

**City of North Liberty
Site Plan Approval Form**



Project Name:

Site Location (Address or Legal Description):
Attach Separate Sheet if Necessary

Existing Zoning District:

Proposed Zoning District (if applicable):

Project Description:

Property Owner:

Company:

Mailing Address:

Phone:

Email:

Applicant (contact person):

Company:

Mailing Address:

Phone:

Email:

Engineer:

Company:

Mailing Address:

Phone:

Email:

Architect:

Company:

Mailing Address:

Phone:

Email:

Attorney:

Company:

Mailing Address:

Phone:

Email:

Site Plan Approval Information and Submittal Requirements



Submittal Deadline: 1st working day of each month at 12:00 Noon

Fees: Due at time of submittal: \$750.

Reviewing Bodies: City staff, Planning Commission, and City Council.

First Submittal Materials Requirements for All Submissions, as Appropriate:

- 1 completed copy of this application form.
- Application fee.
- 7 copies of the site plan map(s), folded to a manageable size, plus one Adobe Acrobat (pdf) digital file.
- 7 sets of colored elevations for all sides of the buildings and/or structures, folded to manageable size, plus one Acrobat digital file. See building elevation detail requirements below.
- 1 copy of photometric lighting plan.
- 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.

Process: Staff will review the submittal and provide a draft report outlining any necessary changes around mid-month. Resubmission of final materials will be Acrobat "PDF" files only.

Minimum Information for Site Plan 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. Parking space requirements are rounded up to the next whole parking space.
- Calculation of the amount of paved and/or impervious surfaces proposed shown in both square footage and percentage of the total site.
- 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.
- Property boundary lines including dimensions to the nearest one-hundredth of 1 foot.
- Overhead utilities, buffers, railroads, drainage courses, rights-of-way, and similar features, labeled with type and whether public or private.
- 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 the project boundary, at contour intervals of not more than five feet (5'), USGS.
- All established floodway, floodway fringe, and flood plain overlay lines, if applicable.
- Proposed and/or existing easements, and the recorded book and page number of all existing easements.

City Contact: Ryan Rusnak, AICP, Planning Director, 3 Quail Creek Circle, North Liberty, Iowa 52317
319-626-5747 rrusnak@northlibertyiowa.org
City Website: www.northlibertyiowa.org

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- 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 existing street lights.
- 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 of street and drives, existing and proposed, labeled with appropriate radius in accordance with current City of North Liberty design standards.
- Required building and parking (if applicable) setback lines.
- Location, footprint, size and use of all buildings and structures, existing and proposed. Indicate minimum finished floor elevations (FFE) or minimum low opening elevations for all lots where conditions warrant additional protection from possible flooding situations.
- Colored elevation drawings of all four sides of each building proposed, showing architectural detail and callouts for materials. Note percentage masonry as required by code. Perspective renderings are not required but are recommended, especially for complex structures that are difficult to interpret in elevation.
- Location of parking areas, loading zones, access drives, ingress/egress points, island sizes and locations existing and proposed.
- Identification of type of surfacing, material thickness, curbing, etc. used for parking areas, drives, sidewalks and trails.
- Location and detail of trash enclosure, existing and/or proposed.
- Landscaping, either on the site plan or as a separate landscape plan, showing landscape plantings and the quantity, sizes, and type proposed including scientific and common names; location, width, detail of buffers and schedule of all buffer plantings; location of existing trees and those to be preserved; and identification of all other site development and landscape features (i.e.- detention areas and ponds, walkways, vegetation, walls, fences monuments, etc.).
- Identification and location of all temporary and permanent erosion and sedimentation control methods and installation schedule of measures.
- Photometric lighting plan which shows the entire site including one foot beyond the property line to a discernable scale with scale noted. Include product cut-sheets or other information showing fixture type, pole height, and glare screens specified.
- Other consideration pertinent to the proposal may be requested for illustration or statistical purposes.
- Site plan applications must be signed and sealed by an engineer.

Office Use Only

Date Submitted:

Date Fee Paid: