



CITY OF
GRIMES
DEVELOPMENT SERVICES

410 SE Main Street, Suite 102 , Grimes, Iowa 50111

P: 515.986.4050 | F: 515.986.4480

**PRELIMINARY PLAT
APPLICATION**

Applications are due the fourth Monday of the month
at 12:00 p.m.

Please read application thoroughly. The City has the
right to refuse an incomplete application.

Preliminary Plat

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: Rachel Greving, Development Services Coordinator
410 SE Main St, Ste. 102
Grimes, Iowa 50111

- One (1) PDF of the Preliminary Plat submitted to:
 - ❑ Alex Pfaltzgraff, Development Services Director: apfaltzgraff@grimesiowa.gov
 - ❑ Rachel Greving, Development Services Coordinator: rgreving@grimesiowa.gov
 - ❑ Evann Martin, Assistant Planner: emartin@grimesiowa.gov

- Application Fee (See fee schedule)

3. **What is the process?**

- Preliminary Plat (PDF) first submittal is due at 12:00 pm on the **4th Monday of the month**. Staff & City Engineer review plans, provides a comment letter to applicant for revision & resubmittal.

- Planning & Zoning Commission shall consider the submittal based upon the **Development Review Schedule**. **Note that the dates outlined on the Development Review Schedule are not guaranteed.**

- The submittal process from first submission to Council consideration, is approximately 8-10 weeks.

Preliminary Plat



Application Form

Project Information:

Project Address: _____

Legal Description: _____

Project Name: _____

Project Description: _____

Property Owner:

Name: _____

Address: _____

Phone: _____

Email: _____

Applicant:

Name: _____

Address: _____

Phone: _____

Email: _____

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 and that the information is factual.

Signature of Property Owner

Date

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

Signature of Applicant

Date

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

Preliminary Plat

Application Packet



Preliminary Plat Checklist

- Preliminary Plat, drawn to scale on a sheet not to exceed 24"x 36". PDF submittal is required until the preliminary plat is formally approved by Council. Once approved, submit 1 signed PDF of the preliminary plat.
- The Preliminary Plat must be prepared by a Civil Engineer or a Land Surveyor.

Cover Sheet

- 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 Preliminary Plat
- Property address(es)
- Title of the proposed subdivision
- Date of preparation, North arrow, Scale between 1"=10' and 1"=60', unless an alternate scale is approved by the City Engineer, Vicinity sketch (1"=500')
- Legal description and dedications
- Zoning designation(s) (State if the property is within an Overlay District or PUD)
- Water and wastewater demand
- Typical road cross section with easements

Existing Conditions/Demolition

- The location of property lines and all such surface features as buildings, railroads, utilities, water courses and similar items affecting the development

Grading

- Existing contour intervals of not more than two (2) feet, provided, however, that a minimum of two contours shall be shown on any plat

Utilities

- The location and size of such subsurface features as existing or nearest available storm and sanitary sewers, water mains, culverts, gas mains, above and below ground electric transmission lines or cables, and drain tiles
- Any plat that cannot be reasonably served by public sewer shall show the results of soil percolation tests made in accordance with specifications approved by the Council or Dallas or Polk County Health Department.

Preliminary Plat

Application Packet



General Layout

- ❑ All existing adjacent subdivisions, streets and tract lines of acreage parcels together with the names of record owners of unsubdivided parcels of land immediately adjoining the proposed subdivision and between it and the nearest existing streets
- ❑ Adjoining streets and alleys with their names and widths
- ❑ Phasing lines
- ❑ Transportation connectivity to adjacent property
- ❑ Public improvements (i.e. new roadways, turn lanes, public sidewalks)
- ❑ Dimensions of all lots to be platted and lot area to the nearest tenth of a foot

Concept Plan

- ❑ Conceptual development layout showing how the lots could be developed and the relation to the location of proposed utilities.
- ❑ Include required landscaping along the roadways.