



**APPLICATION FORM FOR  
SITE PLANS**  
CITY OF POLK CITY  
112 3<sup>RD</sup> STREET, POLK CITY, IA 50226

- 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 Signature:** \_\_\_\_\_ *(form MUST be signed by Developer/Owner)*

PROJECT INFORMATION		
Primary Contact:	Engineer's Name:	Accounts Payable:
Street Address:	Street Address:	Street Address:
City/State:	City/State:	City/State:
Telephone #:	Telephone #:	Telephone #:
Email Address:	Email Address:	Email Address:

SITE PLAN APPLICATION FEE	
Less than 1 acre:	\$50.00
1 to 2 acres:	\$100.00
More than 2 acres:	\$300.00
<b>Amount Paid: \$</b>	

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

CITY ENGINEERING REVIEW FEE				
Lot Size >	0 – 1.0 acre	1.1 – 2.5 acre	2.6 – 5.0 acre	5.1 – 10 Lots
<b>Submittal #1:</b>	\$800	\$900	\$950	\$1,050
<b>Submittal #2 w/response:</b>	\$300	\$400	\$500	\$600
<b>Sub #3 &amp; Others:</b>	\$250	\$250	\$250	\$250
<b>Walk-thru &amp; Punchlist:</b>	\$350	\$350	\$350	\$350
<b>Amount Paid For Submittal #1: \$</b>				

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
<b>A. Filing Fees</b>			
1.	Site Plan Application Fee Paid		
2.	Engineering Review Fees Paid for all Required Submittals		
<b>B. Prior Approvals</b>			
1.	Property platted per requirements of subdivision ordinance?		
2.	Are any variances required prior to P&Z review?		
<b>C. Narrative Information</b>			
1.	Name of Development (Unique Name and Descriptive)		
2.	Name, Address, Telephone #, & E-Mail Address of Property Owner		
3.	Name, Address, Telephone #, & E-Mail Address Developer		
4.	Name, Address, Telephone #, & E-Mail 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		
	a. Calculations for # of required parking stalls, based on area of each use(s)		
	b. Number of parking spaces provided on site, including ADA stalls		
13.	Evidence re: project feasibility and effect on surrounding property		
<b>D. Illustrations</b>			
1.	<b>Vicinity Sketch:</b> site location, adj land uses, zoning		
2.	<b>Certification:</b> by licensed professional		
3.	Conformance to Comprehensive Plan and, where applicable, Master Plan		
4.	<b>Survey:</b>		
	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.	<b>Building Setback lines:</b>		
	Front, Rear & Side yards (average setbacks within 200' if applicable)		
6.	<b>Building(s):</b>		
	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.	<b>Grading Plan:</b>		
	Existing Features: trees, structures, drainage ways, etc.		
	Existing Contours: 2-foot intervals, at least 2 contours shown		
	Proposed contours at matching intervals		
	Elevation of structures, improvements		
	Erosion control measures		
8.	<b>Stormwater Management Plan: (Certified)</b>		
	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, 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	<input type="checkbox"/> If Addressed
<b>9. Utilities: Existing &amp; Proposed</b>	
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 (155.09 Fire Code paragraph 13)	
Note whether Building will be sprinklered (siamese connection)	
Underground Franchise utilities: Electrical, telephone, cable, etc.	
<b>10. Traffic, Pavements &amp; Parking:</b>	
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'	
<b>11. Sidewalks: existing &amp; proposed</b>	
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)	
<b>12. Buffers &amp; Landscaping:</b>	
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)	
<b>Open Space Plantings:</b> 2 trees + 6 shrubs / 3000 sf of Open Space	
<b>Parking Area Trees (R-3,C-2, C-24 M):</b> 20% of paved area @ 700 sf per tree	
<b>Buffer Screening:</b> Type A, B or C screen shown with required Buffer Easement	
<b>Storage Area Screening:</b> screen from ROW and residences	
<b>Headlight Screening:</b> 3.5' tall plantings and/or berm facing public ROW	
Vision Clearance: No plantings in 25' triangle between 2.5' - 10' in height	
<b>13. Signs:</b>	
Show existing signs: bring into conformance for substantial improvements	
<b>Freestanding Signs:</b> monument, location, size, setback, type, lighting	
>1 sf/LF bldg front, 100 sf max (C-2A: design stds, 150 sf multi-tenant)	
<b>Building Wall Signs:</b> location, type, lighting	
>1 sf/LF bldg front, 100 sf max (150 sf max for Multi-tenant signs)	
Elevation Details: dimensions, colors, materials, lighting	
<b>14. Exterior Lighting:</b>	
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	
<b>Parking Lot Lights:</b> max wattage, cut-off shields	
<b>Wall Packs:</b> not forward throwing, no visible lens to residential	
<b>Soffit Lights:</b> no visible bulbs, max 250 watts	
<b>15. Misc. Site Features:</b>	
<b>Fences and screens:</b> detail w/location, height and materials	
<b>Trash Enclosure:</b> detail w/location, height and type, screened from view	
<b>Mail boxes:</b> location shown, cluster mailboxes for multi-tenants	
<b>16. Accompanying Information:</b>	
Easements for Public Improvements	
Private Easement for detention ponds, drainage channels, utilities	
P&W for future public sidewalks	