



THE
CITY of PELLA

Site Plan Application

SITE PLAN APPLICATION WILL NOT BE REVIEWED BY STAFF UNLESS SUBSTANTIALLY COMPLETE

Project Information

Project Name: _____

Address of Site Location: _____

Current Zoning Classification: _____

Existing Land Use: _____ Proposed Land Use: _____

Total Area: _____ acres _____ sq. ft.

Project Description: _____

Fee Amount

- \$50 (1 acre)
- \$100 (over 1 acre)

Contact Information

Planning & Zoning
(641) 628-1601
100 Truman Rd
P.O. Box 88
Pella, IA 50219

Planning and Zoning
George Wesselhoft

Public Works
Denny Buyert

Mapping/GIS
Mike Brown

Building Official
Jerry Byers

Contact Information

Owner: _____

Name Phone

Address Email

Applicant: _____

Name Phone

Address Email

Engineer: _____

Name Phone

Address Email

Architect: _____

Name Phone

Address Email

OFFICE USE ONLY

Date
Received: _____

Fee Paid: _____

BP #: _____

Applicant Signature: _____ Date: _____



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SITE PLAN CHECKLIST

THANK YOU FOR YOUR INTEREST IN THE CITY OF PELLA! Please note that it is the responsibility of the applicant (owner, developer and consultants) to compare the City Ordinances and this checklist to their project submittal, and ensure that all items and requirements are included. If an application is substantially incomplete, the review will be delayed and the review schedule will be amended.

PROJECT NAME: _____

PROJECT ADDRESS: _____

PROJECT SUBDIVISION/LOT NUMBER: _____

APPLICANT: _____

DOCUMENTS SUBMITTED FOR REVIEW:

Sheet#	Description	Plan/Revision Date

√	Issue * * to be noted on the site plans	Information Required	Notes
	1. Filing Fee	\$100.00 (total site 1 acre+) \$50.00 (total site less than 1 acre)	<i>Applicants will be invoiced for the actual cost of review by the City's Engineer.</i>
	2. Application Form	Completed and submitted.	<i>A signature by the property owner is required</i>
	3. Site Plan Copies	<input type="checkbox"/> 18 sets of site plans for staff/utility review and architectural elevations; including one set at 11 x 17" size OR PDF electronic copy of site plan for staff/utility review and architectural elevations with 4 sets of hard copy site plans. <input type="checkbox"/> 18 sets of site plans and architectural elevations for Planning and Zoning (P&Z) Commission meeting after staff/utility review is conducted and comments transmitted. If legible, this can be 18 sets at 11" x 17" OR 14 hard copy sets of site plans and architectural elevations for Planning and Zoning (P&Z) Commission meeting if PDF electronic copy is also provided.	<i>No application will be accepted unless it substantially complies with the submittal requirements. Applications that are substantially incomplete will be returned to the applicant without further review.</i>
	4. Storm water Management Plan	Written calculations including detention, pipe and ditch sizing, outlet velocities with associated drainage area maps (2 copies)	<i>Certified by P.E.</i>
	5. Prior Approvals	Noted on site plans, if applicable.	<i>Site history; any previous reviews? If so, list cases and approval dates.</i>

