

THE CITY OF PELLA

Planning & Zoning Department | 825 Broadway Street | Pella, IA 50219
Phone: (641) 628-0043 | Monday – Friday | 7:30am to 4:30pm

Site Development Plan Information

Purpose and Administration. The Site Plan assures that the design and location of high density residential, commercial, industrial, institutional or other areas will conform to the Zoning Ordinance and are properly related to and in harmony with existing and future development of the City. The Zoning Administrator shall review, evaluate, and act on all site plans submitted. An applicant may appeal a denial of any application to the City Council. All Site Plan approvals shall expire and terminate 180 days after the date of Planning and Zoning Commission approval unless a building permit has been issued for the construction provided for in the Site Plan.

When is site plan approval need? A Site Plan is not required for single and two family dwellings or for permitted agricultural use in an A-1 district. A Site Plan shall be required for the following zoning districts: R-3, CBD, CUC, CC, CPD, INS, M1 and M2 Districts. *Buildings or building additions that do not exceed 2,000 square feet in size are exempt from the site plan review procedure.* All other buildings or building additions require site plan approval by the Planning and Zoning Commission except for those uses specifically excluded above.

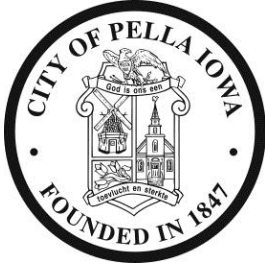
Review and Evaluation. The Planning and Zoning Commission shall review and approve the site plan based on the criteria established in Table 165.36/37-1 and conformance with applicable regulations in this Zoning Ordinance. The Planning and Zoning Commission shall make the following findings before approval of the site plan:

- The proposed development, together with any necessary modifications, is compatible with the criteria established in Table 165.36/37-1.
- Any required modifications to the site plan are reasonable and are the minimum necessary to minimize potentially unfavorable effects.
- The site plan conforms to the Zoning Ordinance and the Comprehensive Plan.

Submittal Checklist

Also, please provide electronic copies and other pertinent information to support your request.

- Pre-Application Meeting with City Staff – Staff initial here if waived: _____
- Compliance with Table 165.36/37.1 – Required and properly completed
- Finalized Site Plans – Check with city staff for required number of copies
- Site Plan Checklist (ask staff for # of copies) – A Site Plan Checklist has been developed to assist anyone with the development of a Site Plan.
- Application Fee of \$50.00 (1 acre or less) or \$100.00 (1+ acres)



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Incomplete applications will not be accepted or reviewed by staff. All applications must be submitted and accepted by staff at least four (4) weeks before the scheduled Planning & Zoning Commission meeting.

I. Project Information

Site Address:	Parcel ID:
Zoning Classification:	Total Acreage:
Current Land Use(s):	Proposed Land Use(s):
Project Summary:	

II. Contact Information

Applicant/Representative:	
Mailing Address:	
Phone:	Email:
Engineer/Architect:	
Mailing Address:	
Phone:	Email:
Property Owner:	Phone:

III. ACKNOWLEDGMENTS

I certify that ___ I am the legal owner on record, or ___ I have secured the property owner's permission and have full authority to make this application, and the above information is correct to the best of my knowledge.

Printed Name and Signature of Applicant

Date Signed

Printed Name and Signature of Property Owner

Date Signed

Table 165.36 – Criteria for Reviewing Site Plan

HEIGHT AND SCALE		
—	Height and Bulk	Development should minimize differences in height and building size from surrounding structures. Differences should be justified by urban design considerations.
—	Setbacks	Development should respect pre-existing setbacks in surrounding area. Variation should be justified by site or operating characteristics.
—	Building Coverage	Building coverage should be similar to that of surrounding development if possible. Higher coverage should be mitigated by landscaping or site amenities.
SITE DEVELOPMENT		
—	Frontage	Project frontage along a street should be similar to lot width.
—	Parking and Internal Circulation	Parking should serve all structures with minimal conflicts between pedestrians and vehicles. Structures must be accessible to public safety vehicles. Development must have access to adjacent public streets and ways. Internal circulation should minimize conflicts and congestion at public access points.
—	Landscaping	Landscaping should be integral to the development, providing street landscaping, breaks in uninterrupted paved areas, and buffering where required by surrounding land uses. Parts of site with sensitive environmental features or natural drainage ways should be preserved.
—	Building Design	Architectural design and building materials should be compatible with surrounding areas or highly visible locations.
OPERATING CHARACTERISTICS		
—	Traffic Capacity	Project should not reduce the existing level of traffic service on adjacent streets. Compensating improvements will be required to mitigate impact on street system operations.
—	External Traffic Effects	Project design should direct non-residential traffic away from residential areas.
—	Operating Hours	Projects with long operating hours must minimize effects on surrounding residential areas.
—	Outside Storage	Outside storage areas should be screened from surrounding streets and less intensive land uses.
PUBLIC FACILITIES		
—	Sanitary Waste Disposal	Developments within 300 feet of a public sanitary sewer must connect to sewer system. Individual disposal systems, if permitted, shall not adversely affect public health, safety, or welfare. Sanitary sewer must have adequate capacity to serve development.
—	Storm Water Management	Development should handle storm water adequately to prevent overloading of public storm water management system. Development should not inhibit development of other properties. Development should not increase probability of erosion, flooding, landslides, or other run-off related effects.
—	Utilities	Project must be served by utilities. Rural estate subdivisions should be located in designated areas which can accommodate utility and infrastructure installation consistent with the need to protect the environment and public health.
COMPREHENSIVE PLAN		
—	General	Projects should be consistent with the City of Pella's Comprehensive Development Plan.