



# City of Oskaloosa, Iowa

## Development Services Department

220 South Market Street, Oskaloosa, IA 52577

Phone: (641)673-7472 Fax: (641)673-3733

### SITE PLAN CHECKLIST

**THANK YOU FOR YOUR INTEREST IN THE CITY OF OSKALOOSA!** Please note that it is the responsibility of the applicant (owner, developer, and consultants) to compare the City Ordinances and this checklist to their project submittal, and to ensure that all items and requirements are included. If an application is substantially incomplete, the review will be delayed and the review schedule will be amended.

**PROJECT NAME:** \_\_\_\_\_

**PROJECT ADDRESS:** \_\_\_\_\_

**APPLICANT:** \_\_\_\_\_

**DOCUMENTS SUBMITTED FOR REVIEW:**

Sheet No.	Description	Plan/Revision Date

✓	*(to be noted on the site plans)	Information Required	Notes
	1. Filing Fee	\$100.00 Site Plan Application fee	Paid with the submittal of the site plan application form.
	2. Application Form	Completed and submitted	A completed form with property owner signature is required.
	3. Site Plan Copies	<p>For staff/utility review, provide the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Electronic PDF copy of the site plan</li> <li><input type="checkbox"/> 4 sets of full-size hard copies of the site plan and architectural elevations</li> </ul> <p>After staff/utility review is conducted and comments are transmitted, provide the following for Planning &amp; Zoning Commission (P&amp;Z) review:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Electronic PDF copy of the site plan with revisions</li> <li><input type="checkbox"/> 4 sets of full-size copies of the site plan with revisions</li> <li><input type="checkbox"/> 12 sets of 11" X 17" hard copies of the site plan with revisions</li> </ul> <p>After P&amp;Z and City Council approval and if revisions are required, provide the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Electronic PDF copy of the final, approved site plan with revisions</li> <li><input type="checkbox"/> 2 full-size copies of the final, approved site plan with revisions</li> </ul>	No application will be accepted unless it substantially complies with the submittal requirements. Applications that are substantially incomplete will be returned to the applicant without further review.



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4. Storm Water Management Plan	<p>Written calculations including detention, retention, pipe and ditch sizing, and outlet velocities with associated drainage area maps (2 copies)</p> <p>Use of the NRCS WinTR-55 analysis or approved equal is required and the calculations must consider document, and address water quality and quantity components.</p>	All findings must be certified by a licensed professional engineer.
5. Erosion & Sediment Control*	<p>Noted on site plans. Include all proposed Best Management Practices (BMP's) including, but not limited to, silt fences, temporary detention ponds, protection of existing trees to remain, mulching and seeding. Include locations and schedule of installation.</p> <p>Permanent storm water BMP's must also be included on plans with future management responsibilities documented.</p> <p>Evidence of an executed NPDES General Permit No. 2 from the Iowa DNR will be required on all sites of 1 acre or more prior to the issuance of any City permit.</p>	Refer to Code Table 17.34A Criteria for Site Plan Review and Conditional Use Permits
6. Floodplain*	Noted on the site plans. Limits of the regulatory, 100 year flood elevations shall be shown if applicable.	Refer to FEMA flood insurance rates maps and Code Chapter 17.36
6. Prior Approvals	Noted on the site plans, if applicable.	If previous reviews exist, list cases and approval dates.
7. General Information*	<ul style="list-style-type: none"> <li><input type="checkbox"/> Name and address of applicant, state interest in the property if applicant is not the property owner</li> <li><input type="checkbox"/> Names and addresses of all other persons with interest in the property</li> <li><input type="checkbox"/> Name and address of plan preparers with certifications</li> <li><input type="checkbox"/> Description of proposed use</li> <li><input type="checkbox"/> Legal description of the property</li> <li><input type="checkbox"/> Date, scale, north arrow, and title</li> <li><input type="checkbox"/> Scale not less than 1 inch = 50 feet</li> <li><input type="checkbox"/> Vicinity sketch</li> </ul>	
8. Zoning District*	<p>Noted on the site plans. Additional regulations may apply if the property is located in one or more of the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Mixed Use District (Code Chapter 17.12)</li> <li><input type="checkbox"/> Planned Unit Development District (Code Chapter 17.14)</li> <li><input type="checkbox"/> Historic District (Code Chapter 17.16)</li> <li><input type="checkbox"/> A Avenue Commercial Corridor Overlay District (Code Chapter 17.18)</li> <li><input type="checkbox"/> Conditional Planned Use Overlay District (Code Chapter 17.20)</li> </ul>	A zoning map may be found on the city website or at the Public Works Department
9. Dimensions*	<p>Noted and drawn on the site plans:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Property boundary lines</li> <li><input type="checkbox"/> Easements</li> <li><input type="checkbox"/> Right-of-ways</li> <li><input type="checkbox"/> Required yards and setbacks</li> <li><input type="checkbox"/> Minimum lot area and width</li> <li><input type="checkbox"/> Total development area in square feet</li> <li><input type="checkbox"/> Building footprint in square feet &amp; number of stories</li> <li><input type="checkbox"/> Entrance drives, parking stalls and aisles</li> </ul>	Refer to the following Code Chapters: 17.08 Zoning District Regulations 17.22 Supplemental Use Regulations 17.24 Exceptions and Supplemental Site Development Regulations



