CITY OF LEE'S SUMMIT

STREET NAME CHANGE PROCESS

Purpose of Street Name Change

Street name changes are not very common, due to the impact upon the public, including property owners along the street and the traveling public. However, sometimes there are good reasons for making a street name change. These may include:

- New street connections joining two streets with different names
- An error on a plat, such as a misspelled word, or a duplicate street name

If everyone agrees to the proposed street name change, the process is fairly simple. The proposed street name change is considered by the Community Development Committee of the City Council. If the Committee and affected property owners all agree to the street name change, the Committee will direct staff to prepare an ordinance for consideration by the City Council.

If there is any opposition to the proposed change, either from residents or from the City, public hearings must be held. The purpose of the public hearing process is to ensure the public is informed of the proposed action and provided an opportunity for input. The Planning Commission and City Council will consider any concerns that surrounding property owners or members of the general public may have regarding the proposed street name change and its impact on the community.

Step 1 – Pre-Application Meeting

The UDO requires the applicant to meet with City Staff at a "pre-app" meeting prior to submitting an application. At this time, the applicant can explain the proposed change, and city staff will explain the process, advise the applicant of any other considerations, and express their support or opposition.

Step 2 – Filing the Application

- Application - A complete application for street name change must be submitted, including:
    - Name, address and telephone number of the applicant.
    - Names and addresses of all property owners directly impacted by the proposed street name change.
    - Signatures of all property owners directly impacted by the proposed street name change. If signatures of all property owners cannot be obtained, the application can proceed through the public hearing process for consideration.
- Fees - Application filing fee, payable to the City of Lee's Summit - see Schedule of Fees and Charges. If all owners sign the application, no legal notice fees are required. Otherwise, two legal notice charges are required for public hearing expenses.
- Plat or plot plan – The plat or plot plan must be drawn to scale of not less than 100 feet to the inch, showing the street(s) in question and the proposed street(s) name. One (1) 8 ½" by 11" reduction of each sheet of the plat or plot plan shall be submitted with the application.

Step 3 – Community Development Committee

Staff will schedule the item for the Community Development Committee. The Community Development Committee consists of four (4) Councilmembers. The Committee generally meets once a month. After discussing the proposed street name change, the Committee may direct staff to draft an ordinance for consideration by the full Council, or authorize the applicant to proceed through the public hearing process.

If all affected property owners agree to the street name change, and the Committee agrees to move forward with an ordinance, skip to the last step.

Step 4 – Public Hearing Process

Public Hearings. If there is any opposition to the proposed change, or if any affected property owners cannot be reached or, for whatever reason, fail to provide affirmative support for the change, consideration of the street name change shall require public hearings before the Planning Commission and City Council following publication notice, notice to surrounding property owners, and posting of notice signs as provided in the UDO. The purpose of the public hearing process is to ensure the public is informed of the pending action and to receive public comments. The Planning Commission and City Council will consider any concerns that surrounding property owners or members of the general public may have regarding the proposed street name change and its impact on the community.

Notification.

- Notice in Newspaper – City staff will prepare and publish the required legal notice of the time and place of the public hearings, which must be published 15 days prior to the hearing in an official City paper.
- Letters to Surrounding Property Owners – The applicant must mail notices by certified mail, to all property owners within 185 feet of the property, at least 15 days prior to the hearing, notifying them of the opportunity to be heard. A form letter for the notice can be obtained from the Planning and Development Department. An affidavit must be submitted certifying that notice has been sent, along with a list of property owners and a copy of the letter sent.
- Sign – The applicant must post a sign on the premises at least 15 days prior to the date of the hearing, informing the public of the time and place of the public hearing. The City will furnish the sign to the applicant for posting. The applicant shall make a good faith effort to maintain the sign for at least 15 days immediately preceding the date of the hearing through the hearing, and through any continuances of the hearing. The sign shall be placed within 5 feet of the street right-of-way line in a central position on the property. The sign shall be readily visible to the public. If the property contains more than 1 street frontage, 1 sign shall be placed on each street frontage so as to face each of the streets. The sign may be removed at the conclusion of the public hearing and must be removed at the end of all proceedings on the application or upon withdrawal of the application.

Step 5 – Planning Commission Public Hearing

The Planning Commission meets on the second and fourth Tuesday of each month in the Council Chambers of City Hall at 220 SE Green Street. The Commission holds a public hearing and makes a recommendation to the City Council.

