



DEPARTMENT OF COMMUNITY DEVELOPMENT
SITE PLAN INFORMATION

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

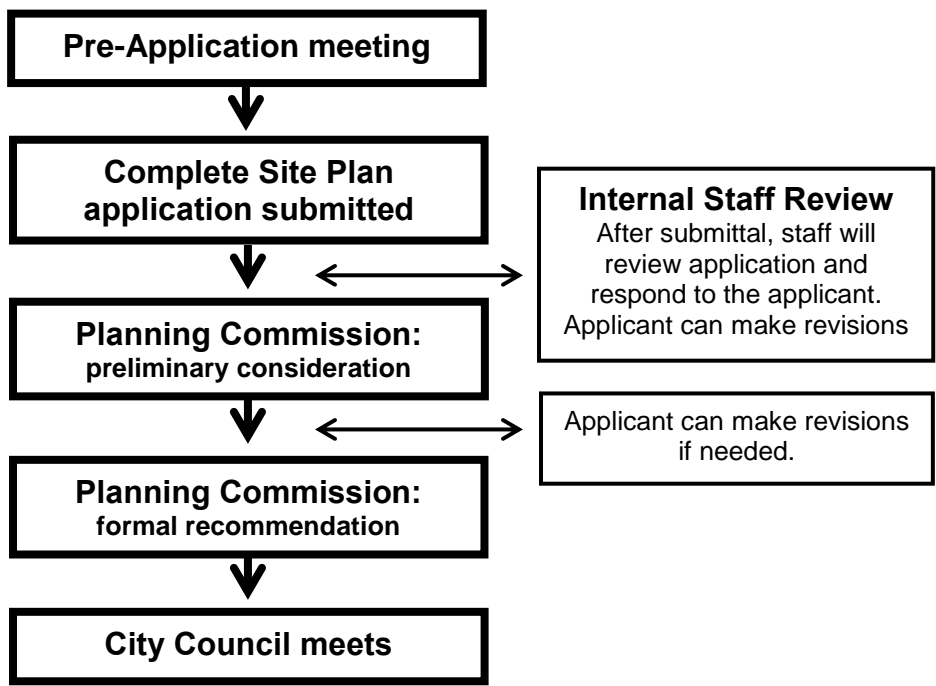
General Information: Applications for developing a commercial, multi-family, or residential (in an overlay district) property, either by new construction, additions or redevelopment, within the City of Cedar Falls will be considered when all required documents and fees are submitted. A Site Plan Application 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.



Planning & Zoning Commission									
Schedule of Applications 2019									
Complete Application/ Re-submittal Deadline	Internal Technical Review Committee Meeting***	Distribution of Packets	P&Z Meeting ** Preliminary Consideration	Distribution of Packets2	P&Z Meeting ** Formal Recommendation	Distribution of Packets3	CC Meeting (tentative)		
DUE BY 5PM									
11/26/2018	12/5/2018	12/21/2018	12/26/2018	1/4/2019	1/9/2019	2/1/2019	2/4/2019		
12/10/2018	12/19/2018	1/4/2019	1/9/2019	1/18/2019	1/23/2019	2/15/2019	2/18/2019		
12/26/2018*	1/2/2019	1/18/2019	1/23/2019	2/8/2019	2/13/2019	3/1/2019	3/4/2019		
1/7/2019	1/16/2019	2/8/2019	2/13/2019	2/22/2019	2/27/2019	3/15/2019	3/18/2019		
1/21/2019	2/6/2019	2/22/2019	2/27/2019	3/8/2019	3/13/2019	3/29/2019	4/1/2019		
2/11/2019	2/20/2019	3/8/2019	3/13/2019	3/22/2019	3/27/2019	4/12/2019	4/15/2019		
2/25/2019	3/6/2019	3/22/2019	3/27/2019	4/5/2019	4/10/2019	5/3/2019	5/6/2019		
3/11/2019	3/20/2019	4/5/2019	4/10/2019	4/19/2019	4/24/2019	5/17/2019	5/20/2019		
3/25/2019	4/3/2019	4/19/2019	4/24/2019	5/3/2019	5/8/2019	5/31/2019	6/3/2019		
4/8/2019	4/17/2019	5/3/2019	5/8/2019	5/17/2019	5/22/2019	6/14/2019	6/17/2019		
4/22/2019	5/1/2019	5/17/2019	5/22/2019	6/7/2019	6/12/2019	6/29/2019	7/1/2019		
5/13/2019	5/15/2019	6/7/2019	6/12/2019	6/21/2019	6/26/2019	7/12/2019	7/15/2019		
5/24/2019*	6/5/2019	6/21/2019	6/26/2019	7/5/2019	7/10/2019	8/2/2019	8/5/2019		
6/10/2019	6/19/2019	7/5/2019	7/10/2019	7/19/2019	7/24/2019	8/16/2019	8/19/2019		
6/24/2019	7/3/2019	7/19/2019	7/24/2019	8/9/2019	8/14/2019	8/30/2019	9/3/2019*		
7/8/2019	7/17/2019	8/9/2019	8/14/2019	8/23/2019	8/28/2019	9/13/2019	9/16/2019		
7/22/2019	8/7/2019	8/23/2019	8/28/2019	9/6/2019	9/11/2019	10/4/2019	10/7/2019		
8/12/2019	8/21/2019	9/6/2019	9/11/2019	9/20/2019	9/25/2019	10/18/2019	10/21/2019		
8/26/2019	9/4/2019	9/20/2019	9/25/2019	10/4/2019	10/9/2019	11/1/2019	11/4/2019		
9/9/2019	9/18/2019	10/4/2019	10/9/2019	10/18/2019	10/23/2019	11/15/2019	11/18/2019		
9/23/2019	10/2/2019	10/18/2019	10/23/2019	11/1/2019	11/6/2019*	11/27/2019*	12/2/2019		
10/7/2019	10/16/2019	11/1/2019	11/6/2019*	11/15/2019	11/20/2019*	12/13/2019	12/16/2019		
10/21/2019	10/30/2019	11/15/2019	11/20/2019*	11/27/2019*	12/4/2019*	1/3/2020	1/6/2020		
11/4/2019	11/13/2019	11/27/2019*	12/4/2019*	12/13/2019	12/18/2019*	1/17/2020	1/20/2020		
11/18/2019	11/26/2019*	12/13/2019	12/18/2019*	1/3/2020	1/8/2020	1/31/2020	2/3/2020		
12/9/2019	12/18/2019	1/3/2020	1/8/2020	1/17/2020	1/22/2020	2/14/2020	2/17/2020		
12/23/2019	1/2/2020*	1/17/2020	1/22/2020	2/7/2020	2/12/2020	2/28/2020	3/2/2020		

* Dates shifted to avoid holidays.

** Applications will be forwarded to P&Z once deemed complete and accurate.

*** If initial Technical Review Committee comments/corrections are extensive another review by the Technical Review Committee will be required.



**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.