



City of Polk City, Iowa  
**2019 SCHEDULE**  
**FOR**  
**DEVELOPMENT APPLICATIONS**

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

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

**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.  
**If all comments are not satisfactorily addressed by P&Z packet deadline, the City Administrator may defer the application to a future P&Z meeting.**
- Provide **12 folded copies** of the revised Submittal to the Deputy City Clerk for P&Z packets by noon on the Deadline Date. 11x17 is preferable. Note: **P&Z desires that all comments 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 noon on the Deadline Date, including any necessary legal documents and fees.
- Following Council approval, provide 6 certified (signed & dated) copies and one pdf copy of the Submittal to the City Clerk for distribution as follows: City Clerk, Public Works, Fire Dept., City Engineer, Building Inspector and Applicant.
- In addition to the above, Final Plat submittals must include any additional copies required for recording purposes.
- At completion of site plan improvements, the City will field review the site for general conformity to the approved plan. Additional fees may be required if actual improvements do not conform to approved Site Plan.