

# **Zoning Permit for Miscellaneous Site Features and Improvements on Previously Developed Sites**

## *Application Packet*

**Zoning Permits apply to specific activities that are typically minor in nature affecting previously developed sites. Specific improvement types are defined within the City of Ames Zoning Ordinance Section 29.1500, including:**

- Electrical Vehicle Chargers and associated equipment within parking lots and landscaped areas
- Outdoor storage/display areas
- Replacement of or changes to landscaping, including within parking lots
- New parking lot striping
- Reconstruction, reconfiguration, or replacement of a parking lot up to 1 acre (43,560 square feet). Larger projects require a Site Development Plan approval.
- Driveway reconstruction for commercial and multi-family parking lots
- Replacement or modification to existing sidewalks.
- Temporary Special Events

***Site Development Plan required for all new construction of buildings, structures, parking lots that exceed 150 square feet of impervious area as defined by Section 29.1502 requirements of the Zoning Ordinance. Changes to drainage patterns may also require submittal of a Site Development Plan. A Zoning Permit will not be accepted in lieu of a Site Development Plan when required.***

### **Permit Review**

All proposed improvements are subject to all base zoning, general, standards, and special use standards of the Zoning Ordinance, including setbacks, coverage, and uses limitations. Commonly applicable general standards for landscaping and parking requirements are found in Sections 29.403 and 29.406. Electric Vehicle chargers include special standards within 29.1316. Outdoor uses are subject to base zoning setbacks and general standards.

Zoning Permits are administratively approved by the Planning and Housing Department. Review of an application includes a completeness check and review for conformance to City requirements. Planning and Housing will coordinate with other City departments such as Fire and Public Works as needed for approval of a site, landscape, or plot plan. A complete application submittal is typically reviewed within 7 business days to determine conformance to standards. Comments will be provided if the application is not approved. Resubmittals are reviewed within 5 business days.

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

**What must be submitted?**

- One (1) completed and signed Application Form
- One (1) completed Zoning Permit Checklist
- Two (2) copies of the Site Plan and Landscape Plan drawn to scale on a sheet no larger than 24" x 36" and one (1) reduced copy of the Landscape & Parking Lot Striping Plan no larger than 11"x17"
- Additional materials, as specified on the *Zoning Permit Checklist*
- The required fee of **\$165.00**

**Where should submittals be made?**

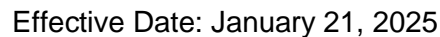
Via email at: [planning@cityofames.org](mailto:planning@cityofames.org)

-or-

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)



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

1. **Property Address:** \_\_\_\_\_

## 2. Project Type:

**Description of Project:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. **Property Owner:** \_\_\_\_\_

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

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

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

4. **Applicant:** \_\_\_\_\_

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

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

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

5. **Contact Person:** \_\_\_\_\_

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

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

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Obtaining approval of a Zoning Permit does not absolve the applicant from obtaining all other applicable permits, such as flood plain permits, access permits, and building permits.

*I (We) certify that I (we) have submitted all the required information to apply for approval of a Zoning Permit and that the information is factual.*

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Property Owner(s) Authorized Agent for LLC or LP

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

Title with LLC or LP: \_\_\_\_\_

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

*I certify that the submitted Zoning Permit Plan is substantially correct.*

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Preparer of Zoning Permit Plans

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

## **Zoning Permit**

### *Checklist*

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

***The applicant shall provide two (2) copies of a Plot Plan/Landscape Plan/ Parking Lot Plan with the Zoning Permit application, which includes the information described below, as set forth in base zones and general development requirements of Article IV (Section 29.400) of the Ames Zoning Ordinance.***

- ☐ Two (2) copies of a Plot Plan/Landscape Plan/Parking Lot, drawn to scale on a sheet not to exceed 24" x 36", and one (1) reduced copy no larger than 11" x 17"
- ☐ The Zoning Permit Plan may be prepared by a property owner or a Civil Engineer, a Land Surveyor, a Landscape Architect, or an Architect licensed by the State of Iowa, ***showing the following information as of the date of the application:***
  - ☐ 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 plan
  - ☐ Property address(es)
  - ☐ Date of preparation
  - ☐ Zoning designation of the property
- ☐ Two (2) copies of a plot plan drawn to scale on a sheet not to exceed 24" x 36" showing:
  - ☐ Legal description and street address of the property
  - ☐ Dimensions of the present lot and lot area
  - ☐ Size and location of all existing and proposed buildings, additions, structures and uses
  - ☐ Dimensions relating to the existing and proposed buildings, additions and structures to the lot boundaries
  - ☐ Lighting Locations
  - ☐ 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 Planning and Housing Director.

☐ **The Landscape Plan shall show the following items:**

- ☐ The location of existing required landscaping and natural features, including existing landscaping and trees.
- ☐ The dimensional calculations of planting ratios for trees, shrubs and grasses per requirements in Section 29.403 for all required planting areas including species diversity requirement
- ☐ Percentage of required open space, landscape areas and parking lot landscape areas
- ☐ Setbacks from the edge of parking lot paving to property lines
- ☐ Distance from edge of paving and nearby buildings
- ☐ 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
- ☐ Location of existing and proposed outdoor trash and mechanical equipment areas and methods for screening such areas
- ☐ Location of existing landscaping being removed or retained

☐ **The Parking Lot Striping Plan shall show the following items:**

- ☐ Location, grade, and dimensions of all existing paved surfaces and of all abutting streets
- ☐ Use of the building and associated parking requirements set forth in Section 29.406 of the Zoning Ordinance
- ☐ Existing and proposed location and dimensions of parking areas, individual parking spaces and drive aisles, driveways, curb cuts, easements and rights-of-way, walkways, bicycle parking areas, loading areas, dividers, curbs, islands, and other parking and drive aisle improvements
- ☐ Trash enclosures, if applicable

☐ **The Plot Plan (if not already included with parking lot or landscape plans)**

- ☐ Location and height of all buildings on the site, including setbacks and areas, location, grade, and dimensions of all existing paved surfaces and of all abutting streets
- ☐ Use of the building and associated parking requirements set forth in Section 29.406 of the Zoning Ordinance
- ☐ Outdoor storage or display areas, including setbacks and screening
- ☐ Trash enclosures, if applicable

**☐ Temporary Special Event- Section 29.1318 & 29.1501(1)(d)**

*Temporary Special Events may be approved for sites that do not fully comply with all zoning requirements subject to approval by the Planning and Housing Director. At a minimum, the following information about the event and site layout must be submitted. Additional information may be required at the discretion of the Planning and Housing Director as needed to determine conformance to the criteria of the ordinance. Sites must be restored to previous conditions, including but not limited to removal of garbage and structures at the end of the event.*

- ☐ Location on a site plan of all proposed temporary structures, tents, restrooms, stage, public gathering spaces, event space, etc. with a callout of setback distance from property lines.
- ☐ Location of designated parking areas and access points to the site with an explanation of the traffic control plan.
- ☐ An attached description of the proposed event activities, schedule, and duration of the event, including but not limited to estimated number of attendees, participants, vendors, volunteers, security personnel, and event staff.
- ☐ Other City approvals that may be required in addition to the Zoning Permit:
  - ☐ Fire Inspection
  - ☐ Amplification Permit
  - ☐ Alcohol sales
  - ☐ ROW Encroachment
  - ☐ Other