



CITY OF
GRIMES
DEVELOPMENT SERVICES

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

P: 515.986.4050 | F: 515.986.4480

**PUBLIC CONSTRUCTION
DRAWINGS APPLICATION**

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

Public Construction Drawings



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 Public Construction Drawings
 - ❑ 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?

- Submit the Public Construction Drawings Application Packet (PDF). Staff & City Engineer will review plans and provide a comment letter to the applicant for revision & resubmittal.

- Public Construction Drawings are reviewed administratively and do not require public hearings before the Planning & Zoning Commission or City Council.

Public Construction Drawings



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")

Public Construction Drawings

Application Packet



Public Construction Drawings Checklist

General Information

- Public Construction Drawings, drawn to scale on a sheet not to exceed 24"x 36". PDF submittal is required until the construction drawings are approved by Development Services staff. Once approved, submit 1 PDF of the construction drawings.
- The Public Construction Drawings must be prepared by a Civil Engineer, a Land Surveyor, a Landscape Architect, or an Architect.
- 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'), Scale between 1"=10' and 1"=60', unless an alternate scale is approved by the City Engineer.
- Construction schedule
- Legal Description
- Dimensions of the present lot and lot area to the nearest tenth of a foot
- Approximate area to be disturbed to the nearest tenth of a foot
- Zoning designation (State if the property is within an Overlay District or PUD)
- Pedestrian connectivity
- ROW widths, dedications, road improvements, and turn lanes
- Driveway alignment/placement. Show relation to corresponding/adjoining driveways

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

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Application Packet

- 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.

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

Public Construction Drawings



Application Packet

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
 - Seeding

General Notes to Include on Plans

- Possible nuisance factors and means for alleviating those factors, such as noise, odor, smoke, dust, fumes, vibration, or heat