

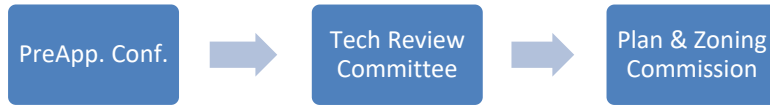
# Site Plan

## Approval Process & Application Packet

### Application packet includes the following:

- Site Plan application form (*must be complete*)
- Design Standards checklist
- Site Plan Drawing Checklist

### Application process & submittal requirements:



### Pre-Application Conference

The applicant should submit a request for a pre-application conference to the Community Development Department. The conference will include the applicant, site designer/contractor and a Community Development Department representative. This meeting will acquaint the city staff with the proposed construction and acquaint the applicant with the procedures and challenges related to construction. The applicant shall furnish a sketch of the proposal. The conference shall be held within seven days of the request.

To schedule a pre-application conference, contact the Community Development Department at (515-963-3550) or [planning@ankenyiowa.gov](mailto:planning@ankenyiowa.gov). Prior to meeting, the applicant is encouraged to meet with the local utility companies.

### Technical Review Committee

The committee will review the submittal and generate comments regarding regulations affecting the proposed site development. The committee will notify the applicant of any revisions needed to comply with City standards and the applicant can resubmit the plan to the Community Development Department.

The applicant must submit the following materials for the Technical Review Committee meeting:

- ✓ One (1) completed and signed Application Form
- ✓ One (1) completed Site Plan Design Standards Checklist
- ✓ One (1) completed Site Plan Drawing Checklist
- ✓ Eight (8) folded copies of the Site Plan drawing(s) and all other plans containing the required information
- ✓ Two (2) sets of any public improvement plans and profiles for any public improvements being installed within or adjacent to the site development
- ✓ One (1) copy of storm detention calculations
- ✓ Two (2) copies of the signage plan
- ✓ Traffic Memo required, Traffic Study, if necessary
- ✓ Site photographs (optional)
- ✓ Contracts/bonds for any public utilities
- ✓ Homeowners Association documents
- ✓ Filing fee
- ✓ Additional materials, as specified on the Site Plan Drawing Checklist
- ✓ Electronic PDF copy of all submittal items. Please request a City file share to [planning@ankenyiowa.gov](mailto:planning@ankenyiowa.gov) for documents and/or emails that exceed 25 MB

### Plan & Zoning Commission (Section 192.02.3)

Once the Site Plan is approved by the Technical Review Committee, the plan will be submitted to the Plan & Zoning Commission for approval, disapproval, or approval subject to conditions. Standards governing the Plan & Zoning Commission's evaluation of a site plan submission include:

- ✓ Electronic PDF copy of all submittal items. Please request a City file share to [planning@ankenyiowa.gov](mailto:planning@ankenyiowa.gov) for documents and/or emails that exceed 25 MB
- ✓ Conformance to design standards and code requirements;
- ✓ Building locations and relationship to development site and adjoining properties;
- ✓ Site layout and land utilization;
- ✓ Architectural character – scale, style, color, material, and signage;
- ✓ Site circulation – vehicular and pedestrian; and,
- ✓ Measured impact on public infrastructure systems – sanitary sewer, storm sewer, drainage, water, and street systems.

The applicant must submit the following materials for a Plan & Zoning Commission meeting:

- ✓ Four (4) folded copies of all plans and/or information required
- ✓ A letter from the applicant asking for approval, describing the project, timetable for construction, and any other information to assist the Commission in making its decision
- ✓ Contracts/bonds and Certificate of Liability Insurance for any public improvement being proposed with the Site Plan
- ✓ CAD file in State Plane Coordinate System
- ✓ One (1) signed hard copy and a PDF copy of the approved drainage study

Ankeny Municipal Code Sections 192.02 (5) – 192.02 (11) provide further details regarding the application process for site plans. Information regarding appeals, plan resubmittal, Site Plan amendments, and validity of approval can be viewed in these sections as well.

Submit the completed Site Plan Application Packet to:

Community Development Department  
City of Ankeny  
1210 NW Prairie Ridge Drive  
Ankeny, Iowa 50023

If you have questions, please contact the Community Development Department at:

Phone: (515) 963-3550

E-mail: [planning@ankenyiowa.gov](mailto:planning@ankenyiowa.gov)

The following links are available on the City of Ankeny website at <https://www.ankenyiowa.gov/200/Planning-Information>

Community Development

Zoning & Subdivision Municipal Codes

Zoning Map

Ankeny Comprehensive Plan

Development Schedule

Development Fee Schedule

Polk County Assessor's Site

Polk County Recorder's Site

FEMA (Federal Emergency Management Agency)

FIRM (Flood Insurance Rate Map)

No application will be accepted unless it complies with all the submittal requirements.  
Applications that are incomplete will be returned to the applicant without further review.

## Site Plan Application Form

Property Location for Site Plan (street address and/or boundary description):

\_\_\_\_\_

Legal Description: \_\_\_\_\_

Current property zoning: \_\_\_\_\_

Applicant/Contact Person: \_\_\_\_\_

Full Name: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Full Name: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Attorney \_\_\_\_\_

Full Name: \_\_\_\_\_ Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Land Surveyor/Engineer: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

I (We) certify that I (we) am (are) familiar with applicable state and local codes and ordinances, the procedural requirements of the City of Ankeny, and have submitted all the required information.

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

(Applicant/Contact Person)

**Note: No other signature may be substituted for the Property Owner's Signature**

and: \_\_\_\_\_ Date: \_\_\_\_\_

(Property Owner)

**\*\*Original signatures are required\*\***

## Design Standards Checklist

The following is a set of design standards set forth in Section 192.02.3 of the Ankeny Municipal Code.

### Site Development (192.02) (3) (A):

1. ☐ The orientation, alignment, spacing and placement of a building driveway, parking area and/or service area on the site shall be compatible with & complimentary to buildings and sites in the neighboring area.
2. ☐ The site shall be compatible with the streetscape that is prevalent in the area.
3. ☐ The site shall provide for adequate parking & circulation for vehicles, bicycles, & pedestrians. This includes safe bicycle and pedestrian movement from public walks to the building & from parking areas to the building.
4. ☐ The site shall have such entrances & exits upon adjacent streets & such internal traffic circulation pattern as will not unduly increase congestion or decrease safety on the site or surrounding public streets. Studies of the traffic impact shall be provided if deemed necessary by the Dept. Director.
5. ☐ Parking areas shall be treated with decorative elements, building wall extensions, plantings, berms, or other means so as to reduce their impact on public ways & adjoining properties.
6. ☐ Service areas, loading & unloading docks, delivery areas, dumpsters, outside storage areas & large storm water detention basins shall be treated with decorative elements, building wall extensions, plantings, berms, or other means so as to screen them from view from public ways & adjoining properties.
7. ☐ All newly installed utility lines shall be underground & entry fixtures located away from high use areas or screened in an approved manner.
8. ☐ Exterior lighting, when used, shall enhance the building design & the adjoining landscape. All lighting should be appropriate to the use of the building & surrounding properties with intensity of illumination limited to its intended use & not as an attraction to the site. Lighting shall be directed to eliminate impacts on adjoining sites.
9. ☐ The design shall provide adequate provisions for surface & subsurface drainage. Storm water detention, drainage & storm sewer improvements shall be designed to reduce the danger of erosion, flooding, landslide or other endangerment of surrounding property.
10. ☐ Utility connections to water & sanitary sewer lines shall be designed so as to not overload existing public utility lines. Studies of system loading shall be provided if deemed necessary by the Dept. Director.
11. ☐ Site design should provide open space in areas visible to the public. A majority of the required open space should be located in front & side yards.
12. ☐ Landscaping shall enhance architectural features & contribute to the beauty & utility of a development. Existing trees should be protected whenever possible to maintain the maturity of the site.

### Building Design (192.02) (3) (B):

13. ☐ Buildings shall have good scale & maintain or enhance the established scale of buildings & sites of neighboring buildings & sites.
14. ☐ Materials selected for buildings shall provide compatible textures & colors with those of neighboring buildings.
15. ☐ Materials selected for buildings shall be compatible with the architecture of the building. Materials shall be selected for suitability to the type of buildings & the design in which they are used. Materials should provide for strength & permanence.
16. ☐ All mechanical equipment or other utility hardware on roof, ground or buildings, refuse and waste removal areas, service yards, storage yards, & exterior work areas shall be screened from or located as not to be visible from public view, using materials consistent with the building & site.
17. ☐ Multiple buildings on the same site shall provide for compatible & complimentary design & materials.

### Signage (192.02) (3) (C):

18. ☐ Every sign shall have good scale and proportion in relationship to its site & function, as well as the signage & use of neighboring properties.
19. ☐ Building signs shall be designed as an integral architectural element of the building.
20. ☐ Yard signs shall be designed to provide elements compatible with the building design & architectural elements. Where pylon or pole signs are used, pylons or poles shall be concealed using architectural materials compatible with the building.
21. ☐ Each sign shall be designed in a manner not to compete for attention with signs on adjoining premises.

