

# Major Site Development Plan Approval in an Environmentally Sensitive Area (O-E Zone)

## *Application Packet*

### 1. Application Packet

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 a Major Site Development Plan includes the following:

- Instructions
- Application Form
- Site Development Plan Checklist

### 2. Review by DRC, Planning and Zoning Commission, and City Council

Major Site Development Plans are reviewed by the Development Review Committee (DRC) and by the Planning and Zoning Commission. They are then approved by the City Council.

The Development Review Committee will meet with the Contact Person on Friday, following the submittal deadline, and review the Major Site Development Plan for code compliance. ***The contact person will be notified of the exact meeting time and location prior to the Friday meeting.***

The Planning and Zoning Commission conducts a public hearing and makes a recommendation to the City Council. ***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 conducts a public hearing and approves, modifies, or denies the Major Site Development Plan. ***The City Council generally meets on the second and fourth Tuesdays of the month at 6:00 p.m. in the City Council Chambers.***

### 3. When is Major Site Development Plan Approval Needed in an “O-E” Zone?

Section 29.1103(4) states: “No Building/Zoning Permit shall be issued and no grading, excavation, construction or change in use shall occur in an area designated as an O-E Zone except in accordance with the procedures set forth in Section 29.1502(4), ‘Major Site Development Plan Review’ or with the procedures set forth for a Preliminary Plat in Chapter 23, Subdivisions. In addition, the applicant shall prepare and submit an Environmental Assessment Report, which shall detail how the problems identified in the study on which the O-E Zone designation was based will be addressed, obviated or mitigated. City Council shall not approve the Major Site Development Plan unless it has reviewed and approved the Environmental Assessment Report.”

**4. What must be submitted?**

- One (1) completed and signed Application Form
- One (1) completed Site Development Plan Checklist
- Seven (7) copies of the Major Site Development Plan, drawn to scale on a sheet no larger than 24" x 36" and one (1) reduced copy of the Major Site Development Plan no larger than 11"x 17"
- OR-
- Reduce printed copies to one (1) full size and one (1) reduced plan set and an email of a full .pdf of all site development plan drawings to [planning@cityofames.org](mailto:planning@cityofames.org)
- Additional materials, as specified on the Site Development Plan Checklist
- Environmental Assessment Report
- The required fee of **\$440.00**

***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.***

**5. What is the process?**

- Submit all required items to the Department of Planning and Housing. See the Major Site Development Plan process in the table below. Note that there is not a submittal deadline, but application completeness is determined before staff review begins.

<b>MAJOR SITE DEVELOPMENT PLAN PROCESSING SCHEDULE</b>						
<b>Submittal Date</b>	<b>Notice of Application Completeness</b>	<b>Begin DRC Review Process</b>	<b>DRC Final Comment to Applicant</b>	<b>Revisions Submitted (if applicable)</b>	<b>Planning &amp; Zoning Commission Review</b>	<b>City Council Review and Action</b>
Determined by applicant	Within 3 working days of submittal	Tuesday following notice of <u>complete</u> application	Friday of following week	Determined by applicant	Between 12 & 26 days after final revisions submitted, or after request to process as is.	2 <sup>nd</sup> Council meeting following P&Z recommendation (generally 20 days)
	If application is incomplete, process begins anew on submittal date of new information.		If no revisions or additional information required, project will be scheduled for P&Z review within 12-26 days of final DRC comments.	Staff response to revisions within 7 working days of submittal. Applicant may revise again or request to process as is.	Number of days depends upon both date of submittal and the number of weeks in a month.	

**Please Note: The applicant is required to prepare and submit an Environmental Assessment Report which shall detail how the problems identified in the study on which the O-E Zone designation was based will be addressed, obviated or mitigated. City Council cannot approve the *Major Site Development Plan* unless it has reviewed and approved the Environmental Assessment Report.**

- 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.***
- The ***Planning and Zoning Commission will conduct a public hearing***, consider comments from the public, and ***make a written recommendation to the City Council***, giving reasons to accept, modify, or deny the application. The Planning and Zoning Commission shall submit the written recommendation to the City Council within 30 days of the hearing.
- The ***City Council will consider the application at a public hearing and approve, modify, or deny the Major Site Development Plan within 60 days of the public hearing.*** When acting upon an application for *Major Site Development Plan* approval, the City Council shall rely upon generally accepted site planning criteria and design standards, set forth in Section 29.1502(4)(d).
- ***Approval is valid for 24 months from the date of approval.*** The applicant is also responsible for obtaining all other approvals, in writing, required by all other local, state, and federal agencies. A Building/Zoning Permit may be issued once all other required approvals have been received.

