



DEPARTMENT OF COMMUNITY DEVELOPMENT
SITE PLAN INFORMATION

City of Cedar Falls
220 Clay Street
Cedar Falls, Iowa 50613

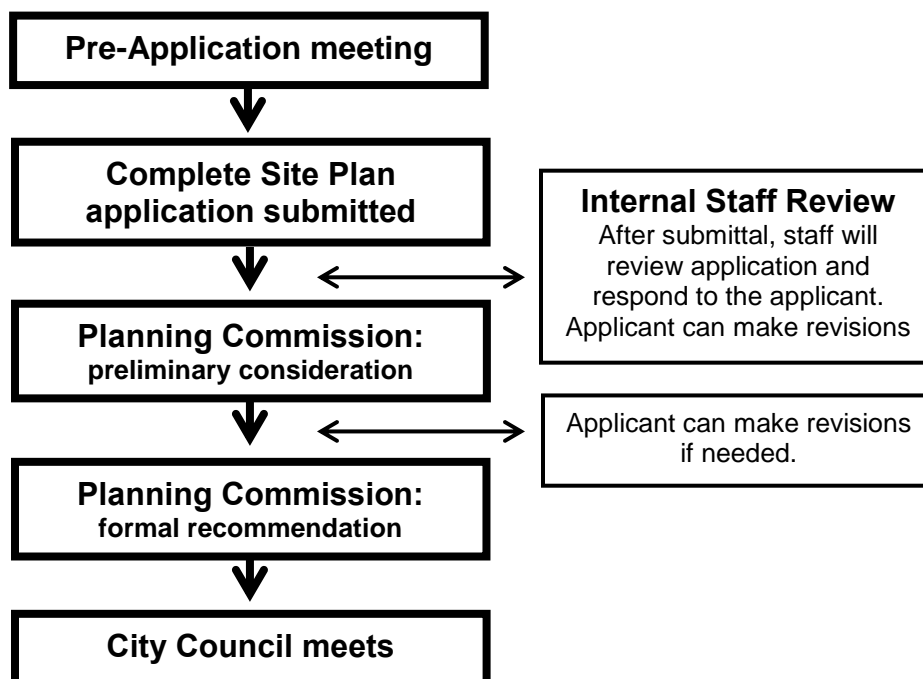
General Information: Applications for developing a commercial, multi-family, or residential (in an overlay district) property, either by new construction, additions or redevelopment, within the City of Cedar Falls will be considered when all required documents and fees are submitted. A Site Plan Application will follow the process illustrated below. The process can take 2-4 months. **Before a Site Plan can be approved a Final Plat for the property in question needs to be in place.** It is highly recommended that the applicant or a representative have a pre-application meeting with staff in advance of application submittal and be present at each meeting. To set up a meeting or if there are any questions please call (319) 273-8600.

Note: In addition to a Land Use Permit, **a Building Permit and SWPPP are also required** before a property can be developed. Contact the City's Building and Engineering Department for more information at City Hall or call (319) 268-5161.

Deadline: Projects must be submitted by 5 PM on the second and fourth Mondays of the month; see attached Planning and Zoning Commission Schedule of Applications.

Application Submittal Instructions: Submit both a hard and an electronic copy of the completed application and all required attachments with fee to the Planning and Community Services Division. Please email electronic documents to planning@cedarfalls.com. A checklist is provided to assist in a complete submittal.

Procedure: All Site Plan Applications need to go through the Planning and Zoning Commission, except for projects in R1-R5, M1-MP, C1-C3, or A1 zoning districts.



