



# 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: [msauer@cityofnevadaaiowa.org](mailto:msauer@cityofnevadaaiowa.org)**

## **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."