

Site Development Plan

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*.
 - One (1) completed *Site Development Plan Checklist*.
 - One (1) PDF and Two (2) hard copies of the site plan, additional submittals, Application Form, & Site Development Plan Checklist.
 - Additional submittals, as specified on the Site Development Plan Checklist.
 - Application Fee (check all items that apply):
 - \$550 Minor Site Plan (Staff Review)*
 - \$1,550 Site Plan (not in an Overlay District or PUD)*
 - \$2,150 Site Plan in Overlay District or PUD *
 - \$600 Stormwater Management Plan (SWMP)
 - \$500 Stormwater Post Construction Easement
 - \$250 Stormwater Pollution Prevention Plan (SWPPP)
 - \$400 Traffic Impact Study
 - \$35 Sign Permit (all zones except the 141 Overlay Corridor)
 - \$75 Sign Permit (\$75 for each sign. Submitted with site plan if in the 141 Overlay Corridor*)
- * City Ordinances that detail requirements for sites are located in Chapter 165 (General), Chapter 165B (Transportation Overlay), and Chapter 165A (Highway 141 Overlay) which can be found on the city's website: www.grimesiowa.gov.
- ** Refer to Grimes Code Section 165A.26 for the definition of "signage" pertaining to the 141 Overlay Corridor

3. What is the process?

- Schedule a pre-application meeting with the City of Grimes before the **1st Wednesday of the month**. Call 515-986-3036 (Scott Clyce) to coordinate. Pre-application meetings are typically on the 1st Wednesday of the month.
- First Site Plan (PDF) submittal is due at 9:00 am on the **2nd Wednesday of the month**. Staff & City Engineer review plans, provides a comment letter to applicant for revision & resubmittal.
- Planning & Zoning Commission shall consider submittal on **1st Tuesday of the following month at 5:30 pm** in Grimes City Hall.
- City Council shall consider submittal 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.

4. Where should submittals be made?

- Submit Application Form, Site Plan Checklist, Site Plan, & Additional Submittals via e-mail (PDF) to:
 - Alex Pfaltzgraff, Director of Planning: apfaltzgraff@grimesiowa.gov
 - Scott Clyce, Building Administrator: sclyce@ci.grimesiowa.gov
 - John Gade, City Engineer: jmg@foxeng.com
- Submit the completed **Site Development Plan Application Packet & Application Fee** to the following:
City of Grimes
Attn: Alex Pfaltzgraff, Director of Planning
101 NE Harvey Street
Grimes, Iowa 50111

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Application Form

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

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

3. **Project Name and 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 of a *Site Development Plan* 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 Site Development Plan 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. **Site Plan Fee:** _____ (Check to "City of Grimes")

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Site Development Plan Checklist

General Information

- Site Development Plan, drawn to scale on a sheet not to exceed 24"x 36". PDF submittal is required until the site plan is formally approved by Council. Once approved, 5 signed copies shall be submitted to the City of Grimes.
- The Site Development Plan must be prepared by a Civil Engineer, a Land Surveyor, a Landscape Architect, or an Architect. The site plan must be certified as "substantially correct" by a Professional Engineer, Land Surveyor, Landscape Architect, or Architect, licensed by the State of Iowa.
- Name(s) and address(es) of the applicants). Name(s) and address(es) of the owner(s) of record of the property.
- Name and address of the person or firm preparing the site plan.
- Property address(es).
- Date of preparation.
- North arrow.
- Vicinity sketch (1"=500').
- Construction schedule.
- Scale: The scale shall not be less than 1"=10', and no greater than 1"=60', unless an alternate scale is approved by the City Engineer.
- Legal Description.
- Dimensions of the present lot and lot area, to the nearest tenth of a foot.
- Zoning designation. (State if the property is within an Overlay District or PUD).
- Proposed use of the property in sufficient detail to determine code compliance.
- Percentage of required Green Space and percentage of Green Space provided.
- Breakdown of proposed parking required (note 1 stall is equivalent to 200 s.f.).
 - Existing parking stalls.
 - Required parking stalls.
 - Handicap stalls required.
 - Proposed parking stalls.
 - Approximate number of employees.
 - Parking setbacks.

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Utilities Information

- Existing and proposed location and size of sanitary sewer mains and service lines, or septic tank and leaching field. Additionally, the following information shall be depicted:
 - ❑ Detailed connection information (existing stub or core into existing manhole).
 - ❑ Manhole types, sizes, and castings.
 - ❑ Slope of proposed sewer.
 - ❑ Flowline of sewer.
 - ❑ Cleanout locations at a minimum of 90 feet spacing.

- Existing and proposed location and size of water mains, service lines and hydrants, and/or water well. Additionally, the following information shall be depicted:
 - ❑ Connection details (tapping valve and sleeve, existing service stub, bore under road, etc.).
 - ❑ Curb stop locations.
 - ❑ Hydrant coverage (buildings must meet 150' radius requirement).
 - ❑ Hydrant placed within 100' of the Fire Department Connection (FDC).
 - ❑ Location of the sprinkler control room.
 - ❑ Knox Box location.

- Existing and proposed location of electrical service and the location of high-pressure gas lines, high-tension transmission lines, and telephone lines. Additionally, the following information shall be depicted:
 - ❑ Screening of transformer. Screening of mechanical equipment.

- Existing and proposed location and size of storm drainage facilities on the property and adjacent to the property. Additionally, the following information shall be depicted:
 - ❑ Connection details (existing stub or connection to existing intakes).
 - ❑ Storm sewer intakes (types and types of castings).
 - ❑ Storm sewer pipe (slope, pipe material, fabric wrap joints).

Outdoor Lighting Information

- ❑ Plans indicating the location on the premises, and the type of illuminating devices, fixtures, lamps, supports, reflectors and other devices.

- ❑ State the wattage for each lighting fixture. All lighting fixtures shall be sharp cut-off.

- ❑ List pole heights.

- Show all proposed wall packs on the site plan. All wall packs shall be sharp cut-off.
 - ❑ Evidence that lighting fixtures shall be consistent with the architectural theme of the development.
 - ❑ In an Overlay District - photometric data provided by manufacturer.

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Erosion Control Information

- ❑ Location of water bodies, watercourses, swamps & flood-prone areas with delineated channel encroachment lines, wetland boundary lines, 100-year flood plain, and floodway boundary line.
- ❑ When an application is located in a flood-prone area include existing and proposed site grades, contours and elevations, base flood elevation data, top-of-foundation elevations, finished floor elevations, and any proposed watercourse relocation.
- ❑ When an application for development involves 1.0 acre, or more, of cumulative disturbed area(s), a Sediment Erosion Control Plan shall be submitted and a NPDES Permit is required prior to start of grading.
- ❑ Storm water management design shall include grading, surface, and subsurface improvements that result in no increase in the rate of runoff when compared to the undeveloped condition of the area to be developed. The rainfall frequencies that shall be incorporated in the design of the storm water management plan shall include the 5-yr and 100-yr storm events. The calculations and design of the storm water management plan shall be prepared by an engineer licensed to practice in Iowa.
- ❑ A storm water management narrative needs to be submitted with the Site Development.
- ❑ The storm water management plans shall be as per SUDAS and the Iowa Stormwater Mangement Manual (for design of storm water detention).
- Storm water detention is required unless otherwise waived by the City Engineer. Developments shall detain for 100-yr developed storm event and release at the 5-yr undeveloped storm event. The storm water management plan shall illustrate the flow path for a storm event which exceeds the 100-yr storm event.
 - ❑ WQv is required for all site plans greater than one acre in size.
 - ❑ Bio-swales or filtration swales shall be encouraged for all site plans in lieu of subsurface drainage improvements. Surface drainage improvements such as drainage flumes, drainage swales, and curb cuts may be allowed if approved by the City Engineer.

Landscaping Information

- A landscape plan showing:
 - ❑ Location of trees and shrubs.
 - ❑ Plant list including the plant species, the quantity of each type of plant, the size of each plant at the time of planting.
 - ❑ Location and detail of all fences and walls.
 - ❑ Location of natural features including: existing trees, rock outcrops and landslide areas.
 - ❑ See Overlay District or PUD ordinance for **additional landscaping requirements**.

General Notes to Include Plans

- ❑ Possible nuisance factors and means for alleviating those factors, such as noise, odor, smoke, dust, fumes, vibration, or heat.
- ❑ Traffic impact studies, if deemed necessary by City Staff.

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