



City of Polk City, Iowa
2024 SCHEDULE

**FOR
 DEVELOPMENT APPLICATIONS**

*Site Plans, Preliminary Plats, Final Plats, Plats of Survey
 Development Plans, Master Plans, Rezoning*

Deadline for Submittal #1 (Noon)	Staff Review Memo (5:00 PM)	Deadline for Final Submittal for Staff Review (Noon)	Deadline for Paper Copies for P&Z Packets (Noon)	P&Z Meeting (6:00 PM)	Deadline for Council Packets (pdf only) (Noon)	Council Meeting (6:00 PM)
12/27/23	01/10/24	01/15/24	01/17/24	01/22/24	01/24/24	01/29/24
01/24/24	02/02/24	02/09/24	02/14/24	02/19/24	02/21/24	02/26/24
02/21/24	03/01/24	03/08/24	03/13/24	03/18/24	03/20/24	03/25/24
03/20/24	03/29/24	04/05/24	04/10/24	04/15/24	04/17/24	04/22/24
04/24/24	05/03/24	05/10/24	05/15/24	05/20/24	05/22/24	05/27/24
05/22/24	05/31/24	06/07/24	06/12/24	06/17/24	06/19/24	06/24/24
06/19/24	06/28/24	07/05/24	07/10/24	07/15/24	07/17/24	07/22/24
07/24/24	08/02/24	08/09/24	08/14/24	08/19/24	08/21/24	08/26/24
08/21/24	08/30/24	09/06/24	09/11/24	09/16/24	09/18/24	09/23/24
09/25/24	10/04/24	10/11/24	10/16/24	10/21/24	10/23/24	10/28/24
10/23/24	11/01/24	11/08/24	11/13/24	11/18/24	11/20/24	11/25/24
11/20/24	11/29/24	12/06/24	12/11/24	12/16/24 ¹⁴	01/08/25	01/13/25 ¹⁴

Notes:

- Contact Chelsea Husiman, City Manager, at Polk City's City Hall at (515) 984-6233 to arrange a pre-application meeting. A **pre-application meeting is recommended** to discuss the concept and city requirements.
- Deliver submittal to Jenny Coffin and Travis Thornburgh prior to noon on Submittal #1 Deadline date in pdf format. This submittal **must include:** signed Application Form, completed Checklist, and Application Fee.
- City Engineering Review shall be billed to the applicant based on hourly fees. The City Clerk may require a deposit for City Engineering Review fees at the time of application or prior to the application being placed on the P&Z agenda.
- Submit a revised submittal that address **all** Staff Review Comments to the City Clerk and Snyder & Associates, along with the required **response letter** stating how and where each comment was addressed.
- If all comments are not satisfactorily addressed on the revised submittal, then additional submittals and reviews will be required. **If all comments are not satisfactorily addressed by "Final Submittal for Staff Review" deadline, the City Manager may defer the application to a future P&Z meeting.**
- Provide a **pdf copy** and required number of paper copies of the final Submittal to the City Clerk for P&Z packets by noon on the Deadline Date. Note: **P&Z desires that all comments be addressed** before submittals are included in the P&Z agenda packets.
- Current Review fees, and deposits if required, must be paid to the City Clerk prior to P&Z meeting at which the project being considered for approval by the P&Z Commission.
- Following P&Z meeting, provide an additional submittal to address all recommendations from the P&Z Commission and outstanding review comments, if any.
- Provide a **pdf copy** of the final Submittal to the City Clerk for Council packets by noon on the Deadline Date, including any necessary legal documents and fees.
- Current Engineering Review Fees must be **paid in full** to the City Clerk, or additional deposits if required, prior to Council approval. Unbilled fees shall be paid in full to the City Clerk prior to issuance of a Building Permit.
- Following Council approval, provide 1 certified (signed & dated) paper copy and a signed pdf copy of the entire Submittal to the City Clerk. Provide additional paper copies if the applicant desires plans that have been stamped as approved by the City Clerk.
- The applicant shall coordinate with the City Clerk regarding the responsibility for recordation of all documents required to be recorded pursuant to City Council approval.
- The P&Z meeting in December and the second City Council meeting in December are both typically cancelled due to the holidays. The developer should coordinate with the City and Snyder regarding the actual schedule for public meetings for Development Review projects submitted after October 23, 2024.