



City of Polk City, Iowa
2023 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)
12/21/22	01/04/23	01/09/23	01/11/23	01/16/23	01/18/23	01/23/23
01/25/23	02/03/23	02/10/23	02/15/23	02/20/23	02/22/23	02/27/23
02/22/23	03/03/23	03/10/23	03/15/23	03/20/23	03/22/23	03/27/23
03/22/23	03/31/23	04/07/23	04/12/23	04/17/23	04/19/23	04/24/23
04/19/23	04/28/23	05/05/23	05/10/23	05/15/23	05/17/23	05/22/23
05/24/23	06/02/23	06/09/23	06/14/23	06/19/23	06/21/23	06/26/23
06/21/23	06/30/23	07/07/23	07/12/23	07/17/23	07/19/23	07/24/23
07/26/23	08/04/23	08/11/23	08/16/23	08/21/23	08/23/23	08/28/23
08/23/23	09/01/23	09/08/23	09/13/23	09/18/23	09/20/23	09/25/23
09/20/23	09/29/23	10/06/23	10/11/23	10/16/23	10/18/23	10/23/23
10/25/23	11/03/23	11/10/23	11/15/23	11/20/23	11/22/23	11/27/23
11/22/23	12/01/23	12/08/23	12/13/23	12/18/23	01/03/24	01/08/24

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 Kathleen Connor 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 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 recording all documents required to be recorded pursuant to City Council approval.