZA = BOARD OF ZONING ADJUSTMENT

PLAN REVIEW CHEAT SHEET

Each proposed development goes through a plan review, which is led by three separate City Departments: Planning, Public Works, and Fire.

Below are the **major site plan review areas** and what to address to ensure your project goes smoothly from planning to construction.

PLANNING

» DESIGN STANDARDS

All proposed developments should meet Belton's design standards and be comprised of good quality materials. The City of Belton appreciates ingenuity and looks favorably on developments that are unique and fill a need in the community.

» ADJACENT LAND USES

Proposed developments should follow the future land use map and compliment adjacent land uses, not clash with them. Special attention should be made to public infrastructure and the relationship to the street.

» PLANNING APPLICATIONS

City Staff are here to help make this project a reality! All staff comments should be addressed through the application process in a timely manner.

PUBLIC WORKS/ENGINEERING

» DESIGN AND CONSTRUCTION MANUAL

All improvements to public infrastructure shall be in accordance with the standard specifications, design criteria, and standard details provided in the City's Design and Construction manual.

» EXISTING PUBLIC INFRASTRUCTURE

Per the City code where existing infrastructure is found to be substandard, the developer shall provide repair, correction, or replacement of such infrastructure so that all final improvements will then meet City requirements. Existing infrastructure may also need to be extended, or upgraded to meet new demands of a development project.

» TRAFFIC

After evaluation of some basic information provided by the developer, the City Engineer may determine additional traffic impact studies be conducted to identify solutions to problems intensified by the new/redevelopment project.

» STORMWATER

Stormwater detention needs should be calculated using peak discharge rates from KC-APWA 5600 and post-construction water quality BMPs per the APWA/MARC BMP Manual.

Stream setbacks should be maintained per the City's Stream Buffer Ordinance; many streams are also regulated by the Army Corps of Engineers.

» WATER DISTRIBUTION

For Private fire lines, if the connection distance from the private line to the public water main exceeds 75 feet, the backflow prevention device must be located externally from the building and at the connection point to the main. External backflow devices must be buried in a vault per City standard details.

Wet taps (or tapping sleeves) are not allowed in the City. Connections to existing mains shall use cut-in tees and solid sleeves. Additional valves may be required.

Minimum requirement for public water systems is 8 inch diameter water distribution mains using either C900 PVC or ductile iron with 10 gauge tracing wire.

» SANITARY SEWER

Where applicable, public lines will be evaluated by the City and existing private service lines shall be televised

by the owner to evaluate condition and contribution of inflow/infiltration. I&I in the private lines shall be mitigated at the owner's expense. Industrial pretreatment measures per the City's and/or Little Blue Valley Sewer District regulations are required where applicable.

FIRE

» ACCESS REQUIREMENTS

Single or Two Family Dwellings Subdivisions: Two separate and approved fire department access roads are required if the number of dwelling units exceeds 30 units. **Modifications may be available based upon fire protection features or future connections*

- » Roadways will be a minimum of 20' wide
- » Approved roadways are required within 150' of all portions of the building
- » Additional fire access may need to be required based on traffic congestion, topography, or other factors
- » Dead ends may not exceed 150'
- » Minimum turning radius: 30' inside, 40' feet outside
- » All improvements must follow the 2018 International Fire Code

» UTILITIES

Adequate fire flow provided for proposed use

Recent flow test data provided (within 2 years unless changes require more recent data).

Fire hydrant spacing

- » Hydrants provided within 400' (unsprinklered) and 600' (sprinklered) of all portions of all buildings (commercial) and no further than 500' apart (residential)
- » Spacing measured by "hose-lay" distances
- » Spaced to ensure adequate fire flow
- » Hydrants must be located adjacent to fire department access roadways

