



APPLICATION FORM FOR PRELIMINARY PLATS

City of Polk City, Iowa

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.

Subdivision Name: _____

Project Location: _____

Total Area of Plat (in acres): _____

Total Number of Lots, including Outlots: _____

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

Developer/Owner Signature _____	Engineer's Name _____
Street Address _____	Street Address _____
City, State _____	City, State _____
Telephone No. _____	Telephone No. _____
Email Address _____	Email Address _____

Preliminary Plat Application Fee:

Base Application Fee	\$100.00	=	\$100.00
Additional Fee	\$10.00 per Lot	=>	
Total			

Amount Paid: \$ _____

City Engineering Review Fee:

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

Number of Lots >	1 - 10 Lots	11-20 Lots	21-30 Lots	31-50 Lots
Submittal #1:	\$600	\$750	\$850	\$1,000
Submittal #2:	\$350	\$350	\$350	\$400
Submittal #3:	\$250	\$250	\$250	\$250
Sub #4 & Others:	\$200	\$200	\$200	\$200

Amount Paid for Submittal #1: \$ _____

Documents to be Submitted for Review:

✓ If Provided	Plan / Document
<input type="checkbox"/>	Completed Preliminary Plat Application Form including Check List
<input type="checkbox"/>	Preliminary Plat Application Fee and City Engineering Review Fee
<input type="checkbox"/>	Lot Layout & Dimension Plan
<input type="checkbox"/>	Grading & Utility Plan
<input type="checkbox"/>	Storm Water Management concept
<input type="checkbox"/>	Other (Please Specify):

PRELIMINARY PLAT CHECKLIST

CITY OF POLK CITY, IOWA

Rev 2018

Information Required	Code Ref	✓ if ok	Comments
Filing Fees			
1 . Preliminary Plat Application Fee Paid	170.13		
2 . Preliminary Plat - Stormwater Concept Review Fees Paid (Hourly)	170.13		
3 . Engineering Review Fees paid for all required plan submittals	170.13		
Prior Approvals & Prior Reviews			
1 . Is rezoning required?	165.05		
2 . Is Development Plan/Master Plan required? (i.e. PUD Districts)	165.13		
2 . Will Site Plan be required prior to building permit?	165.06		
3 . Response letter w/all revised submittals (how/where each comment was addressed)	170.13		
Narrative Information			
1 . Name of development (unique name and number required)	170.28.3		
2 . Name, Address, Telephone no. & email address of property owner	170.28.3		
3 . Name, Address, Telephone no. & email address of Developer	170.28.3		
4 . Name, Address, Telephone no. & email address of Preliminary Plat Preparer	170.28.3		
5 . Legal Description of property	170.28.3B		
6 . Area of property (in acres or SF, if less than 1.00 acre)	170.28.3B		
7 . Current Zoning Classification(s) of Site	170.28.3K		
8 . All building setbacks for all applicable zoning districts shall be noted	170.28.3K		
9 . Proposed principal permitted use of lots and accessory uses, if any	165.05		
10 . Source of water supply noted (City of Polk City, DMWW, rural water..)	170.28.3S		
11 . Sewage disposal service noted (city of Polk City, septic systems...)	170.28.3S		
12 . Provision for storm water drainage discharge noted (City of Polk City, drainage district..)	170.28.3S		
13 . Development Schedule: start & completion dates for construction	-		
14 . Phasing of Development: if all public improvements will not be constructed at once	-		
Illustrations			
1 . General			
Vicinity sketch: 1=500' or larger, location, adj land use, zoning boundaries, streets	170.28.3T		
Certification: by licensed professional engineer and/or land surveyor	170.28.3U		
Date: including revision date(s)	170.16.1		
North Arrow & Scale; 1" = 50' max scale unless otherwise approved	170.16.1		
Survey: Benchmark on Polk City datum plane	170.16.1		
2 . Zoning Boundary Line: if more than one zoning district			
Special overlay district zoning /setback lines (e.g. Flood plain, 1000' site separation)	170.28.3K		
3 . Plat Boundary:			
Plat Boundary shown with heavy line	170.28.P		
Bearings & Distances and/or Cuvey data noted for all boundary lines	170.28.P		
4 . Adjoining properties:			
Label names & lot numbers for all adjoining subdivision	170.28.3H		
Label names of all adjoining property owners	170.283H		
5 . Lots			
All buildable lots assigned a Lot Number	170.28.3M		
All rights-of way and lots to be dedicated to the City assigned a Lot Letter (A,B..)	170.28.3M		
All non-buildable lots assigned an Outlot letter('X', 'Y', ...)	170.28.3M		
Lot area noted in acres and square feet for each lot and outlot	170.28.3M		
Lot width dimensioned for each lot and outlot	170.28.3L		
Dimensions for all lot & outlot boundary lines noted	170.28.3M		
Buildable area indicated on all lots	170.28.3M		
Street Frontage required for all lots	165.06.2		
Lots for Schools, parks, playgrounds or other public or semi-public use noted	170.23.Q		

