



# 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 * * to be noted on the site plans	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	<ul style="list-style-type: none"> <li>○ 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.</li> <li>○ Planning &amp; Zoning (P&amp;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.)</li> <li>○ City Council mtg: if plan revisions are not required, we should not need additional copies for this meeting.</li> <li>○ Electronic PDF Copy of all plans is required with each submittal</li> </ul>	<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
	4. Stormwater Calculations	<p>Project Drainage Report and Calculations pursuant to Iowa Stormwater Management Manual (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 must consider, document and address water quality and quantity components.</p> <p>Complete the attached “Storm Sewer Inlet Design Data” and “Storm Sewer Design Data” worksheets.</p> <p>Stormwater Technical Guidance Documents are available from city staff or online at <a href="http://www.cityofjohnston.com/DocumentCenter/View/727">http://www.cityofjohnston.com/DocumentCenter/View/727</a></p> <p>“The Iowa Stormwater Management Manual” website: <a href="http://www.ctre.iastate.edu/PUBS/stormwater/index.cfm">www.ctre.iastate.edu/PUBS/stormwater/index.cfm</a></p> <p>A Stormwater Management Agreement will be required for any proposed, permanent stormwater facility.</p>	<p>Two copies to the Community Development Department.</p> <p><a href="#">Reference Chapter 145, Erosion and Sediment Control and Stormwater Management</a></p> <p>Worksheets attached.</p>
	5. Prior Approvals	Noted on site plans, if applicable.	Site history; any previous reviews? If so, list cases and approval dates.
	6. General Information	Noted on site plans. This includes a vicinity sketch, plan scale, etc.	Reference <a href="#">Chapter 171.04 Site Plan Requirements</a>
	7. Zoning District	Noted on site plans.	If the site is a Planned Unit Development District (PUD), include the PUD Ordinance number and date of approval for reference. Also reference <a href="#">Overlay Districts if applicable (Chapter 169.01)</a>
	8. Bulk Requirements for this Zoning District	<p>Noted and drawn on site plans:</p> <ul style="list-style-type: none"> <li>○ Front Yard</li> <li>○ Rear Yard</li> <li>○ Side Yard (minimum width)</li> <li>○ Minimum sum of both Side Yards</li> <li>○ Minimum Lot Area and Width</li> </ul>	∅See <a href="#">Density, Setback and Bulk Calculator</a>
	9. Existing Conditions (site survey)	<p>Existing site survey information to be included.</p> <p>Note: <a href="#">Chapter 145, Erosion and Sediment Control and Stormwater Management</a> requires and inventory of all existing trees of 6-inch caliper (diameter) and larger within the area to be disturbed, with species type, condition and location noted. These trees are protected Trees in the City of Johnston</p>	<p>Ordinance references:</p> <ul style="list-style-type: none"> <li>○ <a href="#">Chapter 171.04 Site Plan Requirements</a></li> <li>○ <a href="#">Chapter 145.01 Erosion and Sediment Control</a></li> <li>○ <a href="#">Chapter 151.05 Tree Protection and Conservation, for Protected and Heritage Trees</a></li> </ul>

√	<b>Issue *</b> <b>* to be noted on the site plans</b>	<b>Information Required</b>	<b>Notes</b>
	10. Traffic and Circulation	Noted on site plans:  <i>Note: possible review by the City's traffic consultant. The actual cost of this review is the responsibility of the applicant.</i>	<a href="#">Reference Chapter 171.04 Site Plan Requirements</a>
	11. Off-Street Parking *	Noted on site plans; calculations based on proposed land use. Include actual calculations for reference, including: <ul style="list-style-type: none"> <li>○ Required Spaces</li> <li>○ Proposed Spaces</li> <li>○ Accessible (handicapped) parking: (<i>Access aisles for accessible spaces to be signed and designated "no parking".</i>)</li> <li>○ Loading spaces</li> </ul>	<a href="#">Reference Chapter 166.33 Off-Street Parking</a>  <i>Reference the Americans with Disabilities Act (ADA) for accessible parking requirements.</i>  ◇See <a href="#">Parking Requirements Calculator</a>
	12. Public and Private Utilities *	Noted on site plans. Include information on existing and proposed materials, with size, with size and location. <ul style="list-style-type: none"> <li>○ Water</li> <li>○ Sanitary Sewer</li> <li>○ Electric</li> <li>○ Gas</li> </ul>	<i>Please note that ground-mounted and rooftop mechanical units must be screened from view; see #17 Buffer.</i>
	13. Fire Protection	Noted on site plans. <ul style="list-style-type: none"> <li>○ Location of all existing and proposed fire hydrants;</li> <li>○ Include KNOX Box for Emergency Access;</li> <li>○ Note if building will include fire sprinkler system.</li> </ul> <p>Note:</p> <ul style="list-style-type: none"> <li>○ Fire hydrants have a maximum 300-foot separation in commercial areas (150-foot coverage radius over buildings) and 600 foot separation in residential areas.</li> <li>○ Maximum separation of 100 feet between a building sprinkler connection and the closest hydrant, for boost of building sprinkler from fire truck.</li> </ul>	<i>Comments and requirements from the Fire Chief will be included in the project review.</i>
	14. Erosion and Sediment Control *  (see also #4, Stormwater Calculations)	Noted on all 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.  Permanent stormwater Best Management Practices must also be included on the plans, with future management responsibilities documented.  <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 the issuance of any permit by the City.</i>	<i>Ordinance reference: <a href="#">Chapter 145, Erosion and Sediment Control and Stormwater Management</a></i>

