

Minor Site Development Plan

South Lincoln Neighborhood

Application Packet

1. When is Minor Site Development Plan approval needed?

- The Zone Use Table for each zoning district lists those uses that require approval of a Minor Site Development Plan. Check these tables to determine what type of approval is needed for a specific use in a specific zoning district.
- An exception to the Minor Site Development Plan requirement is any development or redevelopment that:
 - Does not require any additional parking spaces;
 - Does not increase storm water runoff; and,
 - Does not exceed 150 square feet in area.
- Minor Site Development Plans are reviewed by the Development Review Committee (DRC) and approved administratively.

2. Application Packet

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 Minor Site Development Plan includes the following:

- Instructions
- Application Form
- Site Development Plan Checklist

3. What must be submitted?

- One (1) completed and signed Application Form
- One (1) completed Site Development Plan Checklist
- Seven (7) copies of the Minor Site Development Plan, drawn to scale on a sheet no larger than 24” x 36” and one (1) reduced copy of the Minor Site Development Plan no larger than 11”x17”
- OR-**
- Reduce printed copies to one (1) full size and one (1) reduced plan set and an email of a full .pdf of all site development plan drawings to planning@cityofames.org
- Additional materials, as specified on the Site Development Plan Checklist
- The required fee of **\$220.00**

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.

4. **What is the process?** See the table below:

MINOR SITE DEVELOPMENT PLAN PROCESSING SCHEDULE					
Submittal Date	Notice of Application Completeness	Begin DRC Review Process	DRC Final Comment to Applicant or Decision	Revisions or Request for Decision Submitted	Staff Final Action / Decision
Determined by applicant	Within 3 working days of submittal	Tuesday following notice of <u>complete</u> application	Friday of following week	Determined by applicant	Within 7 days of submitting revisions or request for decision.
	If application is incomplete, process begins anew on submittal date of new information.	Plans are routed to DRC staff members	For fully compliant projects, a decision to approve will be rendered. If revisions or additional information required, DRC comments will be sent to applicant.	Staff response to revisions within 3 working days of submittal. Applicant may revise again or request decision as is.	

- Once the Development Review Committee (DRC) has made a determination of compliance with all applicable provisions of the Ordinance, the Minor Site Development Plan is approved and a Certificate of Compliance is issued. The Minor Site Development Plan may also be approved subject to conditions or denied if it does not meet all applicable requirements. Final action shall be taken within 30 days of filing the application unless consent for additional time is requested by the applicant in writing.
- Approval is valid for 24 months from the date of approval. 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.

5. **Where should submittals be made?**

- Submit the completed Minor Site Development Application Packet to:

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

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

Phone: 515-239-5400
 E-mail: planning@cityofames.org

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Application Form

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

1. **Property Address** for this Minor Site Development Plan: _____

2. **Complete Legal Description** (parcel or lot designation, Township/Range, Section, Subdivision Name (if applicable), metes/bounds description (if applicable), Deed Book/Page Number and Recording Date) (Attach if lengthy): _____

3. **Project Name and Project Description:** _____

4. **Property Owner:** _____
Business Name: _____
Address: _____
(Street) (City) (State) (Zip)
Phone Number: _____ E-mail: _____

5. **Applicant:** _____
Business Name: _____
Address: _____
(Street) (City) (State) (Zip)
Phone Number: _____ E-mail: _____

6. **Contact Person:** _____

Business Name: _____

Address: _____
(Street) (City) (State) (Zip)

Phone Number: _____ E-mail: _____

When acting upon an application for a Minor Site Development Plan approval, the Development Review Committee (DRC) shall rely upon generally accepted site planning criteria and design standards. These criteria and standards, as set forth in Section 29.1502(3)(f) of the Zoning Ordinance, are necessary to fulfill the intent of the Zoning Ordinance, the Comprehensive Plan, and are the minimum to safeguard the public health, safety, aesthetics, and general welfare.

Obtaining approval of a Minor Site Development Plan does not absolve the applicant from obtaining all other applicable permits, such as Building Permits, IDOT access permits, etc.

I (We) certify that I (we) have submitted all the required information to apply for approval of a Minor Site Development Plan 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.

I certify I am a Professional Engineer, Land Surveyor, Landscape Architect or Architect (circle one) and that the submitted Site Development Plan is substantially correct.

Signed by: _____ **Date:** _____
Preparer of Site Development Plan

Print Name

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Site Development Plan Checklist

(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 – OR – reduce printed copies to one (1) full size, one (1) reduced hard copy, and one (1) electronic .pdf copy emailed to planning@cityofames.org

- 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"
-OR-
- Reduce printed copies to one (1) full size and one (1) reduced plan set and email of a full .pdf of all site development plan drawings to planning@cityofames.org
- 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
- Complete 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
 - Square footage of each type of use
 - Zoning designation 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 US Highway 69, access to US 69 shall be reviewed by the IDOT and a meeting shall be held that includes IDOT 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
 - 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
 - Building floor plans indicating existing and proposed usage, interior floor area and/or patron floor area
- For Village Residential projects, Suburban Residential projects, or Planned Residence District projects that are to 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

In addition to Minor or Major Site Development Plan submittals, a Use Analysis Report shall be prepared by the applicant, for all properties located in a G-I (General Industrial) or in a P-I (Planned Industrial) zoning district, that shows the following:

- Approximate number of employees
- Approximate utility needs and effect upon existing systems, e.g., projected water demand (GPM/GPD), waste water generation (GPD + COD/BOD), electricity demand (KW), storm water increase (CFS), solid waste generation (tons)
- Possible nuisance factors and means for alleviating those factors, such as noise, odor, smoke, dust, fumes, vibration, or heat