

Sketch Plan Pre-Application Conference

Submittal Packet

1. **Application Packet**

Complete and submit all the required materials that are 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 Sketch Plan Pre-Application Conference includes the following:

- Instructions
- Application Form
- Sketch Plan Checklist

2. **When is a Sketch Plan for a Pre-Application needed?**

- A Sketch Plan must be submitted to the City every time there is a Pre-Application Conference for a proposed subdivision or consolidation of land.

3. **When is a Pre-Application Conference needed?**

- A Pre-Application Conference is the first step in the process of the subdivision of land.
- A Pre-Application Conference must occur ***every time*** a property owner wants to subdivide or consolidate land within the City of Ames subdivision jurisdiction, which is all of the area within the City, as well as two (2) miles beyond the corporate limits, known as the Ames Urban Fringe.

4. **When is a subdivision or consolidation needed?**

- When any area of land is divided into two or more parts, any of which is less than 40 acres in size.
- When one or more lot lines are removed to change the number of lots within the bounds of the area being modified.
- When a zoning or building permit is requested for any area of land that is described by metes and bounds, or a zoning and building permit is requested for any area of land that has not been previously platted.

5. **What must be submitted?**

- One (1) completed and signed Application Form
- One (1) completed Sketch Plan Checklist
- Seven (7) copies of the Sketch Plan, one of which does not exceed 8.5"x14" in size
- In lieu of hard copies, the complete submittal may be received electronically as a PDF
- There is not a set deadline for the Sketch Plan submittal, but it must be received at least 5 days before the Pre-Application Conference for routing to the internal staff review team, called the Development Review Committee (DRC)
- Pre-Application Conference meetings are on Fridays with the specific date set by the Planning & Housing Director

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.

6. **What is the process?**

- The **Sketch Plan Pre-Application Conference** is the first step in the approval process for a Minor or Major Subdivision Plan. A staff planner will review the submittal and route it to the DRC if there is sufficient information for staff to understand the concept of what is proposed. The DRC team meets weekly. After the DRC team meets internally, staff may invite the applicant in to meet with staff and discuss the proposal in further detail. A determination as to whether the City will require either a Major or Minor Subdivision process will be made within 20 days following the pre-application conference. Other understandings and potential issues that were raised during the meeting(s) will be relayed in the determination letter so that the applicant understands what concerns the City has prior to filing an official subdivision application.
- **Please note: A Plat of Survey cannot be approved by City staff for county recording until a sketch plan determination letter has been issued noting the waiver of the Minor Subdivision process.**

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

- Submit the completed Sketch Plan Pre-Application Packet to:

Department of Planning & Housing
City of Ames
515 Clark Avenue, Room 214
Ames, Iowa 50010
planning@cityofames.org

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

Phone: 515-239-5400
E-mail: planning@cityofames.org

Sketch Plan Pre-application Conference

Application Form

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

1. **Property Location** for this Sketch Plan (*Street Address and/or Boundary Description*): _____

2. **Complete Legal Description** (parcel or lot designation, Township/Range, Section, Subdivision Name (if applicable), metes/bounds description (if applicable), Deed Book/Page Number and Recording Date): _____

3. **Description of Existing Use(s) and Proposed Use(s) of the Property:** _____

4. **Proposed Subdivision Name:** _____

5. **Property Owner:** _____

Business Name: _____

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

Phone Number: _____ Email: _____

6. **Attorney:** _____

Business Name: _____

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

Phone Number: _____ Email: _____

7. **Land Surveyor:** _____

Business Name: _____

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

Phone Number: _____ Email: _____

8. **Contact Person:** _____

Business Name: _____

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

Phone Number: _____ Email: _____

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

Signed by: _____ **Date:** _____
Property Owner(s)

Print Name

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

Sketch Plan Pre-application Conference

Sketch Plan Checklist

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

In lieu of hard copies, the complete application packet may be submitted electronically as a PDF.)

The applicant shall provide seven (7) copies of a Sketch Plan or a PDF, which includes the information described below, as set forth in Section 23.501 of the Subdivision regulations.

- ☐ Seven (7) copies of a Sketch Plan, one of which does not exceed 8.5"x14" in size, ***or a PDF***
- ☐ The name of the proposed subdivision
- ☐ A site location map with nearby major street intersections, current lot/parcel lines, and proximity to Urban Fringe or City Limits (if applicable)
- ☐ The name, address, and other pertinent information about the property owner, the applicant, or other preparer of the plan
- ☐ North arrow and the preparation or submission date
- ☐ The general location, areas, and dimensions of any lots to be platted by the proposed subdivision
- ☐ The general location, width, and dimensions of any highways, streets, alleys, and other ways, existing or proposed, to be reserved or dedicated for public use on or abutting the tract or parcel proposed to be subdivided
- ☐ The general location of any existing and proposed public infrastructure, including water mains, sanitary sewer mains, and facilities and other infrastructure.
- ☐ The location, width, and character of all existing or proposed utility easements on or abutting the tract or parcel proposed to be subdivided
- ☐ Attached waiver of submittal requirements by the Planning & Housing Director