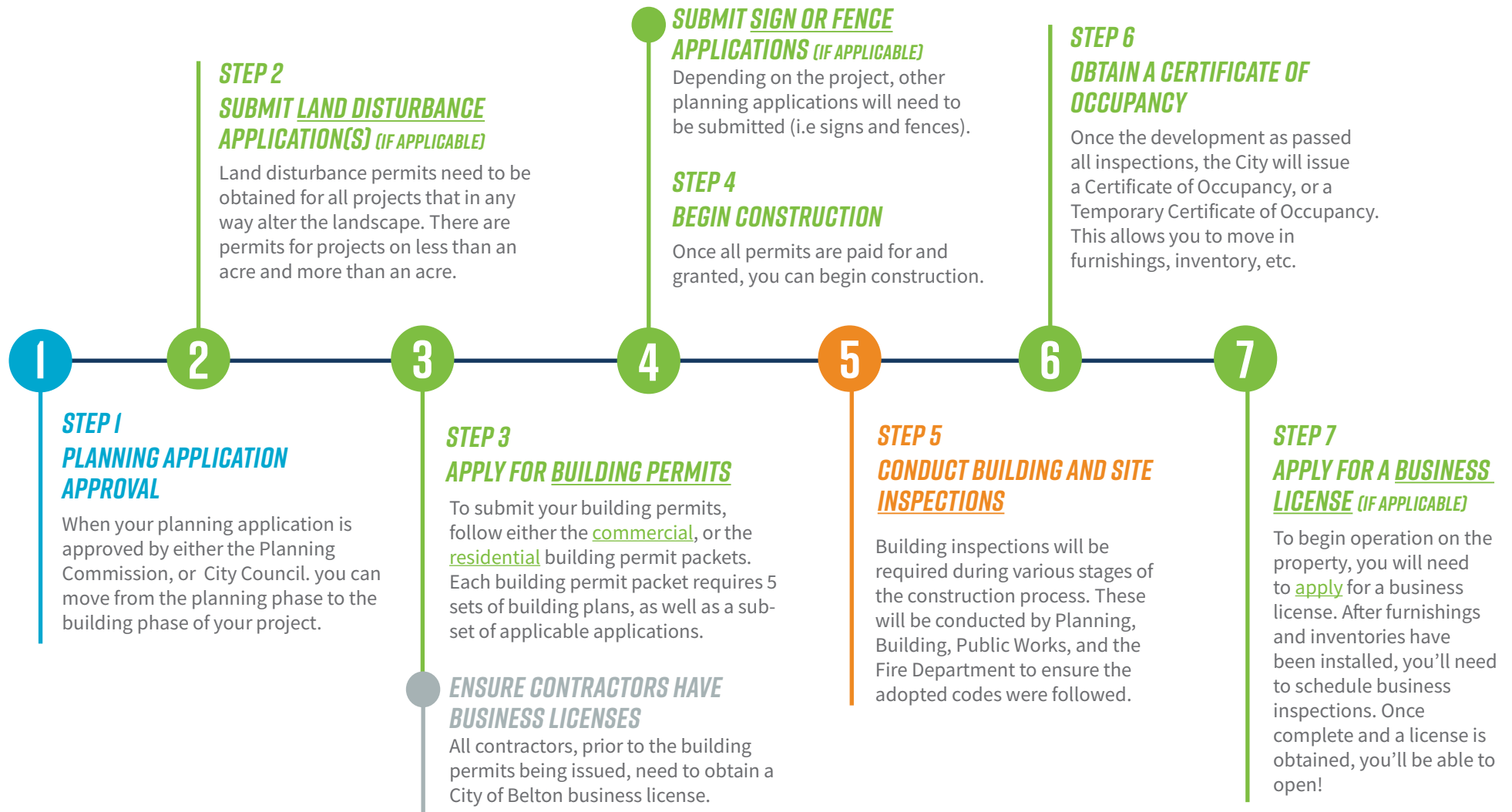
No overhead powerlines obstructing fire department access.

BUILDING & PERMITTING PROCESS

THE GRAPHIC BELOW PROVIDES A QUICK OVERVIEW OF THE BUILDING AND PERMITTING PROCESS. PLEASE REFER TO THE PROVIDED LINKS FOR A COMPLETE SET OF INSTRUCTIONS.

LEGEND

- INFORMATIONAL
- STAFF TASK
- APPLICANT TASK
- PUBLIC MEETING



PUBLIC WORKS PERMITS

LAND DISTURBANCE

[LAND DISTURBANCE - LESS THAN 1 ACRE](#)

[LAND DISTURBANCE - GREATER THAN 1 ACRE](#)

PUBLIC IMPROVEMENTS

[BELTON PUBLIC IMPROVEMENTS PERMIT](#)

[ANNUAL PERFORMANCE AND MAINTENANCE](#)

[BOND - \\$50,000](#)

[INDIVIDUAL PERFORMANCE AND MAINTENANCE](#)

[BOND - \\$5,000](#)

TRAFFIC CONTROL

[TEMPORARY TRAFFIC CONTROL PERMIT](#)

RIGHT-OF-WAY

[WORK ON RIGHT OF WAY, CITY EASEMENT, OR CITY PROPERTY](#)

WATER/SEWER

[PUBLIC DRINKING WATER CONSTRUCTION PERMIT](#)

[SANITARY SEWER EXTENSION CONSTRUCTION](#)

FLOODPLAIN

[FLOODPLAIN DEVELOPMENT](#)

[SEMA "NO-RISE" CERTIFICATE](#)

[FEMA ELEVATION CERTIFICATE](#)

[QUICK GUIDE FOR FLOODPLAIN MANAGEMENT](#)

BUILDING PERMITS

RESIDENTIAL

[RESIDENTIAL BUILDING PERMIT](#)

[RESIDENTIAL PERMITTING PACKET - NEW CONSTRUCTION](#)

[BASEMENT FINISH](#)

[ACCESSORY STRUCTURE HANDOUT](#)

[DECK GUIDE](#)

[DEMOLITION INFORMATION](#)

[MOBILE HOME INSTALLATION](#)

[PODS - PERSONAL STORAGE UNIT GUIDELINES](#)

[REQUEST FOR EXTENSION OR RENEWAL OF EXPIRED PERMIT](#)

[RESIDENTIAL DRIVEWAY STANDARDS](#)

[ROOM ADDITION\(S\) REQUIREMENTS](#)

[SWIMMING POOL/SPA](#)

[SOLAR](#)

COMMERCIAL

[COMMERCIAL BUILDING PERMIT](#)

[COMMERCIAL PERMIT SUBMITTAL INFORMATION](#)

[COMMERCIAL PERMIT PACKET - NEW CONSTRUCTION](#)

PLANNING PERMITS

SIGNS

[SIGN PERMIT APPLICATION](#)

FENCES

[FENCE PERMIT APPLICATION](#)

[FENCE GUIDE](#)

ADDITIONAL APPLICATIONS

[TEMPORARY USE PERMIT](#)

[ZONING VERIFICATION LETTER REQUEST](#)

[COMMUNICATION TOWER REQUIREMENTS](#)

FIRE PERMITS

[FIRE PROTECTION PERMIT PACKET](#)

[HAZARDOUS CONDITION PERMIT](#)

[OPEN BURNING REGULATIONS](#)

ALL BUILDING PERMITS AND APPLICATIONS NEED TO BE EMAILED TO MADISON RUST OR TURNED IN AT THE CITY HALL ANNEX 520 MAIN STREET, BELTON MO 64012

DESIGN & CONSTRUCTION MANUAL

All improvements to public infrastructure shall be in accordance with the standard specifications, design criteria, and standard details provided in the City's Design and Construction Manual. Specifications shall be used in the following order:

1. City of Belton Specifications
2. KC Metro Standard Specifications
3. MoDOT Specifications

This manual was adopted to regulate the construction of public infrastructure improvements within the City, for all infrastructure. Standards may change at any time. Please verify that all documents previously downloaded from this page are current before relying on them.

If you have any questions concerning the Design and Construction Manual, contact the Public Works Department at (816) 331-4331.

STANDARD DETAILS:

- » [INDEX SHEET](#)
- » [EROSION CONTROL](#)
- » [SANITARY](#)
- » [STORM](#)
- » [STREETS](#)
- » [TRAFFIC](#)
- » [WATER](#)
- » [MISCELLANEOUS](#)

ADOPTED BUILDING CODES

2018 INTERNATIONAL BUILDING CODE

2018 INTERNATIONAL EXISTING BUILDINGS CODE

2018 INTERNATIONAL RESIDENTIAL CODE

2018 INTERNATIONAL MECHANICAL CODE

2018 INTERNATIONAL PLUMBING CODE

2018 NATIONAL ELECTRICAL CODE

2018 INTERNATIONAL PRIVATE SEWAGE DISPOSAL CODE

2018 INTERNATIONAL FUEL GAS CODE

2018 INTERNATIONAL FIRE CODE

2018 INTERNATIONAL ENERGY CONSERVATION CODE

*2018 International Existing Building Codes Effective January 1st, 2023

BUILDING INSPECTIONS

The City has instituted a policy of next-day scheduling for building inspections. **To schedule an inspection, please call (816) 892-1260.** Calling by 4:30 p.m. means your requested inspection will be scheduled for the following business day. Calls received after 4:30 p.m. will not be schedule for the next day. When you call for an inspection, please be sure to provide the following information:

- » Name of person requesting the inspection
- » Contact phone number
- » Address of the job
- » Type of inspection needed
- » Permit number (not necessary if calling for an occupation license inspection)
- » Preference of a morning or afternoon inspection

No Callbacks Will Be Made

RE-SCHEDULE & RE-INSPECT

Be sure to schedule your inspection for when you feel you will be ready. If circumstances change, call the general number (816-331-4331) and ask for Inspections to re-schedule Important Information.

If a deficiency is noted during an inspection, you are entitled to two re-inspections. If the third re-inspection finds that the noted deficiency has not been corrected, there will be a **\$42.00 re-inspection fee** payable before a Certificate of Occupancy or another inspection is conducted.

PUBLIC WORKS INSPECTIONS

To schedule an inspection, please call (816) 892-1283 or email PWinspections@belton.org.

A third inspection or second re-inspection will incur a **\$24.00 re-inspection fee**. Inspections must be requested by **voicemail or email** the day prior to desired inspection date.

FIRE INSPECTIONS

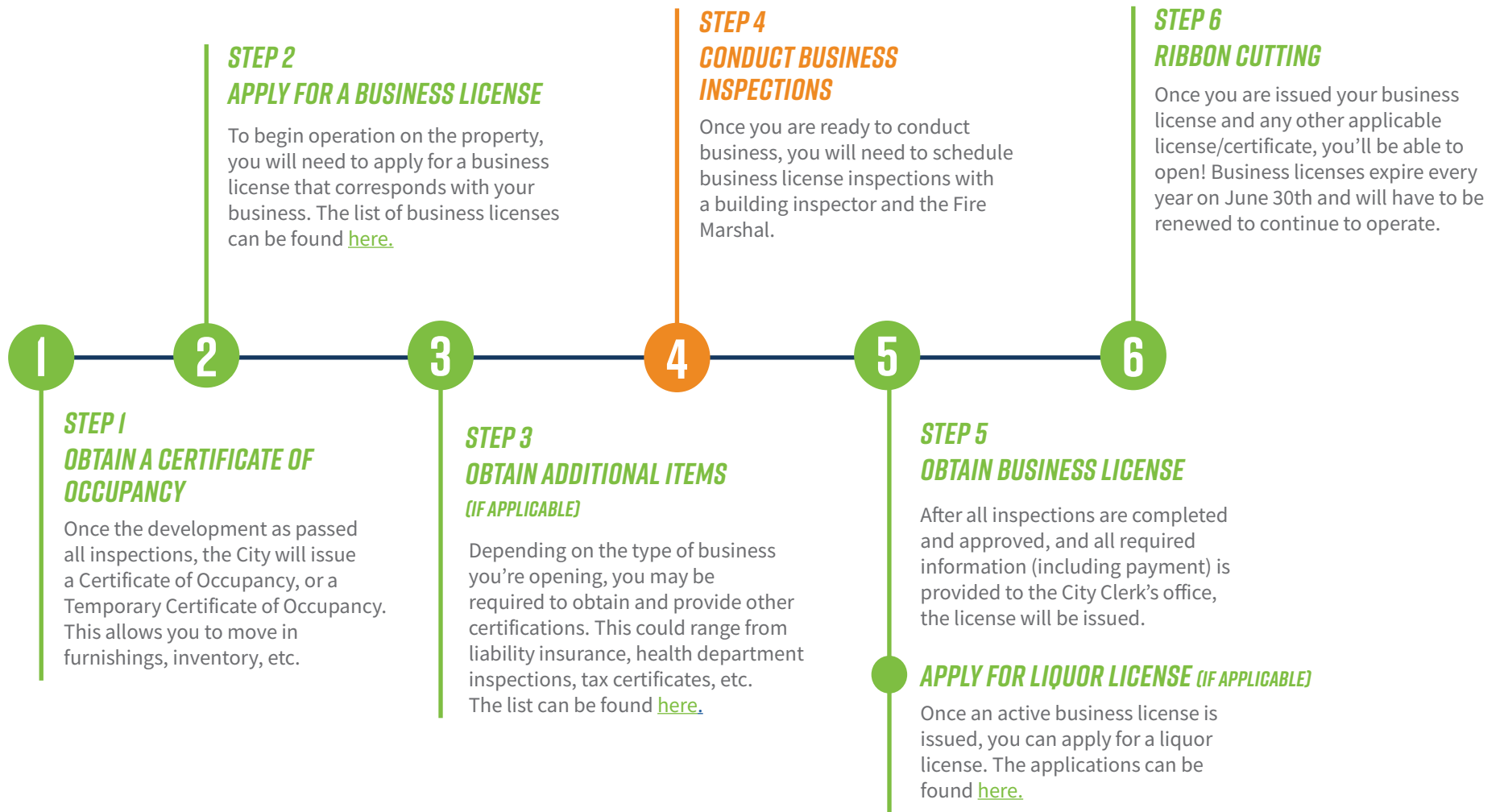
To schedule a fire inspection, please call the Fire Marshal line at (816) 331-7969.

OCCUPANCY & LICENSING PROCESS

THE GRAPHIC BELOW PROVIDES A QUICK OVERVIEW OF THE OCCUPANCY AND LICENSING PROCESS. PLEASE REFER TO THE PROVIDED LINKS FOR A COMPLETE SET OF INSTRUCTIONS.

LEGEND

-  INFORMATIONAL
-  STAFF TASK
-  APPLICANT TASK
-  PUBLIC MEETING



GETTING A BUSINESS LICENSE

1. FILL OUT THE CORRESPONDING BUSINESS LICENSE APPLICATION

- » Fill out the appropriate Application for the type of business, completely and legibly. Attach additional attachments, as required.
- » Fill out the appropriate section of the Application regarding ownership, section A, B, or C, and attach the required attachments.
- » Follow this guide for [commercial](#) business licenses, or click below to view all business licenses.

QUESTIONS ABOUT LICENSING?

EMAIL
CITYCLERK@BELTON.ORG

OR CALL
(816) 331-4331

2. APPLICATION REVIEW

- » The application will be reviewed by the Planning and Building Department for proper zoning regulations.

3. SCHEDULE INSPECTIONS

- » When the location is set up and you are ready to conduct business, call for a building inspection and fire inspection.
 - » **Building inspection line 816.892.1260**
 - » **Fire Marshal inspection line 816.331.7969**

4. ADDRESS ANY INSPECTION ISSUES

- » Based on your inspections, address any comments they might have had and schedule a re-inspection.

5. PAY ALL LICENSING FEES

- » Fire and building inspections are required for initial licensing of physical commercial business sites located in Belton city limits. The license fee located on each application includes the inspection fee.
- » The renewal license fee, for subsequent licenses, is \$70.
- » License fees can be paid by cash, check (made out to the City of Belton), or online (2.45% processing fee) before a business license is issued. More information can be found at www.belton.org/business.

6. APPLICATION APPROVAL

- » After all inspections are completed & approved, and all required information (including payment) is provided to the City Clerk's office, the license will be issued.

