CITY OF GRIMES

DEVELOPMENT SERVICES

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

P: 515.986.4050 | F: 515.986.4480

SITE PLAN APPLICATION 2020

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.

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, Site Development Checklist & Application Fee to the following:
  City of Grimes
  Attn: Rachel Greving, Development Services Coordinator
  410 SE Main St, Ste. 102
  Grimes, Iowa 50111

- One (1) PDF of the Site Development Plan, SWPPP, SWMP, Building Elevations, and additional submittals as specified on the Site Development Plan Checklist 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?

- Schedule a pre-application meeting with the City of Grimes. Pre-application meetings may be held on any date, however must be scheduled at least ***1 month prior to the intended submittal date.*** Call 515-986-4050 (Evann Martin) to coordinate.
- First Site Plan (PDF) 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.

Site Plan

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")

Site Development Plan

Application Packet

Site Development Plan Checklist

- ❑ 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, submit 1 signed PDF of the site plan.
- ❑ The Site Development Plan must be prepared by a Civil Engineer, a Land Surveyor, a Landscape Architect, or an Architect.
- ❑ Additional submittals may be required such as Construction easement documents and legal descriptions, IDOT ROW permit, or traffic impact studies, if deemed necessary by City Staff

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 site plan
- ❑ Property address(es) and legal description
- ❑ Date of preparation, North arrow, Vicinity sketch (1"=500'), Scale between 1"=10' and 1"=60', unless an alternate scale is approved by the City Engineer
- ❑ Construction schedule
- ❑ Area of the lot or site in square feet and acres
- ❑ Zoning designation (State if the property is within an Overlay District or PUD), setbacks, building height
- ❑ Proposed use of the property in sufficient detail to determine code compliance
- ❑ Percentage of required Green Space and percentage of Green Space provided
- ❑ Water and wastewater demand
- ❑ Breakdown of proposed parking required (note 1 stall is equivalent to 162 sf)
    - ❑ Existing parking stalls
    - ❑ Required parking stalls and parking stalls provided
    - ❑ Handicap stalls required
    - ❑ Loading spaces required and loading spaces provided
    - ❑ Approximate number of employees
    - ❑ Parking setbacks

Site Plan Layout

- ❑ Dimensions of the present lot to the nearest tenth of a foot
- ❑ Ground sign location
- ❑ Pedestrian connectivity (internal and external)

- ❑ ROW widths, dedications, road improvements, and turn lanes
- ❑ Driveway alignment/placement. Show relation to corresponding/adjoining driveways
- ❑ Handicap parking details
  - ❑ Signage
  - ❑ Bollards
  - ❑ Slope of ramps
  - ❑ Cross slope of ramps 1.5%
  - ❑ Slope of parking spaces

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 be protected along a 150' route)
  - ❑ Hydrant placed within 100' of the Fire Department Connection (FDC)
  - ❑ FDC may not be obstructed by parking, landscaping, or any other site feature
  - ❑ 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. List pole heights.
- ❑ State the wattage for each lighting fixture. All lighting fixtures shall be sharp cut-off.
- ➢ 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.

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 5-yr storm event 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 WQv, CPv, and 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 Management 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 area.
  - ❑ 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