

	<h2>Site Plan Review Checklist</h2>	
	City of De Soto, Iowa	
	Revised: October 7, 2019	

PROJECT INFORMATION

Name of Project:		Submittal Date:	
Owner:		Submittal Number:	
Owner's Engineer:		Review Fee:	
Contact Name:		1st and 2nd Reviews- \$1,500 for single lot development or \$2,000 + \$5/lot for proposed subdivision or PUD. 3rd and Subsequent Reviews- \$300 per review	
Contact Email:			
Contact Phone Number:			

SITE PLAN PROCESS AND SCHEDULE

1. Owner or Owner's Engineer shall contact City Clerk at (515) 834-2233 or by email cityclerk@desoto-ia.org to schedule a pre-application meeting. The purpose of this meeting will be to discuss proposed development, the site plan review process, review fees, and other topics of interest.
2. Owner's Engineer shall submit one electronic copy of the site plan and supporting information to City Engineer (jkappos@v-k.net) for review. City Engineer shall provide a review based on this checklist indicating what items, if any, need to be addressed prior to submission to Planning and Zoning. If additional submittals are required, this may cause a delay consideration by the Planning and Zoning Commission.
3. At the time of initial submission, the Owner or Owner 's Engineer on behalf of the owner, shall provide payment to the City of De Soto for the site plan review. The Owner is responsible for all review fees.
4. Owner's Engineer shall address items noted and shall resubmit one electronic copy of the revised site plan and supporting information to the City Engineer (jkappos@v-k.net). City Engineer will review resubmittal to determine if all items noted have been either sufficiently addressed or the appropriate variance has been requested for consideration by the Board of Adjustment. Any items noted, but unaddressed shall result in the site plan requiring a third review for an additional review fee.
5. **If the revised site plan contains material changes not directly related to addressing review comments - the site plan shall be considered a new site plan and Owner or Owner's Engineer on behalf of the Owner shall be subject to review fees as if this was a new submittal.** The Owner's Engineer is encouraged to provide a site plan and supporting material that is considered suitable for review and not working drawings.
6. Once all items have been sufficiently addressed or exceptions requested, Owner's Engineer shall provide six hard copies and one electronic PDF copy to the City Clerk (cityclerk@desoto-ia.org). If exceptions have been requested, the Board of Adjustment shall consider exceptions prior to consideration by the Planning and Zoning Commission.
7. The Planning and Zoning Commission meets on the second Tuesday of the month at 7 p.m. at City Hall. All site plan and supporting documentation must be received by the City Clerk by 5 p.m. on the first Tuesday of said month to be placed on agenda and included in the review packets.
8. 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 (subject to additional review fee for 3rd and subsequent reviews)
 - d. The site plan will be recommended for approval contingent on Planning and Zoning review comments.

9. Upon recommendation, the Owner's Engineer is required to submit six hard copies and one electronic copy to the City Clerk and request a review of City Council.
10. The City Council meets on the third Tuesday of the month at 7:00 p.m. at City Hall. The request and hard copies of the site plan and supporting documents must be received by 5:00 p.m. on the previous Friday to be included in the Agenda.

REVIEW CHECKLIST

Code of Ordinances - Chapter 156 Site Plan			Requirement Met?	Review Comments
Section 156.03 Required Information				
	1.	Date of preparation, north point and scale	<input type="checkbox"/>	
	2.	Legal description and address of the property to be developed	<input type="checkbox"/>	
	3.	Property lines with bearings and distances for each line	<input type="checkbox"/>	
	4.	Benchmark and datum elevation	<input type="checkbox"/>	
	5.	Name and address of the record property owner, the applicant, and the person or firm preparing the site plan	<input type="checkbox"/>	
	6.	Existing and proposed zoning	<input type="checkbox"/>	
	7.	Existing and proposed topography with a maximum of two-foot contour intervals.	<input type="checkbox"/>	
		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.	<input type="checkbox"/>	
		Include finished floor elevations	<input type="checkbox"/>	
	8.	Existing and proposed utility lines and easements in accordance with the Land Subdivision Regulations.	<input type="checkbox"/>	
	9.	Buildings(s)		
		Number and type of dwelling units	<input type="checkbox"/>	
		Proposed uses of buildings	<input type="checkbox"/>	
		Total floor area of each building	<input type="checkbox"/>	
		Estimated number of employees for each proposed use	<input type="checkbox"/>	
		Provide calculation for determining off-street parking and loading spaces on site plan	<input type="checkbox"/>	
		Is proposed use and character of development consistent with requirements for existing or proposed zoning?	<input type="checkbox"/>	
	10.	Location, shape, and all exterior elevation views of all proposed buildings	<input type="checkbox"/>	
		Do the exterior elevations meet the architectural requirements per Chapter 156.04.13?	<input type="checkbox"/>	
		If development is within the I-80/US 169 Highway arterial corridor overlay (600 feet from either roadway) then higher architectural standards are required per Chapter 156.04 (13) (F).	<input type="checkbox"/>	

		11.	Required yard setbacks	<input type="checkbox"/>	
		12.	Location, grade, and dimensions of existing and proposed paved surfaces	<input type="checkbox"/>	
			All off-street parking and loading areas and access roads shall have a durable and dustless surface paved with asphaltic or portland cement concrete pavement.	<input type="checkbox"/>	
			Portland Cement Concrete pavement thickness shall be calculated in accordance with SUDAS standards and at a minimum shall be 5" thick and the subgrade shall have a minimum subgrade modulus (k) 150.	<input type="checkbox"/>	
			Asphaltic Cement Concrete pavement thickness shall be calculated in accordance with SUDAS standards and at a minimum shall be 5 1/2" and the subgrade shall have a minimum CBR of five (5).	<input type="checkbox"/>	
		13.	Complete traffic circulation and parking plan		
			Location and dimensions of existing and proposed parking stalls, setbacks, and accessible stalls.	<input type="checkbox"/>	
			Identify minimum number of accessible stalls required in Chapter 156.04.10 and all spaces have appropriate aisle access	<input type="checkbox"/>	
			Loading areas	<input type="checkbox"/>	
			Entrance and exit drives - do not extend over the projection of the side lot line and widths are less than 24' for single-family, detached, or row housing or 37' for other uses.	<input type="checkbox"/>	
			Sidewalks - internal and public accessible ramps (truncated domes)	<input type="checkbox"/>	
			Show calculation of required landscaped areas, screens, islands, etc. and actual area provided on site plan. Note -this area is in addition to open space requirements.	<input type="checkbox"/>	
			Dividers and medians	<input type="checkbox"/>	
			Planters and other similar permanent improvements	<input type="checkbox"/>	
			Provide earthen berm of minimum 3' in height above curb between parking spaces and adjoining public thoroughfare. Plantings and shrubbery may be substituted if proper screening can be demonstrated.	<input type="checkbox"/>	
			Provide site distance triangles on site plan to verify landscape berms, screens, and signage do not create a traffic hazard.	<input type="checkbox"/>	
			Turning lanes, if required by traffic study	<input type="checkbox"/>	

			Provide calculation of Average Daily Trips in accordance with Trip Generation Handbook to determine if a traffic study is required.	<input type="checkbox"/>	
			Provide Traffic Study, if necessary. Traffic studies are required for developments with more than 10 dwelling units (all phases) or 1,000 average daily trips.	<input type="checkbox"/>	
		14.	Locations and dimensions of storm water and detention facilities	<input type="checkbox"/>	
			Flow path slopes, elevations, and connection to existing storm sewer or channels	<input type="checkbox"/>	
			Design report with pipe sizing, existing velocities, and detention calculations	<input type="checkbox"/>	
			Roof drains	<input type="checkbox"/>	
		15.	Utilities		
			Hydrant coverage and location in accordance with SUDAS standards	<input type="checkbox"/>	
			Connection to existing sanitary sewer and water main	<input type="checkbox"/>	
			Rim and invert elevations for all structures, clean-outs at bends	<input type="checkbox"/>	
			Pipe material, pipe size, and slope for sanitary and storm pipe materials, size, and cover for water	<input type="checkbox"/>	
		16.	Lighting Plan		
			Site lighting plan indicating location, type, fixture height, wattage, isometrics, power rating and shielding method of all existing and proposed lighting (including building lighting)	<input type="checkbox"/>	
			Elevation drawing or manufacturer's cut sheet of each fixture, including its material color	<input type="checkbox"/>	
		17.	Photographs of existing and adjoining sites	<input type="checkbox"/>	
		18.	Denote on site plan dumpsters and outside work areas - outdoor storage areas, outdoor display areas	<input type="checkbox"/>	
		19.	Denote on site plan outside mechanical equipment, roof equipment, electrical equipment, and solar panels, including the means of screening for roof (parapet wall for roof mounted units)	<input type="checkbox"/>	
		20.	Denote existing trees (6" or larger in diameter), bodies of water, areas subject to flooding and landslides	<input type="checkbox"/>	

		21.	Location, amount and type of all proposed landscaping per Chapter 156.04, headlight screening, buffers required for transition to adjoining and open areas.		
			Show calculations on site plan of required open space based on proposed zoning district requirements and indicate on site plan actual open area being provided in square feet. One- and two- family dwellings are exempt from this requirement.	<input type="checkbox"/>	
			Show calculations on site plan of the required number of trees, the number of existing trees to be saved, and the proposed number of new trees that will be planted. Street trees within right of way are excluded from being applied toward minimum requirements.	<input type="checkbox"/>	
			Show calculations on site plan of the required number of shrubs, the number of existing shrubs to be saved, and the proposed number of new shrubs to be planted.	<input type="checkbox"/>	
			All disturbed areas receive ground cover of grass or native vegetation that is installed as sod or as seeded, fertilized, and mulched.	<input type="checkbox"/>	
			If development falls within the I-80/US 169 arterial corridor (600' from either roadway) did the landscaping calculations reflect higher level of requirements?	<input type="checkbox"/>	
			If buffers are required between adjoining properties per Chapter 156.04.3, show location and details of construction on site plan.	<input type="checkbox"/>	
			If buffers are required for double frontage lots, show location and details of construction on site plan.	<input type="checkbox"/>	
			Any storage area, garbage storage, junk storage, or loading docks, and loading areas within any District shall be screened from public street view by a buffer. Show location and details of construction on site plan.	<input type="checkbox"/>	
		22.	Vicinity map at scale 1" = 500' or larger, showing location of property and adjoining land uses and zoning	<input type="checkbox"/>	
		23.	Soil tests and similar information	<input type="checkbox"/>	
		24.	Boundary survey, if required	<input type="checkbox"/>	
		25.	Erosion control measures and details of surface restoration, pollution prevention plan	<input type="checkbox"/>	

		26.	Signs- Provide scale drawings of all signs including total area of each sign, letters, logos, full message, materials, colors, means of illumination and all other information required to determine if sign meets the provisions of Chapter 166 for the Zoning district.		
			Building Signs	<input type="checkbox"/>	
			Monument and pole signs	<input type="checkbox"/>	
		27.	Additional information, drawings, or materials necessary to describe a proposed project (sketches, videos, models, photos, etc.)	<input type="checkbox"/>	