



CITY OF COLUMBIA, MISSOURI

COMMUNITY DEVELOPMENT

DEPARTMENT OF PLANNING AND DEVELOPMENT

(573) 874-7239

BUILDING AND SITE DEVELOPMENT

(573) 874-7474

OFFICE OF NEIGHBORHOOD SERVICES

(573) 817-5050

August 31, 2015

Re: Upcoming Changes to Plan Submittal Requirements

To Whom It May Concern:

In an effort to keep up with new regulations and advancements, the Building and Site Development Division (B.S.D.) is making changes to the requirements for plan submittals. As a result, updates have been made to the following:

- Commercial Development Plan Review Help Document
- Initial Screening Process (ISP) Checklist
- Site Plan Checklist, and a separate Stormwater Detention Checklist
- Floodplain Development Permit and Elevation Certification
- Columbia Fire Department Requirements Checklist

These documents can be viewed on B.S.D.'s website at

http://www.gocolumbiamo.com/community_development/bsd/index.php

Changes will go into effect at the start of the City's 2016 fiscal year, which begins on October 1, 2015.

Below is a summary of the major changes:

- A digital copy of final Site Plans, signed and sealed by the Professional Engineer, must now be submitted along with three (3) paper copies. The digital file must be in PDF format. Electronic signatures/seals which conform to state statutes are acceptable.
 - Contractors working under a Land Disturbance permit will be required to have the Land Disturbance permit, along with a set of site plans that have been stamped "Approved" by B.S.D., present at the job site. Permits and approved, stamped plans must be picked up in person from the Service Counter on the Third floor of City Hall, 701 E. Broadway prior to starting any Land Disturbance work.
 - Floodplain Development Permit/Application and Elevation Certification have been changed to the forms used by FEMA.
- Direct questions regarding these items to Rick Kaufmann or David Hagenhoff at (573)874-7474.

- Columbia Fire Department requirements have been updated.

Direct questions to Tim Bach at Columbia Fire Department at (573)874-7556.

Sincerely,

Shane S. Creech, P.E.

Building and Site Development Manager

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