



2022 APPLICATION FORM FOR PRELIMINARY PLATS

City of Polk City, Iowa

Thank you for your interest in the City of Polk City!

It is the responsibility of the applicant (owner, developer and consultants) to compare their project submittal to City Code and this checklist and ensure that all items and requirements are included. If an application is substantially incomplete, the review will be delayed and the review schedule will be amended.

Subdivision Name: _____

Project Location: _____

Total Area of Plat (in acres): _____

Total Number of Lots, including Outlots: _____

Applicant: *This form MUST be signed by Applicant.*

Developer/Owner Signature _____	Engineer's Name _____
Street Address _____	Street Address _____
City, State _____	City, State _____
Telephone No. _____	Telephone No. _____
Email Address _____	Email Address _____

Preliminary Plat Application Fee:

Base Application Fee	\$100.00	=	\$100.00
Additional Fee	\$10.00 per Lot	=>	
Total			

Amount Paid: \$ _____

City Engineering Review Fee:

1. The City Engineer shall review all development applications; including plans, calculations and other submittals; for compliance to city code and policies, SUDAS, and other applicable standards. If a Traffic Impact Study is required, this study will be prepared by the City Engineer.
2. City Engineering Review Fees, including preparation of a Traffic Impact Study if required, shall be reimbursed to the City based on actual fees, as invoiced to the City. Such fees shall be invoices on an hourly basis, based on the City Engineer's current fee schedule.

Deposit Paid, if required: \$ _____

Documents to be Submitted for Review:

✓ If Provided	Plan / Document
	Completed Preliminary Plat Application Form including Check List
	Preliminary Plat Application Fee and Review Fee for Submittal #1
	Lot Layout & Dimension Plan
	Storm Water Management concept and Grading Plan
	Sanitary Sewer calculations
	Paving Plan, including streets, sidewalks, trails, CBU pads
	Utility Plan, including water mains, sanitary sewers, and storm sewers
	Parkland Dedication proposal
	Traffic Analysis with peak hour trip determination (TIS may be required)
	Other (Please Specify):

PRELIMINARY PLAT CHECKLIST

CITY OF POLK CITY, IOWA

Revised: January, 2022

Information Required	✓ if Ok	Comments
Filing Fees		
1 . Preliminary Plat Application Fee Paid		
2 . Review includes plans, calcs, SWMP, TIS, Utilities, Permits (<i>Fees on Hourly basis</i>)		
3 . Engineering Review Fees paid in full		
Prior Approvals & Prior Reviews		
1 . Is rezoning required?		
2 . Is Development Plan/Master Plan required? (<i>i.e. PUD Districts</i>)		
3 . Will Site Plan be required prior to building permit?		
4 . Response letter noting where & how each prior comment was addressed		
Narrative Information		
1 . Name of development (<i>unique name and number required</i>)		
2 . Name, Address, Telephone no. & email address of property owner		
3 . Name, Address, Telephone no. & email address of Developer		
4 . Name, Address, Telephone no. & email address of Preliminary Plat Preparer		
5 . Legal Description of property		
6 . Area of property (<i>in acres or SF, if less than 1.00 acre</i>)		
7 . Current Zoning Classification(s) of Site		
8 . All building setbacks for all applicable zoning districts shall be noted		
9 . Proposed principal permitted use of lots and accessory uses, if any		
10 . Source of water supply noted (<i>City of Polk City, DMWW, rural water..</i>)		
11 . Sewage disposal service noted (<i>City of Polk City, septic systems....</i>)		
12 . Location of storm water drainage discharge noted		
13 . Note that all utility services shall be underground.		
14 . Park land Dedication calcs (<i>required & provided for park and usable area</i>)		
15 . Trip generation based on proposed uses (ITE standard)		
16 . Traffic Impact Study, if required, to be prepared by City Engineer		
17 . Development Schedule: start & completion dates for construction		
18 . Phasing of Development: if all public improvements will not be constructed at once		
19 . Written request for waiver for any and all deviations proposed.		
Illustrations		
1 . General		
Vicinity sketch: 1=500' or larger, location, adj land use, zoning boundaries, streets		
Certification: by licensed professional engineer and/or land surveyor		
Date: including revision date(s)		
North Arrow & Scale; 1" = 50' max scale unless otherwise approved		
Survey: Benchmark on Polk City datum plane		
2 . Zoning Boundary Line: if more than one zoning district		
Special overlay district zoning (<i>Flood plain w/BFE</i>)		
3 . Plat Boundary:		
Plat Boundary shown with heavy line		
Bearings & Distances and/or Cuve data noted for all boundary lines		
4 . Adjoining properties:		
Label names & lot numbers for all adjoining subdivision		
Label names of all adjoining property owners		
5 . Lots		
All buildable lots assigned a Lot Number		
All rights-of way and lots to be dedicated to the City assigned a Lot Letter		
All non-buildable lots assigned an Outlot letter		
Lot area noted in acres and square feet for each lot and outlot		
Lot width dimensioned for each lot and outlot		
Corner lots: 20' wider than minimum required per zoning regs		
Double Frontage lots: 20' buffer easement, outside rear yard setback		
Dimensions for all lot & outlot boundary lines noted		
Buildable area indicated on all lots		
Street Frontage required for all lots		
Lots for Schools, parks, playgrounds or other public or semi-public use noted		