Schedule of Applications 2018							
Complete Application Submittal Deadline	Internal Technical Review Committee Meeting	Resubmittal Deadline	Distribution of Packets	P&Z Meeting Preliminary Consideration	Resubmittal Deadline2	Distribution of Packets3	P&Z Meeting Formal Recommendation
* DUE BY 5PM *		* DUE BY NOON *		* DUE BY NOON *			
11/22/2017	11/29/2017	12/15/2017	12/22/2017	12/27/2017	12/29/2017	1/5/2018	1/10/2018
12/13/2017	12/20/2017	12/29/2017	1/5/2018	1/10/2018	1/12/2018	1/19/2018	1/24/2018
12/27/2017	1/3/2018	1/12/2018	1/19/2018	1/24/2018	2/2/2018	2/9/2018	2/14/2018
1/8/2018	1/17/2018	2/2/2018	2/9/2018	2/14/2018	2/16/2018	2/23/2018	2/28/2018
1/22/2018	2/7/2018	2/16/2018	2/23/2018	2/28/2018	3/2/2018	3/9/2018	3/14/2018
2/12/2018	2/21/2018	3/2/2018	3/9/2018	3/14/2018	3/16/2018	3/23/2018	3/28/2018
2/26/2018	3/7/2018	3/16/2018	3/23/2018	3/28/2018	3/30/2018	4/6/2018	4/11/2018
3/12/2018	3/21/2018	3/30/2018	4/6/2018	4/11/2018	4/13/2018	4/20/2018	4/25/2018
3/26/2018	4/4/2018	4/13/2018	4/20/2018	4/25/2018	4/27/2018	5/4/2018	5/9/2018
4/9/2018	4/18/2018	4/27/2018	5/4/2018	5/9/2018	5/11/2018	5/18/2018	5/23/2018
4/23/2018	5/2/2018	5/11/2018	5/18/2018	5/23/2018	6/1/2018	6/8/2018	6/13/2018
5/7/2018	5/16/2018	6/1/2018	6/8/2018	6/13/2018	6/15/2018	6/22/2018	6/27/2018
5/21/2018	6/6/2018	6/15/2018	6/22/2018	6/27/2018	6/29/2018	7/6/2018	7/11/2018
6/11/2018	6/20/2018	6/29/2018	7/6/2018	7/11/2018	7/13/2018	7/20/2018	7/25/2018
6/25/2018	7/3/2018*	7/13/2018	7/20/2018	7/25/2018	7/27/2018	8/3/2018	8/8/2018
7/9/2018	7/18/2018	7/27/2018	8/3/2018	8/8/2018	8/10/2018	8/17/2018	8/22/2018
7/23/2018	8/1/2018	8/10/2018	8/17/2018	8/22/2018	8/31/2018	9/7/2018	9/12/2018
8/6/2018	8/15/2018	8/31/2018	9/7/2018	9/12/2018	9/14/2018	9/21/2018	9/26/2018
8/20/2018	9/5/2018	9/14/2018	9/21/2018	9/26/2018	9/28/2018	10/5/2018	10/10/2018
9/10/2018	9/19/2018	9/28/2018	10/5/2018	10/10/2018	10/12/2018	10/19/2018	10/24/2018
9/24/2018	10/3/2018	10/12/2018	10/19/2018	10/24/2018	11/2/2018	11/9/2018	11/14/2018
10/8/2018	10/17/2018	11/2/2018	11/9/2018	11/14/2018	11/14/2018	11/21/2018	11/28/2018
10/22/2018	11/7/2018	11/14/2018	11/21/2018	11/28/2018	11/30/2018	12/7/2018	12/12/2018
11/12/2018	11/21/2018	11/30/2018	12/7/2018	12/12/2018	12/14/2018	12/21/2018	12/26/2018
11/26/2018	12/5/2018	12/14/2018	12/21/2018	12/26/2018	12/28/2018	1/4/2019	1/9/2019
12/10/2018	12/19/2018	12/28/2018	1/4/2019	1/9/2019	1/11/2019	1/18/2019	1/23/2019
12/26/2018*	1/2/2019	1/11/2019	1/18/2019	1/23/2019	2/1/2019	2/8/2019	2/13/2019

* Note the day is different.

