



**CITY OF  
FORT DODGE**

PARKS, RECREATION AND FORESTRY | Lori Branderhorst, Director

*Fort Dodge*

## **Site Plan Improvement Application**

Parks, Recreation and Forestry Department

Any proposed improvements to a city park or green space that falls under the jurisdiction of the parks, recreation and forestry department will need to complete this form. The purpose of this application is to establish procedures enabling the department to review certain proposed improvement to property in order to insure compliance with all applicable codes, council approved master plans and to provide minimum standards to guide those improvements. The regulations promote the health, safety, and general welfare of the City and the efficient use of City resources by:

- Insuring orderly and harmonious development of property by staying within approved plantings and landscaping material.
- Insuring the design of proposed improvements to consider impacts on public right-of-ways, utilities, facilities and services.
- Insuring sustainability and low maintenance requirements.

## **Level of Review with Submittal Requirements**

### 1. Administrative

- A minor development or redevelopment which would include installation or improvements of softscape projects, planting beds, type of plant material, tree plantings or volunteer clean-up of the grounds. This would also fall under adopting a park or green space for the year.
- Application is needed along any maps or design proposals for landscaping.
- Department level review.

### 2. Minor Site Plan Review

- This would include installation or development of any vertical structures such as flag poles, additional utilities, public art, benches and shelters.
- Application is needed along with any maps or design proposals for landscaping and structures. All drawings must clearly and accurately describe all submission requirements.
- City review to include department, BACG and utilities.

Name of Applicant \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

Location of project \_\_\_\_\_

Project description \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proposed building or planting materials \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*(Attach map with proposed improvements located on map. )*

What funds will be used for this project \_\_\_\_\_

\_\_\_\_\_

Work to be performed by organization submitting application \_\_\_\_\_

\_\_\_\_\_

Will this area or project be maintained throughout year or is this a onetime improvement?

\_\_\_\_\_

What if any portion of project will be asked of the city to complete \_\_\_\_\_

\_\_\_\_\_

Desired timeline for project \_\_\_\_\_

## Standard Guidelines for Park Improvements

**Fencing:** Three rail black powder coated fence.

**Plants:** Only perennials are allowed in planting beds in parks and green space. Exception – if a water source is available and a volunteer is responsible for the seasonal watering - annuals may be planted.

**Approved plant list include:** Day Lilies, Karl Forester, Catmint, Dwarf Fountain Grass, Red Flame Grass, Feather Reed Grass, Switchgrass, Sedum, Little Blue Stem, Knock-out Roses, Hostas, Salvia, Coreopsis, Coneflower. Any other plants must have approval.

**Trees and shrubs:** will be cleared on a case to case basis depending on location.

**Ground cover:** mulch is the approved product for all beds. No rock will be used as a mow strip.

**Bollards, traffic control barriers, bike racks, garbage cans, lighting will all be standardized through our park master plan guidelines.**

**Signage:** not allowed through this process.

**Pavers and brick walls:** will be cleared on a case to case basis depending on location.

**Special note:** If this area will be adopted then a permanent sign will be placed by the city noting the organization. Terms of adopting the park or green space means annual maintenance and commitment to care for the planting beds and weed control in those beds. If the annual commitment is not desired any signage indicating organization completing the project may remain on the property for one week after completion of improvements.