



City of Polk City, Iowa
2021 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)
12/23/20	01/01/21	01/08/21	01/13/21	01/18/21	01/20/21	01/25/21
01/20/21	01/29/21	02/05/21	02/10/21	02/15/21	02/17/21	02/22/21
02/17/21	02/26/21	03/05/21	03/10/21	03/15/21	03/17/21	03/22/21
03/24/21	04/02/21	04/09/21	04/14/21	04/19/21	04/21/21	04/26/21
04/21/21	04/30/21	05/07/21	05/12/21	05/17/21	05/19/21	05/24/21
05/26/21	06/04/21	06/11/21	06/16/21	06/21/21	06/23/21	06/28/21
06/23/21	07/02/21	07/09/21	07/14/21	07/19/21	07/21/21	07/26/21
07/21/21	07/30/21	08/06/21	08/11/21	08/16/21	08/18/21	08/23/21
08/25/21	09/03/21	09/10/21	09/15/21	09/20/21	09/22/21	09/27/21
09/22/21	10/01/21	10/08/21	10/13/21	10/18/21	10/20/21	10/25/21
10/20/21	10/29/21	11/05/21	11/10/21	11/15/21	11/17/21	11/22/21
11/24/21	12/03/21	12/10/21	12/15/21	12/20/21	01/05/22	01/10/22

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 reduce the number of review comments and need for additional submittals.
- Deliver **Submittal #1** to City Clerk prior to noon on Submittal #1 Deadline date. Submittal shall be in pdf format. The submittal **must include:** Signed Application Form, completed Checklist, Application Fees, and City Engineering Review fee for Submittal #1.
- Email Submittal #1 to Kathleen Connor, City Engineering Representative, at Snyder & Associates prior to noon on Submittal Deadline. Submittal shall be in pdf format.
- Revise Submittal #2 to address **all** Staff Review Comments and submit revised submittal to City and Snyder & Associates, along with the required **response letter** stating how and where each comment was addressed.
- If all comments are not satisfactorily addressed by Submittal #2, then additional reviews will be required with an additional charge for each Submittal. It is the applicants responsibility to ensure all comments are addressed.
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** 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.
- Review fees must be **paid in full**, up to date, 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 additional Submittal to address all recommendations from the P&Z Commission and outstanding review comments, if any.
- The Engineering Review Fees for all additional submittals must be **paid in full** to the City Clerk prior to the development application being placed on the Council agenda.
- 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.
- Following Council approval, provide 1 certified (signed & dated) copy and a signed pdf copy of the Submittal to the City Clerk. Provide additional paper copies if the applicant desires plans that have been stamped as approved by the City Clerk.
- In addition to the above, Final Plat submittals must include any additional documents required for recording purposes.
- At completion of site plan improvements, the City will field review the site for general conformity to the approved Site Plan. Additional fees may be required if actual improvements do not conform to approved Site Plan.