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	14. Erosion and Sediment Control (Continued)	<p>A Grading Permit will also be required prior to ground disturbing activity:</p> <ul style="list-style-type: none"> <li>○ \$150 fee for a Grading Permit that includes a Stormwater Pollution Prevention Plan (SWPPP) and/or Iowa General Permit no. 2;</li> <li>○ \$50 fee for a Stormwater Control Runoff Plan (cases in which the Iowa DNR General Permit no. 2 is not required, was discontinued, or a transfer of liability has occurred)</li> </ul>	<p>Ordinance reference: <a href="#">Chapter 145, Erosion and Sediment Control and Stormwater Management</a></p>
	15. Floodplain*	<p>Noted on site plans.</p> <ul style="list-style-type: none"> <li>○ Elevation of the 100-year floodplain relative to the proposed site. Include FEMA map reference.</li> <li>○ Limits of the regulatory flood shall be shown if applicable.</li> </ul>	<p>Federal Emergency Management Agency (FEMA) flood insurance rate maps. There is a reference set of maps (revised date: 7-19-00) available for review at City Hall.</p>
	16. Open Space*	<p>Noted on site plans; required and proposed open space with calculations.</p>	<p>Reference <a href="#">Chapter 166.32 Open Space and Landscaping Requirements</a>.</p> <p>◇ See <a href="#">Open Space Requirements Calculator</a></p>
	17. Buffers*  <i>Land uses and streams</i>	<p>Noted on site plans with planting locations and a list of plant materials (plant schedule). Buffer requirements to be kept separate from landscape requirements.</p> <p>Buffers serve as a visual and physical separation between differing land uses, and are required adjacent to streams.</p>	<p>Reference <a href="#">Chapter 166.34 Buffer Requirements</a></p> <p>Reference <a href="#">Chapter 145, Erosion and Sediment Control and Stormwater Management</a></p> <p>◇ See <a href="#">Bufferyard Requirements Calculator</a></p>
	18. Landscape*	<p>Noted on site plans, with calculations.</p> <p>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.</p>	<p>Reference <a href="#">Chapter 166.32, Open Space and Landscaping Requirements, Section 166.32.3 Landscaping Required</a></p> <p>◇ See <a href="#">Landscape Requirements Calculator</a></p>
	19. Architecture*	<p>Proposed exterior materials to be noted on exterior building elevation plans. Submittal to include a spreadsheet with the following:</p> <ul style="list-style-type: none"> <li>○ Building height</li> <li>○ Separate calculations for each of the four building elevations (north, south, east, west)</li> <li>○ A total of each exterior building material (in square feet) on each building elevation.</li> <li>○ The primary material must constitute at least 75% of each wall area, <b>excluding glass</b>.</li> <li>○ The maximum amount of trim on a wall area, excluding glass, cannot exceed 25%.</li> </ul>	<p>Reference <a href="#">Chapter 166.35 Architectural Standards</a></p> <p>Reference Section 166.35(C) for definition of “permanent material”.</p>

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	19. Architecture (Continued)	<ul style="list-style-type: none"> <li>○ Non-residential buildings within 300-feet of Merle Hay Road, NW 86<sup>th</sup> Street and NW 62<sup>nd</sup> Avenue must have at least 50% brick in the wall area facing the arterial street(s).</li> </ul> <p>Also required:</p> <ul style="list-style-type: none"> <li>○ 14 sets of elevations (11"x17" acceptable if clearly legible)</li> <li>○ Electronic PDF Copy</li> </ul>	
	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 should be noted and reviewed as part of the site plan.	<p><i>In preparation for a sign permit application, reference <a href="#">Chapter 170 Sign Regulations</a></i></p> <p>◊See <a href="#">Sign Requirements Calculator</a></p>
	21. Site Lighting*	<ul style="list-style-type: none"> <li>○ Design submittal required, to include: 2 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 foot-candle levels.</li> <li>○ Use a 10-foot grid in foot-candles; maintained values calculated at grade.</li> <li>○ Calculations to include all exterior fixtures (pole mounted, building mounted, etc), with manufacturer's cut sheets for all proposed materials.</li> <li>○ Note the average, maximum and minimum foot-candle levels.</li> <li>○ Uniformity ratio for paved areas only (average:minimum) may not exceed 6:1</li> <li>○ Ratio of maximum:minimum for paved areas only; may not exceed 20:1.</li> </ul>	<p><i>Reference <a href="#">Resolution 99-56, approved March 15, 1999.</a></i></p> <p><i>The City of Johnston has adopted the Illumination Engineering Society (IES) standards as guidelines. Please note:</i></p> <ul style="list-style-type: none"> <li>○ <i>Tilting of fixtures is prohibited</i></li> <li>○ <i>Use of floodlighting is prohibited, except for architectural emphasis</i></li> <li>○ <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 watts).</i></li> <li>○ <i>Illumination under canopy cannot exceed 25 foot-candles</i></li> <li>○ <i>Include any proposed lighting related to signage.</i></li> </ul>
	22. Sidewalks and trails*	Noted on site plans; existing and proposed sidewalks and trails	
	23. Other fees and assessments	<p>Examples:</p> <ul style="list-style-type: none"> <li>○ Beaver Creek Trunk Sewer fee</li> <li>○ NW Water District</li> <li>○ NW 100<sup>th</sup> Street Water District</li> <li>○ NW Beaver Drive Sanitary Sewer District</li> <li>○ MW Area Sanitary Sewer District</li> <li>○ Little Beaver Creek Sanitary Sewer District</li> </ul>	
	24. Adjacent Owners' Comments	City staff will notify adjacent property owners by mail and share 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 (verbal or written) will be shared with the applicant and included in the staff report.</i>

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	25. Miscellaneous	<ul style="list-style-type: none"> <li>○ <b>Rezoning</b> – 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.</li> <li>○ <b>Review schedule</b> – submittal deadlines and meeting dates are available from City staff.</li> </ul>	