



DEVELOPMENTAL SERVICES & INSPECTIONS

819 1st Avenue South
 Fort Dodge, IA 50501
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APPLICATION FOR SITE PLAN REVIEW

WHEN IS SITE PLAN REVIEW REQUIRED?

Site Plan Review is required for the following development activities:

- Commercial, industrial, and multi-family properties
- New structures or building additions
- Expansion or reconstruction of existing parking lots
- New parking lots
- Increased impervious area
- Other changes falling under the Ordinance

Owners/applicants are advised to contact Planning Division staff to discuss the scope of the project/improvement, to determine what review process is required.

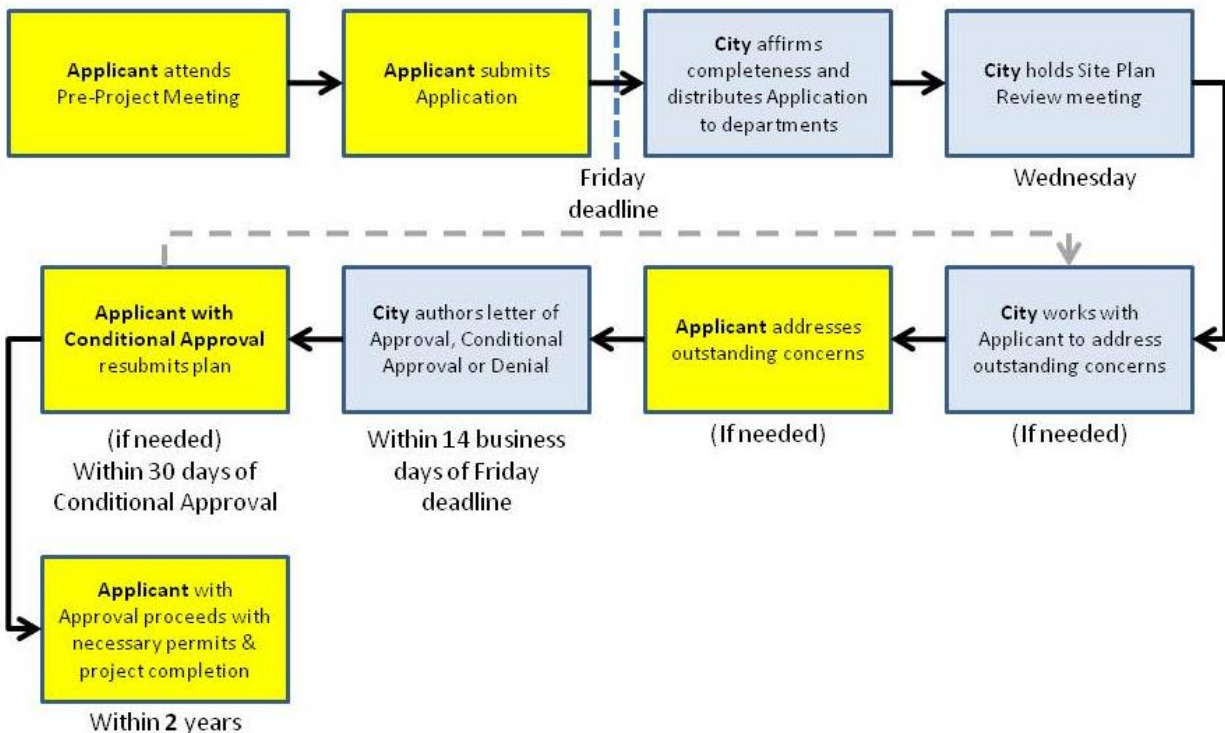
WHAT MUST BE SUBMITTED?

Depending on the scope of the project/improvement, submittal items and fees vary, as described below.

Administrative	Minor	Major
A completed and signed Application and Signature Form.	A completed and signed Application and Signature Form.	A completed and signed Application and Signature Form.
Site Plan , drawn to scale. (one copy in paper or PDF version)	Site Plan , drawn to scale. (two paper copies or a PDF version)	Professionally prepared Site Plan . (two paper copies or a PDF version)
Supplemental materials, at City's request.	Supplemental materials (two copies).	Supplemental materials (two copies).
\$50 application fee (non-refundable).	\$150 application fee (non-refundable).	\$300 application fee (non-refundable).

WHAT IS THE PROCESS FOR SITE PLAN REVIEW?

An Administrative Site Plan may be submitted at any time and expect a 1-2 business day review. Minor and Major Site Plan reviews follow the process shown below. Minor Site Plans may expect a 4-5 business day review and Major Site Plans up to 14 business days for review.



