



Checklist for Site Plans

City of Johnston, Iowa

THANK YOU FOR YOUR INTEREST IN THE CITY OF JOHNSTON! Please note that it is the responsibility of the applicant (owner, developer and consultants) to compare the City Ordinances and this checklist to their project submittal, and ensure that all items and requirements are included. If an application is substantially incomplete, the review will be delayed and the review schedule will be amended.

PROJECT NAME: _____

PROJECT ADDRESS: _____

APPLICANT: _____

DOCUMENTS SUBMITTED FOR REVIEW:

Sheet#	Description	Plan/Revision Date
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	Issue * <i>* to be noted on the site plans</i>	Information Required	Notes
√	1. Filing Fee	\$225.00 paid to the City of Johnston.	<i>Applicants will be invoiced for the actual cost of review by the City's consultants.</i>
	2. Application Form	Completed and submitted.	<i>A signature by the property owner is required.</i>
	3. Plan Copies	<input type="checkbox"/> Development Review mtg: 5 sets of site plans and architectural elevations; including one set at 11 x 17" size for mailing by city staff to adjacent property owners. <input type="checkbox"/> Planning & Zoning (P&Z) mtg: 14 sets of site plans and architectural elevations. If legible, this can be 14 sets at 11 x 17 " and 2 at full size. (Staff uses one full size set for review, and one for the file copy.) <input type="checkbox"/> City Council mtg: if plan revisions are not required, we should not need additional copies for this meeting.	<i>No application will be accepted unless it complies with all the submittal requirements.</i> <i>Applications that are incomplete will be returned to the applicant without further review.</i> <i>Copies of approved plans will be distributed by city staff (US mail) after the City Council meeting.</i>

√	Issue * * to be noted on the site plans	Information Required	Notes
	<p>4. Stormwater Calculations</p> <p><i>A Stormwater Management Design Plan is required to address detention and retention.</i></p>	<p>Written calculations with plan reference (2 copies); detention and retention.</p> <p>Note that use of the Natural Resources Conservation Service (NRCS) WinTR-55 analysis or approved equal is required, and that the calculations and subsequent design must consider, document and address water quality and quantity components.</p> <p>“The Iowa Stormwater Management Manual” website: http://www.ctre.iastate.edu/PUBS/stormwater/index.cfm</p> <p>A Stormwater Management Agreement will be required for any proposed, permanent stormwater facility.</p>	<p><i>One copy to the Community Development Department and one for review by the City’s engineering consultant, Veenstra & Kimm.</i></p> <p><i>Reference Chapter 145, Erosion and Sediment Control and Stormwater Management.</i></p>
	5. Prior Approvals	Noted on site plans, if applicable.	<i>Site history; any previous reviews? If so, list cases and approval dates.</i>
	6. General Information *	Noted on site plans. This includes a vicinity sketch, plan scale, etc.	<i>Reference Chapter 171.04 Site Plan Requirements.</i>
	7. Zoning District *	Noted on site plans.	<p><i>If the site is a Planned Unit Development District (PUD), include the PUD Ordinance number and date of approval for reference.</i></p> <p><i>Also reference Overlay Districts if applicable (Chapter 169.01).</i></p>
	8. Bulk Requirements in this Zoning District *	<p>Noted and drawn on site plans.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Front Yard: <input type="checkbox"/> Rear Yard: <input type="checkbox"/> Side Yard (minimum width): <input type="checkbox"/> Minimum sum of both Side Yards: <input type="checkbox"/> Building height regulations: <input type="checkbox"/> Minimum lot area and width: 	
	9. Existing Conditions (site survey) *	<p>Existing site survey information to be included.</p> <p><i>Note: Chapter 145, Erosion and Sediment Control and Stormwater Management requires an inventory of all existing trees of 6-inch caliper (diameter) and larger, within the area to be disturbed, with species type, condition and location. These trees are Protected Trees in the City of Johnston.</i></p>	<p><i>Ordinance references:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Chapter 171.04 Site Plan Requirements; <input type="checkbox"/> Chapter 145.01 Erosion and Sediment Control; and <input type="checkbox"/> Chapter 151.05 Tree Protection and Conservation, for Protected and Heritage Trees.