- Applicant's presentation - The applicant begins the public hearing with a brief presentation, describing the proposed street name change.
- Staff's presentation - Staff will then give a staff report and recommendation.
- Public comments – members of the audience will be given an opportunity to speak.
- Commission discussion and decision - The Commission members may ask questions of either staff or the applicant. Finally, the public hearing portion of the meeting is closed, and the Planning Commission discusses the action that should be taken and the reasons for that action. The Planning Commission's action is a recommendation to the City Council to either approve, approve with conditions, or deny the application. The Planning Commission may also vote to continue an application to a later meeting to allow further study or the submission of information by the applicant or staff. Once the Planning Commission has made a recommendation, a hearing (typically three weeks later} will be scheduled before the City Council.

Step 6 – City Council Public Hearing

The Lee's Summit City Council holds public hearings at their regular meetings on the first and third Thursdays of each month at the Council Chambers of City Hall at 220 SE Green Street.

- Public Hearing - The format of the public hearing is similar to that used by the Planning Commission and applicants should plan on making a similar type of presentation. After the City Council has listened to the presentations and to any public comments, they will discuss the application and then take action. The City Council will either reject the request or direct staff to prepare an ordinance granting the zoning change.
- Ordinance - The ordinance is normally read at a subsequent City Council meeting and approved or denied.

Step 7 – Ordinance

All street name changes must be approved by ordinance. City staff will draft the ordinance and determine the date when it will be considered by the City Council. If the ordinance is adopted, the city will record it at the County recorder of deeds office, and notify all appropriate public agencies and utility companies of the street name change.

City of Lee's Summit

Department of Planning and Development
Street Name Change Application

1. EXISTING STREET NAME: _____

_____

2. PROPOSED STREET NAME: _____

_____

3. LOCATION OF PROPOSED STREET NAME CHANGE: _____

_____

4. APPLICANT _____ PHONE _____
CONTACT PERSON _____ FAX _____
ADDRESS _____ CITY/STATE/ZIP _____
E-MAIL _____

5. ENGINEER/SURVEYOR _____ PHONE _____
CONTACT PERSON _____ FAX _____
ADDRESS _____ CITY/STATE/ZIP _____
E-MAIL _____

6. OTHER CONTACTS _____ PHONE _____
CONTACT PERSON _____ FAX _____
ADDRESS _____ CITY/STATE/ZIP _____
E-MAIL _____

Applications without the proper signatures will be deemed incomplete and will not be processed.

_____
APPLICANT

Print name: _____

Receipt #: _____ Date Filed: _____ Processed by: _____ Application # _____

CITY OF LEE'S SUMMIT

STREET NAME CHANGE FEES

Planning and Development Schedule of Fees and Charges	
Legal notice publishing charge – ***(required for all Public Hearing applications)***	$165.00 per required legal notice publishing charge
Residential Rezoning and Preliminary Development Plan:	
• Rezoning with no PDP (AG, RDR & R-1 only)	$700.00 + two legal notice publishing charges
• Residential Rezoning and Preliminary Development Plan – 0-5 acres	$2400.00 + two legal notice publishing charges
• Residential Rezoning and Preliminary Development Plan – over 5 acres	$3000.00 + two legal notice publishing charges
• Residential Preliminary Development Plan - 0-5 acres	$1600.00 + two legal notice publishing charges
• Residential Preliminary Development Plan - over 5 acres	$2000.00 + two legal notice publishing charges
Commercial Rezoning and Preliminary Development Plan:	
• Commercial Rezoning and Preliminary Development Plan – 0-5 acres	$2800.00 + twp legal notice publishing charges
• Commercial Rezoning and Preliminary Development Plan – over 5 acres	$3600.00 + two legal notice publishing charges
• Commercial Preliminary Development Plan – 0-5 acres	$1800.00 + two legal notice publishing charges
• Commercial Preliminary Development Plan – over 5 acres	$2400.00 + two legal notice publishing charges
Final Development Plan (Residential or Commercial):	
• Staff Review FDP – 0-5 acres	$600.00
• Staff Review FDP – over 5 acres	$1000.00
Subdivision Plats (Residential or Commercial)	
• Preliminary Plat	$700.00 plus $3.00 per lot
• Minor Plat	$600.00
• Final Plat	$700.00 plus $3.00 per lot
Other Applications	
• Zoning Variance (Board of Zoning Adjustments)	$300.00 + one legal notice publishing charge
• Comprehensive Plan Amendment	$100.00 + one legal notice publishing charge
• Special Use Permit (Residential or Commercial)	$900.00 + two legal notice publishing charges
• Special Use Permit (Renewal of in-home SUP)	$300.00 + two legal notice publishing charges
• Street Name Change Application	$100.00 + two legal notice publishing charges
• Vacation of Right-of-Way	$100.00 + two legal notice publishing charges
• Vacation of Utility Easement	$100.00
• Sign Application (for Planning Commission action)	$200.00