

## **Planned Residence (F-PRD) Development/Amendments to the Approved Major 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 accepting your application until it is complete.*

The “**Application Packet**” for a *Planned Residence Development* includes the following:

- **Property Information Form** *(This form must be signed and submitted with the materials for the Pre-application Conference.);*
- **Checklist for Pre-application Conference** *(All of this information must be submitted prior to scheduling the Pre-application Conference.);*
- **Application Form** *(This form must be filled out completely for all applications.);*
- **Supporting Information for Property Developed According to the F-PRD Requirements** *(Each of the “Development Principles” and “Supplemental Development Standards” must be addressed.);*
- **Supporting Information for Rezoning** *(Provide all of the information listed on this checklist, as part of your application.);*
- **Major Site Development Plan** *(Use the attached Checklist to prepare the Major Site Development Plan);* and,
- **Permission to Place a “Zoning Action Pending” Sign on Private Property.** *(This form must be signed by the property owner.)*

2. **What must be submitted?**

***For the Pre-application Conference:***

- The completed *Property Information Form*.
- All of the information specified on the *Checklist for the Pre-application Conference*.

***For submittal of a request to approve a Planned Residence Development:***

- One (1) completed and signed *Application Form*.
- A written explanation of how the proposal for a Planned Residence Development meets each of the Development Principles and Supplemental Development Standards described in the *Supporting Information*.
- All of the information requested on the *Supporting Information for Rezoning* form.

- Seven (7) copies of the *Major Site Development Plan*, drawn to scale on a sheet no larger than 24" x 36" and one (1) reduced copy of the *Major Site Development Plan* no larger than 11"x 17".
- The form that grants: *Permission to Place a Zoning Action Pending Sign on Private Property*, including the property owner's signature.
- The filing fee is required at the time the application is submitted. The amount of the filing fee is available from the Department of Planning and Housing.

**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?**

- For the Pre-application Conference, submit all required items to the Department of Planning and Housing.
- A Pre-application Conference will be scheduled with staff from the Department of Planning and Housing, Public Works Department, and other staff, as necessary.
- Following the Pre-application Conference, submit all required items for the proposed Planned Residence Development to the Department of Planning and Housing. See the Major Site Development Plan process in the table below. Note that there is not a submittal deadline, but application completeness is determined before staff review begins.

<b>MAJOR SITE DEVELOPMENT PLAN PROCESSING SCHEDULE</b>						
<b>Submittal Date</b>	<b>Notice of Application Completeness</b>	<b>Begin DRC Review Process</b>	<b>DRC Final Comment to Applicant</b>	<b>Revisions Submitted (if applicable)</b>	<b>Planning &amp; Zoning Commission Review</b>	<b>City Council Review and Action</b>
Determined by applicant	Within 3 working days of submittal	Tuesday following notice of <u>complete</u> application	Friday of following week	Determined by applicant	Between 12 & 26 days after final revisions submitted, or after request to process as is.	2 <sup>nd</sup> Council meeting following P&Z recommendation (generally 20 days)
	If application is incomplete, process begins anew on submittal date of new information.		If no revisions or additional information required, project will be scheduled for P&Z review within 12-26 days of final DRC comments.	Staff response to revisions within 7 working days of submittal. Applicant may revise again or request to process as is.	Number of days depends upon both date of submittal and the number of weeks in a month.	

- Once the Development Review Committee (DRC) has made a determination of compliance with all applicable provisions of the Ordinance, the **DRC will forward their recommendations to the Planning and Zoning Commission** in a report prepared by the Department of Planning and Housing.
- The **Planning and Zoning Commission will conduct a public hearing**, consider comments from the public, and **make a written recommendation to the City Council**, giving reasons to accept, modify, or deny the application for approval of the *Planned Residence Development Plan*. Within 30 days of the hearing, the Commission shall submit the written recommendation to the City Council, setting forth the reasons for its recommendation of acceptance, denial, or modification of the application.
- The **City Council will consider the application at a public hearing and approve, modify, or deny the Plan within 60 days of the public hearing.**
- **Notice of a Zoning Map change shall be made by mail, publication and posting, and at least 7 days notice must be given.** In no case shall the public hearing be held earlier than the next regularly-scheduled City Council meeting following the notice.
- The **City Council conducts a public hearing on the rezoning request.** In order for the rezoning to take effect, the **Council must approve the rezoning at three separate readings.** The first reading may be held at the same time as the public hearing. The second and third readings are held at subsequent City Council meetings.
- The **City Council may impose reasonable conditions** on map amendments in accordance with Section 414.5 of the Iowa Code.
- **Approval of the Major Site Development Plan is valid for one (1) year from the date of approval of the rezoning of the property to F-PRD.** The applicant is also responsible for obtaining all other approvals, in writing, required by all other local, state, and federal agencies. A Building/Zoning Permit may be issued once all other required approvals have been received.