Based on 2017 Schedule of Applications - submittal is due by noon



**DEPARTMENT OF COMMUNITY DEVELOPMENT
SITE PLAN APPLICATION**

**City of Cedar Falls
220 Clay Street
Cedar Falls, Iowa 50613**

Applicant's Name: _____

Applicant's Mailing Address: _____

City: _____ State: _____ ZIP: _____

Applicant's Email: _____ Daytime Phone #: _____

Type of Construction: _____

Current Zoning: _____ Lot's Principle Use: _____

Parcel #: _____

Property's Address (if other): _____

City: _____ State: _____ ZIP: _____

A COMPLETE SUBMITTAL INCLUDES A PAPER AND AN ELECTRONIC COPY OF:

- Completed Application
- Nonrefundable fee: If going to P&Z: \$300 for commercial or multifamily; \$100 for residential
 - If downtown façade review is required: \$50
 - If internal review: \$25
- Description of proposed work and use (Word)
- Completed site plan to scale with completed checklist attached (4 paper copies and in PDF)
- Storm Water Management Plan, if applicable
- Flood Plain Elevation Certificate, if applicable
- Traffic Study, if applicable
- Description of current and proposed Easements, including legal descriptions
- Notation of planned project modifications, variances granted or proposed
- Copy of the Deed of Dedication or restrictive covenants for that subdivision
- Legal description of the property (Word)

To the best of my knowledge the foregoing and attached statements are true and correct, in addition the owner and/or contractor agree to comply with all requirements of code of ordinances of the city of Cedar Falls and the work will be done under those provisions.

Property Owner's Signature: _____ Date: _____

Applicant's Signature (if different): _____ Date: _____

SITE PLAN CHECKLIST

For all underlined items below, ensure that the standards for the zoning district are met. If a point below is not applicable please mark as such and attach a brief description as to why.

Date: _____

Project's Address _____

General:

- Map elements (north arrow, scale, index, date...)
- Name, location, and type of project
- Petitioner's name and contact information
- Sheet index on cover sheet if site plan is more than one (1) page
- Vicinity map
- Property lines/dimensions and area
- Current Zoning
- Proposed land use, phasing, costs
- Floodplain, 100 year, and 500 year if applicable
- Relationship to surrounding properties
- Names and addresses of neighboring property owners within 200 feet (Excel)
- Topographic contours (2 foot intervals)

Access:

- All streets/alleys/driveways/city sidewalks/internal pedestrian walkways clearly labeled with paving material
- Grade of driveways
- Width at curb cuts
- Width at property line
- Parking area, setbacks, and dimensions
- Location and dimensions of parking stalls/drive aisles both current and proposed labeled as to type (including required handicap and bike parking if applicable)
- Perimeter screening location, height and material types
- Traffic impact and traffic study (if applicable)
- Fire lanes where applicable (no dead ends, adequate turning radii, meets necessary widths...)

Building:

- Label new construction differently than current structures
- Proposed and current building's footprints, dimensions, set back distances
- Building heights
- Colored architectural elevations of proposed buildings with notations of proposed facade and roofing materials
- Combined area of proposed and existing structures, impervious area coverage
- Site Triangle at intersections and driveways
- Location and height of all fences (if applicable)
- Total number of dwelling units (for residential)
- Number of employees (for commercial or industrial)
- Location, size, type and overall dimensions of proposed and existing outdoor signs (if applicable)
- Low water entry point if in floodplain

Over →

Utilities:

- Utility system details (location and size) – sewer, water, gas, electricity
- Location and purpose of current easements
- Location and purpose of proposed easements, including legal descriptions
- Storm water management plan with the inclusion of detention/retention ponds if necessary
- Lighting information: location, height, type (manufacturer's specifications)
- Trash enclosure location, dimensions and materials
- Location of fire hydrants

Landscape:

- Required open space
- General description of existing natural land features: wetlands, steep slopes, trees... (if applicable)
- Natural features protection plan and alternatives analysis (if applicable)
- Proposed landscaping, with trees that will be preserved identified
- Landscaping quantities, see zoning district requirements

Note: The property owners/applicants are responsible for verifying the location of property lines, easements and utilities.