

# O-GNE (Northeast Gateway Overlay) Master Plan

## *Application Packet*

1. **Application Packet.** Be sure to complete and submit all the required materials that are a part of this Application Packet. Failure to do so will result in a delay in accepting your application until it is complete.

The “Application Packet” for an “O-GNE” (Northeast Gateway Overlay) Master Plan includes the following:

- Application Form *(This form must be filled out completely for all applications.);*
- Master Plan Checklist *(Use this Checklist to prepare the Master Plan.);* and,
- Permission to Place a “Zoning Action Pending” Sign on Private Property. *This form must be signed by the property owner(s).*

2. **What must be submitted?**

For submittal of a request to approve a Master Plan in the O-GNE Zoning District:

- One (1) completed O-GNE Master Plan Application Packet.
- A written explanation of how the proposal for development in the O-GNE zoning district meets the “Purpose” statement, as described in Section 29.1109(1) of the Municipal Code.
- A written narrative, describing how each Design Guideline and Design Standard is addressed by the Master Plan.
- Ten (10) copies of the *Master Plan*, drawn to scale on a sheet no larger than 24” x 36” and one (1) reduced copy of the *Master Plan* no larger than 11”x 17”.
- The form that grants: *Permission to Place a Zoning Action Pending Sign on Private Property*, including the property owner’s signature.
- The required fee of \$300.00.

**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.**

3. **What is the process?**

- Once the O-GNE Master Plan Application Packet is submitted to the City of Ames Planning and Housing Department, the Development Review Committee (DRC) will conduct a review of the O-GNE Master Plan and make preliminary comments that are faxed or mailed to the Contact Person.
- A meeting of the Development Review Committee (DRC) and the Contact Person will be conducted to discuss comments that the DRC has concerning the O-GNE Master Plan.
- Once the Development Review Committee (DRC) has made a determination of compliance with all applicable provisions of the Ordinance, the DRC will forward their recommendations to the Planning and Zoning Commission in a report prepared by the Department of Planning and Housing.
- **Planning and Zoning Commission.** Commission review shall not be concluded until consideration is given to comments at a public hearing, which may be scheduled as part of the regularly scheduled meeting. Notification of the public hearing shall be made by mail and posting, in accordance with Sections 29.1500(2)(d)(i) and (iii). Within 30 days of the hearing, the Planning and Zoning Commission shall submit the written recommendation to the City Council setting forth the reasons for its recommendation of acceptance, denial or modification of the application.
- **City Council.** After the transmittal of the recommendation from the Planning and Zoning Commission, the City Council shall consider the application at a public hearing conducted as part of a regularly scheduled meeting. Notification of the public hearing shall be made by mail and posting, in accordance with Sections 29.1500(2)(d)(i) and (iii). The City Council action shall be by motion.

4. **Commission and Council Meetings.**

The Commission regularly meets on the first and third Wednesdays of the month at 7:00 p.m. in the City Council Chambers.

The City Council generally meets on the second and fourth Tuesdays of the month at 6:00 p.m. in the City Council Chambers.

5. **Where should inquiries and submittals be made?**

- If you have any questions while completing this application, please contact the Department of Planning and Housing. Please submit the completed O-GNE Master Plan Application Packet to:

City of Ames  
Department of Planning and Housing  
Room 214, City Hall  
515 Clark Avenue, P. O. Box 811  
Ames, Iowa 50010

Phone: 515-239-5400  
FAX: 515-239-5404  
E-mail: [planning@cityofames.org](mailto:planning@cityofames.org)

# O-GNE Master Plan

## *Application Form*

(This form must be filled out completely before your application will be accepted.)