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6 . Building Setback lines: shown and noted			
Front, Rear & Side yards on all lots	170.23.Q		
Existing buildings shown and setbacks labeled	170.28.3E		
7 . Grading Plan:			
Provide copy of Geotechnical Report	170.28.1		
Existing Features: trees, structures, drainageways, etc.	170.16.1		
Existing Contours: 2-foot intervals, at least 2 contours shown	170.28.3J		
Proposed contours at matching intervals	170.16.1		
Rear & Side Yard swales shown where needed	170.16.1		
Erosion control measures shown	170.16.1		
Grading Limit Line	170.16.1		
8 . Water Mains: Existing & Proposed			
Location & size of existing water mains, valves & hydrants shown and noted	170.23G		
Where possible, water main on opposite side of street as sanitary sewer and storm sewer, but same side as mailboxes and street lights	159		
Proposed water mains, valves & hydrants shown	170.16.1		
Hydrant coverage radii shown (SF, 2F = 250'; MF, Comm, Ind = 200')	155.09		
Proposed pipe sizes noted	170.16.1		
Water main looped as required	170.16.1		
Water main sized in conformance with Comp Plan	170.16.3.2		
Water Main or Service Easements shown and easement name and width noted	170.23R		
9 . Sanitary Sewers: Existing & Proposed			
Location, size, slope & capacity of existing public utilities shown & noted	170.23G		
Proposed sewer pipes and manholes shown	170.16.1		
Proposed pipe sizes noted	170.16.1		
Existing and Proposed easements	170.23R		
10 . Storm Sewers & Detention: Existing & Proposed			
Preliminary Drainage Concept (Pre & Post drainage areas, allowable release rates) <i>(Certified Storm Water Management Plan to be provided with Const Dwgs)</i>	170.28.1		
Floodplain shown, with BFE's, per FIRM or approved Flood Study, where applicable	165.13B		
Location, size, slope & capacity of existing storm sewers shown	170.23.G		
Pipe size for all proposed storm sewers shown & noted	170.16.1		
Storm sewer outlets properly aligned in drainage channel	170.16.1		
Location and approximate size of storm water detention pond(s) indicated	170.16.1		
Note that subdrain shall be provided on both sides of all public streets	170.16.1		
Minimum Elevation of Lowest Floor (no longer MOE)	170.16.1		
Overland Flowage Easements shown and easement name and width noted	170.23.R		
Detention Easements shown and easement name and width noted	170.23.R		
Indicate approximate detention volume and location	170.16.1		
Note: Certified Storm Water Management Plan shall be provided with Const Dwgs	-		
11 . Streets:			
Existing adjoining streets, alleys, railroads & right-of-ways shown	170.28.3		
Existing streets, rights-of-way, railroads, and alleys dimensioned	170.28.3		
Existing street names labeled	170.28.3		
Proposed Street names labeled per Polk City's naming conventions	170.18		
Proposed Rights-of-way width dimensioned, with public dedication noted, including cul-de-sac radius	170.28.3F		
Pavement width dimensioned; cul-de-sac pavement radius dimensioned	170.28.3N		
Pavement material, thickness labeled (Local : 6" reinf. pcc min, collector per design)	170.16.1		
Street centerline curve radius labeled; return radius labeled	170.28.3N		

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Approximate street grade noted on each street	170.18		
Cluster Mail box pads shown	158		
Siren location shown and noted, where applicable	-		
12 . Sidewalks & Trails:			
Show and dimension all existing and proposed sidewalks	170.16.1		
Show and dimension all existing and proposed trails per Comp Plan	170.16.3.C		
Show and dimension all centerline curve radii.	170.16.1		
Recreation Trail Easements shown and width noted	170.15.2J		
13 . Mailbox locations			
Show mailbox pads, entirely in front of one lot, not straddling lot line	158.04		
Mailboxes on same side of street as water main and street lights	158.04		
Mailboxes on opposite side of street as storm sewer and sanitary sewer	158.04		
Mailboxes to face south or east, size pad accordingly	158.04		
14 . Park Land, Open Space & Buffers:			
Shade existing trees to b preserved.			
Provide calculations for the area of park land to be dedicated to City	170.15		
Provide calculations for open space requirements; where applicable	165.06.10		
Indicate location/area of park land in conformance to Comp Plan	170.28.30		
Proposed Plant Materials: Location, number, species, caliper; where applicable	165.17.4-.5		
Buffer Easements shown and easement name and width noted	165.17.4-.5		
15 . Signs:			
Subdivision Identification signs shown, if any	166		
Easement or Outlots and ownership indicated for signs, if any	166		
16 . Franchise Utilities:			
Note: Contract for Street Lighting shall be executed with Final Plat	170.28.1		
Note: Street lights shall be on the same side of street as water main.	158.04		
Note: Contract for Electric distribution system shall be executed with Final Plat	170.28.1		
Note timing for provision of gas, telephone, cable and other utilities	170.28.1		
17 . CAD file			
CAD file of Preliminary Plat provided to Technology Director for City's GIS	-		