

## Chapter 17.40

## Administration and Plan Review

17.40.101	Administrator Appointed	17.40.104	Relationship of Site Plan
17.40.102	Building Permits	17.40.105	Minor Site Plan
17.40.103	Site Plans	17.40.106	Major Site Plan

**17.40.101 Administrator Appointed:** The Community Development Director or his/her designee shall administer and enforce the zoning regulations found in this chapter. At the discretion of the City, the Director may request and receive professional assistance for various applications. All of the information provided for the following requirements shall be provided by the applicant, and it shall be their responsibility to ensure that the information provided is accurate.

**17.40.102 Building Permits:** Prior to the construction, alteration, erection or placement of any structure within the City, a building permit application shall be issued by the Development Department. Prior to building construction (if required), lot pins based on an actual survey conducted by a registered Iowa land surveyor shall be set and if disturbed, shall be reset in the proper location.

**17.40.103 Site Plans:** In order to further promote the safe and efficient use of land and to further enhance the value of property a Site Plan Review Process for any construction is hereby required. This review is intended to supplement the review and administrative procedures which are carried out under other City policies or ordinances. The Site Plan Review Process is intended to help ensure that newly developed properties or redeveloped properties are compatible with adjacent development and that safety, traffic, over-crowding and environmental problems are minimized to the furthest extent possible.

**17.40.104 Relationship of Site Plan:** The procedures prescribed by these guidelines are not intended to be a substitute for, or to have any bearing upon, any procedures otherwise required under these Zoning Regulations. The report of the Development Department in such cases shall be submitted, as necessary, to the proper board or commission concurrently with the application.

**17.40.105 Minor Site Plan Requirements:** For any use requesting a minor site plan approval in the District regulations, the following minimum information may be required to the Development Department prior to approval.

Minor site plans shall be used for home occupations, fences, building permits or similar uses. The varying uses may or may not require all of the information that is requested below and may, at the request of City staff, require additional information:

1. Property dimensions.
2. Location and dimensions of all present and proposed buildings, structures, streets, driveways, pedestrian walkways (sidewalks) and parking lots.
3. Landscaping plans.
4. Signage plans.
5. Utility locations.
6. Location map.
7. Proposed land uses.
8. For home occupations: the general layout of all rooms proposed for the use.

**17.40.106 Major Site Plan Requirements:** For any use requesting a major site plan approval in the District regulations, the following minimum information may be required to the Development Department prior to approval.

Major site plans shall be used for special use permits, rezoning requests, PUD proposals, MPD proposals, subdivisions, commercial or industrial development or similar uses as required by the Development Department. The varying uses may or may not require all of the information that is requested by the list below, and may, at the request of City staff, require additional information:

1. The existing site conditions including contours at two to five foot intervals, water course, floodplains (one-hundred-year flood elevation), unique natural features, and forest cover;
2. Proposed lot lines and plot designs;
3. The location and floor area size of all existing and proposed buildings, structures, and other improvements including maximum heights, types of dwelling units, density per type, and nonresidential structures (including commercial, industrial, and public facilities);
4. The location and size in acres or square feet of all areas to be conveyed, dedicated, or reserved as common open spaces, public parks, recreational areas, school sites, and similar public and semipublic uses;
5. The existing and proposed circulation system of arterial, collector, and local streets including off-street parking areas, service areas, loading areas, pedestrian walkways (sidewalks), and major points of access to public rights-of-way (including major points of ingress and egress to the development);
6. The existing and proposed pedestrian circulation system, including its interrelationship with the vehicular circulation system, indicating proposed treatments of points of conflict;
7. The existing and proposed utility systems, including sanitary sewers, storm sewers, and water, electric, gas and telephone lines;
8. A general landscaping plan indicating the treatment of materials used for private and common open spaces;
9. Enough information on land areas adjacent to the proposed development to indicate the relationship between the proposed development and adjacent areas, including land uses, zoning classifications, densities, circulation systems, public facilities, and unique natural features of the landscape;
10. The proposed treatment of the perimeter of the property, including materials and techniques used such as screens, fences, and walls;
11. Any additional information as required by the Staff necessary to evaluate the character and impact of the proposed development.