CITY OF DE SOTO, IOWA INFORMATION REQUIRED FOR SITE PLAN APPROVAL SITE PLAN REQUIREMENTS ORDINANCE-SECTION 156

SITE PLAN CHECKLIST

11/3/08

Name of P	rojec	t:			Submi	ttal Date:			
Owner:					Engine	er:			
Fees Paid:		Y	Ν		Amount P	aid: \$			_
Copy of s	site _l	plan su	ubmitted t	o City Engir	neer (Snyd	ler & As	ssociates	, Inc.)Yes_	No
	a. b. c. d. e.	Date of Legal Prope Bencl Name firm p Existi Existi - Who foot apar	description rty lines w mark and and addre oreparing th ng and pro ng and pro ere existing contours or rt in both d	ne site plan posed zoning posed topogi g ground is o	s of the pro and distance ion ord propert g raphy with n a slope of tions where all be indic	pperty to ces for ea y owner a maxir of less th e necessa	ach line , the appl num of tw an two pe ary but no	licant, and wo-foot cor ercent (2%) ot more tha	the person or ntour intervals.), either one- n fifty (50 feet
2.		-	and propos on Regulat	ed utility line	es and ease	ements ir	n accorda	nce with th	le Land
3.	a. b. c. d.	Propo Total Estim	ber and type sed uses of floor area ated numb	of each build er of employ	ling ees for eac			arking and	loading spaces
4.		If dev overla	elopment i ay (600 fee	all exterior s within the t from either pter 156.04 (Interstate 8 roadway)	80/U.S. I then hig	Highway her archi	169 arteria	l corridor
5.	Re	quired	yard setba	cks					
6.	Lo	cation,	grade, and	l dimensions	of existing	g and pro	oposed pa	aved surfac	es

a. Pavement materials and thickness	a.	Pavement mater	rials and	thickness
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- 7. Complete traffic circulation and parking plan
 - a. Location and dimensions of existing and proposed parking stalls, setbacks and handicapped stalls.
 - b. Loading areas

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- c. Entrance and exit drives
- d. Sidewalks internal and public handicapped ramps (truncated domes)
- e. Dividers and medians
- f. Planters and other similar permanent improvements
- g. Turning lanes, if required
- h. Traffic study, if required
- 8. Locations and dimensions of storm water and detention facilities
 - a. Flow path slopes, elevations and connection to existing storm sewer or channels
 - b. Design report with pipe sizing, existing velocities and detention calculations
 - c. Roof drains
- 9. Utilities:
 - a. Hydrant coverage
 - b. Connection to existing sanitary sewer and water main
 - c. Rim and invert elevations for all structures, clean-outs at bends
 - d. Pipe material, pipe size and slope for sanitary and storm pipe materials, size and cover for water
- 10. Lighting plan

- a. Site lighting plan indicating location, type, fixture height, wattage, isometrics, power rating and shielding method of all existing and proposed lighting (including building lighting
- b. Elevation drawing or manufacturer's cut sheets of each fixture, including its material color
- 11. Photographs of existing and adjoining sites
- 12. Dumpsters and outside work areas outdoor storage areas, outdoor display areas
-] 13. Outside mechanical equipment, roof equipment, electrical equipment, and solar panels, including the means of screening for roof (parapet wall for roof mounted units)
-] 14. Existing trees (6" or larger in diameter), bodies of water, areas subject to flooding and landslides
- 15. Location, amount and type of and proposed landscaping per Chapter 156.04, headlight screening, buffers required for transition to adjoining uses and open areas.

- 16. Vicinity map at scale 1" = 500' or larger, showing location of property and adjoining land uses and zoning
- 17. Soil tests and similar information
- 18. Boundary survey if required
 - 19. Erosion control measures and details of surface restoration, pollution prevention plan
 - 20. Signs
 - a. Building signs
 - b. Monument and pole signs
- 21. Additional information, drawings, or materials necessary to describe a proposed project (sketches, videos, models, photos, etc.)

Site Plan Process and Schedule:

- 1. Contact City Clerk at (515) 834-2233 to schedule a pre-application meeting.
- 2. Send 1 (one) copy of site plan to City Engineer and 6 (six) copies to City Clerk for review a minimum of two weeks prior to Planning and Zoning meeting. Planning and Zoning will only review a site plan that addresses all of the items on the checklist per City code. The owner/developer is responsible for engineering review fees.
- 3. A site plan that does not meet the requirements of Chapter 156 of the City Code (per this checklist) will need to be submitted to the Board of Adjustment for a variance prior to Planning and Zoning review.
- 4. Planning and Zoning Commission meets on the first Tuesday of each month at 7:00 p.m. at City Hall. A special Planning and Zoning meeting can be requested for a fee of \$200.
- 5. At the Planning and Zoning meeting, one of the following will take place:
 - a. The site plan will be recommended for approval to City Council
 - b. No action will be taken
 - c. Site plan will need to be resubmitted
 - d. The site plan will be recommended for approval contingent on Planning and Zoning review comments.
- 6. Upon recommendation, the owner/developer is required to submit the site plan to the City Clerk and request a review of City Council.
- 7. The City Council meets on the third Tuesday of the month at 7:00 p.m. at City Hall.