



Community Development Department
204 W. Hickman Road
Waukee, IA 50263
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INFORMATION REQUIRED FOR SITE PLAN APPROVAL

Site & Development Standards Ordinance: Section 160
Landscape & Open Space Ordinance: Section 161
COSESCO Ordinance: Section 204B
Post Construction Ordinance: Section 204D
Waukee Standard Specifications & Addendums

SITE PLAN CHECKLIST

Name of Project: _____ **Submittal Date:** _____

Owner: _____ **Engineer:** _____

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

▶ **PDF of entire submittal provided to Staff Contact** Yes No

Required Information:

| | YES | NO | N/A |
|--------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| Design Standards [§160.04 – 160.07] (REQUIRED INFORMATION) | | | |
| ▶ Date of preparation, north point and scale | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ Vicinity map with all existing streets in vicinity | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ 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, applicant, and person or firm preparing the submittal | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ Existing zoning | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ Required Yard Setbacks | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ Building Height | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ Existing and Proposed Utilities and Easements (Book & Page) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ Any New/Proposed Easements (indicated as public or private) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ Number and Type of Dwelling Units | | | |
| ○ proposed uses of buildings | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ estimated number of employees | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ occupancy group and division | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ construction type | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ other information required for determination of | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

parking

| | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| ▶ Dimensions of all principle and accessory buildings proposed | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ Existing and Proposed Paved Surfaces and Street Information | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ Location of Existing Driveways within 100 feet of proposed driveway (both sides of the street) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ Traffic Study (if required) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ Traffic Circulation [§168] | | | |
| ○ parking requirements required and provided based upon use(s) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ improvements and access requirements met | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ Architectural Standards [§304.5M] | | | |
| ○ Color elevations (all sides of all structures) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Material Samples of all exterior finishes | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ Signage [§167] | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ Lighting Plan, including existing fixtures (full cut-off fixtures) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ Existing Trees, Bodies of Water, Areas Subject to Flooding and Landslides | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ Open Space Requirements (required and provided) | | | |
| ○ landscaping | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ screening | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ buffers and berms [§161.06, 161.07] | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ parking area open space and landscaping | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ Recreational Trail Requirements | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ Property Survey (in cases of property disputes or conflicts) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ Sprinkler System or additional Fire Safety | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ Screening of HVAC Units and Trash Receptacles | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ Oversizing of Water or Sanitary Sewer Lines | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ Any Special Agreements in written form | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ Storm water computations | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ Grading: | | | |
| ○ Existing topography, with a maximum of two (2) foot contour intervals – where existing ground is on a slope of less than two percent (2%), either one (1) foot contours or spot elevations where necessary, but not more than fifty (50) feet apart in both directions | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Proposed contours at 1 foot increments | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Spot elevations at all building and lot corners | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Spot elevations at reasonable increments along the low point of proposed swales | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Spot elevations and slope information for all pedestrian crossings (both public & private) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| ○ 100-Year Flood Elevation(s) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Protection Elevation(s) of all structures | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ Details (if applicable): | | | |
| ○ Any special structures | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Connections to public infrastructure | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Orifice plate(s) installation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Downspout connections to drain/tile pipe | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Standard specification details related to proposed improvements | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Retaining walls | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Fencing | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ COSESCO (Construction Site Erosion & Sediment Control Ordinance) Application: | | | |
| ○ A copy of the Construction Site SWPPP Review Checklist signed by SWPPP designer. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ A copy of the SWPPP prepared to fulfill the requirements of the IDNR General Permit #2 including the following: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Waste containment locations outside of the public right of way. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Construction site entrance location(s) with dimensions. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ A copy of the IDNR issued General Permit #2 authorization letter. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ First MS4 required quarterly COSESCO inspection fee. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ Post Construction Ordinance Requirements: | | | |
| ○ A site plan specific to the storm water management facilities of the property indicating the permanent measures utilized by the designer and requirements for maintenance of said facilities. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Documentation of practices considered and reasons why said practices are not feasible if NO permanent measures are utilized. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ As-built plan(s) of all storm water management facilities on site OR a certification statement signed by SWPPP designer indicating facilities were constructed as designed. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ A "Maintenance Covenant" provided for review. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Explanation of all items not provided:
