Development Services

QCR Checklist

Updated 10/23/25

This checklist applies to all Development Services (DS) plan types, submitted with an IB159 application. Quality Control Review (QCR) will consult you before releasing submittals if all requirements are unmet.

General Requirements for all Development Services-related Submittals:

	Developer/ Owner's **name** & **address** matches the ownership information shown in **Parcel Viewer** If no, provide a copy of the warranty deed to demonstrate a change in ownership
	Owner, Developer, and Design professional contact information must list **phone number** and **email.**
	Construction cost estimate for all infrastructure plan sets This is not required on the final plat submittals

General Plan Information:
(preferably included on the cover sheet, if on another sheet included near the front of the plan set)

	Name and type of project and description
	City, County, State, Section, Township, Range
	Scope, Summary of Quantities, standard legend
	Location Map
	Developer's acknowledgment and signature block with contact information
	Engineer's Certificate block
	PE seal (Per the MO Board for Architects, Professional Engineers, Land Surveyors, and Landscape Architects section: 4 CSR 30-3.030)
	Owner Bonding Statement with Owner's Signature
	Revision block noting all changes per State Sealing Requirements
	Case Number, CPC Case Number or Final Plat Case number, Controlling Ordinance Number
	Parcel APN numbers & Legal Description

KANSAS CITY MISSOURI

Building Plan Submittal:

(includes minor scope work not included on other submittals governed by IB159, the scope will need a CLDPIR)

	Location of any drive approaches, curb & gutter, sidewalk, or ADA ramps within City right-of-way
	Detailed drawings (with slopes and spot elevations) for all ADA Ramps
	Location and details for sanitary or storm connections
	Storm drainage letter or Study
	Quantities for all minor infrastructure improvements

Grading and Site Disturbance: (includes Erosion Control)

These items must consist of, as part of, **all** submittals. Separate permit valuations should be provided for public and private grading filed under separate applications.

	Total Disturbed area
	Is the site disturbed greater than or equal to one acre? YES NO YES: A Site Disturbance Permit is required. NO: A Site Disturbance Permit is not required. However, Erosion Control plans are necessary per Code.
	Detailed bar chart type for construction work schedule
	Site Disturbance Owner's Statement with Owner's Signature on Cover Sheet
	Proposed Site Layout
	Storm Drainage Letter and Approved Micro/ Macro Storm Drainage Study

Street and Storm Sewer Plan:

NOTE: If public street improvements are submitted, Street Lighting plans and a Public Infrastructure Review are required.

	Plan and profile for all proposed streets
	Plan and profile for all existing or proposed pipes or drainage structures
	Location of drive approaches on public streets and driveway measurements
	Detailed drawings (with slopes and spot elevations) for all ADA Ramps
	Traffic Control Plan included

Drainage Study:

	Macro or Micro?
	Location Map and Name of Watershed
	PE seal (Per the MO Board for Architects, Professional Engineers, Land Surveyors, and Landscape Architects section: 4 CSR 30-3.030)
	Revision block noting all changes per State Sealing Requirements
	Drainage Letter or Study Included

Sanitary Sewer Plan:

	Manhole Layout showing all pipe deflection angles
	Plan and profile for all existing or proposed pipes or structures

Stream Buffer Plan:

	Is there a stream shown on the grading and site disturbance plans? YES NO YES: Stream Buffer plan is required. If included, the plan submittal package is accepted. NO: Stream Buffer plan is not required. The remaining requirements do not apply.

Resubmittals:

	Resubmittal Form (Part C) signed by a Missouri registered Professional Engineer.
	Comment response letter explaining the changes made to the plans as a result of all review comments. Revision letters matching on the plan set and clouding showing changes.

As-Builts:

	Engineer's As-Built Certification Signed and Sealed
	Statement with Permit Number, Field Acceptance Date, and File Number
	As-Built Quantities including the Original Quantities

Easements:

	Legal Description and Exhibit
	Stamped by the County
	Covenant Agreement to Maintain Stormwater, BMP, Streetlights