INCENTIVES & FINANCE TOOLS

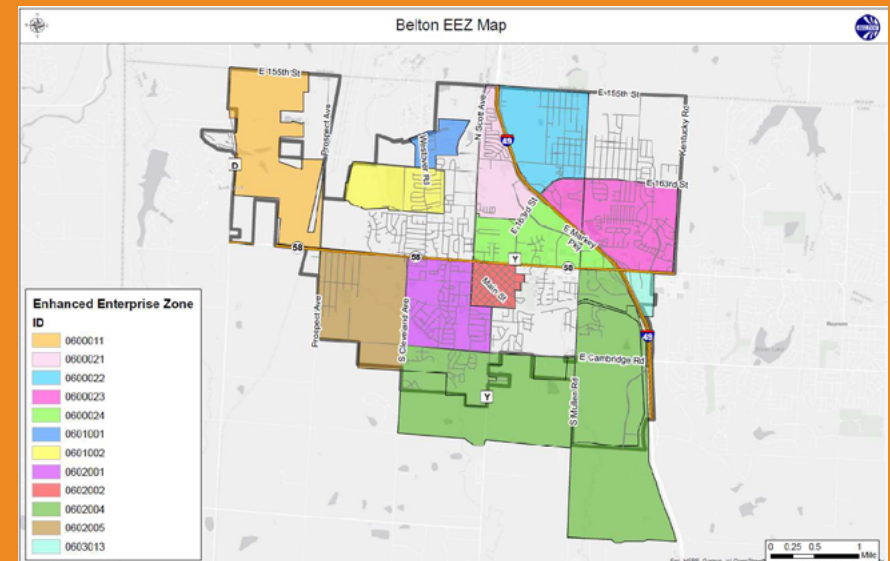
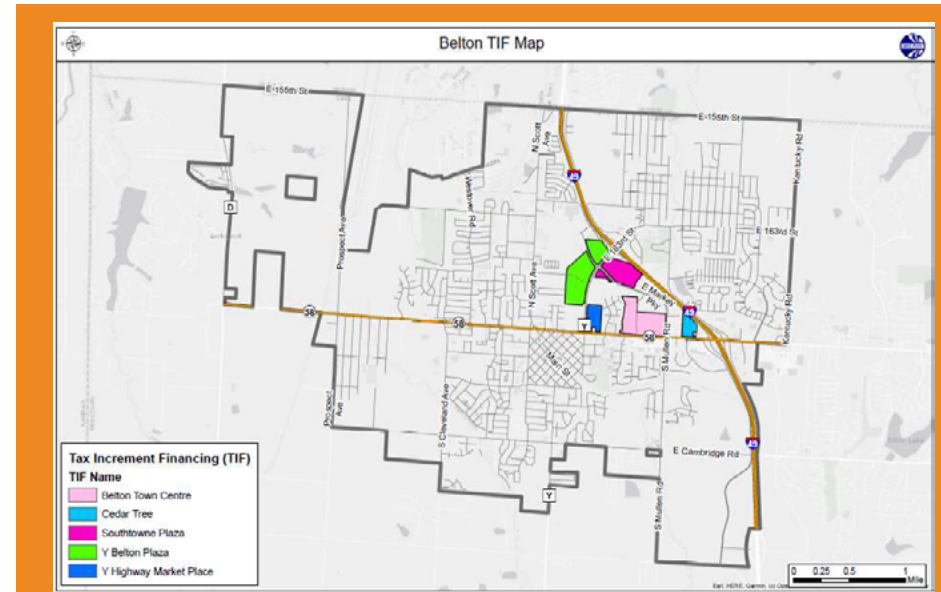
We are dedicated to our economic base and aim to improve a high quality of life for all of our citizens. The city creates opportunities for businesses to succeed by offering many incentive programs to assist companies in creating new jobs and investment in the City.

The City of Belton recognizes the importance of redevelopment and encourages incentives in targeted areas, such as North Scott Ave and others shown on the right. Applicants are qualified based on a combination of the following:

- » **Number of jobs created**
- » **Types of jobs created**
- » **Wages (family supporting)**
- » **Amount of capital investment**
- » **Overall economic impact on the City**
- » **Positive role that the business plays in helping Belton achieve its community vision and goals**
- » **Location of the business**

Visit www.Belton.org/EDO for more information

INCENTIVE RESOURCES





COMMUNITY DEVELOPMENT DEPARTMENT
520 MAIN ST. BELTON, MO 64012