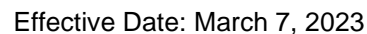
6. **Where should submittals be made?**

- Submit the completed Major Site Development Plan Application Packet to:

Department of Planning and Housing  
City of Ames  
515 Clark Avenue, Room 214  
Ames, Iowa 50010

**IF YOU HAVE ANY QUESTIONS WHILE COMPLETING THIS APPLICATION,  
PLEASE CONTACT THE DEPARTMENT OF PLANNING AND HOUSING.**

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



# Application Form

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

- 4

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

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

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

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

**When acting upon an application for Major Site Development Plan approval, the Planning and Zoning Commission and the City Council shall rely upon generally accepted site planning criteria and design standards. These criteria and standards, as set forth in Section 29.1502(4)(d) of the Zoning Ordinance, are necessary to fulfill the intent of the Zoning Ordinance, the Comprehensive Plan, and are the minimum to safeguard the public health, safety, aesthetics, and general welfare.**

Obtaining approval of a Major Site Development Plan does not absolve the applicant from obtaining all other applicable permits, such as Building Permits, IDOT access permits, etc.

***I (We) certify that I (we) have submitted all the required information to apply for approval of a Major Site Development Plan 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.***

***I certify I am a Professional Engineer, Land Surveyor, Landscape Architect or Architect (circle one) and that the submitted Site Development Plan is substantially correct.***

**Signed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Preparer of Site Development Plan

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

# Major Site Development Plan Approval in an Environmentally Sensitive Area (O-E Zone)

## *Site Development Plan Checklist*

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

**The applicant shall provide seven (7) copies of a Site Development Plan, which includes the information described below, as set forth in Section 29.1502 of the Zoning Ordinance – OR – reduce printed copies to one (1) full size, one (1) reduced hard copy, and one (1) electronic .pdf copy emailed to [planning@cityofames.org](mailto:planning@cityofames.org)**

- ☐ Seven (7) copies of a Site Development Plan, drawn to scale on a sheet not to exceed 24" x 36" and one (1) reduced copy no larger than 11" x 17"  
**-OR-**
- ☐ Reduce printed copies to one (1) full size and one (1) reduced plan set and email of a full .pdf of all site development plan drawings to [planning@cityofames.org](mailto:planning@cityofames.org)
- ☐ The Site Development Plan must be prepared by a Civil Engineer, a Land Surveyor, a Landscape Architect, or an Architect. The site plan must be certified as "substantially correct" by a Professional Engineer, Land Surveyor, Landscape Architect, or Architect, licensed by the State of Iowa, **showing the following information as of the date of the application:**

***Note: With approval by City staff prior to submitting the Site Development Plan, it may be possible to exclude some of the following items from the Site Development Plan. Please place a check mark in the box in front of each item that is included as part of the application materials submitted for approval.***

- ☐ Name(s) and address(es) of the applicant(s)
- ☐ Name(s) and address(es) of the owner(s) of record of the property
- ☐ Name and address of the person or firm preparing the site plan
- ☐ Property address(es)
- ☐ Date of preparation
- ☐ North arrow
- ☐ Scale: The scale shall not be less than 1"=10', and no greater than 1"=60', unless an alternate scale is approved by the Director of the Department of Planning and Housing
- ☐ Legal description
- ☐ Dimensions of the present lot and lot area, to the nearest tenth of a foot

- ☐ Size and location of all existing and proposed buildings, additions, structures, and uses, including:
    - ☐ Setback distance to property lines
    - ☐ Exact exterior dimensions of each building
    - ☐ Location of entrances
    - ☐ Number of dwelling units
    - ☐ Square footage of each type of use
  - ☐ Zoning designation of the property
  - ☐ Proposed use of the property in sufficient detail to determine code compliance
  - ☐ Existing and proposed location and size of sanitary sewer mains and service lines, or septic tank and leaching field
  - ☐ Existing and proposed location and size of water mains, service lines and hydrants, and/or water well
  - ☐ Existing and proposed location and size of electrical service (electrical riser diagram) and the location of high-pressure gas lines, high tension transmission lines, and telephone lines
  - ☐ Existing and proposed location and size of storm drainage facilities on the property and adjacent to the property
  - ☐ Location, grade, and dimensions of all existing paved surfaces and of all abutting streets
  - ☐ Existing and proposed location and dimensions of parking areas, individual parking spaces and drive aisles, driveways, curb cuts, easements and rights-of-way, walkways, transit stops, bicycle parking areas, loading areas, dividers, curbs, islands, and other parking and drive improvements
- If the project is located along US Highway 69, access to US 69 shall be reviewed by the IDOT and a meeting shall be held that includes IDOT staff, the City traffic engineer, other appropriate City staff, the developer, and the developer's plan preparer to agree on access prior to the submittal of the site plan.*
- ☐ Existing and proposed contours at 2-foot intervals, based on City datum, when an application pertains to any new permanent detached building or structure (principal or accessory)
  - ☐ Location of existing and proposed outdoor trash and dumpster areas and methods for screening such areas
  - ☐ Location and type of all existing and proposed signs