If the approval of the Major Site Development Plan includes approval of Phasing Plan, **no variation from the development progress from the approved Phasing Plan shall occur without approval from the City Council.** Failure to obtain approval of a revision to the Phasing Plan shall nullify the approval of the entire Major Site Development Plan, and no further construction shall be allowed without subsequent approval of a new Major Site Development Plan.

4. **Commission and Council Meetings.** The *Commission* regularly meets on the **first and third Wednesdays of the month** at 7:00 p.m. in the City Council Chambers.

The *City Council* generally meets on the **second and fourth Tuesdays of the month** at 6:00 p.m. in the City Council Chambers.

5. **Filing & Fee.** All required information and materials must be filed with the:

Department of Planning and Housing  
Room 214, City Hall  
515 Clark Avenue  
Ames, Iowa 50010

***The filing fee is required at the time the application is submitted. The amount of the filing fee is available from the Department of Planning and Housing.***

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

Phone: 515-239-5400  
FAX: 515-239-5404  
E-mail: [planning@cityofames.org](mailto:planning@cityofames.org)

# Planned Residence (F-PRD) Development/Amendments to the Approved Major Site Development Plan

## *Property Information Form*

(This form must be filled out completely and submitted with the materials for the Pre-application Conference Checklist.)

1. **Property Address/General Location** for this proposed *Planned Residence Development*:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

3. **Property Owner:** \_\_\_\_\_

Business: \_\_\_\_\_

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

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

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

Business: \_\_\_\_\_

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

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

5. **Contact Person:** \_\_\_\_\_

Business: \_\_\_\_\_

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

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

E-mail address: \_\_\_\_\_

*I (We) certify that I (we) have submitted all the required information, as described on the Checklist for a Pre-application Conference and that the information is factual.*

**Signed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Property Owner(s)**

\_\_\_\_\_

**Print Name**

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

## **Planned Residence (F-PRD) Development/Amendments to the Approved Major Site Development Plan**

### *Checklist for Pre-application Conference*

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

***The following information shall be submitted to the City as part of the Pre-application Conference:***

- The name of the proposed subdivision and/or proposed development;
- The name, address, and other pertinent information about the property owner, the applicant, or other preparer of the proposal for a Planned Residence Development;
- North arrow and the preparation or submission date;
- The general location, areas, and dimensions of any lots to be platted by the proposed subdivision;
- The general location, width and dimensions of any highways, streets, alleys, and other ways existing or proposed to be reserved or dedicated for public use on or abutting the area of land proposed to be subdivided;
- The general location of any existing or proposed infrastructure including water mains, sanitary sewer mains, storm sewer mains, and facilities and other infrastructure;
- The location, width and character of all existing and proposed utility easements on or abutting the area of land proposed to be subdivided;
- An indication of the land use of each lot in sufficient detail to determine compliance with the requirements of the Zoning Ordinance and other requirements of the City;
- The pattern of surface water drainage on the tract; and,
- The development potential of abutting property.

**Planned Residence (F-PRD) Development/Amendments  
to the Approved Major Site Development Plan**  
*Application Form*

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

1. **Property Address/General Location** for this proposed *Planned Residence Development*:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. *I (We) the undersigned, do hereby respectfully request that the Ames City Council grant approval of the proposal for a **Planned Residence Development** to be located at the property address/general location described above.*

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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\_\_\_\_\_

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

Businss: \_\_\_\_\_

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

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



6. **Applicant:** \_\_\_\_\_

Business: \_\_\_\_\_

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

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

7. **Contact Person:** \_\_\_\_\_

Business: \_\_\_\_\_

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

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

E-mail address: \_\_\_\_\_

When acting upon an application for approval of a proposal for a *Planned Residence Development*, the Planning and Zoning Commission and the City Council shall rely upon generally accepted site planning criteria and design standards, and specific Planned Residence District Development Principles and Supplemental Development Standards. These criteria and standards, as set forth in Section 29.1502(4)(d), Section 29.1203(2) and Table 29.1203(5) of the Zoning Ordinance, are necessary to fulfill the intent of the Zoning Ordinance, the Land Use Policy Plan, and are the minimum to safeguard the public health, safety, aesthetics, and general welfare.

