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 Project: _______________________________ Submittal Date: ________________________________

Owner: ______________________________________ Engineer: _____________________________________

Fees Paid: Y N Amount Paid: $___________________

Copy of site plan submitted to City Engineer (Snyder & Associates, Inc.) Yes____ No____

1. Design standards
   a. Date of preparation, north point and scale
   b. Legal description and address of the property to be developed
   c. Property lines with bearings and distances for each line
   d. Benchmark and datum elevation
   e. Name and address of the record property owner, the applicant, and the person or firm preparing the site plan
   f. Existing and proposed zoning
   g. Existing and proposed topography with a maximum of two-foot contour intervals.
      - Where existing ground is on a slope of less than two percent (2%), either one-foot contours or spot elevations where necessary but not more than fifty (50 feet apart in both directions) shall be indicated on site plan.
      - Include finished floor elevations

2. Existing and proposed utility lines and easements in accordance with the Land Subdivision Regulations.

3. Building(s)
   a. Number and type of dwelling units
   b. Proposed uses of buildings
   c. Total floor area of each building
   d. Estimated number of employees for each proposed use
   e. Other information necessary for determining off-street parking and loading spaces

4. Location, shape, and all exterior elevation views of all proposed buildings
   a. If development is within the Interstate 80/U.S. Highway 169 arterial corridor overlay (600 feet from either roadway) then higher architectural standards are required per chapter 156.04 (13) (F). See attached

5. Required yard setbacks

6. Location, grade, and dimensions of existing and proposed paved surfaces
a. Pavement materials and thickness

7. Complete traffic circulation and parking plan
   a. Location and dimensions of existing and proposed parking stalls, setbacks and handicapped stalls.
   b. Loading areas
   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.