- ☐ Evidence that the proposed work or activity will comply with the Outdoor Lighting Code, set forth in Section 29.411 of the Zoning Ordinance

Specifically, the application shall include:

- ☐ Plans indicating the location on the premises, and the type of illuminating devices, fixtures, lamps, supports, reflectors, and other devices
- ☐ A detailed description of the illuminating devices, fixtures, lamps, supports, reflectors, and other devices. The description shall include manufacturer's catalog cuts and drawings, including sections when requested.
- ☐ Photometric data, such as that furnished by manufacturers, showing the angle of cut off or light emissions
- ☐ Location of waterbodies, watercourses, swamps, and flood-prone areas with delineated channel encroachment lines, wetland boundary lines, 100-year flood plain boundary line, and floodway boundary line
- ☐ When an application is located in a flood-prone area, include existing and proposed site grades, contours and elevations, base flood elevation data, top-of-foundation elevations, finished floor elevations, and any proposed watercourse relocation
- ☐ When an application for development involves 0.5 acres, or more, of cumulative disturbed area(s), a Sediment Erosion Control Plan shall be submitted. However, such a Plan may be required for applications with disturbed land of less than 0.5 acres, if deemed necessary by the Planning Director.
- ☐ Location of natural features including: existing trees, rock outcrops, and landslide areas
- ☐ Storm water management plan, including storm water calculations supporting the design. Such plan shall show grades and/or elevations, direction of surface flow, detention and/or retention areas, outlet control structures, and devices
- ☐ A landscape plan showing:
  - ☐ The location of plants
  - ☐ A plant list that includes:
    - ☐ The plant species
    - ☐ The quantity of each type of plant
    - ☐ The size of each plant at the time of planting
  - ☐ The location of fences and walls
- ☐ Traffic impact studies, soil tests, utility capacity analysis, and other similar information if deemed necessary by the Department of Planning and Housing to determine the feasibility of the proposed development



- ☐ Two (2) copies of architectural drawings of all new buildings or structures, or alterations, at a scale not to exceed 1"=8', showing the following information:
  - ☐ Name(s) of the applicant(s) and the owner(s) of record
  - ☐ Legal description and street address of the property
  - ☐ Numerical scale and date
  - ☐ All exterior wall elevations, indicating floor heights, overall building height, and fenestration
  - ☐ Building floor plans indicating existing and proposed usage, interior floor area, and/or patron floor area
- ☐ For Village Residential projects, Suburban Residential projects, or Planned Residence District projects that are to develop in phases, the applicant shall provide a phasing plan indicating areas to be developed in each phase and the time frame for the development of each phase.
- ☐ A note to be placed on all site plans to read as follows: "All construction materials, dumpsters, detached trailers, or similar items are prohibited on public streets or within the public right-of-way"
- ☐ Size of electrical service and one line drawing of the metering and electrical service
- ☐ Number of meters at each location
- ☐ Preferred voltage required for the building
- ☐ Preferred location of the electrical service

***In addition to Minor or Major Site Development Plan submittals, a Use Analysis Report shall be prepared by the applicant, for all properties located in a G-I (General Industrial) or in a P-I (Planned Industrial) zoning district, that shows the following:***

- ☐ Approximate number of employees
- ☐ Approximate utility needs and effect upon existing systems, e.g., projected water demand (GPM/GPD), waste water generation (GPD + COD/BOD), electricity demand (KW), storm water increase (CFS), solid waste generation (tons)
- ☐ Possible nuisance factors and means for alleviating those factors, such as noise, odor, smoke, dust, fumes, vibration, or heat