

City of North Liberty  
 Site Plan, Rezoning, Conditional Use, PAD  
 Application Form



<b>Request</b> – check all that apply		Fee
<input type="checkbox"/>	Site Plan	\$750
<input type="checkbox"/>	Revised Site Plan	\$250
<input type="checkbox"/>	Conditional Use	\$250
<input type="checkbox"/>	Rezoning	\$100
<input type="checkbox"/>	Planned Area Development (PAD)	\$750
<input type="checkbox"/>	Revised Planned Area Development	\$250

Project Name:		
Site Location (address or legal description):		
Existing Zoning District:		
Project Description:		

Property Owner:		
Owner Mailing Address:		
Phone:	Fax:	Email:

Applicant:		
Applicant Mailing Address:		
Applicant Contact Person:		
Phone:	Fax:	Email:

Applicant's Engineer (Contact Person):		
Company:		
Address:		
Phone:	Fax:	Email:

Applicant's Attorney:		
Company:		
Address:		
Phone:	Fax:	Email:

<b>OFFICE USE ONLY</b>
Date Submitted:
Fee Amount:

# Site Plan, Rezoning, Conditional Use, PAD Information, Submittal Requirements, & Checklist



**Submittal Deadline:** 1<sup>st</sup> working day of each month at 12:00 Noon

**Fees:** Due at time of submittal.

**Reviewing Bodies:** City staff, Planning Commission, City Council

**First Submittal Materials Requirements for All Submissions, as Appropriate:**

- 1 completed copy of this application form, including checklist.
- Application fee – see above.
- 7 copies of the site plan map(s), folded to 8.5"x11". If readable at reduced scale, submit all at 8.5"x11" or 11"x17". If larger pages are needed to read plan details, submit 3 full sized and 4 reduced size copies (or, if you would prefer, submit all full-sized copies).
- 7 sets of colored elevations for all sides of the buildings and/or structures, illustrating architecture, materials, and color palette. The elevation drawings shall be sized as to appropriately show architectural detail.
- 1 copy of photometric lighting plan which shows the entire site including one foot beyond the property line to a discernable scale with scale noted. Include elevation drawing of the light poles showing fixture type and height.
- Other information deemed necessary by the City Planner for the review of the proposed project.
- If the applicant is other than the legal owner, the applicant's interest shall be indicated and the legal owner's authority to apply shall be included in a certified legal form.
- For PAD, Conditional Use, and Rezoning applications, a list of property owners and contact information for property located within two hundred feet of the applicant's property.

**Note: Staff will review the first submittal and request resubmission with any necessary changes, and Acrobat "PDF" files of all materials, prior to Planning Commission agenda setting.**

**Minimum Information for Site Plan or Planned Area Development Applications:**

- Date, compass point, legend of symbols, minimum scale 1"=40' (written and graphic).
- Legal description including total area of the property.
- Vicinity Map that accurately represents the area including recent developments.
- Address, if assigned.
- Land owner's and applicant's name, address and contact information.
- Existing Zoning District and requested proposed land use.
- Notation of the number of parking spaces required by the Zoning Ordinance and number provided, including formulas used to calculate requirements.
- Calculation of the amount of paved and/or impervious surfaces proposed shown in both square footage and percentage of the total site.
- Notation of required open space and calculations of the amount provided shown on both square footage and percentage of the total site.
- Notation of required number and type of landscape plantings and calculations of the quantity and type proposed.
- Property boundary lines including dimensions to the nearest one-hundredth of 1 foot.
- Existing and proposed topography at contour intervals of not more than 1 foot.

- Existing topography and site features of adjacent properties for at least one hundred feet (100') outside of subject boundary, at contour intervals of not more than five feet (5'), USGS.
- Location, footprint, size and use of all buildings and structures, existing and proposed, and required setback lines.
- Total square feet of all building floors, individually and collectively, separated by existing and proposed.
- Total number and type of proposed dwelling units, if applicable.
- Location of utilities, labeled with depth, size, type, existing or proposed and whether public or private. Show fire hydrants, valves, manholes, storm intakes and cleanouts.
- Location of proposed and/or existing easements for rights-of-way, overhead utilities, buffers, railroads, drainage courses, etc. labeled with type and whether public or private.
- The recorded book and page number of all existing easements.
- Location of all existing and proposed roads, alleys, streets, and highways on or adjoining the subject property labeled with name, pavement width, half right-of-way widths dimensioned from the centerline of the right-of-way, full right-of-way width dimensions and whether public or private.
- Intersecting corners (street and drives) shall be shown and labeled with appropriate radius in accordance with current City of North Liberty design standards.
- Location of parking areas, loading zones, access drives, ingress/egress points, island sizes and locations including parking lot setbacks.
- Identification of type of surfacing, material thickness, curbing, etc. used for parking areas, drives, sidewalks and trails.
- Location of existing street lights.
- Location and detail of trash enclosure.
- Location, width, detail of buffers (walls, fences, vegetations or other artificial screening material to be used) and schedule of all buffer plantings.
- Location of existing trees. Identify those to be preserved with illustration and detail of preservation methods to be used.
- Identify proposed landscape vegetation locations. Include a schedule of plantings, which identifies scientific and common names, quantity and sizes at time of planting.
- Identification of all other site development and landscape features (i.e.- detention areas and ponds, walkways, vegetation, walls, fences monuments, etc.).
- Show all established floodway, floodway fringe, and flood plain overlay lines, if applicable.
- Indicate minimum finished floor elevations (FFE) or minimum low opening elevations for all lots where conditions warrant additional protection from possible flooding situations.
- Identification and location of all temporary and permanent erosion and sedimentation control methods and installation schedule of measures.
- Other consideration pertinent to the proposal may be requested for illustration or statistical purposes.
- Site plan and PAD applications must be signed and sealed by an engineer.

**Minimum Information for Conditional Use Applications:**

- Description of what uses are desired specifically.
- Site Plan (if approved) or Site Plan Application as necessary.
- Maps, drawings, statement or other documents as needed to fully describe the request.

**Minimum Information for Rezoning Applications:**

- Legal description of the property.
- Rezoning exhibit.