



2022 APPLICATION FORM FOR SITE PLANS

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.

Project Name: _____

Project Address: _____

Total Area of Parcel (in acres): _____

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

Developer/Owner Signature _____
 Street Address _____
 City, State _____
 Telephone No. _____
 Email Address _____

Engineer _____
 Street Address _____
 City, State _____
 Telephone No. _____
 Email Address _____

Site Plan Application Fee:

Less than 1 acre:	\$50
1 to 2 acres:	\$100
More than 2 acres:	\$300

Amount Paid: \$ _____

City Engineering Review Fees:

1. The City Engineer shall review all Site Plan applications; including but not limited to plans, profiles, details, storm water management plan, calculations, manufacturer's cut sheets, 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 Site Plan Application Form including Check List
	Site Plan Application Fee and deposit for Engineering review fees, if required.
	Site Layout & Dimension Plan
	Site Grading & Utility Plan
	Landscaping Plan, noting plant materials and sizes
	Architectural Elevations for all sides of all building(s), including canopies
	Sign Details for wall signs and monument signs
	Photometrics Plan & Lighting Cut Sheets for all exterior lighting
	Sanitary Sewer calculations
	Traffic analysis with peak hour trip determination (TIS may be required)
	Other (Please Specify):

2022 SITE PLAN CHECK LIST

City of Polk City, Iowa

Information Required	✓	Comments
A. Filing Fees		
1 . Site Plan Application Fee Paid		
2 . Engineering Review Fees paid for all required submittals		
B. Prior Approvals		
1 . Property platted per requirements of subdivision ordinance?		
2 . Are any variances required prior to P&Z review?		
C. Narrative Information		
1 . Name of development (unique & descriptive)		
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 Site Plan Preparer		
5 . Address of Site		
6 . Legal Description of Site		
7 . Current Zoning Classification(s) of Site		
8 . Proposed principal permitted use of site and accessory uses, if any		
9 . Development Schedule: start & completion dates and staging		
10 . Total Area of Site w/subtotals for Open Space		
11 . Total Number & Type of all buildings on site, including exist. Bldgs		
a. Number of stories		
b. Total floor area of bldg (broken down by Use, if applicable)		
c. Number and types of dwelling units, if applicable		
d. Estimated number of employees for each use		
12 . Total Number of parking spaces on site, including ADA		
a. Calculations for # of required stalls, based on area of each use		
b. Number of parking spaces provided on site, including ADA stalls		
13		
14 . Evidence re: project feasibility and effect on surrounding property		
D. Illustrations		
1 . Vicinity sketch: site location, adj land uses, zoning		
2 . Certification by licensed professional		
3 . Conformance to Comprehensive Plan and, where applicable, Master Plan		
4 . Survey:		
Buildings, streets, railroads, drainage courses, creeks, woods		
Dimensioned Rights-of-way and existing Easements		
Dimensioned proposed Easement and rights-of-way		
Benchmark on Polk City datum plane		
5 . Building Setback lines:		
Front, Rear & Side yards (average setbacks within 200' if applicable)		
6 . Building(s):		
Building Elevations for all facades		
Rapid Entry Lock Box required		
Permanency and strength of materials, label on elevations		
Aesthetic characteristics, label colors		
Architectural Standards met (i.e. % brick or similar materials)		
7 . Grading Plan:		
Existing Features: trees, structures, drainageways, etc.		
Existing Contours: 2-foot intervals, at least 2 contours shown		
Proposed contours at matching intervals		
Elevation of structures, improvements		
Erosion control measures		
Snow Fence for protection of existing trees		
8 . Storm Water Management Plan: (Certified)		
Drainage Report: with summary comparing pre-/post-development		
Drainage Report: drainage areas and runoff calculations		
Pipe size, slope & velocity calcs, roof drains, Q-100 routing		
Connection to existing pipe or drainage course		
Detention Pond: pond volume, HWL, restrictors, 1.0' min. freeboard		
Detention calculations: req'd release, stage storage, multi-stage outlet		
Drainage Channels calculations: depth and width at Q-100		
Private Easement for detention pond & Drainage Channels		
9 . Utilities: Existing & Proposed		
location, size, slope & capacity of existing public utilities		
Connection to existing utilities		
Construction drawings for proposed public improvements, if any		
Rim and invert elevations for sanitary & storm sewers		

