

# City of North Liberty Preliminary 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:

## **Applicant (contact person):**

Company:

Mailing Address:

Email Address:

Phone:

## **Property Owner:**

Company:

Mailing Address:

Email Address:

Phone:

## **Engineer:**

Company:

Mailing Address:

Email Address:

Phone:

## **Architect:**

Company:

Mailing Address:

Email Address:

Phone:

# Preliminary Site Plan Approval Information and Submittal Requirements



**Submittal Deadline:** 1<sup>st</sup> 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.

3 copies of the site plan map(s), folded to a manageable size, plus one Adobe Acrobat (pdf) digital file.

Adobe Acrobat (pdf) digital file of colored elevations for all sides of the buildings and/or structures. See building elevation detail requirements below.

Other information deemed necessary by the Planning Director 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:**

A scaled and dimensioned site plan drawn to a scale not less than one inch to one hundred containing the following:

Date, north arrow and graphic scale.

A vicinity sketch showing the location of the property and other properties within 1,000 feet of it.

Property boundary lines, dimensions, and total area.

Contour lines at intervals of not more than five feet, City datum. If substantial topographic change is proposed, the existing topography shall be illustrated on a separate map and the proposed finished topography shown on the site plan.

The location of existing streets, sidewalks, easements, utilities, drainage courses.

The total square feet of building floor area, both individually and collectively.

Total number of dwelling units and the density of the development.

All structures and major features shall be fully dimensioned including distance between structures, distance between driveways, parking areas, property lines and building height.

Off-street parking areas, ingress and egress to the property, number of parking spaces proposed, number of parking spaces required by this code and type of surfacing.

Pedestrian walkways with special consideration given to pedestrian safety.

Recreation and open spaces, with special consideration given to the location, size and development of the areas in regard to adequacy, effect on privacy of adjacent living areas, and relationship to community wide open spaces and recreation facilities.

Walls, fences or other artificial features.

Trash and refuse enclosures.

The general drainage pattern and location of storm water detention features.

The general location, type and size of landscaping and ground cover illustrated in color perspective.

A rendering, elevation or photo of the proposed development.

Other information deemed necessary by the Code Official due to the scale of the development.