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	<p>10. Existing Conditions &amp; Grading Plan*</p>	<p>Existing site survey information to be included:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Existing contours at no greater than 5 foot intervals</li> <li><input type="checkbox"/> Proposed contours at no greater than 5 foot intervals and sufficient to show drainage patterns</li> <li><input type="checkbox"/> Existing buildings</li> <li><input type="checkbox"/> Existing trees</li> <li><input type="checkbox"/> Existing drainage ways</li> <li><input type="checkbox"/> Detention pond grading with freeboard</li> </ul>	
	<p>11. Off-Street Parking*</p>	<p>Noted on site plans. Calculations based on proposed land use. Include actual calculations for reference.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Required parking spaces</li> <li><input type="checkbox"/> Proposed parking spaces</li> <li><input type="checkbox"/> ADA accessible parking</li> <li><input type="checkbox"/> Drive aisles to meet minimum specifications</li> <li><input type="checkbox"/> Pavement material and thickness</li> </ul>	<p>Refer to Code Chapter 17.28 Off-Street Parking and SUDAS ADA specifications</p>
	<p>12. Public &amp; Private Utilities*</p>	<p>Noted on the site plans. Include information on existing and proposed materials, sizes, and locations.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Water</li> <li><input type="checkbox"/> Sanitary sewer</li> <li><input type="checkbox"/> Storm sewer</li> <li><input type="checkbox"/> Electric</li> <li><input type="checkbox"/> Gas</li> <li><input type="checkbox"/> Waste collection and disposal facilities</li> </ul>	<p>Refer to SUDAS, Iowa DOT, and City specifications</p>
	<p>13. Fire Protection*</p>	<p>Noted on the site plans.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Locations of all existing and proposed fire hydrants</li> <li><input type="checkbox"/> Note if buildings will include a fire sprinkler system</li> <li><input type="checkbox"/> Include KNOX box for emergency access</li> </ul> <p>Fire hydrants have a maximum separation of 300 feet in commercial areas (150 foot coverage radius over buildings) and 600 feet in residential areas</p>	<p>Comments and requirements from the Fire Chief will be included in the project review</p>
	<p>14. Landscaping*</p>	<p>Noted on the site plans.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Green space calculation (minimum area)</li> <li><input type="checkbox"/> Locations and types of proposed trees, shrubs, grass, and plants</li> <li><input type="checkbox"/> Right-of-way tree plan</li> <li><input type="checkbox"/> Parking lot landscaping</li> <li><input type="checkbox"/> Dumpster and light screening requirements</li> </ul>	<p>Refer to the following Code Chapters:  12.40 Trees  17.08 Zoning District Regulations  17.26 Landscaping and Screening Standards  17.34 Administration and Procedures</p>
	<p>15. Architecture*</p>	<p>Proposed exterior materials to be noted on exterior building elevation plans. Submittal to include the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Building height (maximum)</li> <li><input type="checkbox"/> All building elevations (north, south, east, and west)</li> <li><input type="checkbox"/> Materials and colors listed</li> </ul>	<p>Refer to Code Table 17.34A Criteria for Site Plan Review and Conditional Use Permits</p>
	<p>15. Signage*</p>	<p>Noted on the site plans. Exterior signs are approved by a separate permit. However, locations of site signs must be noted and reviewed as part of the site plans.</p>	<p>Refer to Code Chapters 17.08 Zoning District Regulations &amp; 17.30 Sign Regulations</p>



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	16. Site Lighting*	<p>Design submittal required including:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Lighting fixture design, cut sheets, and brochure specifications</li> <li><input type="checkbox"/> Materials and color of light fixture design</li> </ul> <p>Lighting levels are not currently regulated by the City of Oskaloosa. No photometric plan is required.</p>	Refer to Code Chapters 17.08 Zoning District Regulations
	17. Sidewalks & Trails*	Noted on the site plans. Include existing and proposed sidewalks and trails.	Refer to SUDAS, Iowa DOT, and City specifications
	18. Other Fees	<p>Examples include inspection and connection fees associated with:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Water main</li> <li><input type="checkbox"/> Sanitary sewer</li> <li><input type="checkbox"/> Storm sewer</li> </ul>	
	19. Miscellaneous	<p>Rezoning – Please contact City staff as soon as possible if the proposed site plans are associated with property that must be rezoned; rezoning of the property may delay the site plan review process.</p> <p>Review Schedule – Submittal deadlines and meeting dates can be obtained from City staff.</p>	

**Thank you for your interest in the City of Oskaloosa!**