

5. Required Documentation (include with submittal):

- A. Diagram (initial submittal may be a scaled drawing of site including all existing site improvements including buildings, paving, septic location, entrance, streets, landscaping, stormwater detention facilities, etc. Upon review of diagram or if site improvements are required an Iowa licensed engineer certified site plan drawing may be required).
- B. A scaled floor plan drawing of interior use of the building. Upon review of plans an architect or engineer stamped plans may be required prior to building permits being issued for the project.
- C. Written description providing specific detail and reasons for the proposed change of use (Type of business and business activities (vehicle repair, warehousing, manufacturing), % of square footage of the site or building for proposed use, # of employees, # of shipments each day, etc.)

D. Detailed statement of proposed improvements

E. Certification

I hereby certify that I have read and examined this application and know the same to be true and correct.

I owner/applicant hereby agree to comply with all statutes, ordinances, codes, regulations and rules as they pertain to the exercising of this permit.

I owner/applicant hereby give permission for the Polk County to enter onto the property at reasonable times for purposes of assuring compliance with any permits and approvals pertaining to this request.

I owner/applicant understand that this application must be reviewed by the Zoning Administrator, and I may not occupy the premises until the permit has been issued. If site improvements are required, I understand that those improvements must be completed prior to occupying the property.

I also understand that any violation of any of the above provisions may bring legal action against me by Polk County.

Signature of Applicant

Date

A completed application with required documentation and filing fee must be submitted. Incomplete submittal will not be processed.

Return form to: Polk County Public Works
 Planning & Development Division
 5885 NE 14th Street, Des Moines, IA 50313
 Phone (515) 286-3705
 Email: PublicWorks@polkcountyiowa.gov

OFFICIAL USE ONLY			
Received by		Date Received	
Site improvements required	Y / N	Site Plan Required	Y / N
Improvements completed	Y / N	Site Plan approved	Y / N
Change of Use Approved	Y / N		