	6. General Information *	<input type="checkbox"/> Name and address of applicant <input type="checkbox"/> Name and address of who prepared the plan <input type="checkbox"/> A description of the proposed use <input type="checkbox"/> Scale not less than 1" = 50 feet <input type="checkbox"/> Legal description of property <input type="checkbox"/> Date, scale, north point, title <input type="checkbox"/> Vicinity Sketch	
	7. Zoning District*	Noted on site plans.	
	8. Dimensions*	Noted and drawn on site plans. <input type="checkbox"/> Boundary Lines <input type="checkbox"/> Easements <input type="checkbox"/> Right of Ways <input type="checkbox"/> Required Yards and Setbacks <input type="checkbox"/> Minimum Lot Area and Width <input type="checkbox"/> Total Area in square feet of the development <input type="checkbox"/> Building footprint, sq. ft. & number of stories <input type="checkbox"/> Entrance Drives, Parking Stalls and aisles	<i>Reference Chapter 165.12 of the City Code for Summary of Site Development Regulations (Table 165.12-3).</i>
	9. Existing Conditions & Grading Plan (site survey)*	Existing site survey information to be included. <input type="checkbox"/> Existing Contours at no greater than five foot intervals <input type="checkbox"/> Existing buildings and utilities <input type="checkbox"/> Existing trees <input type="checkbox"/> Existing drainage ways <input type="checkbox"/> Benchmark on U.S.G.S Datum Plane <input type="checkbox"/> Proposed contours at no greater than 5 foot intervals and sufficient to show drainage patterns <input type="checkbox"/> Detention pond grading with freeboard	
	10. Off-Street Parking*	Noted on site plans; calculations based on proposed land use. Include actual calculations for reference. <input type="checkbox"/> Required spaces <input type="checkbox"/> Proposed spaces <input type="checkbox"/> ADA parking <input type="checkbox"/> Motorcycle parking (where 50 or more spaces) <input type="checkbox"/> Bicycle parking (where 50 or more spaces) <input type="checkbox"/> Drive aisles to meet minimum specifications <input type="checkbox"/> Pavement materials and thickness <i>Note:</i> • Parking in Gateway Corridor Overlay Districts must be located to the side and/or rear of the building relative to the Gateway Street.	<i>Reference Chapter 165.32 of the City Code for Off-Street Parking requirements.</i> <i>Reference the Americans with Disabilities Act (ADA) for accessible parking requirements.</i>
	11. Public and Private Utilities*	Noted on site plans. Include information on existing and proposed materials, with size and location. <input type="checkbox"/> Water <input type="checkbox"/> Sanitary Sewer <input type="checkbox"/> Storm Sewer <input type="checkbox"/> Electric <input type="checkbox"/> Gas	<i>Reference SUDAS and City Electric Department specifications.</i>
	12. Fire Protection*	Noted on site plans. <input type="checkbox"/> Location of all existing and proposed fire hydrants; <i>Note:</i> • Fire hydrants have maximum 300 ft. separation	<i>Comments & requirements from City Engineer based on SUDAS will be included</i>

		<i>in commercial areas (150-foot coverage radius over buildings) and 600 ft. separation in residential areas.</i>	
	13. Landscaping*	<p>Noted on site plans.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Green space calculation (minimum area) <input type="checkbox"/> Trees, shrubs <input type="checkbox"/> Landscaping palette <input type="checkbox"/> Right of way landscaping <input type="checkbox"/> Parking lot landscaping <input type="checkbox"/> Adjacency screening <input type="checkbox"/> Dumpster screening 	<p><i>Reference Chapter 165.31 of the City Code, Landscaping and Screening Standards.</i></p> <p><i>Any outside fencing used for screening in the Design Review Overlay District requires design review by the Community Development Committee.</i></p>
	14. Architecture	<p>Proposed exterior materials to be noted on exterior building elevation plans. Submittal to include the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Building height. <input type="checkbox"/> All building elevations (north, south, east, west). <input type="checkbox"/> Materials, colors listed <p><i>Note: 11 by 17 black and white drawings are acceptable for the Planning and Zoning Commission; color drawings and material samples are required for Community Development Committee for projects in the Design Review Overlay District</i></p>	<p><i>Reference Chapter 165.16 of the City Code, Design Review District for areas in Design Review Overlay District. Also reference Design Review District Design Manual.</i></p> <p><i>Projects in the Design Review Overlay District require design permit approval for architecture through the Community Development Committee prior to P&Z review.</i></p>
	15. Signage*	<p>The actual construction, size and installation of all exterior signs (building and site) are approved by a separate permit. However, the location of site signs must be noted and reviewed as part of the site plans.</p>	<p><i>In preparation for a sign permit application, reference Chapter 165.33 of the City Code, Sign Regulations.</i></p>
	16. Site Lighting*	<p>Design submittal required, to include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Lighting fixture design, cut sheet, brochure specifications <input type="checkbox"/> Material and color of light fixture design <p><i>Please note: The City of Pella does not currently regulate lighting levels. No photometric plan is required.</i></p>	<p><i>Projects in the Design Review Overlay District required design permit approval for outside fixtures, including lighting, through the Community Development Committee prior to Planning and Zoning Commission review of site plan.</i></p>
	17. Sidewalks*	<p>Noted on site plans; existing and proposed sidewalks.</p>	<p><i>For Gateway Corridor District projects, public sidewalk must connect to entrance of building.</i></p>
	18. SUDAS	<p>Complies with City Engineer/SUDAS requirements.</p>	
	19. Other Fees	<p>Water, Sanitary Sewer Connection, Water Assessment District, Sanitary Sewer Assessment District</p>	

Thank you for your interest in the City of Pella!