1. **Property Address/General Location** for this proposed O-GNE Master Plan:

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2. *I (We) the undersigned, do hereby respectfully request that the Ames City Council grant approval of the **O-GNE Master Plan** for property located at the address/general location described above.*

3. **Legal Description** (attach, if lengthy):

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4. **Project Name and Project Description:**

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5. **Property Owner:**

Business:

Address: (Street) (City) (State) (Zip)

Telephone: (Home) (Business) (Fax)

6. **Applicant:**

Business:

Address: (Street) (City) (State) (Zip)

Telephone: (Home) (Business) (Fax)

7. **Contact Person:** \_\_\_\_\_

Business: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Telephone: \_\_\_\_\_  
(Home) (Business) (Fax)

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

Obtaining approval of a Master Plan for the O-GNE district does not absolve the applicant from obtaining all other applicable permits, such as Building Permits, IDOT access permits, et cetera.

*I (We) certify that I (we) have submitted all the required information to apply for approval of a Master Plan for the O-GNE (Northeast Gateway Overlay) district, and that the information is factual.*

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Property Owner(s)

\_\_\_\_\_  
Print Name

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

# O-GNE Master Plan

## *Master Plan Checklist*

(This form must be filled out completely before your application will be accepted.)

Section 29.1109(3) states: Approval of the Master Plan by the City Council is required prior to the submittal of any Major Site Development Plan proposing development of land in the "O-GNE" district.

(a) **Land Area to be Included.** The Master Plan shall include all land area within the "O-GNE" District.

(b) **Written Narrative.** The Master Plan submittal shall include a written narrative, describing how each Design Guideline and Design Standard is addressed by the Master Plan.

(c) **Existing Conditions.** The Master Plan shall describe the following existing conditions:

- ☐ Topography (contours at two-foot intervals);
- ☐ Location and type of existing structures;
- ☐ Type, size, and location of plant materials;
- ☐ Dimensions and location of easements;
- ☐ Location and dimensions of public right-of-way on the site, and adjacent to the property boundaries;
- ☐ Location and dimensions of accesses to the site (including accesses to agricultural crop land);
- ☐ Size and location of utilities;
- ☐ Size and location of known drainage tiles;
- ☐ Location of designated wetlands (including plans for mitigation);
- ☐ Flood plain and floodway boundaries; and,
- ☐ Type and location of signs, lighting and fences.

(d) **Proposed Development.** The Master Plan shall include a statement of the following elements of the proposed development:

- ☐ Building placement and approximate dimensions;
- ☐ Parking locations and approximate dimensions;
- ☐ Location, type and size of landscaping, screening, buffers, and open space;
- ☐ Location and design of public and private gateway features and common areas; and,
- ☐ Circulation pattern for all modes of transportation on the site.

(e) **Other Items.** The Master Plan submittal shall state the following:

- ☐ General storm water management plan;
- ☐ Architectural styles and exterior materials to be used;
- ☐ Strategy for mitigating any potential negative impacts to the environment on the site and on surrounding properties;
- ☐ Plan for the type, design, materials, and scale of signs;
- ☐ Plan for outdoor lighting;
- ☐ Phasing plan for development;
- ☐ Lot layout and dimensions;
- ☐ Type of use(s) planned for each building; and
- ☐ Conceptual exterior elevations and building materials for each building.

# O-GNE Master Plan

## *Permission to Place a “Zoning Action Pending” Sign on Private Property*

(This form must be filled out completely before your application will be accepted.)

Section 29.1500(2)(d)(iii) of the Zoning Ordinance, requires that ***notice shall be posted by the City on the subject property.*** One notice sign shall be posted for each property. Required signs shall be posted along the perimeter of the subject property in locations that are highly visible from adjacent public streets ***prior to the public hearing.***

The owner of property at \_\_\_\_\_ hereby grants the City of Ames permission to place “Zoning Action Pending” signs on the property for the purpose of informing interested persons of the request for action by the City of Ames.

***I understand that the signs will be placed on the property several days prior to action on the request by the Planning and Zoning Commission, Zoning Board of Adjustment, or the City Council, and may remain on the property until the request has been approved or denied by the City.***

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Print Name

*(Note: No other signature may be substituted for the Property Owner’s Signature.)*