## Site Plan Drawing Checklist

Pre-application Conference ☐ held on \_\_\_\_\_ ☐ scheduled for \_\_\_\_\_ ☐ not held  
Final Plat approval ☐ Plan & Zoning Commission ☐ City Council ☐ not required

The following is the required information as set forth in Section 192.02 (4) of the Ankeny Municipal Zoning Code. **Paper copies on sheets not to exceed 24" x 36".**

1. ☐ Name, address, and phone number of the following:
  - ☐ Applicant (s)
  - ☐ Property Owner(s)
  - ☐ Person or firm preparing the site plan
2. ☐ Property address(es)
3. ☐ Date of preparation
4. ☐ North Arrow
5. ☐ Scale – not to exceed 1"=100'
6. ☐ Legal Description
7. ☐ Vicinity map at 1" = 500' or larger showing general location of property
8. ☐ Plat or Survey
9. ☐ References, location, and description of survey monument found
10. ☐ All property and street placement lines and grades
11. ☐ Dimensions of the present lot and lot area
12. ☐ Lot numbers
13. ☐ I.D. and ownership of adjacent land
14. ☐ Lot survey, where possible ownership or boundary problems exist
15. ☐ Existing and proposed zoning designation of the property and adjoining properties
16. ☐ Existing and proposed buildings, additions, and structures including:
  - ☐ Size and location
  - ☐ Number of building(s)
  - ☐ Type of building(s)
  - ☐ Required building setback lines and dimensions from proposed building(s)
  - ☐ Site improvements to lot lines
  - ☐ Number of dwelling units
  - ☐ Proposed use for each building (to determine code compliance)
  - ☐ Total floor area of each building
  - ☐ Exact exterior dimensions of each building
  - ☐ Location of entrances
  - ☐ Square footage of each type of use
17. ☐ Two (2) exterior elevation views and floor plans of proposed buildings showing:
  - ☐ Location and shape
  - ☐ Materials and building color
  - ☐ Location of windows, doors, overhangs, projection height, etc.
  - ☐ Grade relationship to floor elevation
  - ☐ Number of stories
  - ☐ All freestanding, ground, and building signs
18. ☐ Streets
  - ☐ Location of adjacent public street, private drives, and intersections
  - ☐ Dimensions of existing, adjacent, and proposed street widths
  - ☐ Street names
19. ☐ Right-of-way (ROW) width dimensions
20. ☐ Existing and proposed easements, including sizes
21. ☐ Existing and proposed utility lines, including sizes and public/private designation
22. ☐ Fire hydrant locations & hydrant coverage map
23. ☐ Stormwater detention calculations and areas
24. ☐ Location, grade, and dimension of existing and proposed paved areas and of all abutting streets

25. ☐ Parking calculations including:
  - ☐ Proposed building use
  - ☐ Building square footage
  - ☐ Required and proposed number of off-street parking spaces
  - ☐ Maximum number of employees, customers, and office vehicles
26. ☐ Proposed ingress and egress to the site including:
  - ☐ Sidewalks
  - ☐ Parking area(s)
  - ☐ Parking stalls (regular and handicapped)
  - ☐ Adjacent streets
27. ☐ Traffic flow and control measures
28. ☐ Existing and proposed contours (minimum of 2' intervals and if there is less than 2% slope, use 1' contours or spot elevations)
29. ☐ Permanent improvements including sidewalks, bike paths, loading area, dividers, planters, etc.
30. ☐ Location and type of buffers or screening for:
  - ☐ Property boundaries
  - ☐ Parking areas
  - ☐ Outdoor storage and trash/recycling bins
  - ☐ Large storm water detention areas
31. ☐ Existing and proposed yard and building signage:
  - ☐ Location
  - ☐ Type
  - ☐ Elevation
  - ☐ Dimensions
  - ☐ Colors
  - ☐ Materials
  - ☐ Wind stress calculations
32. ☐ Location and type of existing or proposed lighting (site lighting and street lights) – lighting to be directed to eliminate impacts on adjoining sights using proper amount of illumination
33. ☐ Landscaping plan including:
  - ☐ Location of open space(s) including screening and shading calculations
  - ☐ Location of existing trees six inches or larger in diameter
  - ☐ Location, amount, and type of any proposed landscaping, planting, fences, walls, etc.
  - ☐ Planting schedule
  - ☐ Natural features
  - ☐ Floodplain and landslide areas
  - ☐ Springs, streams, and other bodies of water
  - ☐ Area(s) subject to flooding by 100 year storm
34. ☐ Soils test and similar information (if deemed necessary by the by the City Engineer)

No application can be accepted for filing unless all required information is submitted

For Staff Use: Application complete ☐ Fee paid ☐

Received by: \_\_\_\_\_ Date: \_\_\_\_\_