



Send the completed permit application and supporting documents to Trey Rouse from Bolton & Menk at [trey.rouse@bolton-menk.com](mailto:trey.rouse@bolton-menk.com) or call 515-259-9190 x3535.

## APPLICATION FOR DEVELOPMENT REVIEW SITE PLAN/SITE PLAN AMENDMENT

### APPLICANT INFORMATION

APPLICANT NAME & EMAIL

ADDRESS

CITY, STATE, ZIP

PHONE

FAX

### Acceptance of Applicant

I, the undersigned, certify that the information on this application to the best of my knowledge, is true and correct. I further certify that I have a legal interest in the property in question, and/or that I am legally able to represent all other persons or entities with interest in this property.

In addition to the application fee of \$300.00, I understand I am responsible for all development review costs invoiced on a Monthly basis for services performed by City staff or City consultants on my behalf.

\_\_\_\_\_  
Print Applicant's Name

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

### DEVELOPMENT TEAM

#### Project Manager

Address

Phone

Fax

E-Mail Address

#### Attorney/Other

Address

Phone

Fax

E-Mail Address

DATE SUBMITTED

PROJECT TITLE

PROJECT ADDRESS

LOT #

SUBDIVISION

Please provide seven copies (24"x36" maximum) of all plans and one copy of the project drainage report. In addition, a digital copy (.pdf format preferred) of all plan sheets and drainage report shall be provided.

In order for a submittal to be determined as complete, the following basic information should be provided:

	Submitted	Accepted
Traffic Study (as required by City Engineer)	<input type="checkbox"/>	<input type="checkbox"/>
Site Survey	<input type="checkbox"/>	<input type="checkbox"/>
Dimension Plan	<input type="checkbox"/>	<input type="checkbox"/>
Grading Plan	<input type="checkbox"/>	<input type="checkbox"/>
Utility Plan	<input type="checkbox"/>	<input type="checkbox"/>
Landscape Plan	<input type="checkbox"/>	<input type="checkbox"/>
Drainage Report	<input type="checkbox"/>	<input type="checkbox"/>
Architectural Plans		<input type="checkbox"/>
Lighting Plans	<input type="checkbox"/>	<input type="checkbox"/>
Name & Address of All Properties within 200 ft	<input type="checkbox"/>	<input type="checkbox"/>

For additional detail on the type of information necessary for each of the items above can be found on the back of this form or by contacting the City Administrator.

### Additional Information:

### Application Approval

- ☐ **Approved**  
☐ **Denied**

\_\_\_\_\_  
Planner or Authorized Representative

\_\_\_\_\_  
Date

## **SITE PLAN SUBMITTAL REQUIREMENTS FOR DEVELOPMENT REVIEW**

**The complexity of the proposed construction will dictate whether all of the items below are needed for a complete submittal. If there are any questions as to which items are needed, please contact the City Administrator prior to submitting.**

**Site Survey** - All of the existing site features, including property lines (including metes and bounds), rights-of-way, streets, buildings and structures, driveways and parking lots, public and private sidewalks, landscaping, utilities, topography, easements (including book and page) and legal description should be provided either on a separate Site Survey sheet or included within one of the other plan sheets.

In the case of a Site Plan Amendment, the extent of the site survey should cover the area of proposed construction and the adjoining areas that may be impacted by the proposed improvements. For example, if new hard surface area is included, the existing storm intakes (rim and inverts), storm sewer pipe (size and slope), and detention areas (control structure and volume) should be included in the site survey.

**Dimension Plan** - All proposed improvements should be accurately shown to scale and dimensioned. Additionally, narrative information such as property owner, legal description, vicinity sketch, construction schedule, property zoning, benchmark, required setbacks, parking counts, site characteristics/impervious surface calculations, and Windsor Heights standard notes should be included.

**Grading Plan** - Existing and proposed topography should be provided at a maximum interval of 2-feet. Additional spot elevation detail should be provided for finished floor elevations of all structures, retaining walls (top and bottom elevations), along handicapped routes of access (route and ramp grades), curb lines of minimum sloped parking and drive areas and drainage swales with minimum slopes.

Additionally, any site that is located within the Floodplain will need to list the 100-year flood elevation based on the latest adopted FIRM. All proposed building within the Floodplain will need to be elevated to at least 1-foot above the 100-year flood elevation.

**Utility Plans** - Existing and proposed utilities should be accurately shown in plan view and should identify all of the following: structure type, casting type, rim elevation, invert elevation, pipe material, pipe size, and pipe slope.

If the proposed utility improvements are intended to be public, a plan and profile will be required.

A fire hydrant radius map will need to be provided which demonstrates that all of the building is contained within a 250-foot radius of a hydrant. Usually large buildings may require additional coverage.

**Landscape Plan** - Existing and proposed landscape features should be accurately shown (trees, shrubbery and ground covers) and appropriately labeled (size and type). Open space calculations and resulting landscaping requirements should be listed (street trees, open space trees, buffer trees).

Foundation plantings, screening materials (headlights, mechanical units, dumpster enclosures), bio-retention areas and other decorative features such as monument signs, flag poles, fountains, patios and bike racks should be detailed.

**Drainage Report** - The project drainage report in accordance with the Iowa Stormwater Management Manual will need to be provided for all new construction projects. The drainage report should include the following: site characteristics, post development analysis, stormwater conveyance, stormwater management and supporting drawings and calculations.

A full drainage report will be required for most Site Plan Amendments unless the Community Development Director determines that the scale and scope of the project is minor enough to not have a negative impact on the existing storm sewer system.

**Architectural Plans** - A preliminary floor plan (including at least an indication of building dimension, exits and mechanical rooms) will need to be provided. Additionally, elevation drawings of all sides of the proposed construction will need to be provided (elevation drawings should include representation of all roof mounted mechanical units and anticipated screening materials). It is recommended that a colored rendering be provided (at a minimum, the elevation drawings should include notes on the materials and colors).

**Lighting Plan** - All proposed lighting (pole lights, building lights, up-lights, canopy lights) should be indicated on the dimension and/or architectural plans. A manufacturer's cut sheet including pole and fixture type, wattage and shielding should be provided.

A site photometric plan will need to be provided for all new construction projects. At a minimum, the plan should include all fixtures, provide the max./min./avg. light levels across the site, and represent the anticipated foot-candle levels at the property lines.

**Traffic Study** - Project should not reduce the existing level of traffic service on adjacent streets. Compensating improvements will be required to mitigate impact on street system operations. At the discretion of the City Engineer, a traffic impact study may be required as part of the site plan submittal.

**Name & Address** - of all properties within 200 feet shall be provided in a reproducible electronic format in order to provide mailings for public notices.