

# Major Site Plan Application

A major site plan is required prior to the development of a site for non-residential uses permitted or conditional or planned residential uses, a site plan shall be submitted and shall conform to the requirements as outlined in Article 14 of the Polk County Zoning Ordinance.



## 1. Subject Property Information

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

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

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

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

## 2. Applicant Information

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

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

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

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone

## 3. Property Owner Information

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

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone

## 4. Consultant Information

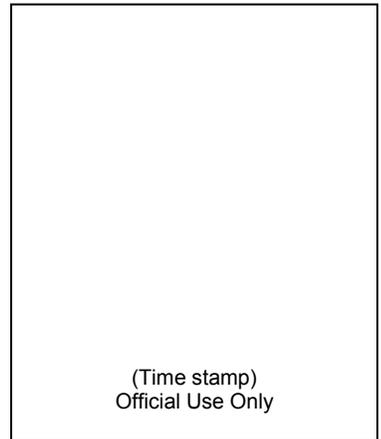
\_\_\_\_\_  
Company Name

\_\_\_\_\_  
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:

---

---

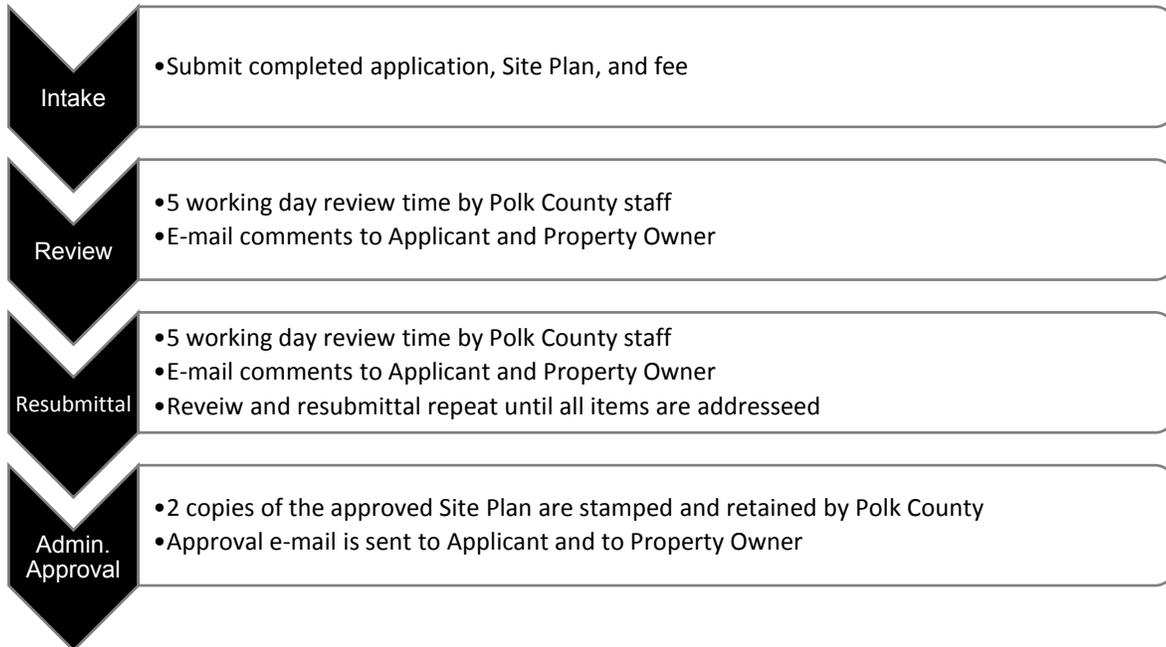
---

---

Submittal Requirements:

- ✓ 5 copies of the Site Plan + Electronic Copy
- ✓ Completed Application Form including checklist
- ✓ Application Fee - \$417.00
- ✓ Storm water calculations
- ✓ Storm Water Pollution Prevention Plan (SWPPP) and/or a National Pollution Discharge Elimination System (NPDES) Permit, as applicable

