

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	\$300
<input type="checkbox"/>	Rezoning	\$300
<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 if different from owner:		
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 – see cover page.

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

**First submittal materials requirements for all submissions:**

- 1 completed copy of this application form, including checklist.
- Application fee – see cover page.
- 7 scalable copies of the site plan and associated documents including building elevations, utility plan, erosion control plan, lighting plan, grading plan, and others as necessary, folded to 8.5"x11".
- 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.

**Process:** Staff will review the first submittal and issue a preliminary report listing required and recommended changes, and will include a date by which a revised complete set of 7 copies is required to be submitted for final staff review and for Planning Commission and Council consideration. Along with the revised set, Acrobat "PDF" files of all materials are required. A Development Processes Calendar is available at the City website showing all submission and meeting dates for the year:

<http://northlibertyiowa.org/wp-content/uploads/2013/12/2014-development-calendar.pdf>

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

- Date, compass point, legend of symbols, and minimum scale 1"=40' (written and graphic).
- Legal description including total area of the property.
- Address, if assigned.
- Land owner's and applicant's name, address and contact information.
- Vicinity map that identifies the location of the property in relationship to the neighborhood or the rest of the city.
- Existing zoning district designation and proposed use.
- Property boundary lines including dimensions to the nearest one-tenth of 1 foot.
- Existing and proposed topography at contour intervals of not more than 1 foot, extending beyond the boundaries of the site to adjacent properties as necessary to address drainage issues.
- Location of any established floodway, floodway fringe, and flood plain overlay lines, if applicable.
- Location of existing trees. Identify those to be preserved with illustration and detail of preservation methods to be used.
- Location of existing and proposed 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 existing easements for rights-of-way, overhead utilities, buffers, railroads, drainage courses, etc. labeled with type and whether public or private; and labeled with the recorded book and page number.
- Location, footprint, size and use of all buildings and structures, existing and proposed, and required setback lines.
- Colored elevations for all sides of the buildings and/or structures including trash enclosures, illustrating architecture, materials, and color palette. The elevation drawings shall be sized to appropriately show

architectural detail, and shall include labels identifying all exterior materials. In addition, the total area and net masonry area shall be noted for each building elevation.

- Location of parking areas, loading zones, access drives, ingress/egress points, island sizes and locations including required parking lot setbacks.
- Location of all existing and proposed roads, alleys, streets, and highways on or adjoining the 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 accurately shown and labeled.
- Identification of type of surfacing, material thickness, curbing, etc. used for parking areas, drives, sidewalks and trails. Include slope information for drives and sidewalks.
- Location of existing street lights.
- Location, width, and detail of required buffers.
- Location of proposed landscape vegetation. Include a schedule of plantings which identifies scientific and common names, quantity and sizes at time of planting, and a notation of required number and type of landscape plantings and calculations of the quantity and type proposed.
- Identification of all other site development and landscape features such as detention areas and ponds, walkways, vegetation, walls, fences monuments, etc.
- Notation of the number of parking spaces required by the Zoning Ordinance and number provided, including formulas used to calculate requirements. Note: round up to the next whole number when calculating required parking spaces based on square footage.
- Notation of total square feet of all building floors, individually and collectively, separated by existing and proposed.
- Notation of total number and type of proposed dwelling units, if applicable.
- Listing of minimum finished floor elevations (FFE) or minimum low opening elevations for all lots where conditions warrant additional protection from possible flooding situations, as identified by City staff.
- Identification and location of all temporary and permanent erosion and sedimentation control methods and installation schedule of measures.
- Provide a 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, and cut-sheet specifications for all fixtures showing glare shields.
- Provide drainage calculations and stormwater management calculations, when applicable.
- Prior to construction permitting, a copy of the plans signed and sealed by an engineer must be submitted.
- Other consideration pertinent to the proposal may be requested for illustration or statistical purposes.

**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.