



Pella Planning & Zoning Department
**SITE PLAN
 REVIEW APPLICATION**

Document updated on January 1, 2020

SUBMIT FORM TO:

City of Pella
 Planning and Zoning Department
 825 Broadway Street
 Pella, IA 50219

The Planning and Zoning Commission shall review the site plan based on the criteria established in Table 165.36 and in conformance with applicable provisions of the Zoning Ordinance and Comprehensive Plan. Please be advised, city staff will not accept or review incomplete applications.

PRE-APPLICATION MEETING. The applicant must schedule and hold a preapplication meeting with city staff before a Site Plan application can be submitted. The purpose of this meeting is to acquaint the city staff with the proposed construction, identify any potential challenges, and provide the applicant with a schedule of the city’s development procedures. The applicant shall furnish a sketch of the proposal before this meeting. To schedule a preapplication meeting, contact the Zoning Administrator at (641) 628-0043 EXT. 2.

APPLICANT INFORMATION

Name:
 Address:
 Phone:
 Email:

PROPERTY OWNER INFORMATION

Name:
 Address:
 Phone:
 Email:

SECTION 1. SUBJECT PROPERTY INFORMATION

Site Address: Parcel ID:
 Zoning District: Proposed Land Use(s):
 Project Summary:

SECTION 2. REQUIRED APPLICATION DOCUMENTS

Applications will not be considered or accepted by staff unless the following items are completed and included:

- Pre-Application meeting with city staff – Date of Meeting: _____
- Application and Fee – completed application form and fee (< 1-acre: \$50.00; > 1-acre: \$100.00)
- Site Plan – completed by certified engineer or architect (two hard copies Arch D size, one PDF copy).
- Site Plan Checklist – see page 2 (More details provided in Section 165.36 of the Zoning Code).
- Stormwater Management Report – in accordance with the City’s design standards by a registered engineer.

SECTION 3. ACKNOWLEDGEMENTS (check which applies)

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

 Printed Name and Signature of Applicant

 Date

 Printed Name and Signature of Property Owner

 Date

Site Plan Review Application Checklist

The following information is required to be shown on all site plan drawings as set forth in Section 165.36.3 of the Pella Zoning code. Two hard copies (sized 24" x 36") and one PDF electronic copy are required upon initial submittal.

- A. Name and address of the applicant. Name and address of who prepared site plan.
- B. Owner, address and legal description of the property.
- C. A description of the nature and operating characteristics of the proposed use.
- D. A site plan, drawn to a scale (not less than 1" = 50') sufficient to permit adequate review and dimensioned as necessary, showing the following information: (Items 1-3 may be included on the site plan drawing.)
 - 1) The date, scale, north point, title, name of owner, and name of person preparing the site plan.
 - 2) The location and dimensions of boundary lines, easements, rights-of-way, and required yards and setbacks of existing and proposed buildings and site improvements and the total area in square feet or acres of the proposed development.
 - 3) The location, size, and use of proposed and existing structures on the site.
 - 4) The present zoning of the property.
 - 5) The location and size of all existing and proposed site improvements, including parking and loading areas, pedestrian and vehicular access, islands, striping and curbing, sanitary sewers, storm sewers, water mains, private services, sidewalks, streets, utilities (gas, telephone, electric, cable tv etc.) service areas, fencing, screening, landscaping, trash disposal, and lighting. The size and type of any landscaping provided shall be labeled.
 - 6) Location of any major site feature, including wooded areas, drainage and contours at no greater than five-foot intervals.
 - 7) Size, elevations, plan, materials, colors and architectural theme of proposed structure. Square footage of existing and proposed building floor area, individually and collectively, shall be included.
 - 8) Surface types, i.e., cement, gravel, grass, etc., shall be identified.
 - 9) Location, height, area, color and graphic details of any signs.
 - 10) Current applicable Urban Design Standards Manual and Urban Standard Specifications for Public Improvements Manual shall be complied with.

Modification of Site Plan. The Zoning Administrator may require modification of a site plan as a prerequisite for approval. Required modifications may be more restrictive than base district regulations and may include, but not be limited to, additional landscaping or screening; installation of erosion control measures; improvement of access or circulation; rearrangement of structures on the site; or other modifications deemed necessary to protect the public health, safety, welfare, community character, property values, and/or aesthetics.

Term and Modification of Approval. A site plan approval shall become void 180 days after the date of Planning and Zoning Commission approval, unless the applicant receives a building permit and diligently carries out development prior to the expiration of this period. An approval pursuant to this section shall run with the land until the expiration date of such approval.