

Platting & Construction Documents



Application Packet

1. Application Packet. Be sure to complete and submit *all the required materials* that are a part of this Application Packet. Failure to do so will result in a delay in accepting your application until it is complete.

2. What must be submitted?

- One (1) completed and signed Application Form & Application Fee submitted to:
City of Grimes
Attn: Alex Pfaltzgraff, Director of Planning
101 NE Harvey Street
Grimes, Iowa 50111

- One (1) PDF Platting Documents & Easement Forms.
 - ❑ Alex Pfaltzgraff, Director of Planning: apfaltzgraff@grimesiowa.gov
 - ❑ Scott Clyce, Building Administrator: sclyce@ci.grimesiowa.gov
 - ❑ John Gade, City Engineer: jmg@foxeng.com

- One (1) PDF of all Legal documents submitted to:
 - ❑ Alecia Meuleners, City Attorney: Meuleners@whitfieldlaw.com

- Application Fee (check all items that apply):
 - ❑ \$400 Plat of Survey (Staff Review)
 - ❑ \$1,800 Preliminary Plat
 - ❑ \$1,600 Final Plat
 - ❑ \$1,000 Zoning Change
 - ❑ \$1,400 Construction Plans
 - ❑ \$600 Stormwater Management Plan
 - ❑ \$250 Stormwater Pollution Prevention Plan
 - ❑ \$500 Stormwater Post Construction Easement
 - ❑ \$400 Traffic Impact Study

3. What is the process?

- Plat of Survey and Construction Plan reviews are typically addressed by City Staff and takes approximately 2 weeks.

- Preliminary Plat or Final Plat (PDF) first submittal is due at 9:00 am on the **2nd Wednesday of the month**. Staff & City Engineer reviews plats, provides a comment letter to applicant for revision & resubmittal.

- Planning & Zoning Commission shall consider Preliminary Plat or Final Plat submittals on **1st Tuesday of the following month at 5:30 pm** in Grimes City Hall.

- City Council shall consider Preliminary Plat or Final Plat submittals on **2nd Tuesday of the month at 5:30 pm** in Grimes City Hall.

- The submittal process from first submission to Council consideration, is approximately 4-5 weeks.

IF YOU HAVE ANY QUESTIONS PLEASE CONTACT ALEX PFALTZGRAFF at 515-986-3036

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Application Form

1. **Property Address for this Development:** _____

2. **Legal Description** (attach, if lengthy): _____

3. **Project Name & Project Description:** _____

4. **Property Owner:**

Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: () _____ FAX: () _____ Email: _____

5. **Applicant:**

Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: () _____ FAX: () _____ Email: _____

6. Obtaining approval does not absolve the applicant from obtaining all other applicable permits, such as Building Permits, IDOT access permits, IDNR permits, etc.

I (We) certify that I (we) have submitted all the required information to apply for approval of a Platting or Construction Documents and that the information is factual.

Signed by: _____
(Property Owner)

Date: _____

(Note: No other signature may be substituted for the Property Owner's Signature.)

Signed by: _____
(Applicant)

Date: _____

7. **Application Fee:** _____ (Check to "City of Grimes")