Major 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/>

## Major Site Plan Checklist

### General Matters

|  |   |
|--|---|
|  | A metes and bounds legal description of the property certified by a land surveyor or, if part of a recorded plat, the dimensions and plat reference including book/page of subdivision plat or survey.  |
|  | A vicinity map showing the subject parcel and illustrating its relationship to the nearest major street intersection and adjacent streets.  |
|  | North arrow and labeled scale of drawings (Map scale 1"=100' or as needed to be legible)  |
|  | Title block including the name and address of the development and the developer, the architect's/engineer's seal, the date, and the date of all revisions.  |
|  | Property lines, existing and proposed right-of-way lines, with metes and bounds (bearing and distances) indicated, and building or setback lines.   |
|  | Existing and proposed easement lines and dimensions, with the owner's name or a description of facilities located therein.  |
|  | Location and size of all existing and proposed structures and other improvements on the property, including, but not limited to, buildings, existing and proposed parking areas, streets, walkways, drainage structures, utility poles, fences, retaining walls, sewage disposal system, manholes, water lines, wells, etc. |
|  | For nonresidential uses, a description of the general use for which any structure is intended.  |
|  | For nonresidential uses, the number of employees on the largest work shift; for places of assembly, the maximum capacity of the meeting or assembly space (if applicable.)  |
|  | Ownership, land-use, and zoning of adjoining properties.  |
|  | Submission of permits or other records, if required, proving that the proposed use is located on a legal lot.   |
|  | Design of all exterior signs, including location and size (both freestanding and attached signs) and illumination technique.  |
|  | Location and intensity, in candlepower, of all exterior lighting, including height and spacing of all lighting standards.   |
|  | Location of outside refuse collection areas and the type of solid screen to be provided. Refuse containers must be enclosed from public view.   |
|  | Gross square footage of all building structures and Floor Area Ratio, if applicable.  |
|  | A table showing type, size and quantity of all trees and shrubs used in landscaping of the site if not noted elsewhere on the plan.   |
|  | Present zoning of the subject tract.  |
|  | Percentage of green space, Open Space Surface Ratio, per lot not occupied by buildings, structures, or paving.  |
|  | Additional Information representing unique characteristics of the site.   |

### Drainage Matters

|  |   |
|--|---|
|  | All existing or proposed ponds, lakes, basins, rivers, streams, or other bodies of water, and their intended purpose (recreational, retentive, etc.). |
|  | Existing and/or proposed storm sewers to serve the site.  |
|  | Existing and proposed major drainage facilities, such as bridges, culverts, channels, creeks, etc.  |
|  | The limits of the one hundred (100) year floodplain zone (if applicable).   |

### Site Grading Matters

|  |   |
|--|---|
|  | Existing and proposed contours shall be referenced to LIDAR (Light Detection and Ranging) data or U.S. Geological Survey datum and normally two (2) foot intervals, for the subject property, extending at least fifty (50) feet off site. Contour intervals other than the above may be required depending on the topography of the site. Existing contour lines shall be differentiated from that of proposed contour lines. A varied frequency of contours and/or spot elevations may be required. |
|  | If required to determine drainage patterns, two (2) cross sectional profiles (taken perpendicular to each other), showing proposed structures and proposed and existing grades through the center of the property may be required.  |

**Circulation, Parking, and Landscaping Matters**

|  |   |
|--|---|
|  | Curb cuts required to provide ingress and egress to and from adjacent streets.  |
|  | The existing width and proposed widening of all existing adjacent streets and rights-of-way (including the number and width of lanes and any island or medians) (NOTE: New easements and right-of-way dedications may be required in conjunction with the proposed development, and must be shown and dimensioned on the plan.) |
|  | All the entrances on opposite sides of existing adjacent streets within the frontage of the development.  |
|  | The width and location of all internal drives, aisles, parking and loading spaces.  |
|  | The location of all islands and medians.  |
|  | The location and dimensions of all existing and proposed curbs.   |
|  | The number of parking and loading spaces.   |
|  | The location of spaces to be used for outdoor vehicular and equipment storage, and the location of screening, existing and proposed.  |
|  | All proposed deciduous and evergreen trees, ground cover, and other landscaping elements and the quantity, plant type and initial planting sizes  |

**Wastewater System**

|  |  |
|--|--|
|  | Public sanitary sewer main location including existing and proposed manholes, service line connection location and label the provider of the service if the project is adjacent to or within 300 feet of the property. |
|  | Proposed location of on-site wastewater system and type of system and protection of area noted, if public sanitary sewer is not available.   |

**Proposed Activities**

|  |  |
|--|--|
|  | Proposed location of buildings and other structures, including parking and loading areas.  |
|  | In multiple lot developments, conceptual location and configuration of buildings, approximate locations of common ground areas, open space, major utility easements, and storm water retention areas shall also be indicated.                            |
|  | Preliminary plan for storm drainage facilities.  |
|  | Proposed land uses, lot areas and dimensions, building sizes and heights, and setback distances.   |
|  | Proposed landscaping, lighting, and screening plans.   |
|  | Proposed development phasing schedule.   |
|  | A color photograph and/or rendering of the proposed building(s) as viewed from the front of the lot at the street lot line, together with elevation views of the remaining sides of the building(s), showing proposed building materials and appearance. |

**Existing Natural Resources**

|  |  |
|--|--|
|  | A natural resource inventory of the site showing all the natural resources as listed in Natural Resources section including woodlands, wetlands, drainage ways, floodplain, etc. |
|  | Show the approximate location of all isolated trees having a trunk diameter of sixteen (16) inches or more and all tree masses.  |

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 the Polk County Ordinance, if construction is not completed to the approved site plan. Failure to complete the site plan as approved is a violation of this Ordinance