



City of Polk City, Iowa
2016 SCHEDULE

FOR
DEVELOPMENT APPLICATIONS

*Site Plans, Preliminary Plats, Final Plats, Plats of Survey
Development Plans, Master Plans, Rezoning*

Deadline for Submittal #1	Staff Review Memo	Deadline for P&Z Packets	P&Z Meeting 6:00 PM	Deadline for Council Packets	Council Meeting 6:30 PM
12/31/15	01/08/16	01/13/16	01/18/16	01/20/16	01/25/16
01/29/16	02/05/16	02/10/16	02/15/16	02/17/16	02/22/16
03/04/16	03/11/16	03/16/16	03/21/16	03/23/16	03/28/16
04/01/16	04/08/16	04/13/16	04/18/16	04/20/16	04/25/16
04/29/15	05/06/15	05/11/15	05/16/15	05/18/15	05/23/15
06/03/16	06/10/16	06/15/16	06/20/16	06/22/16	06/27/16
07/01/16	07/08/16	07/13/16	07/18/16	07/20/16	07/25/16
07/29/16	08/05/16	08/10/16	08/15/16	08/17/16	08/22/16
09/02/16	09/09/16	09/14/16	09/19/16	09/21/16	09/26/16
09/30/16	10/07/16	10/12/16	10/17/16	10/19/16	10/24/16
11/04/16	11/11/16	11/16/16	11/21/16	11/23/16	11/28/16
12/02/16	12/09/16	12/14/16	12/19/16	01/04/17	01/09/17

Notes:

- Contact Gary Mahannah, City Administrator, at Polk City's City Hall at (515) 984-6233 to arrange a pre-application meeting. A **pre-application meeting is recommended** to reduce the number of review comments.
- Submit **Submittal #1** to City Clerk prior to noon on Submittal #1 Deadline date. **Must include: Signed** Application Form, completed Check List, Application Fees, and City Engineering Review fee for Submittal #1.
- Deliver one copy of Submittal #1 to Kathleen Connor, City Engineering Representative, at Snyder & Associates prior to noon on Submittal Deadline. (A pdf via email is preferable.)
- Revise Submittal #2 to address **all** Engineering Review Comments and submit revised submittal to City and Snyder & Associates, along with the required **response letter** stating how and where each comment was addressed.
- If all comments are not satisfactorily addressed by Submittal #2, then additional reviews will be required with an **additional charge for each Submittal**. It is the applicants responsibility to ensure all comments are addressed.
- Provide **12 folded copies** of the revised Submittal to the Deputy City Clerk for P&Z packets by noon on the Deadline Date. Note: **P&Z desires all comments to be addressed** before submittals are included in the P&Z agenda packets.
- Review fees must be **paid in full**, up to date, to the City Clerk prior to P&Z meeting at which the project being considered for approval by the P&Z Commission.
- Following P&Z meeting, provide additional Submittal to address all recommendations from the P&Z Commission and outstanding review comments, if any.
- The Engineering Review Fees for all additional submittals must be **paid in full** to the City Clerk prior to the development application being placed on the Council agenda.
- Provide **pdf copy** of the final Submittal to the City Clerk for Council packets by 10:00 am on the Deadline Date, including any necessary legal documents and fees.
- Following approval by City Council, provide 5 certified (signed & dated) copies and one pdf copy of the Submittal to the City Clerk for distribution as follows: City Clerk, Public Works Director, City Engineer, Building Inspector and Applicant.
- In addition to the above, Final Plat submittals must include any additional copies required for recording purposes.
- At project completion, the City Engineer will review the as-built Site Plans for conformity to the approved plan. Additional fees may be required if actual improvements do not conform to approved Site Plan.