



MUST BE FILED IN PLANNING & ZONING  
OFFICE BY 9:00 A.M. ON \_\_\_\_\_  
HEARING DATE \_\_\_\_\_

## **Site Development Plan Application 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 processing your application.**

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 Site Plan, drawn to scale on a sheet no larger than 24" x 36".
- Additional materials, as specified on the Site Plan 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 Zoning Administrator shall review the Site Plan and approve or deny the Site Plan based upon the **Site Plan Checklist** and conformance with the Zoning Ordinance, Sub-division Regulations and the Comprehensive Plan within ten days of submittal. The Zoning Administrator may require modification of a site plan as a prerequisite for approval. Required modifications may be more restrictive than base district regulations.
- The Applicant may appeal the Zoning Administrator's decision to the Planning and Zoning Commission within ten days of an adverse decision. The Planning and Zoning Commission shall hear the appeal at the first available meeting after submitting a written Notice of Appeal to the Administrator.
- Approval is valid for one (1) year **from the** date of approval. The applicant is also responsible for obtaining all other approvals required by local, state, and federal agencies. A Building/Zoning Permit may be issued once all other required approvals have been received.

### **4. Where should submittals be made?**

Submit the completed **Site Plan** Application Packet to the:

**City Clerk  
City Hall  
1209 6<sup>th</sup> 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  
Email: [jcook@cityofnevadaaiowa.org](mailto:jcook@cityofnevadaaiowa.org)**





## Site Plan Application Form

(This form must be filled out completely before your application will be accepted.)

**1. Property Address** for the Site Plan: \_\_\_\_\_

**2. Legal Description** (attach, if lengthy): \_\_\_\_\_

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**3. Project Name and Project Description:** \_\_\_\_\_

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**4. Applicant:** \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Telephone: \_\_\_\_\_  
(Home) (Business) (Fax)

**5. Property Owner:** \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Telephone: \_\_\_\_\_  
(Home) (Business) (Fax)

**6. Contact Person:** \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Telephone: \_\_\_\_\_  
(Home) (Business) (Fax)



**I (We) certify that I (we) have submitted all the required information to apply for approval of a Site Plan and that the information is true and correct,**

**Signed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**(Applicant)**

**(Note: No other signature may be substituted for the Property Owner's Signature)**

**and:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**(Property Owner)**

**and:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**(Contact Person)**





## Site Plan Checklist

**The Applicant shall provide 10 copies of a Site 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 site plan.
- Address of site.
- Legal description of site.
- Development schedule.
- Zoning designation of the property and proposed zoning designation of the property, if a change is requested.
- 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 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.
- A 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.
- **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 Zoning Administrator to determine the feasibility of the proposed site.
- **A copy of 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;
  - Building floor plans indicating existing and proposed usage, interior floor area and/or patron floor area;
  - A note shall be placed on all site plans to read as follows: "All construction materials, dumpsters, detached trailers, or similar items are prohibited on public streets or within the public right-of-way."
  - 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.