



- 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.