



# APPLICATION FORM FOR SITE PLANS

City of Polk City, Iowa

**- FOR OFFICE USE ONLY -**

Date: \_\_\_\_\_ Amount: \_\_\_\_\_ Rec'd by: \_\_\_\_\_

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

***Thank you for your interest in the City of Polk City!***

It is the responsibility of the applicant (owner, developer and consultants) to compare their project submittal to City Code and this checklist and ensure that all items and requirements are included. If an application is substantially incomplete, the review will be delayed and the review schedule will be amended.

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Subdivision Name & Lot Number(s): \_\_\_\_\_

Total Area of Parcel (in acres): \_\_\_\_\_

Applicant:

Primary Contact \_\_\_\_\_

Engineer \_\_\_\_\_

Street Address \_\_\_\_\_

Street Address \_\_\_\_\_

City, State \_\_\_\_\_

City, State \_\_\_\_\_

Telephone No. \_\_\_\_\_

Telephone No. \_\_\_\_\_

Email Address \_\_\_\_\_

Email Address \_\_\_\_\_

Site Plan Application Fee:

Less than 1 acre:	\$50
1 to 2 acres:	\$100
More than 2 acres:	\$300

**Amount Paid: \$** \_\_\_\_\_

City Engineering Review Fee:

Lot Size>	0 - 1.0 acre	1.1 - 2.5 acre	2.6 - 5.0 acre	5.1 - 10 acre
Submittal #1:	\$800	\$900	\$950	\$1,050
Submittal #2:	\$300	\$400	\$500	\$600
Sub #3 & Others:	\$250	\$250	\$250	\$250

**Amount Paid for Submittal #1: \$** \_\_\_\_\_

Documents to be Submitted for Review:

✓ If Provided	Plan / Document
	Completed Site Plan Application Form including Check List
	Site Plan Application Fee and City Engineering Review Fee
	Site Layout & Dimension Plan
	Site Grading & Utility Plan
	Landscaping Plan
	Architectural Elevations
	Sign Details
	Photometrics Plan & Lighting Cut Sheets
	Storm Water Management Plan
	Other (Please Specify):

## SITE PLAN CHECK LIST

City of Polk City, Iowa

Information Required	✔ If Addressed
<b>A. Filing Fees</b>	
1 . Site Plan Application Fee Paid	
2 . Engineering Review Fees paid for all required submittals	
<b>B. Prior Approvals</b>	
1 . Property platted per requirements of subdivision ordinance?	
2 . Are any variances required prior to P&Z review?	
<b>C. Narrative Information</b>	
1 . Name of development (unique & descriptive)	
2 . Name, Address, Telephone no. & email address of property owner	
3 . Name, Address, Telephone no. & email address of Developer	
4 . Name, Address, Telephone no. & email address of Site Plan Preparer	
5 . Address of Site	
6 . Legal Description of Site	
7 . Current Zoning Classification(s) of Site	
8 . Proposed principal permitted use of site and accessory uses, if any	
9 . Development Schedule: start & completion dates and staging	
10 . Total Area of Site w/subtotals for Open Space	
11 . Total Number & Type of all buildings on site, including exist. Bldgs	
a. Number of stories	
b. Total floor area of bldg (broken down by Use, if applicable)	
c. Number and types of dwelling units, if applicable	
d. Estimated number of employees for each use	
12 . Total Number of parking spaces on site	
a. Calculations for required parking spaces based on use(s)	
b. Number of parking spaces provided on site, including ADA stalls	
13 . Evidence re: project feasibility and effect on surrounding property	
<b>D. Illustrations</b>	
1 . <b>Vicinity sketch:</b> site location, adj land uses, zoning	
2 . <b>Certification</b> by licensed professional	
3 . Conformance to Comprehensive Plan	
4 . <b>Survey:</b>	
Buildings, streets, railroads, drainage courses, creeks, woods	
Dimensioned Rights-of-way and existing Easements	
Dimensioned proposed Easement and rights-of-way	
Benchmark on Polk City datum plane	
5 . <b>Building Setback lines:</b>	
Front, Rear & Side yards (average setbacks within 200' if applicable)	
6 . <b>Building(s):</b>	
Building Elevations for all facades	
Rapid Entry Lock Box required	
Permanency and strength of materials, label on elevations	
Aesthetic characteristics, label colors	
Architectural Standards met (i.e. % brick or similar materials)	
7 . <b>Grading Plan:</b>	
Existing Features: trees, structures, drainageways, etc.	
Existing Contours: 2-foot intervals, at least 2 contours shown	
Proposed contours at matching intervals	
Elevation of structures, improvements	
Erosion control measures	
8 . <b>Stormwater Management Plan:</b> (Certified)	
Drainage Report: drainage areas and runoff calculations	
Pipe size, slope & velocity calcs, roof drains, Q-100 routing	
Connection to existing pipe or drainage course	
Detention Pond: pond volume, HWL, restrictors, freeboard	
Detention calculations: req'd release, stage storage, orifice	
Drainage Channels calculations: depth and width at Q-100	
Private Easement for detention pond & Drainage Channels	

