



Community Development Department

110 N. 1st St | P.O. Box 299

Indianola, IA 50125

Phone: 515-961-9430

Fax: 515-961-9402

SITE PLAN CHECKLIST

The information in this document is for reference purposes only and updated on an annual basis. The applicant is responsible for ensuring documents are submitted in conformance with code. Please refer to City of Indianola Code Chapter 165.05 for full information required for submitting site plan drawings and supplemental documents. Plans submitted to the city will not be placed on the agenda of approving-body until all documents are in final form determined by the City of Indianola.

Name of Project:

Submittal Date:

Owner:

Engineer:

Fees Paid: Yes No **Amount Paid: \$**

PDF of entire submittal provided to Staff Contact: Yes No

	YES	NO	N/A
REQUIRED INFORMATION [§165.06]			
◆ Legal description and address of property being developed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
◆ Name and address of the record property owner, the applicant and the person preparing the site plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
◆ Existing zoning classification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
◆ Date of preparation, north point, and scale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
◆ Existing and proposed utility lines and easements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
◆ Property survey by licensed land surveyor (if needed)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
◆ Total number and types of buildings and location proposed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
○ Proposed uses of buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
○ Total floor area of each building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
○ Estimated number of employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
○ Other information required for determination of parking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

◆ Location and type of existing or proposed signs (Separate sign permit is required)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
◆ Location and type of any existing or proposed lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
◆ Location and description of existing or proposed fences, hedges, trees, and shrubs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
◆ All required yard setbacks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
◆ Traffic and Circulation and Parking Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
◆ Location and dimensions of all existing and proposed parking stalls, loading areas, entrance and exit drives, dividers, planters, and other permanent improvements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
○ Total square footage of impervious surface area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
○ A plan to eliminate excessive and unnecessary soil erosion, for during and after construction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DESIGN STANDARDS [§165.06]			
◆ Provisions for surface and subsurface drainage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
◆ Proposed entrances and exits upon adjacent street and internal circulation patter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
◆ Plans for storm water run-off (downspout discharge, footing drain discharge, and parking lot runoff)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
◆ Storm water runoff calculations made using the Soil Conservation Service methods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
◆ Existing overland drainage course must be maintained and improved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
◆ Storm water detention is required for all sites larger than one acre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
◆ Ground slope should not exceed 4:1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
◆ Parking lots and access shall be hard surface, limited to a maximum slope of 6% and comply with material standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
◆ Driveway widths follow the minimum requirements depending on the type of parking area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
◆ Driveways are a maximum of a 10% slope	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
◆ Vision clearances are to be provided for private drives where they intersect public streets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
◆ Minimum of 10% natural green space is required, and all unused portions of the site are to be seeded	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
◆ A PCC curb shall be along parking lots, drive aisles, loading areas, access drives, and driveways (if applicable to zoning)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
◆ Pavement materials follow Iowa DOT standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

◆ ERU calculations for each site shall be provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BUILDING DESIGN STANDARDS [§165.09]			
◆ Elevations and dimensions of all sides of existing and proposed buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
◆ Elevations and dimensions of all existing or proposed solid waste and recycling containment areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
◆ Detailed exterior descriptions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
◆ Detailed cut sheets of all proposed exterior light fixtures and an exterior lighting photometric plan (if required)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
◆ Locations of windows, doors, major entrances, recessions and projections from the principal planes of facades, loading docks, outdoor storage, and solid waste and recycling containment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
◆ Heating, air conditioning and ventilating, and electrical equipment heights, locations, and screening materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
◆ Exterior building and finish material samples and color pallets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OPEN SPACE AND LANDSCAPING PLAN REQUIRED [§165.08]			
◆ Property boundary and general location of all existing and proposed structures, fences, walls, paved areas, parking lots, utilities, easements, and storm water management facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
◆ Identification of all required Stream Buffers (see Chapter 104)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
◆ Existing and proposed grades	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
◆ Identification of all existing landscaping including whether it is to be preserved or removed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
◆ Details for the methods by which existing landscaping planned to be preserved will be protected during site construction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
◆ Identification of all proposed landscaping include plant species and size	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
◆ Identification of all proposed ground cover	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
◆ Width and details for all required buffers including buffer type and plant quantifies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
◆ Details of all required screening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
◆ Specifications for soil conditioning and plant installation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
◆ Square footage of the total site area, sum square footage of all impervious areas, and square footage of the current and proposed building footprint area and paved areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
◆ Required open space calculations and square footage of open space provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

◆ Calculation of the required landscaping and summary of landscape provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
◆ SIGN CODE REQUIREMENTS [§165.10]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FINDINGS FOR APPROVAL [§165.06]			
◆ Site plan complies with the minimum requirements of the zoning district it is in	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
◆ The property is of adequate size to accommodate the proposed use and site improvements including setbacks, open space, stormwater management, and off-street parking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
◆ The proposed use and site improvements will not unduly impact the health, safety, and general welfare of persons residing or working in adjoining property or surrounding area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
◆ The proposed use and site improvements will not unduly increase traffic congestion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
◆ The proposed use and site improvements will not unduly burden public utilities or increase flooding risks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
◆ The proposed use and site improvements are compatible with the surrounding neighborhood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
◆ The proposed use and site improvements will not harm the health, safety, or welfare of the properties and the community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Explanation of all items not provided: