

**Site Plan Review:
Submission Requirements, Application, & Checklist**

APPLICATION

GENERAL INFORMATION:

Project Name: _____

Site Location (general location if no assigned address): _____

Total Acres: _____ Total Units per Acre (residential uses): _____

CONTACT INFORMATION:

Owner: _____

Company Name if Applicable: _____

Address: _____ City, State, Zip: _____

Phone: _____ Fax: _____ Email: _____

Applicant or Agent (if different from Owner): _____

Company Name if Applicable: _____

Address: _____ City, State, Zip: _____

Phone: _____ Fax: _____ Email: _____

Engineer: _____

Company Name if Applicable: _____

Address: _____ City, State, Zip: _____

Phone: _____ Fax: _____ Email: _____

Site Plan Review: Submission Requirements, Application, & Checklist

PRE-APPLICATION INFORMATION:

Have you attended a pre-application meeting with Staff? Yes: _____ No: _____

If yes, date of pre-application conference: _____

Have you received zoning verification for the proposed use? Yes: _____ No: _____

Existing Zoning Designation: _____

Proposed Use of the site/structure (be detailed in the description):

If no to either question, contact the Planning Division at 319-743-6320 or email Ama Bartlett at abartlett@cityofmarion.org to schedule a pre-application conference prior to submittal of the application. Failure to conduct a pre-application conference may result in processing delays of your request.

Is the site located in any of the following districts, which require additional review through the formal review process? Yes: _____ No: _____

Historic District (Pucker Street, Terrace Park, or Uptown Commercial)

Planned Development Zoning District (PD-R, PD-C, or PD-S)

Central Corridor Zoning District (U-1, U-2, UTR-1, UTR-2, UTC-1, UTC-2, UC-1)

Marion Municipal Airport Land Use and Height Overlay Zoning

Site Plan Review: Submission Requirements, Application, & Checklist

The Site Plan Review Checklist must be included with this application to be accepted by the City of Marion.

Is the checklist attached? Yes: No:

Any additional comments may be placed below:

CERTIFICATION: I/we, the undersigned, do hereby certify/acknowledge that:

1. It is the property owner's responsibility to located property lines and to review the abstract for easements and restrictive covenants.
2. The information submitted herein is true and correct to the best of my/our knowledge and upon submittal becomes public record.
3. Fees are not refundable, and payment does not guarantee approval.
4. All additional required written and graphic materials are attached.

Signature: _____ Date: _____

Please print name: _____

Signature: _____ Date: _____

Please print name: _____

Signature: _____ Date: _____

Please print name: _____

Site Plan Review: Submission Requirements, Application, & Checklist

CHECKLIST

General Submittal Requirements:

Site plans shall be drawn to scale, not less than 1" equals 20' and not more than 1" equals 100'

Overall view with graphic sheet required for plans covering more than two sheets

Multiple sheets shall have sheet numbers and match lines

Use index sheet with sequential sheet numbering

1 hard copy to be submitted

Digital copy (pdf) sent to the Planning Division, Ama Bartlett at abartlett@cityofmarion.org

Cover Sheet Requirements:

Project name clearly marked

Name, address, contact information for the following:

Owner(s)

Developer

Engineer

Land Surveyor

Any other professionals associated with the project

Project site address and legal description

Vicinity map that accurately represents the area, including recent developments

Notation of existing and proposed (if applicable) Future Land Use Map designation and zoning district

Map glossary and index table

Total acreage of the property

Notation indicating all lots/outlots to be dedicated to the City of Marion

Notation indicating FEMA flood map and designation

Site Plan Review: Submission Requirements, Application, & Checklist

Notation indicating the calculation of impervious surfaces, including the building footprint and paved areas, existing and proposed, in square footage and percentage for the entire site

A certificate of an Iowa licensed professional engineer and/or architect (if applicable) as the responsible individual charged with the preparation of the site plan as required by Iowa Code

Dimension Sheet Requirements:

North arrow, scale, and date of preparation

Corporate limits (if adjacent)

Property lines, exterior lot dimensions, acreage of lot(s)

Easements (public and private) - existing and proposed clearly labeled and dimensioned

Monuments of record/property pins - existing and proposed and dimensions between all markers

Curve Table (if applicable)

Adjacent subdivision name(s) and lot number(s)

Show the location and dimensions of the following:

Structures/buildings - existing and proposed (include any known future phases)

Parking lots - existing and proposed with number of stalls, islands, drive aisles, end caps (include any known future expansions)

Loading/service areas - existing and proposed

Common open space - existing and proposed

Trash enclosure location – existing and proposed

Ground mechanical units – existing and proposed

Sidewalks/trails (public and private) existing and proposed

Dimensions from the proposed building to property lines

Building setback lines

Signage, monument/ground signs - existing and proposed location and distance from adjacent property lines (a separate sign permit application is required for approval)

Lighting – location of existing and proposed parking lot and street lighting

Site Plan Review: Submission Requirements, Application, & Checklist

Street/Alley right-of-way (public and private) – existing and proposed with street names, pavement width, full right-of-way width, half right-of-way width marked at the centerline (label proposed as a lettered lot)

Fire lanes / emergency access lanes – existing and proposed labeled and dimensioned

Location of any existing driveway accesses on the opposite side of the street adjacent to the site.

Location of any walls, fences, outdoor storage, outdoor displays, or other similar features

Location and type of natural conditions within or adjacent to the property which may present limitations to the development:

- Tree masses / wooded areas

- Steep slopes

- Rock outcroppings

- Natural drainage ways, streams, wetlands, and other bodies of water

- Floodway and Floodplain (100-yr and 500-yr) with elevations

- Isolate preservable trees (1' or more in diameter)

- Any other significant features

Notes that include the following information:

- Site/structure use – existing and proposed

- Zoning district – existing and proposed

- Required number of parking stalls per use – existing and proposed amount

- Number of dwelling units for multi-family projects

- Density of dwelling units per acre for multi-family projects

Landscaping Sheet Requirements: (if applicable)

- North arrow, scale, and date of preparation

- Corporate limits (if adjacent)

- Property lines, exterior lot dimensions, acreage of lot

- Easements (public and private) - existing and proposed clearly labeled and dimensioned

Site Plan Review: Submission Requirements, Application, & Checklist

Show the location and dimensions of the following:

Structures/buildings - existing and proposed (include any known future phases)

Parking lots - existing and proposed with number of stalls, islands, drive aisles, end caps (include any known future expansions)

Loading/service areas - existing and proposed

Common open space - existing and proposed

Trash enclosure location – existing and proposed

Ground mechanical units – existing and proposed

Sidewalks/trails (public and private) existing and proposed

Existing trees that are to be preserved

Description of methods to preserve trees without injury and with sufficient area for root system to sustain a tree. At a minimum, barrier fencing must be provided at a perimeter of the drip line.

Street frontage landscaping - existing and proposed

Buffer yard landscaping (rear or side) - existing and proposed

Parking lot landscaping - existing and proposed

Screening of service and utilitarian features from off-site views (dumpsters, ground mechanical units, open storage areas, service areas, loading docks, and blank walls)

Identification of other site and landscaping features (detention areas or ponds)

Fire hydrant locations (3' minimum clear space around hydrants)

Schedule of plant material with common name, scientific name, size in height, canopy spread, caliper of tree trunk at planting, quantity of each plant material

Notation indicating the required amount of each landscaping requirement for trees and shrubs for street frontage landscaping, buffer yard landscaping, parking landscaping

Detail Sheet Requirements:

Sidewalk and sidewalk ramp detail, including slopes, curb cuts, elevations, and slip resistant surfaces

Dumpster enclosure detail

Monument/ground sign detail (including foundation information)

Site Plan Review: Submission Requirements, Application, & Checklist

Lighting detail (including foundation information for light poles)

Other details as seen necessary by the applicant or requested by the City

Engineering & Utility Sheets Required:

Street Plan and Profile / Storm Sewer Plan / Culvert Plan / Signing & Striping Plan /
Pavement Design Plan / Sanitary Sewer Plan / Water Plan / Traffic Control Plan:

[Reference Iowa SUDAS 1C-1, Submittal Procedures](#)

Photometric Sheet Requirements: (if applicable)

Show the location and dimensions of the following:

Structures/buildings - existing and proposed (include any known future phases)

Parking lots - existing and proposed with number of stalls, islands, drive aisles,
end caps (include any known future expansions)

Loading/service areas - existing and proposed

Common open space - existing and proposed

Trash enclosure location – existing and proposed

Ground mechanical units – existing and proposed

Sidewalks/trails (public and private) existing and proposed

Lighting – location of existing and proposed lighting structure and parking lot lighting

Foot-candles of each light to the property lines

Architectural Sheet Requirements:

Renderings of each side of the structure, including the location of all mechanical units
and their screening

Material list, including percentages of each material per face

Structure dimensions

IMPORTANT: If any items were marked as not completed or included please explain
below or on a separate sheet: