

# 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: Scott Clyce, Building Administrator  
101 NE Harvey Street  
Grimes, Iowa 50111
  
- One (1) PDF Platting Documents & Easement Forms.
  - ❑ Scott Clyce, Building Administrator: [sclyce@ci.grimes.ia.us](mailto:sclyce@ci.grimes.ia.us)
  - ❑ John Gade, City Engineer: [jmg@foxeng.com](mailto:jmg@foxeng.com)
  
- One (1) PDF of all Legal documents submitted to:
  - ❑ Erik Fisk, City Attorney: [fisk@whitfieldlaw.com](mailto:fisk@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 THE CITY OF GRIMES 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")