



## 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.**

The "Application Packet for a *Site Development Plan* includes the following:

- Application Form (*This form must be filled out completely for all applications.*);
- Site Development Plan Checklist (*Use this Checklist to prepare the Site Development Plan.*)

**2. What must be submitted?**

- One (1) completed and signed *Application Form*.
- One (1) completed *Site Development Plan Checklist*.
- Three (3) copies of the *Site Development Plan*, drawn to scale on a sheet no larger than 24" x 36".
- Additional materials, as specified on the *Site Development Plan Checklist*.
- Application fee:**
  - \$150 for Site Development Plan in Hwy 141 Mixed Corridor. \$50 for all other areas.
  - All additional costs incurred by the City for review of site plans by the City Engineer and/or City Attorney shall be reimbursed to the City in full amount by the person who filed the site plan or by said person's agent.

**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).
- First Site Plans (3 copies) are due at 9:00 am on the *2nd Wednesday of the month*. Staff and City Engineer review plans. Comment letter to be provided to applicant for revision and resubmittal.
- Planning and 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 plan submission to Council consideration, is approximately 4-5 weeks).

**4. Where should submittals be made?**

- Submit the completed *Site Development Plan Application Packet* to the following:  
City of Grimes  
Attn: Scott Clyce  
101 N.E. Harvey  
Grimes, Iowa 50111

**IF YOU HAVE ANY QUESTIONS PLEASE CONTACT THE CITY OF GRIMES.**

Phone: 515-986-3036  
FAX: 515-986-3846  
E-mail: [sclyce@ci.grimes.ia.us](mailto:sclyce@ci.grimes.ia.us)



## Site Development Plan

*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**: \_\_\_\_\_

Address: \_\_\_\_\_

(Street) (City) (State) (Zip)

Telephone: \_\_\_\_\_

(Home) (Business) (Fax)

5. **Applicant**: \_\_\_\_\_

Address: \_\_\_\_\_

(Street) (City) (State) (Zip)

Telephone: \_\_\_\_\_

(Home) (Business) (Fax)

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, et cetera.

*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: \_\_\_\_\_ Date: \_\_\_\_\_

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

and: \_\_\_\_\_ Date: \_\_\_\_\_

(Applicant)

### 6. *Site Plan Fee*

\$150 for areas within Hwy 141 Mixed Corridor. \$50 for all other areas.



## Site Development Plan

### *Site Development Plan Checklist*

#### **General Information**

- Three (3) copies of a Site Development Plan, drawn to scale on a sheet not to exceed 24"x 36".
- 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 Zone 1 or Zone 2 of the Hwy Corridor).
- 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.). LI Existing parking stalls. LI Required parking stalls. LI Handicap stalls required. LI Proposed parking stalls. Q Approximate number of employees. Q Parking setbacks.

### **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).
  
- ❑ 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 strategies**

- ❑ 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. Q Evidence that lighting fixtures shall be consistent with the architectural theme of the development. Q In the Hwy 141 Mixed Corridor photometric data provided by manufacturer.

## **Erosion Control Information**

- ❑ Location of water bodies, watercourses, swamps and flood-prone areas with delineated channel encroachment lines, wetland boundary lines, 100-year flood plain boundary line, 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 narrative needs to be submitted with the Site Development.
- ❑ The storm water management plans shall be as per the Urban Design Standards Manual.
- ❑ 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. LI 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. LI 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.  
LI See Hwy 141 ordinance for *additional landscaping requirements*.

## **General Notes to be Included on the 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.