



CITY OF
GRIMES
DEVELOPMENT SERVICES

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

P: 515.986.4050 | F: 515.986.4480

**PLATTING & CONSTRUCTION
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.

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

- One (1) PDF Platting Documents & Easement Forms.
 - ❑ Alex Pfaltzgraff, Development Services Director: apfaltzgraff@grimesiowa.gov
 - ❑ Rachel Greving, Development Services Coordinator: rgreving@grimesiowa.gov
 - ❑ Evann Martin, Assistant Planner: emartin@grimesiowa.gov

- One (1) PDF of all Legal documents submitted to:
 - ❑ Alex Pfaltzgraff, Development Services Director: apfaltzgraff@grimesiowa.gov
 - ❑ Alecia Meuleners, City Attorney: Meuleners@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
 - ❑ \$1,000 Stormwater Review (Site > 1 Acre)
 - ❑ \$500 Stormwater Review (Site < 1 Acre)
 - ❑ \$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 2-4 weeks.

- Preliminary Plat or Final 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.**

- City Council shall consider submittal on **4th Tuesday of the month at 5:30 pm** in Grimes City Hall.

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

Platting & Construction 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")