## SITE PLAN CHECK LIST

City of Polk City, Iowa

Information Required	✔ If Addressed
<b>9 . Utilities:</b> Existing & Proposed	
location, size, slope & capacity of existing public utilities	
Connection to existing utilities	
Construction drawings for proposed public improvements, if any	
Rim and invert elevations for sanitary & storm sewers	
Proposed pipe size, materials, slope(sewers), cover(water)	
Demonstrate fire hydrant coverage, 2nd hydrant if sprinklered	
Note whether Building will be sprinklered (siamese connection)	
Underground Franchise utilities: Electrical, telephone, cable, etc.	
<b>10 . Traffic, Pavements &amp; Parking:</b>	
Existing & Proposed pavements, including turn lanes if needed	
Traffic Circulation, including emergency vehicles	
No unduly increase in congestion on adjacent public streets	
Traffic Study, if required	
Materials & thickness, including curb	
Parking stalls, aisles, radii - fully dimensioned & numbered	
Parking setbacks - 5' ROW, special requirements adj/in R district	
Entrances, exits and frontage roads	
Dividers, planters, and other permanent improvements	
Off street loading spaces (over 10,000 sf) 10 x 25'	
<b>11 . Sidewalks:</b> existing & proposed	
Internal sidewalks and External public sidewalks along all streets	
pavement material, thickness, width	
truncated domes & color (brick red for trails, others charcoal)	
<b>12 . Buffers &amp; Landscaping:</b>	
Existing trees: Location and species for trees 6" or larger	
Proposed Plant Materials: Location, number, species, caliper	
<i>Open Space Plantings:</i> 2 trees + 6 shrubs / 3000 sf of Open Space	
<i>Parking Area Trees (R-3,C-2, C-2A, M):</i> 20% of paved area @ 700 sf per tree	
<i>Buffer Screening:</i> Type A, B or C screen shown with required Buffer Easement	
<i>Storage Area Screening:</i> screen from ROW and rear lot lines of residential uses	
<i>Headlight Screening:</i> 3.5' tall plantings and/or berm facing public ROW	
<i>Vision Clearance:</i> No plantings in 25' triangle between 2.5' - 10' in height	
<b>11 . Signs:</b>	
Show existing signs: bring into conformance for substantial improvements	
<i>Freestanding Signs:</i> monument, location, size, setback, type, lighting	
>1 sf/LF bldg front, 100 sf max (C-2A: design stds, 150 sf multi-tenant)	
<i>Building Wall Signs:</i> location, type, lighting	
>1 sf/LF bldg front, 100 sf max (C-2A: design stds, 150 sf max for Multi-tenants)	
Elevation Details: dimensions, colors, materials, lighting	
<b>12 . Exterior lighting:</b>	
Location and type of existing lighting	
Location and type of proposed lighting: parking, building, site	
No flashing, moving, strobe, high intensity	
Manufacturer's cut sheets: details, wattage, height	
Photometric plan, max 1fc at residential property line	
<i>Parking Lot lights:</i> max wattage, cut-off shields	
<i>Wall Packs:</i> not forward throwing, no visible lens to residential	
<i>Canopy Lights:</i> max 250 watt; 50 fc avg/70 fc max, no visible lens	
<i>Soffit Lights:</i> no visible bulbs, max 250 watts	
<b>13 . Misc Site features:</b>	
<i>Fences and screens:</i> detail w/location, height and materials	
<i>Trash Enclosure:</i> detail w/location, height and type	
> Enclosure screened from view at public ROW and adjoining property	
<i>Mail boxes:</i> location shown, cluster mailboxes for multi-tenants	
<b>14 . Accompanying Information:</b>	
Easements for Public Improvements	
Private Easement for detention ponds, drainage channels, utilities	
P&W for future public sidewalks	