

## Sketch Plan Application

A Sketch Plan is a scaled drawing that is not required to be certified due to the minimal changes to an existing site and is allowed when one of the following conditions exist: (please check the appropriate box)

Change of Use where no exterior site improvements are required other than possibly landscaping or parking lot striping.

Commercial stables Change of Use utilizing existing structures or minor proposed improvements.

Public park structures (ie shelter house, bathroom, playgrounds).

Modifications to an existing approved site plan on file with Polk County, where no additional hard surface is proposed (ie: building constructed on existing paved surface and adequate parking provided.)

If sketch plan cannot adequately provide necessary detail or if existing site factors do not adequately provide appropriate drainage or detention a minor or major site plan as determined by the Zoning Administrator shall be submitted for the project.

### .1. Subject Property Information

\_\_\_\_\_  
Property Address or Parcel Number

\_\_\_\_\_  
Zoning District

\_\_\_\_\_  
Current Use

\_\_\_\_\_  
Proposed Use

(time stamp)  
Official Use Only

### 2. Applicant Information

\_\_\_\_\_  
Applicant (Print Name)

\_\_\_\_\_  
Interest in Property (owner, consultant, prospective buyer)

\_\_\_\_\_  
Address, City, State and Zip

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone

### 2. Property Owner Information

\_\_\_\_\_  
Property Owner (Print Name)

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone

### 3. Consultant Information

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Project Contact

\_\_\_\_\_  
Address, City, State and Zip

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone



5. Written description

Description of the proposed improvements, proposed use or change of use for the property:

---

---

---

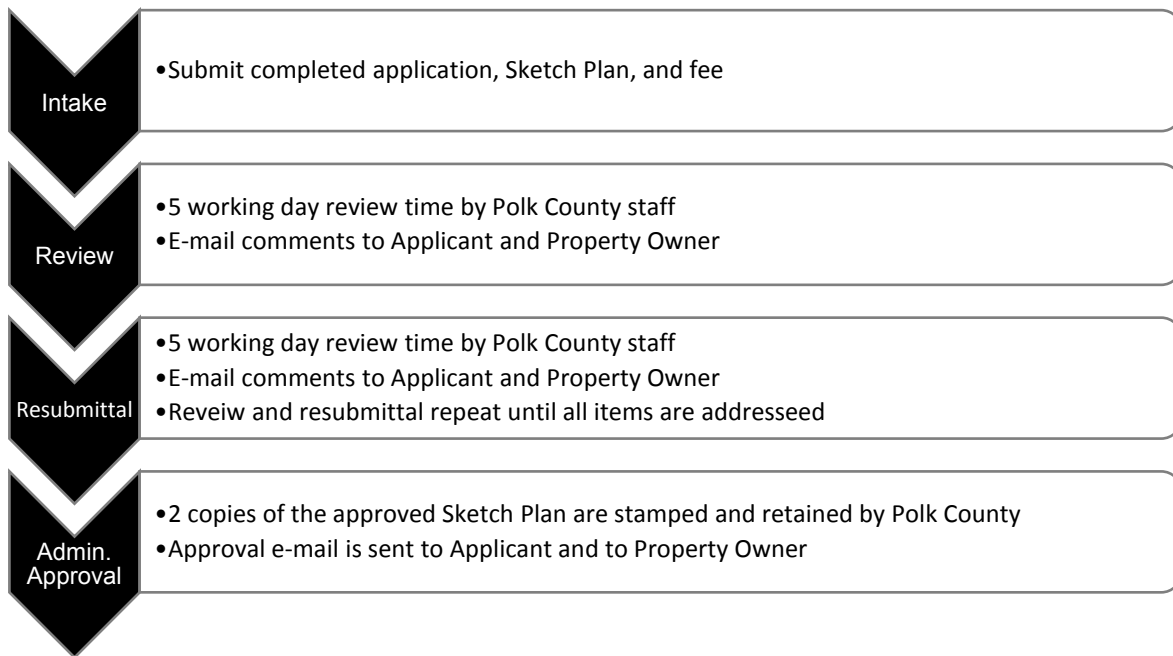
---

---

Submittal Requirements:

- 2 copies of the Sketch Plan
- Completed Application form including checklist

Minor Site Plan Review Process



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

Return forms **M-F 7am – 4:30 pm** to: Polk County Public Works, Planning & Development Division  
5885 NE 14<sup>th</sup> Street, Des Moines, IA 50313  
Phone (515) 286-3705 Fax (515) 323-5295  
email: PublicWorks@polkcountyiowa.gov

Forms available online <http://www.polkcountyiowa.gov/PublicWorks/>

## Sketch Plan Checklist

### Information Required

	A sketch plan shall be drawn to a scale not less than 1"=100' and shall show the following information:
	A legal description of the property and boundary drawing of the property or area involved.
	A vicinity map showing the subject parcel and illustrating its relationship to the nearest major street intersection and adjacent streets.
	North arrow and scale of drawings.
	The name and address of the development,
	Present titleholder of the property.
	Use proposed for the site.
	Location of the vehicular entrance to the site.
	Method of handling and approximate location of water and sewer (septic) facilities
	Location, dimensions, height, and setbacks of all existing and proposed buildings.
	Location of existing and proposed parking areas, number of stalls required, and stall dimensions.
	Location of outside refuse collection areas and the type of solid screen to be provided. Refuse containers must be enclosed from public view.
	Location of landscaping, buffer areas and screening.

Review will be based on information provided by the applicant. Additional information may be requested as relates to the existing property and proposed modifications. All information shown on a sketch plan shall be constructed or completed to conform to the approved plan. Modifications shall be shown on a revised plan. Additional information and site modifications may be necessary to comply with the requirements of the Polk County Zoning Ordinance, if construction is not completed to the approved site plan. Failure to complete the plan as approved is a violation of this Ordinance