2022 SITE PLAN CHECK LIST

City of Polk City, Iowa

Information Required	✓	Comments
Proposed pipe size, materials, slope(sewers), cover(water)		
Demonstrate fire hydrant coverage, 2nd hydrant if sprinklered (Coverage: MF, Comm, Ind = 200'r; SF, 2F = 250'r)		
Note whether Building will be sprinklered (show Fire Dept connection)		
Underground Franchise utilities: Electrical, telephone, cable, etc.		
10 . Traffic, Pavements & Parking:		
Existing & Proposed pavements, including turn lanes if needed		
Traffic Circulation, including emergency vehicles (Autoturn or similar)		
No unduly increase in congestion on adjacent public streets		
Traffic analysis with peak hour trip determination (TIS by City may be required)		
Materials & thickness, including curb		
Parking stalls, aisles, radii - fully dimensioned & numbered		
Parking setbacks - 5' ROW, special requirements adj/in R district		
Entrances, exits and frontage roads (Type B approach required)		
Dividers, planters, and other permanent improvements		
Off street loading spaces (over 10,000 sf) 10 x 25'		
11 . Sidewalks/Trails: existing & proposed		
Internal sidewalks and External public sidewalks along all streets		
Sidewalks - 5' min width		
Trails in conformance with Comprehensive Plan & Plat pavement material, thickness, width		
truncated domes & color (brick red for trails, others charcoal grey)		
12 . Buffers & Landscaping:		
<i>Existing trees:</i> Location and species for trees 6" or larger		
<i>Proposed Plant Materials:</i> Location, number, species, caliper		
Separate Plant Schedule for Open Space, Parking, & Buffer plantings		
Calcs for # of trees & shrubs required (open space, parking, screening)		
<i>Open Space Plantings:</i> 2 trees + 6 shrubs / 3000 sf of Open Space		
<i>Parking Area Trees (R-3,C-2, C-2A, M):</i> 20% of paved area @ 700 sf/tree		
<i>Buffer Screening:</i> Type A, B or C screen shown with Buffer Easement		
<i>Storage Area Screening:</i> screen from ROW and residences		
<i>Headlight Screening:</i> 3.5' tall plantings and/or berm facing public ROW		
<i>Vision Clearance:</i> No plantings in 25' triangle between 2.5' - 10' in height		
11 . Signs:		
<i>Existing signs:</i> bring into conformance for substantial improvements		
<i>Freestanding Signs:</i> monument, location, size, setback, type, lighting		
>1 sf/LF bldg front, 100 sf max (C-2A: design stds, 150 sf multi-tenant)		
<i>Building Wall Signs:</i> location, type, lighting		
>1 sf/LF bldg front, 100 sf max (150 sf max for Multi-tenant signs)		
<i>Elevation Details:</i> dimensions, colors, materials, lighting		
12 . Exterior lighting:		
Location and type of existing lighting		
Location and type of proposed lighting: parking, building, site		
No forward-throwing, flashing, moving, strobe, high intensity		
Fixtures for uplighting must be screened with landscaping		
Manufacturer's cut sheets: details, specified wattage, mounting height		
Photometric plan, max 1fc at residential property line		
<i>Parking Lot:</i> fixture wattage (70w LED max), 20' tall max, cut-off shields		
<i>Wall Packs:</i> 28w LED max, (facing residential: 17.5w security at door only)		
<i>Canopy Lights:</i> 70w LED max; 40 fc avg/50 fc max, 2.5" below canopy max		
<i>Soffit Lights:</i> no visible bulbs, 17.5w LED max		
13 . Misc Site features:		
<i>Fences and screens:</i> detail w/location, height and materials		
<i>Trash Enclosure:</i> detail w/location, height and type, screened from view		
<i>Mail boxes:</i> location shown, cluster mailboxes for multi-tenants		
14 . Accompanying Information:		
Easements for Public Improvements		
Private Easement for detention ponds, drainage channels, utilities		
P&W for future public sidewalks		