

Property Location for Site Plan (street address and/or boundary description):

\_\_\_\_\_

Subdivision Name: \_\_\_\_\_

Gross acreage of subdivision: \_\_\_\_\_ Total number of proposed lots: \_\_\_\_\_

Current property zoning: \_\_\_\_\_

Is subdivision within Van Meter's corporate limits      yes      ☐ no

Is subject property within a 100-year floodplain      ☐ yes      ☐ no

Applicant/Contact Person: \_\_\_\_\_

Full Name: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Full Name: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Attorney \_\_\_\_\_

Full Name: \_\_\_\_\_ Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Land Surveyor/Engineer: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

I (We) certify that I (we) am (are) familiar with applicable state and local codes and ordinances, the procedural requirements of the City of Van Meter, and have submitted all the required information.

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

(Applicant/Contact Person)

**Note: No other signature may be substituted for the Property Owner's Signature**

and: \_\_\_\_\_ Date: \_\_\_\_\_

(Property Owner)

- ☐ The Site Plan, drawn to scale on a sheet not to exceed 24"x 36", shall be submitted to the City Clerk and the City Engineer. Applicant shall submit 1 paper copy to the City Clerk, 1 paper copy to the City Engineer and an electronic copy to each.
- ☐ The Site Development Plan must be prepared by a Civil Engineer, a Land Surveyor, a Landscape Architect, or an Architect.
- ☐ Additional submittals may be required such as Construction easement documents and legal descriptions, IDOT ROW permit, or traffic impact studies, if deemed necessary by City Staff

## **Site Plan Required Information**

### **Cover Page**

- ☐ Applicant's name, address, project location, and names of adjoining subdivisions, the numbers of the adjoining lots, and the names & addresses of adjoining landowners
- ☐ Property address(es) and legal description
- ☐ Name and address of persons who prepared the Site Plan & date of preparation
- ☐ North arrow, Vicinity sketch (1"=500'), Scale between 1"=10' and 1"=60', unless an alternate scale is approved by the City Engineer
- ☐ Construction schedule
- ☐ Area of the lot or site in square feet and acres
- ☐ Zoning designation (State if the property is within an Overlay District or PUD), setbacks, building height
- ☐ Proposed use of the property in sufficient detail to determine code compliance

### **Required Illustrations**

- ☐ Property boundary lines, dimensions, and total area of the proposed development
- ☐ Existing and proposed contour lines of the proposed development and 50 feet beyond the boundaries of the proposed development at intervals of not more than two feet. If substantial topographic change is proposed, the existing topography of the development and of the surrounding area shall be illustrated on a separate map, and the proposed finished topography shown on the Site Plan
- ☐ The availability, location, size, and capacity of existing utilities, and of proposed utilities
- ☐ The proposed use of building materials, location, size, height, shape, use, elevation, building sign type, and illustration of all buildings or structures in the proposed development. Samples of building materials may be required for review at the Planning and Zoning meeting
- ☐ The total square footage of building floor areas, both individually and collectively in the proposed development
- ☐ Existing buildings, rights-of-way, public sidewalks, street improvements, utility easements, drainage courses, streams and wooded areas
- ☐ The number of dwelling units, offices, etc., planned for the site
- ☐ A vicinity sketch showing adjacent existing land uses within 500 feet of the property

**Required Illustrations - continued**

- ☐ Location number, dimensions and design of off-street parking in the proposed development, including:
  - Driveways, Islands & Planters
  - Striping & Curbs
  - Loading Facilities
  - Type & Location of Lighting
  - Surface Treatment
- ☐ Open spaces, recreational areas, public sidewalks, walkways and Driveways, outside lighting, walls, fences, monuments, statues, and other manmade features to be used in the landscape of the proposed development
- ☐ Facilities for the collection and disposal of garbage and trash, and screening structures
- ☐ Walls, fences, or other artificial screens to be used as buffers shall be shown in elevation and perspective with proposed height and structural material indicated
- ☐ A Site Lighting Plan shall be provided, indicating the location, type, fixture height, power rating and shielding method of all existing and proposed lighting. A photometric plan shall be provided that details the horizontal illumination of the site and the vertical light trespass along the perimeter of the site.
- ☐ Storm Water Management Plan shall be provided which shall include calculations of detention sizing and release rate control facilities
- ☐ Traffic considerations or utility capacities and all other considerations pertinent to the proposed use may be requested for illustration or statistical purposes
- ☐ Free standing identification signs; location, setback, dimensions, height and illustrations
- ☐ Location and type of all plants, trees, ground cover to be used in the landscape. Landscaping to be used for screening purposes shall be illustrated with the size and exact names of plants, shrubs or trees to be planted clearly indicated. The planting location shall not adversely affect utility easements or service lines.
- ☐ Such additional information, drawings, or other materials necessary to describe a proposed project as may be requested by the City Engineer or Commission

**Amendments**

An approved Site Plan may be amended when there is any change in location, size, design, conformity or character of buildings and other improvements, provided that the amended Site Plan conforms to the provisions of this chapter and other provisions of the Code of Ordinances. An amended Site Plan shall be submitted to the City and reviewed by the Commission and approved by the City Council in the same manner as an original Site Plan.

**Additional information**

Please list all possible nuisance factors and means for alleviating those factors, such as noise, odor, smoke, dust, fumes, vibration, or heat. As part of the Site Plan approval process, the property owner may be required by the Council to install public utilities, including but not limited to, water lines, storm sewer, sanitary sewer, fire hydrants, and such other utilities as applicable to properly serve the proposed plan.

**Additional Information - continued**

Where required as part of a Site Plan approval, utilities, streets, and sidewalks shall be constructed in accord with the City's construction standards for those portions within the public right-of-way and to be dedicated to the City. Utilities, streets, and sidewalks may also be required to be constructed to the same specifications for those undedicated portions where such utilities and improvements may have a direct affect on the future safety, proper functioning and maintenance of those portions to be dedicated.

**No application can be accepted for filing unless all required information is submitted**

**Application Fee: \$250.00 to be submitted at the time of application plus reimbursement for all actual professional fees incurred by the City of Van Meter pertaining to the review. Applicant will be invoiced for professional fees upon completion of the review.**

**Applications shall be submitted to the City Clerk of Van Meter, City Hall, 310 Mill Street - PO BOX 160, Van Meter, IA 50261. Electronic submission shall be sent to [pandz@vanmeteria.gov](mailto:pandz@vanmeteria.gov).**

**For Staff Use:**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Fee Receipt Date: \_\_\_\_\_

Planning & Zoning Meeting Date: \_\_\_\_\_

City Council Meeting Date: \_\_\_\_\_