Obtaining approval of a proposal for a *Planned Residence Development* does not absolve the applicant from obtaining all other applicable permits, such as Building Permits, IDOT access permits, et cetera.

*I (We) certify that I (we) have submitted all the required information to apply for approval of a proposal for a Planned Residence (F-PRD) Development and that the information is factual.*

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Property Owner(s)

\_\_\_\_\_

Print Name

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

# Planned Residence (F-PRD) Development/Amendments to the Approved Major Site Development Plan

## *Supporting Information*

### **Development Principles**

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

Property that is developed according to the F-PRD requirements shall create a development pattern that is more aesthetic in design and sensitive to the natural features of the site and to the surrounding uses of land than would customarily result from the application of the base zone requirements. Innovation and flexibility in design and development of property shall create a more efficient and effective use of land. Property that is zoned F-PRD shall adhere to the following development principles:

*(Note: The applicant’s explanation of how the request meets each development principle may be attached on a separate sheet if sufficient space is not provided.)*

- 1. Provide for innovative and imaginative approaches to residential development that would not occur as a result of the underlying zoning regulations.**

Explain how the proposal meets this Development Principle.

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- 2. Result in a more efficient, aesthetic, desirable and economic use of land and other resources while maintaining density of use, as provided for in the Land Use Policy Plan and the underlying zoning.**

Explain how the proposal meets this Development Principle.

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**3. Promote innovative housing development that emphasizes efficient and affordable home ownership and occupancy.**

Explain how the proposal meets this Development Principle.

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**4. Provide for flexibility in the design, height, and placement of buildings that are compatible with and integrate with existing, developed neighborhoods and the natural environment.**

Explain how the proposal meets this Development Principle.

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**5. Promote aesthetic building architecture, significant availability of open space, well designed and landscaped off-street parking facilities that meet or exceed the underlying zone development standards, more recreation facilities than would result from conventional development, and pedestrian and vehicular linkages within and adjacent to the property.**

Explain how the proposal meets this Development Principle.

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**6. Provide for the preservation of identified natural, geologic, historic and cultural resources, drainage ways, floodplains, water bodies, and other unique site features through the careful placement of buildings and site improvements.**

Explain how the proposal meets this Development Principle.

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**7. Provide for a development design that can be more efficiently served by existing and proposed infrastructure, including: street, water, sewer, and storm water infrastructure, than would be otherwise required as a result of conventional development.**

Explain how the proposal meets this Development Principle.

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**Planned Residence (F-PRD) Development/  
Amendments to the Approved Site Development Plan**  
*Supporting Information*  
**Permitted Uses**

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

***Planned Residence District (F-PRD) Floating Zone Permitted Uses. The uses permitted in the F-PRD zoning district is set out in Table 29.1203(4) of the Zoning Ordinance, and include as principal uses: single family house, two family house, apartment building and townhouse.***

List the types of principal uses that will be included in this PRD project, the number of each type of structure, and the number of dwelling units in each structure.

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# Planned Residence (F-PRD) Development/Amendments to the Approved Major Site Development Plan

## *Supporting Information*

### **Supplemental Development Standards**

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

Property that is zoned F-PRD shall be developed in accordance with the Zone Development Standards listed in Table 29.1203(5). Each of those standards is listed below. Please explain how your Planned Residence Development meets these standards in the spaces below and on the Site Development Plan Major.

- 1. Area Requirement. ***A minimum of two (2) acres shall be required for all areas developed as F-PRD.***

What is the total number of acres in this PRD Project? \_\_\_\_\_

\_\_\_\_\_

- 2. Density. ***Densities shall comply with the densities provided for in the Land Use Policy Plan and the underlying base zone regulations. In the case of more than one base zone designation, each area of the PRD project shall comply with the density limitation that is established for the base zone of that area. Density transfer from one area of a PRD project to another area of the same project with a lower base zone density is not permitted.***

What is the residential density (dwelling units per acre) for each base zone designation in this PRD project? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- 3. Height Limitations. ***Structures proposed to be developed in areas zoned PRD shall be compatible with the predominant height of the structures in adjacent neighborhoods.***

Explain how this PRD project meets this supplemental standard.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- 4. Minimum Yard and Setback Requirements. ***There are no specified yard and setback requirements in areas zoned PRD, except that structures constructed adjacent to public right-of-way and adjacent to the exterior boundary of an area zoned PRD shall comply with setback standards of the underlying base zoning regulations, unless there are physical features on the site that would justify a different setback than provided for in the base zone.***

Explain how this PUD meets this supplemental standard. Also clearly show on the Major Site Development Plan all actual setbacks to the public right-of-way, to private streets and drives, to the exterior boundary of the area zoned PRD, to internal lot lines and distances between structures.

