



Special Use Permit Application Information Packet

1. **Application Packet: Be sure to complete and submit all the required materials that are a part of this Application Packet. Failure to do so will result in a delay in accepting your application until it is complete:**

The "Application Packet" for a Site Development Plan includes the following:

- Application Form (This form must be filled out completely for all applications.);
- Site Development Plan Checklist (Use this Checklist to prepare the Site Development Plan.); and,

2. **What must be submitted?**

- One (1) completed and signed Application Form.
- Ten (10) copies of the Special Use Plan, drawn to scale on a sheet no larger than 24" x 36"
- Additional materials, as specified on the Special Use Checklist:
- A check or cash for the application filing fee as established by the City Council

No application will be accepted unless it complies with all the submittal requirements. Applications that are incomplete will be returned to the applicant without further review.

3. **What is the Process?**

- Submit all required items to the Planning and Zoning Department
- The Planning & Zoning Commission shall hold a **Public Hearing** and review the Special Use Application and approve or deny the Special Use Application based upon the **Special Use Checklist** and conformance with the Zoning Ordinance, Sub-division Regulations, and the Comprehensive Plan within thirty days of filing. The Planning & Zoning Commission may require modification of a special use as a prerequisite for approval. Required modifications may be more restrictive than base district regulations.
- The Applicant may appeal the Planning & Zoning Commission's decision to the City Council within ten days of the decision. The City Council shall hear the appeal at the first available meeting after filing of the appeal.
- Approval is valid for two (2) years **from the date of approval**. The applicant is also responsible for obtaining all other approvals required by all other local, state, and federal agencies. A Building/Zoning Permit may be issued once required approvals have been received.

4. Where should submittals be made?

Submit the completed **Special Use** Application Packet to the:

City Clerk City Hall

1209 6th Street

Nevada, Iowa 50201

IF YOU HAVE ANY QUESTIONS WHILE COMPLETING THIS APPLICATION, PLEASE CONTACT THE PLANNING AND ZONING DEPARTMENT.

Phone: 515-382-5466

FAX: 515-382-5469

E-mail: citypz@midiaowa.net

Special Use Checklist

The Applicant shall provide 10 copies of a Special Use Plan, which includes the information described below, as set forth in Table 12-1

- Name and address of owner of property.
- Name and address of person or firm preparing the special use application.
- Address of site.
- Legal description of site.
- Development schedule.
- Zoning designation of the property and proposed zoning designation of the property, if a zoning change is sought.
- Proposed use of the property in sufficient detail to determine code compliance.
- Total area and dimensions of proposed site.
- Existing and proposed location and size of sanitary sewer mains and service lines, or septic tank and leaching field. The City of Nevada requires a Fire Hydrant within 150 feet of the geographic center of a lot and a 6-inch sewer service for all structures other than single and two family dwellings.
- Existing and proposed location and size of water mains, service lines and hydrants, and/or water well.

- Existing and proposed location and size of all electric, telephone, cable TV, and other utilities.
- Existing and proposed location and size of storm drainage facilities on the property and adjacent to the property.
- Location, grade and dimensions of all existing paved surfaces and of all abutting streets.
- Existing and proposed location and dimensions of parking areas, individual parking spaces, include handicap accessible, and drive aisles, driveways, curb cuts, easements and rights-of-way, walkways, transit stops, bicycle parking areas, loading areas, dividers, curbs, islands, and other parking and drive improvements.
- Existing and proposed contours at 2-foot intervals when an application pertains to any new permanent detached building or structure (principal or accessory).
- Location of existing and proposed outdoor trash and dumpster areas and methods for screening such areas.
- Location and type of all existing and proposed signs.
- Location of water bodies, watercourses, swamps and flood-prone areas with delineated channel encroachment lines, wetland boundary lines, 100-year flood plain boundary line, and floodway boundary line.
- When an application is located in a flood-prone area, include existing and proposed site grades, contours and elevations, base flood elevation data, top-of-foundation elevations, finished floor elevations, and any proposed watercourse relocation.
- Location of natural features including existing trees, rock outcrops and landslide areas.
- Storm water management plan, including storm water calculations supporting the design. Such plan shall show grades and/or elevations, direction of surface flow, detention and/or retention areas, outlet control structures and devices.
- Site area per unit or floor area ratio which should be similar to surrounding uses unless separated by a major natural or artificial feature.

A landscape plan showing:

A plant list that includes:

- The location of plants.
- The plant species;
- The quantity of each type of plant; and,
- The size of each plant at the time of planting.
- The location of fences and walls.

- Traffic impact studies, soil tests, utility capacity analysis, and other similar information if deemed necessary by the Planning & Zoning Commission to determine the feasibility of the proposed site.

- **A copy of the architectural drawings for all new buildings or structures, or alterations, showing the following information:**

- All exterior wall elevations, indicating floor heights, overall building height and fenestration;
- Architectural design and building materials, which are compatible to surrounding areas
- Building floor plans indicating existing and proposed usage, interior floor area and patron floor area.
- Size of electrical service and one line drawing of the metering and electrical service;
- Number of meters at each location;
- Approximate number of employees; and
- Possible nuisance factors and means for alleviating those factors, such as noise, odor, smoke, dust, fumes, vibration, or heat.
- A note shall be placed on all special use drawings, which shall read as follows: "All construction materials, dumpsters, detached trailers, or similar items are prohibited on public streets or within the public right-of-way."