



APPLICATION FORM FOR SITE PLANS

City of Polk City, Iowa

- FOR OFFICE USE ONLY -		
Date:	Amount:	Rec'd by:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Thank you for your interest in the City of Polk City!

It is the responsibility of the applicant (owner, developer and consultants) to compare their project submittal to City Code and this checklist and ensure that all items and requirements are included. If an application is substantially incomplete, the review will be delayed and the review schedule will be amended.

Project Name: _____

Project Address: _____

Subdivision Name & Lot Number(s): _____

Total Area of Parcel (in acres): _____

Applicant: ***This form MUST be signed by Applicant.***

Developer/Owner Signature _____
 Street Address _____
 City, State _____
 Telephone No. _____
 Email Address _____

Engineer _____
 Street Address _____
 City, State _____
 Telephone No. _____
 Email Address _____

Site Plan Application Fee:

Less than 1 acre:	\$50
1 to 2 acres:	\$100
More than 2 acres:	\$300

Amount Paid: \$ _____

City Engineering Review Fees:

Note: The number of Submittals varies, and is contingent upon the applicant addressing all review comments.

Lot Size>	0 - 1.0 acre	1.1 - 2.5 acre	2.6 - 5.0 acre	5.1 - 10 acre
Submittal #1:	\$800	\$900	\$950	\$1,050
Sub #2 w/ Response:	\$300	\$400	\$500	\$600
Submittal #3 & Others:	\$250	\$250	\$250	\$250
Walk-thru & Punchlist	\$350	\$350	\$350	\$350

Amount Paid for Submittal #1: \$ _____

Documents to be Submitted for Review:

✓ If Provided	Plan / Document
	Completed Site Plan Application Form including Check List
	Site Plan Application Fee and City Engineering Review Fee
	Site Layout & Dimension Plan
	Site Grading & Utility Plan
	Landscaping Plan, noting plant materials and sizes
	Architectural Elevations for all sides of building(s)
	Sign Details for wall signs and monument signs
	Photometrics Plan & Lighting Cut Sheets for all exterior lighting
	Storm Water Management Plan, including drainage area maps
	Other (Please Specify):

SITE PLAN CHECK LIST

City of Polk City, Iowa

Information Required	✓	Comments
A. Filing Fees		
1 . Site Plan Application Fee Paid		
2 . Engineering Review Fees paid for all required submittals		
B. Prior Approvals		
1 . Property platted per requirements of subdivision ordinance?		
2 . Are any variances required prior to P&Z review?		
C. Narrative Information		
1 . Name of development (unique & descriptive)		
2 . Name, Address, Telephone no. & email address of property owner		
3 . Name, Address, Telephone no. & email address of Developer		
4 . Name, Address, Telephone no. & email address of Site Plan Preparer		
5 . Address of Site		
6 . Legal Description of Site		
7 . Current Zoning Classification(s) of Site		
8 . Proposed principal permitted use of site and accessory uses, if any		
9 . Development Schedule: start & completion dates and staging		
10 . Total Area of Site w/subtotals for Open Space		
11 . Total Number & Type of all buildings on site, including exist. Bldgs		
a. Number of stories		
b. Total floor area of bldg (broken down by Use, if applicable)		
c. Number and types of dwelling units, if applicable		
d. Estimated number of employees for each use		
12 . Total Number of parking spaces on site, including ADA		
a. Calculations for # of required stalls, based on area of each use		
b. Number of parking spaces provided on site, including ADA stalls		
14 . Evidence re: project feasibility and effect on surrounding property		
D. Illustrations		
1 . Vicinity sketch: site location, adj land uses, zoning		
2 . Certification by licensed professional		
3 . Conformance to Comprehensive Plan and, where applicable, Master Plan		
4 . Survey:		
Buildings, streets, railroads, drainage courses, creeks, woods		
Dimensioned Rights-of-way and existing Easements		
Dimensioned proposed Easement and rights-of-way		
Benchmark on Polk City datum plane		
5 . Building Setback lines:		
Front, Rear & Side yards (average setbacks within 200' if applicable)		
6 . Building(s):		
Building Elevations for all facades		
Rapid Entry Lock Box required		
Permanency and strength of materials, label on elevations		
Aesthetic characteristics, label colors		
Architectural Standards met (i.e. % brick or similar materials)		
7 . Grading Plan:		
Existing Features: trees, structures, drainageways, etc.		
Existing Contours: 2-foot intervals, at least 2 contours shown		
Proposed contours at matching intervals		
Elevation of structures, improvements		
Erosion control measures		
8 . Storm Water Management Plan: (Certified)		
Drainage Report: with summary comparing pre-/post-development		
Drainage Report: drainage areas and runoff calculations		
Pipe size, slope & velocity calcs, roof drains, Q-100 routing		
Connection to existing pipe or drainage course		
Detention Pond: pond volume, HWL, restrictors, 1.0' min. freeboard		
Detention calculations: req'd release, stage storage, orifice		
Drainage Channels calculations: depth and width at Q-100		
Private Easement for detention pond & Drainage Channels		

SITE PLAN CHECK LIST

City of Polk City, Iowa

Information Required	✓	Comments
9 . Utilities: Existing & Proposed		
location, size, slope & capacity of existing public utilities		
Connection to existing utilities		
Construction drawings for proposed public improvements, if any		
Rim and invert elevations for sanitary & storm sewers		
Proposed pipe size, materials, slope(sewers), cover(water)		
Demonstrate fire hydrant coverage, 2nd hydrant if sprinklered		
Note whether Building will be sprinklered (siamese connection)		
Underground Franchise utilities: Electrical, telephone, cable, etc.		
10 . Traffic, Pavements & Parking:		
Existing & Proposed pavements, including turn lanes if needed		
Traffic Circulation, including emergency vehicles		
No unduly increase in congestion on adjacent public streets		
Traffic Study, if required		
Materials & thickness, including curb		
Parking stalls, aisles, radii - fully dimensioned & numbered		
Parking setbacks - 5' ROW, special requirements adj/in R district		
Entrances, exits and frontage roads		
Dividers, planters, and other permanent improvements		
Off street loading spaces (over 10,000 sf) 10 x 25'		
11 . Sidewalks/Trails: existing & proposed		
Internal sidewalks and External public sidewalks along all streets		
Trails in conformance with Comprehensive Plan		
pavement material, thickness, width		
truncated domes & color (brick red for trails, others charcoal)		
12 . Buffers & Landscaping:		
Existing trees: Location and species for trees 6" or larger		
Proposed Plant Materials: Location, number, species, caliper		
Calcs for # of trees & shrubs required (open space, parking, screening)		
<i>Open Space Plantings:</i> 2 trees + 6 shrubs / 3000 sf of Open Space		
<i>Parking Area Trees (R-3,C-2, C-2A, M):</i> 20% of paved area @ 700 sf/tree		
<i>Buffer Screening:</i> Type A, B or C screen shown with Buffer Easement		
<i>Storage Area Screening:</i> screen from ROW and residences		
<i>Headlight Screening:</i> 3.5' tall plantings and/or berm facing public ROW		
Vision Clearance: No plantings in 25' triangle between 2.5' - 10' in height		
11 . Signs:		
Show existing signs: bring into conformance for substantial improvements		
<i>Freestanding Signs:</i> monument, location, size, setback, type, lighting		
>1 sf/LF bldg front, 100 sf max (C-2A: design stds, 150 sf multi-tenant)		
<i>Building Wall Signs:</i> location, type, lighting		
>1 sf/LF bldg front, 100 sf max (150 sf max for Multi-tenant signs)		
Elevation Details: dimensions, colors, materials, lighting		
12 . Exterior lighting:		
Location and type of existing lighting		
Location and type of proposed lighting: parking, building, site		
No flashing, moving, strobe, high intensity		
Manufacturer's cut sheets: details, wattage, height		
Photometric plan, max 1fc at residential property line		
<i>Parking Lot lights:</i> max wattage, cut-off shields		
<i>Wall Packs:</i> not forward throwing, no visible lens to residential		
<i>Canopy Lights:</i> max 250 watt; 50 fc avg/70 fc max, no visible lens		
<i>Soffit Lights:</i> no visible bulbs, max 250 watts		
13 . Misc Site features:		
<i>Fences and screens:</i> detail w/location, height and materials		
<i>Trash Enclosure:</i> detail w/location, height and type, screened from view		
<i>Mail boxes:</i> location shown, cluster mailboxes for multi-tenants		
14 . Accompanying Information:		
Easements for Public Improvements		
Private Easement for detention ponds, drainage channels, utilities		
P&W for future public sidewalks		