SITE PLAN REVIEW SUPPLEMENTAL INFORMATION CHECKLIST

ADMINISTRATIVE & MINOR

- Property **drawing detailing existing structures and the change/improvement proposed**
 - Plan date, north point, and graphic scale (i.e. 1" = 1').
 - Property boundaries must be shown, with dimensions. Total area shall be noted (in acres or square feet).
 - Zoning for the property must be shown, with appropriate setbacks noted.
 - Existing & proposed buildings and dimensions, total floor area, building height and floor area of each floor.
 - Streets, sidewalks and other paved surfaces shall be noted (location and dimensions, at a minimum).
 - Utility systems & easements (existing & proposed), if applicable, shall be shown (sanitary sewer, storm sewers, water mains, service lines, hydrants, electric, gas, telephone, etc.).
- Stormwater management information**, providing at a minimum:
 - Existing and proposed **drainage patterns** and proposed handling of drainage from roof areas, parking lots and driveways showing area for or method of disposal of surface runoff waters avoiding impact to neighbors.
- Lighting information**, if any new exterior lighting is proposed then details on location, height, type of proposed lighting (manufacturer's specifications) is required.
- Bike rack information**, (manufacturer's specifications) if required by change in parking.
- Architectural elevations**, if property is in Corridor Overlay District or Downtown District.
- Additional information**, if needed to demonstrate compliance with the ordinance.

MAJOR (submit following, in addition to list above):

- Property drawing** including the following information:
 - Relationship to and information on surrounding properties (zoning, land use pattern, nearby public facilities).
 - The general nature, location, and size of all significant **existing land features** (tree/shrub masses, trees over 4" diameter, surface rock/soil features, springs, streets, temporary water bodies, 100-year flood plain, etc.).
 - Impervious coverage detail** (area of existing & proposed surfaces and % change proposed, at a minimum)
 - Parking and traffic circulation** plan, showing location and dimensions of parking stalls with all current and proposed parking spaces numbered and labeled as to type; dividers, planters or similar permanent improvements; and perimeter screening treatment, including landscaping.
 - Utility system details (location and size, where needed to demonstrate capacity).
- Stormwater management information**, providing at a minimum:
 - Project drainage report**
 - Existing and proposed **contours** of the property taken at regular contour interval not to exceed two feet (2'). (If substantial topographic change is proposed, then existing topography of the site and of the surrounding area shall be illustrated on a separate map, and the proposed finished topography shown on the site plan.)
- Landscaping details** including description on type and location (either written or drawn on a plan) that provides names of all surfaces (grass, groundcover, mulch, etc.) or plants proposed and size at time of planting.
- Waste unit details** including the location, height, and material of screening structures for areas of collection and disposal of waste (including garbage, grease traps and other similar units).
- Complete construction **schedule**.
- Additional information**, if needed to demonstrate compliance with the ordinance such as:
 - Photometric plan**, by consultation with the City when multiple exterior lights are proposed.
 - Soils tests
 - Traffic impact study
 - Utility capacity study

MULTI-FAMILY RESIDENTIAL

- The total number of **dwelling units** indicating the number of bedrooms per unit.

OTHER

- Industrial properties must include the number of **employees** on-site.
- The location, height, size, type, and overall dimensions of all existing and proposed outside **signs**.



BUSINESS AFFAIRS AND COMMUNITY GROWTH

819 1st Avenue South

Fort Dodge, IA 50501

Tel: (515) 573-8321 Fax: (515) 573-5097

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SITE PLAN APPLICATION FORM

PROPERTY OWNER INFORMATION:

Name: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Fax Number: _____ Mobile Number: _____ Email: _____

APPLICANT, AGENT AND/OR PLAN PREPARER INFORMATION: (If different from above)

Name: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Fax Number: _____ Mobile Number: _____ Email: _____

PROPERTY INFORMATION:

Site Location/Address: _____ Total Area: _____

Is the property currently connected to City Water (please check one)? Yes No

Legal Description (Attach additional sheets if necessary): _____

Existing Zoning: _____ Proposed Zoning: _____ Plan Reference: _____

PROJECT DESCRIPTION OR REASON FOR ACTION: (Attach additional sheets if necessary)

ACKNOWLEDGEMENT AND SIGNATURE FORM

Review of this application may require City staff, Board or Commission members to visit the property to assess the project. Obtaining approval does not absolve the applicant from obtaining any other local, state, and/or federal permits including Building Permits, Right-of-Way Excavation Permits, IDOT access permits, etc. which may be required.

The undersigned acknowledges he/she has read and understands the requirements and stipulations set forth in this application. The undersigned certifies that the information presented on this application and all other required materials is true and correct to the best of his/her knowledge and further certifies that he/she has a legal interest in the property in question, and/or is legally able to represent all other persons or entities with interest in this property.

Signed by: _____ Date: _____
(Property Owner)

and: _____ Date: _____
(Applicant, Agent, and/or Plan Preparer)

CITY OF FORT DODGE, IOWA

Requirements for water service and sanitary service connections and materials for the City of Fort Dodge

WATER SERVICES

1" to 2" water service will be type K copper. Larger than 2" will be D.I.P.

On buildings requiring fire protection system. A separate tap on the City water main will be required.

All service and fire lines shall have a shut off in the City right-of-way.

All valves and fire hydrants will be Mueller and hydrant will have Fort Dodge threads.

Property owners need to sign for water service at City Hall prior to construction.

SANITARY SERVICES

Sanitary Service will be at least S.D.R. 26 or equivalent.

Sanitary Service will be tapped directly into sanitary main line, not into the sanitary manhole.

FIRE CODE REQUIREMENTS

All new buildings must have a Knox box installed. Each business within a building must have a separate Knox box installed on the outside wall.

All buildings are required to have an address posted on the building per specifications in the City Code.

Refer to International Fire Code 2006 Section 505.1 and 506.1, or contact the City's Fire Code official for more information.