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- 5. Parking Requirements. ***Parking for uses permitted in areas zoned PRD shall comply with the parking standards in Section 29.406.***

Provide a parking table on the Major Site Development Plan Major, indicating how the parking standards in Section 29.406 are being met.

- 6. Open Space Design Requirements. ***Open Space shall be designed as a significant and integrated feature of the entire area to be developed as a PRD project. Features may include: Larger recreation areas for all residents of the PRD; Mini-parks for selected residents; Pedestrian open space systems; and Environmental features, drainage ways, flood prone areas, and other areas of geologic, cultural and historic significance.***

Describe the open space features that are proposed as a part of this PRD project and explain how this supplemental standard is being met.

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- 7. Open Space Area Requirement. ***The area devoted to open space in a PRD project shall meet the landscape and open space requirements as set forth in the base zone standards. These standards are: Residential Low Density – 40% open space; Residential Medium Density – 40% open space; and Residential High Density – 35% open space.***

What is the actual percentage of open space for each base zone in the PRD project?

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- 8. Open Space Improvements and Amenities. ***Open Space and amenity features shall include such features as: Pathway systems; Clubhouses and meeting room facilities; Playground facilities; Swimming pool improvements; Tennis courts; Volleyball improvements; Picnic shelters; and Other similar improvements.***

Describe the open space improvements and amenities that will be provided for this PRD project, and locate all these improvements and amenities on the Major Site Development Plan.

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- 9. Maintenance of Open Space and Site Amenities. ***Open space and site amenities for areas developed as a PRD project shall be in the ownership maintenance responsibilities of a Homeowner’s Association.***

Attach a copy of the proposed Homeowner’s Association Declaration of Covenants and Restrictions with this application for approval of a PRD project.

**Planned Residence (F-PRD) Development/Amendments  
to the Approved Major Site Development Plan**

**Supporting Information for Rezoning**

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

As part of the process of rezoning property to F-PRD, the City Council must make the following findings. Please explain how the rezoning proposal meets each of the items listed below.

(Note: The applicant's explanation of how the rezoning request meets each of the items listed below may be attached on a separate sheet if sufficient space is not provided.)

**1. The designation is consistent with the Land Use Policy Plan (LUPP).**

Explain how the proposal meets this requirement for rezoning.

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**2. The development complies with the requirements of Section 29.1203, "F-PRD" Planned Residence District.**

Explain how the proposal meets this requirement for rezoning.

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**3. The existing infrastructure system to be utilized by the land proposed to be zoned F-PRD has the capacity to support the development contemplated.**

Explain how the proposal meets this requirement for rezoning.

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**4. The designation and contemplated development of the land proposed to be zoned F-PRD has been selected by the property owner as an alternative to the F-VR or F-S zoning designation.**

Explain how the proposal meets this requirement for rezoning.

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**The following additional information must be submitted with a Request for Rezoning to Planned Residence District (F-PRD):**

- 1. **Current zoning** of the subject property: \_\_\_\_\_
- 2. The **land area** (measured in square feet and/or acres) proposed for rezoning: \_\_\_\_\_
- 3. A **map** (please attach) that includes the following:
  - Drawn to scale;
  - Date of submittal;
  - North arrow;
  - Boundaries of the property proposed for rezoning.

## **Planned Residence (F-PRD) Development/Amendments to the Approved Major Site Development Plan**

### *Major Site Development Plan*

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

***The applicant shall provide seven (7) copies of a Site Development Plan, which includes the information described below, as set forth in Section 29.1502 of the Zoning Ordinance.***

- Seven (7) copies of a Site Development Plan, drawn to scale on a sheet not to exceed 24" x 36", and one (1) reduced copy no larger than 11" x 17".
- The Site Development Plan must be prepared by a Civil Engineer, a Land Surveyor, a Landscape Architect, or an Architect. The site plan must be certified as "substantially correct" by a Professional Engineer, Land Surveyor, Landscape Architect, or Architect, licensed by the State of Iowa, ***showing the following information as of the date of the application.***

***Note: With approval by City staff prior to submitting the Site Development Plan, it may be possible to exclude some of the following items from the Site Development Plan. Please place a check mark in the box in front of each item that is included as part of the application materials submitted for approval.***

- Name(s) and address(es) of the applicant(s).
- Name(s) and address(es) of the owner(s) of record of the property.
- Name and address of the person or firm preparing the site plan.
- Property address(es).
- Date of preparation.
- North Arrow.
- Scale: The scale shall not be less than 1"=10', and no greater than 1"=60', unless an alternate scale is approved by the Director of the Department of Planning and Housing.
- Legal Description.
- Dimensions of the present lot and lot area, to the nearest tenth of a foot.

