

CITY OF PLEASANT HILL

SITE PLAN SUBMITTAL CHECKLIST

PRE-APPLICATION MEETING: Held on _____ Scheduled for _____ Not Held

SUBMITTAL REQUIREMENTS: Applications without all submittal requirements will not be accepted or reviewed. Please provide the following information for the type of site plan indicated in the application and any additional requirements requested by the Zoning Administrator:

	Site Plan	Architectural Elevations	Stormwater Management Plan
Major	7 full size sets & 1 digital set	3 sets & 1 digital set	1 set & 1 digital set
Minor	2 full size sets & 1 digital	1 digital set	As needed
Amendment	2 full size sets & 1 digital	1 digital set	As needed
Sketch Plan	1 full size set	As needed	As needed

*Send one (1) additional hard & digital copy of all required submittals to the City Engineer, **Snyder & Associates**.

CHECKLIST REQUIREMENTS: The complexity of the proposed construction will determine if the items below are needed for a complete submittal. If there are any questions as to which items are necessary, please contact the Community Development Department prior to submitting.

Sketch Plan:

1. ____ A computer generated or a simple hand-drawn sketch of the proposed site plan improvements.
2. ____ Property address, north arrow, and rough measurements/dimensions of the improvements including a display of the setbacks and distances from existing structures.
3. ____ Display current and proposed landscaping information with proposed impervious surfaces.
4. ____ Description of the material used for fencing, structure, or building exterior and finish.

Site Plan:

1. ____ Plans drawn at a maximum of 1:50 foot scale.
2. ____ Name, address, and phone number of all persons having an interest in the property including the owner(s), engineer, architect, landscape architect, land surveyor or person preparing the site plan. Include applicant information and legal interest if different from any of the previously mentioned.
3. ____ Legal description of property, point of compass, scale, date, and revision dates.
4. ____ Present and proposed land use and zoning, location and names of adjoining subdivisions, the numbers of the adjoining lots, and the names and addresses of adjoining landowners.
5. ____ A "Vicinity Sketch" at a scale of 1 = 500 or larger showing the location of the property.
6. ____ Property boundary lines indicated by a heavy line, dimensions, and total area of the proposed development.
7. ____ Existing and proposed contour lines of the proposed development at intervals no more than two feet. Soil erosion control practices must be shown where necessary.
8. ____ Availability, location, size, and capacity of existing and proposed utilities.
9. ____ Existing and proposed utility lines and easements in accordance with the Standard Specifications and Subdivision Regulations.
10. ____ Proposed location, size, height, shape, use and architectural theme of all buildings or structures in the proposed development.

11. ___ Existing buildings, rights-of-way, street improvements, railroads, easements, drainage courses, streams, and wooded areas.
12. ___ All required building setback lines, buffers, and existing easements.
13. ___ Estimated number of employees for each proposed use and any other information necessary to determine the number of off-street parking spaces and loading spaces required by zoning regulations.
14. ___ Complete traffic circulation and parking plan showing location, number, dimensions, and design of off-street parking in the proposed development; including but not limited to:
Driveways, islands, striping and safety curbs, loading facilities, type and location of lighting, surface treatment, and grade and direction of drainage.
15. ___ Features to be considered in the proposed development; including but not limited to:
Open spaces, yards, recreation areas, wetlands, woodlands, nature areas, connection to recreation trails, and extension of greenways.
16. ___ Manmade features to be considered in the landscape for the proposed development; including but not limited to:
Walls and fences, monuments and statues, outside lighting, walkways and driveways, bike racks and bollards, signs, and other manmade features.
17. ___ Facilities for the collection and disposal of garbage and trash.
18. ___ Location and type of all plants, grass, and trees to be used in the landscape of the proposed development. Illustrate landscaping to be used for screening purposes in the elevation as well as the plan, clearly indicating the approximate size and name of plants, shrubs or trees.
19. ___ Location of proposed interior drives, sidewalks, and access openings onto public roads.
20. ___ Proposed drainage facilities, storm water management, retention, and provisions for flood control.
21. ___ Location, height, and area of all proposed signs.
22. ___ Location of existing trees six-inches or larger in diameter
23. ___ Location and USGS designation of springs, streams, and other bodies of water; landslide areas; and any stream buffering as indicated by City Code Chapter 104 Stream Buffer Protection and Management.
24. ___ Soil tests and similar information, if deemed necessary by the City Engineer, to determine the feasibility of the proposed development.

Architectural Elevations:

1. ___ Elevations and dimensions of all sides of existing and proposed buildings, including roof mechanical equipment, vents, chimneys, or other projecting items above the roofline; height and description of rooftop electrical equipment mechanical screening material.
2. ___ Location and description of awnings, metal flashings, and exterior lighting; detailed cut sheets of all proposed exterior light fixtures and exterior lighting photometric plan, if required by the Zoning Administrator.
3. ___ Location and height of heating, air conditioning, ventilating and electrical equipment; height and description of mechanical screening or fencing material.
4. ___ Plan views showing, if applicable, the locations of windows and doors, major entrances, recessions and projections from the principal planes of facades, loading docks, outdoor storage areas, and solid waste and recycling containment areas.
5. ___ Elevations and dimensions of all existing and proposed solid waste and recycling containment areas.
6. ___ List and description of exterior building finish materials, the color and class of each material as defined in Chapter 173.4 Building Design Standards, and the percentage of its use on each building façade area.
7. ___ Samples and color pallets of exterior building and finish material if required by the Zoning Administrator.

Stormwater Management Plan:

- 1.____ Project and engineer information.
- 2.____ Project description including existing site conditions, drainage patterns, proposed development, and analysis.
- 3.____ Calculations for all stormwater flood management and best management practices as specified in SUDAS or the Iowa Storm Water Management Manual.
- 4.____ Maps depicting existing drainage conditions, developed conditions, and locations of erosion and sediment control practices to be utilized at the time of site development.
- 5.____ For sites requiring a State NPDES General Permit #2 from IDNR: include a copy of the NPDES permit, City's Construction Site Erosion and Sediment Control (COSESCO) Permit, and Stormwater Pollution Prevention Plan (SWPPP) as described in Chapter 102 Section 02 of the City Code.
- 6.____ Any information and material required by the City Engineer.

CITY CONTACTS: Submit completed application and required submittal documents as indicated above to the following locations:

City Planner
City of Pleasant Hill
Community Development Department
5160 Maple Drive, Suite A
Pleasant Hill, IA 50327

(515) 309-9461
jbartles@pleasanthilliowa.org

City Engineer
Snyder & Associates, Inc.
2727 WE Snyder Blvd.
P.O. Box 1159
Ankeny, IA 50023

(515) 964-2020
ecannon@snyder-associates.com

**NOTE: Applications will not be accepted unless they comply with all the submittal requirements.
Incomplete applications will be returned to the applicant without further review.**