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		<p><i>over buildings) and 600 ft. separation in residential areas.</i></p> <ul style="list-style-type: none"> • <i>Maximum separation of 100 ft. between a building sprinkler connection and the closest hydrant, for boost of building sprinkler from fire truck.</i> • <i>Ladder truck is 9-feet wide with 4-foot operators on either side. Total truck is 4 + 9 + 4 = 17 feet wide. Suggest no parking on north and east sides of the streets.</i> 	
	<p>14. Erosion and Sediment Control *</p> <p><i>(see also #4, Stormwater Calculations)</i></p>	<p>Noted on site plans. All proposed Best Management Practices (BMP's), including but not limited to silt fences, temporary detention ponds, protection of existing trees to remain, mulch and seed/sod. Location and schedule of installation.</p> <p>Permanent stormwater Best Management Practices must also be included on plans, with future management responsibilities documented.</p> <p><i>Evidence of an executed NPDES General Permit no. 2 from the Iowa Department of Natural Resources will be required on all sites of 1 acre or more, prior to issuance of any permit by the City.</i></p> <p>A Grading Permit will also be required with this Development Application:</p> <ul style="list-style-type: none"> • \$150 fee for a Grading Permit that includes a Stormwater Pollution Prevention Plan (SWPPP) and/or Iowa DNR General Permit no. 2; • \$50 fee for a Grading Permit that includes a Stormwater Runoff Control Plan (cases in which the Iowa DNR General Permit no. 2 is not required, was discontinued, or a transfer of liability has occurred); 	<p><i>Ordinance reference: Chapter 145, Erosion and Sediment Control and Stormwater Management.</i></p>
	<p>15. Floodplain *</p>	<p>Noted on site plans.</p> <ul style="list-style-type: none"> • Elevation of the 100-year floodplain relative to the proposed site. Include the FEMA map reference. • Limits of the regulatory flood shall be shown if applicable. 	<p><i>Federal Emergency Management Agency (FEMA) flood insurance rate maps. There is a reference set of maps (revised date: 7-19-2000) available for review at city hall.</i></p>
	<p>16. Open Space *</p>	<p>Noted on site plans; required and proposed open space with calculations.</p>	<p><i>Reference Chapter 166.24 Open Space and Landscaping Requirements.</i></p>
	<p>17. Buffers *</p> <p><i>Land uses and streams.</i></p>	<p>Noted on site plans, with planting locations and a list of materials (plant schedule). Buffer requirements to be kept separate from landscape requirements.</p>	<p><i>Reference Chapter 166.26 Buffer Requirements.</i></p> <p><i>Reference Chapter 145, Erosion</i></p>

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		Buffers serve as a visual and physical separation between differing land uses, and are required adjacent to streams.	<i>and Sediment Control and Stormwater Management.</i>
	18. Landscape *	Noted on site plans, with calculations. <i>Note: the landscape requirements (trees, shrubs) are calculated based on the <u>minimum</u> open space required for the site. Applicants are not penalized for providing additional open space.</i>	<i>Reference Chapter 166.24, Open Space and Landscaping Requirements, Section 166.24.3 Landscaping Required.</i>
	19. Architecture *	Proposed exterior materials to be noted on exterior building elevation plans. Submittal to include a spreadsheet with the following: <ul style="list-style-type: none"> ❑ Building height. ❑ Separate calculations for each of the four building elevations (north, south, east, west). ❑ A total of each exterior building material (in square feet) on each building elevation. ❑ The primary material must constitute at least 75% of each wall area, excluding glass. Reference Paragraph 166.35(C) for a definition of "primary material". ❑ The maximum amount of trim on a wall area, excluding glass, cannot exceed 25%. ❑ Non-residential buildings within 300-feet of Merle Hay Road, NW 86th Street and NW 62nd Avenue must have at least 50% brick in the wall area that faces the arterial street(s). 	<i>Reference Chapter 166, Section 166.35 Architectural Standards.</i>
	20. Signage *	The actual construction, size and installation of all exterior signs (building and site) are approved by a separate permit. However, the location of site signs can be noted and reviewed as part of the site plans.	<i>In preparation for a sign permit application, reference Chapter 170.01 Sign Regulations. Also, check Section 166.31 for vision clearance requirements.</i>
	21. Site Lighting *	<ul style="list-style-type: none"> ❑ Design submittal required, to include: Two photometric plans as an overlay on the proposed site: (1) entire site and (2) paved areas only. Include a written statement of percentage from initial to maintained footcandle levels. ❑ Use a 10-foot grid in footcandles; maintained values calculated at grade. ❑ Calculations to include all exterior fixtures (pole mounted, building mounted, etc.), with manufacturer's cut sheets for all proposed materials. ❑ Note the average, maximum and minimum footcandle levels. ❑ Uniformity ratio for paved areas only 	<i>Reference Resolution 99-56, approved March 15, 1999.</i> <i>The City of Johnston has adopted the Illumination Engineering Society (IES) standards as guidelines. Please note:</i> <ul style="list-style-type: none"> ❑ <i>Tilting of fixtures is prohibited.</i> ❑ <i>Use of floodlights is prohibited, except for architectural emphasis.</i> ❑ <i>Cutoff fixtures must shield the light source at an angle of 90-degrees from vertical (no light spill above this angle) for any light source greater than 2,000 lumens (150</i>

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		(average:minimum); may not exceed 6:1. <input type="checkbox"/> Ratio of maximum:minimum for paved areas only; may not exceed 20:1.	<i>watts).</i> <input type="checkbox"/> <i>Illumination under a canopy cannot exceed 25 footcandles.</i> <input type="checkbox"/> <i>Include any proposed lighting related to signage.</i>
	22. Sidewalks *	Noted on site plans; existing and proposed sidewalks.	
	23. Other fees or assessment districts?	Examples: <input type="checkbox"/> Beaver Creek Trunk Sewer Fee (\$909.70 per gross acre) <input type="checkbox"/> NW Water District <input type="checkbox"/> 100 th Street Water District <input type="checkbox"/> NW Beaver Drive Sanitary Sewer District	
	24. Adjacent Owners' Comments?	City staff will notify adjacent property owners by mail, and sharing information with them about proposed site plans. Applicants are encouraged to meet separately with adjacent owners; information is available on request.	<i>Public comments received by city staff (both verbal and written) are promptly shared with the applicant, and included in the city staff report.</i>
	25. Miscellaneous	<input type="checkbox"/> Rezoning. If the proposed site plans are associated with property that must be rezoned, there are requirements for posting signs and notifying the public. Please check with city staff. <input type="checkbox"/> Review schedule. Submittal deadlines and meeting dates are available from city staff.	

Thank you for your interest in the City of Johnston!