

**APPLICATION FOR APPROVAL OF SITE PLAN**  
**Urbandale, Iowa**

**NAME OF SITE PLAN:** \_\_\_\_\_

This column for Applicant's use		These columns for City use	
		Approved	Not Approved
1.	Six (6) copies of Site Plan folded to maximum size of 8" x 14", and one copy in PDF format (email or disk)		
2.	Names, mailing addresses, telephone numbers, and email addresses for owner & developer.		
3.	Names, mailing addresses, telephone numbers, and email addresses of engineer, architect, landscape architect, and land surveyor.		
4.	Date, revision dates, and north arrow.		
5.	Scale of the Site Plan, not more than one inch (1") equals fifty (50) feet.		
6.	Vicinity Sketch of a legible scale showing the streets, general land use, and zoning within 1,000 feet of the site plan boundary.		
7.	Boundaries of the proposed development, indicated by a heavy line marked "Site Plan Boundary."		
8.	Property lines, legal descriptions, and ownership of adjoining properties. Name of the school district or districts within the site plan property, and location of school district boundaries if they run through or adjacent to the site.		
9.	Zoning classification of the site plan property.		
10.	Legal description of the property. If not platted, a certified Plat of Survey shall be submitted.		
11.	Site area in acres, floor area of each building, and if more than one use, of each use. Number of employees for each use by type of employment (i.e., office, warehouse, production). Number of parking spaces proposed.		
12.	Locations of all buildings, accesses, public sewers and water mains, and significant vegetation within 200 feet of site plan boundary.		

This column for Applicant's use		These columns for City use	
		Approved	Not Approved
13.	Existing buildings; railroad tracks; utilities, both overhead and underground; other rights-of-way and easements; trees over 4" in diameter; paving; and other site improvements.		
14.	Location, names and widths of all existing and proposed roads, alleys, streets and highways adjoining the site plan boundary.		
15.	Building setback lines.		
16.	Vertical and horizontal dimensions and location of all proposed construction, including entrances and exits onto public roads; interior drives and parking (handicapped spaces per Code of Iowa). The location and dimensions of all proposed buildings and structures, including the number of dwelling units contained in residential structures; lighting (cut-off luminaires required); signs; landscaping; fencing; garbage enclosure; sidewalks, both on-site and public; off-site public improvements; proposed utility service hook-on and line locations, materials and sizes for water, sanitary sewer, storm sewer, fire sprinkler supply lines and connections (also cleanouts, manholes, and hydrants and valves).		
17.	Existing and proposed contour lines at intervals of two feet (2'), and spot elevations as appropriate. Show City benchmark and use Urbandale datum.		
18.	Construction details and specifications (written specifications permissible upon approval by Director of Community Development) for the proposed improvements including but not limited to signs, lighting, fences, landscaping, paving, and utilities, especially storm sewer outlets and detention restrictors.		
19.	Common and botanical names and locations of all trees, shrubbery, planting beds, and seed or sod and caliper, height or spread of plantings at the time of planting, and height or spread at maturity.		
20.	Storm detention calculations and design (avoid rigid slopes and geometric shapes where possible). Include storm sewer or trickle channel for low flows.		

This column for Applicant's use		These columns for City use	
		Approved	Not Approved
21.	Two (2) copies of architectural elevations showing materials and colors, and simple floor plans. (Does not require complete building plans and specifications).		
22.	Conformance to the Zoning Ordinance, Driveway Ordinance, and other requirements.		
23.	Erosion control plan.		
24.	Submittal Fee		

I hereby certify that, with the exceptions (and reasons therefore) noted, the above information is included with or on the attached Site Plan. This Site Plan is submitted for consideration by the Urbandale Planning and Zoning Commission and City Council.

Signed: \_\_\_\_\_  
(Applicant)