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6 . Building Setback lines: shown and noted		
Front, Rear & Side yards on all lots		
Existing buildings shown and setbacks labeled		
7 . Grading Plan:		
Provide Geotech Report or note it shall be provided with Construction Drawings		
Existing Features: structures, drainageways, etc.		
Contours: Exist;. & Proposed at 2' intervals, max, at least two shown		
Grading limits line shown		
Tree removals indicated		
Tree protection indicated per Tree Ordinance		
Rear & Side Yard swales shown where needed		
Erosion control measures shown		
8 . Tree Ordinance:		
Show trees within plat area		
Delineate dripline of wooded area		
Indicate all trees to be removed by shading/hatching		
Construction Fence at driplines to protect trees to be saved		
9 . Water Mains: Existing & Proposed		
Location & size of existing water mains, valves & hydrants shown and noted		
Water main on opposite side of street as sanitary sewer and storm sewer, but same side as mailboxes and street lights		
Proposed water mains, valves & hydrants shown		
Hydrant coverage radii shown (SF, 2F = 250'; MF, Comm, Ind = 200')		
Proposed pipe sizes noted		
Water main looped as required		
Water main sized in conformance with Comp Plan		
Water Main or Service Easements shown and easement name and width noted		
10 . Sanitary Sewers: Existing & Proposed		
Location, size, slope & capacity of existing public utilities shown & noted		
Sanitary sewers shall be extended to plat boundary		
Sanitary sewer calculations for proposed sewer flows, including upstream flows		
Proposed sewer pipes and manholes shown		
Proposed pipe sizes noted (Min. slope = 0.05%)		
Existing and Proposed easements		
11 . Storm Sewers & Detention: Existing & Proposed		
Preliminary Drainage Concept (Pre & Post drainage areas, allowable release rates) <i>(Certified Storm Water Management Plan to be provided with Const Dwgs)</i>		
Floodplain shown, with BFE's, per FIRM or approved Flood Study, where applicable		
Location, size, slope & capacity of existing storm sewers shown		
Pipe size for all proposed storm sewers shown & noted		
Storm sewer outlets properly aligned in drainage channel		
Location and approximate size of storm water detention pond(s) indicated		
Label Storm Water Maintenance Facility Easement and Agreement		
Note HOA shall be responsible for maintaining SWMF inclding annual inspections		
Note that subdrain shall be provided on both sides of all public streets		
Minimum Elevation of Lowest Floor (no longer MOE)		
Overland Flowage Easements shown and easement name and width noted		
Detention Easements shown and easement name and width noted		
Indicate approximate detention volume and location		
Note: Certified Storm Water Management Plan shall be provided with Const Dwgs		
12 . Streets:		
Existing adjoining streets, alleys, railroads & right-of-ways shown		
Existing streets and driveways on opposite side of street as development shown		
Existing streets, rights-of-way, railroads, and alleys dimensioned		
Existing street names labeled		
Proposed Street names labeled per Polk City's naming conventions		

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Information Required	✓ if Ok	Comments
Proposed Rights-of-way width dimensioned, with public dedication noted, including cul-de-sac radius		
Pavement width dimensioned; cul-de-sac pavement radius dimensioned		
Pavement material, thickness labeled (Local: 6" reinf. pcc min Other: per design)		
Street centerline curve radius labeled; return radius labeled		
Approximate street grade noted on each street		
No more than 2 cul-de-sacs per 40 acres		
Siren location shown and noted, where applicable		
13 . Sidewalks & Trails:		
Show and dimension all existing and proposed sidewalks (5' required)		
Show and dimension all existing and proposed trails per Comp Plan		
Show and dimension all centerline curve radii.		
Recreation Trail - 30' wide Outlots, including area of Outlot		
13 . Mailbox locations		
Cluster Mail box pads shown		
Mailboxes on same side of street as storm sewer and sanitary sewer		
Mailboxes on opposite side of street as water main and streetlights		
Show sidewalk from ramp to mailbox pad as plat improvement		
Provide approval from USPS for location		
14 . Park Land, Open Space & Buffers:		
Calcs for park land dedication area in sq ft, based on number/type of dwellings		
*Master Agreement for Park Dedication may be required with final plat		
Calcs for usable park area, based on 75% of total (1.5%-5% slopes)		
Calculations for open space requirements; where applicable		
Park shall have a minimum of 100 ft of frontage to public street		
Extend water, sanitary sewer, and storm sewers to park boundary		
Label 5' wide sidewalk abutting park as a plat improvement by developer		
Grading for park to demonstrate usable area has slopes of 1.5% min - 5% max		
Note: usable area to have a minimum of 4" of clean, lightly compacted top soil		
Show Parkway easement & trees; label trees as plat improvement by developer		
Show Buffer Easement & trees; label trees as plat improvement by developer		
Proposed Plant Materials: Location, number, species, caliper; where applicable		
15 . Signs:		
Subdivision Identification signs shown, if any		
Easement or Outlots w/ownership indicated for signs, if such signs are proposed		
16 . Franchise Utilities:		
Note: Contract for Street Lighting shall be executed with Final Plat		
Note: Contract for Electric distribution system shall be executed with Final Plat		
Note timing for provision of gas, telephone, cable and other utilities		
17 . CAD file		
CAD file of Preliminary Plat provided to Technology Director for City's GIS		