- Size and location of all existing and proposed buildings, additions, structures and uses, including:
  - Setback distance to property lines;
  - Exact exterior dimensions of each building;
  - Location of entrances;
  - Number of dwelling units; and,
  - Square footage of each type of use.
- Zoning designation(s) of the property.
- Proposed use of the property in sufficient detail to determine code compliance.
- Existing and proposed location and size of sanitary sewer mains and service lines, or septic tank and leaching field.
- Existing and proposed location and size of water mains, service lines and hydrants, and/or water well.
- Existing and proposed location and size of electrical service (electrical riser diagram) and the location of high-pressure gas lines, high tension transmission lines, and telephone lines.
- 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 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.

*If the project is located along U.S. Highway 69, access to U.S. 69 shall be reviewed by the I.D.O.T. and a meeting shall be held that includes I.D.O.T. staff, the City traffic engineer, other appropriate City staff, the developer, and the developer's plan preparer to agree on access prior to the submittal of the site plan.*
- Existing and proposed contours at 2-foot intervals, based on City datum, 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.

- Evidence that the proposed work or activity will comply with the Outdoor Lighting Code, set forth in Section 29.411 of the Zoning Ordinance

Specifically, the application shall include:

- Plans indicating the location on the premises, and the type of illuminating devices, fixtures, lamps, supports, reflectors and other devices;
- A detailed description of the illuminating devices, fixtures, lamps, supports, reflectors, and other devices. The description shall include manufacturer's catalog cuts and drawings, including sections when requested;
- Photometric data, such as that furnished by manufacturers, showing the angle of cut off or light emissions.
- Location of waterbodies, 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.
- When an application for development involves 0.5 acres, or more, of cumulative disturbed area(s), a Sediment Erosion Control Plan shall be submitted. However, such a Plan may be required for applications with disturbed land of less than 0.5 acres, if deemed necessary by the Planning Director.
- 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.
- A landscape plan showing:
  - The location of plants.
  - A plant list that includes:
    - 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 Department of Planning and Housing to determine the feasibility of the proposed development.

- Two (2) copies of architectural drawings of all new buildings or structures, or alterations, at a scale not to exceed 1"=8', showing the following information:
- Name(s) of the applicant(s) and the owner(s) of record;
- Legal Description and street address of the property;
- Numerical scale and date;
- All exterior wall elevations, indicating floor heights, overall building height and fenestration; and,
- Building floor plans indicating existing and proposed usage, interior floor area and/or patron floor area.
- For Planned Residence District project that will develop in phases, the applicant shall provide a phasing plan indicating areas to be developed in each phase and the time frame for the development of each phase.
- A note to 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.
- Preferred voltage required for the building.
- Preferred location of the electrical service.

**Planned Residence (F-PRD) Development/Amendments  
to the Approved Major Site Development Plan**  
*Permission to Place a “Zoning Action Pending” Sign  
on Private Property*

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

Section 29.1500(2)(d)(iii) of the Zoning Ordinance, requires that **notice shall be posted by the City on signs posted on the subject property.** One sign shall be posted for each public street frontage. Required signs shall be posted along the perimeter of the subject property in locations that are highly visible from adjacent public streets **not less than seven (7) days prior to the meeting or hearing, unless otherwise prescribed by statute.**

The owner of property at \_\_\_\_\_ hereby grants the City of Ames permission to place “Zoning Action Pending” signs on the property for the purpose of informing interested persons of the request for action by the City of Ames.

*I understand that the signs will be placed on the property several days prior to action on the request by the Planning and Zoning Commission, Zoning Board of Adjustment, or the City Council, and may remain on the property until the request has been approved or denied by the City.*

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Property Owner

\_\_\_\_\_  
**Print Name**  
*(Note: No other signature may be substituted for the Property Owner’s Signature.)*