

## Minor Site Plan Application



A Minor Site Plan is allowed when there is an existing site plan on file and the following: (please check the appropriate box)

- Addition to an existing non-residential building
- Expansion of a non-residential use which includes, but is not limited to, the addition of paved surfaces or outdoor storage areas
- Unmanned utility substation
- New non-residential use on a property where a change of use permit is required

Prior to the development of a site for non-residential uses (permitted or conditional), a site plan shall be submitted and shall conform to the requirements as outlined in Article 16 of the Polk County Zoning Ordinance.

### 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:

---

---

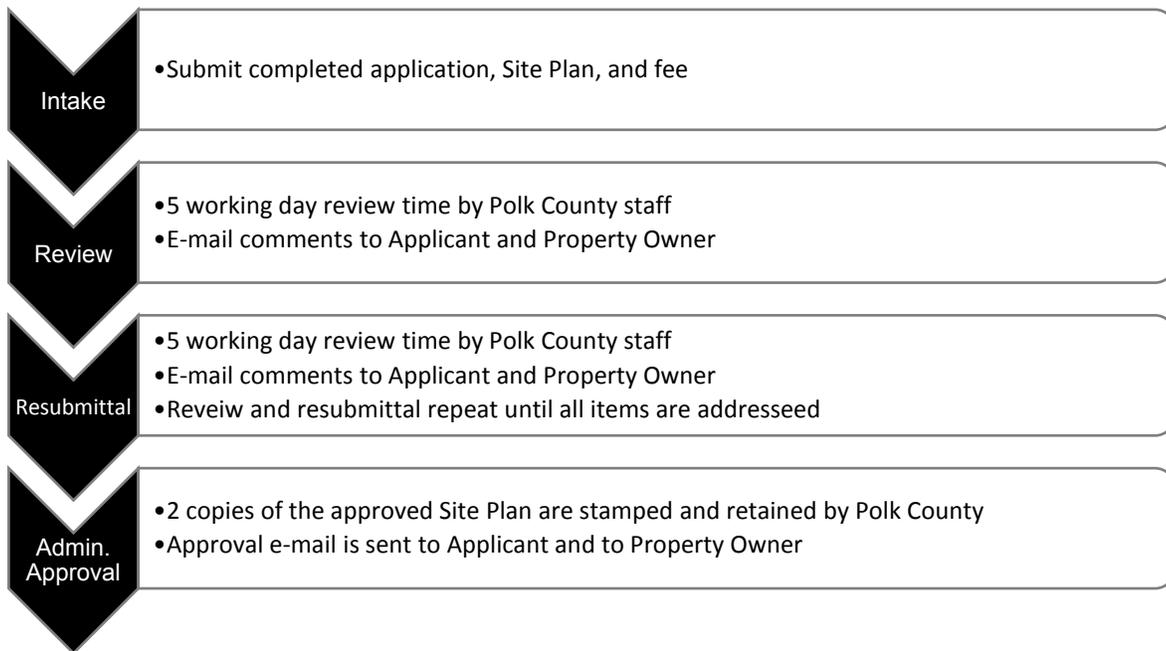
---

---

Submittal Requirements:

- 5 copies of the Site Plan + Electronic Copy
- Completed Application Form including checklist
- Application Fee - \$260.00
- Storm water calculations
- Storm Water Pollution Prevention Plan (SWPPP) and/or a National Pollution Discharge Elimination System (NPDES) Permit, as applicable

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) 286-3358 • Fax (515) 323-5295  
Forms available online <http://www.polkcountyiowa.gov/PublicWorks/>

**Minor Site Plan Checklist**

*Information Required*

|  |   |
|--|---|
|  | Map scale 1"=100' or as needed to be legible.   |
|  | 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   |
|  | Title block including the name and address of the development, the architect's/engineer's seal, the date and the date of all revisions.                   |
|  | Present titleholder of the property   |
|  | Number of units, square feet and a description of the use proposed for the addition.  |
|  | Location of the vehicular entrance to the site.   |
|  | Method of handling and approximate location of water and sewer (septic) facilities  |
|  | Location of easements.  |
|  | 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 or screened from public view. |
|  | Location of landscaping, buffer areas and screening   |
|  | Existing and proposed contours  |
|  | Storm water detention areas and calculations  |
|  | The existing, proposed and maximum Floor Area Ratio (FAR) for the use.  |
|  | The existing, proposed and minimum Open Space Ratio (OSR) required for the use.   |
|  | The existing and proposed light fixtures including location, height, details and photometric plan as applicable.  |
|  | The existing and proposed signage including both freestanding and wall signage, the location, height and size details.                                    |
|  | Changes in all site conditions existing and proposed from previous approved site plan.  |
|  | Other items from the major site plan requirements that need updated or addressed.   |

Review will be based on information provided by the developer and will cover landscaping, lighting, setbacks, points of access and egress, parking, screening, and location relationships of proposed building(s), improvements, phasing, stormwater controls and any other information which may include off site drainage, other utilities, natural resources, etc. as deemed appropriate by the Zoning Administrator.

All information shown on a site plan shall be constructed or completed to conform to the approved site plan. Modifications shall be shown on a revised certified as-built site plan. Additional engineering, site plan documents and site modifications may be necessary to comply with the requirements of this Ordinance if construction not completed to the approved site plan. Failure to complete the site plan as approved is a violation of this Ordinance