



## SITE PLAN CHECKLIST

Name of Project/Property: \_\_\_\_\_ Date: \_\_\_\_\_

Address of Property: \_\_\_\_\_

Legal Description of Property: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

- **Submittals and resubmittals are due the 1<sup>st</sup> business day of the month. Staff review is conducted the following week. Applicants will be notified of next steps in the approval process or of required changes following Staff review.**
- **Incomplete or late applications will not be accepted. This includes the material board. All paper copies must be folded. It is the applicant's responsibility to ensure the quality and completeness of applications.**

### **SUBMIT:**

1. 2 (24" X 36") paper copies of all submittals required for Planning and Zoning and City Council. Delivered to the address above.
2. 2 (24" X 36") paper copies of all re-submittals for Planning & Zoning and City Council. Delivered to the address above.
3. Submit all documents electronically to: [submittals@coralville.org](mailto:submittals@coralville.org) (Legal Description in Word document form). PDF MUST BE FORMATTED AND PLOTTED NO LARGER THAN 11" X 17".
4. Materials Board with project name clearly labeled (building improvements only) Delivered to address above.

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### **SECTION 1: NARRATIVE INFORMATION** (must be on the site plan drawing)

**PROVIDED:** Yes (X), No (X), Not Applicable (N/A). Provide explanation for any checklist items marked "NO".

YES	NO	N/A	
_____	_____	_____	1. Name of Property Owner
_____	_____	_____	2. Name of Applicant and Applicant's interest in the Subject Property
_____	_____	_____	3. Name of Site Plan Preparer including Address
_____	_____	_____	4. Certification of Architect, Civil Engineer, or Landscape Architect, licensed by the State of Iowa
_____	_____	_____	5. Certification of Registered Land Surveyor
_____	_____	_____	6. Present Zoning of the Site
_____	_____	_____	7. Proposed use of the site and buildings
_____	_____	_____	8. Development Schedule: Start Date, Staging, Phasing and Completion Date

YES	NO	N/A	<b>9. Off-Street Parking and Loading.</b>
___	___	___	a. Total Number of Parking Spaces required and provided
___	___	___	b. Total Number of Loading Spaces required and provided
___	___	___	10. Residential Uses: Number of Dwelling Units Proposed
___	___	___	11. Setback Requirements of the Zoning District
___	___	___	12. Average Setback of Buildings on Same Street within 100 feet of the proposed building(s)
___	___	___	13. Minimum Lot Area and Lot Width Requirements of the Zoning District
___	___	___	14. Land Use Intensity or Floor Area Ratio (see Zoning Regulations for minimums)
<b>ITEMS REVIEWED BY THE CITY ENGINEER</b>			
___	___	___	15. Legal Description of the Site
___	___	___	16. Total Area of the Property
___	___	___	17. Final Stormwater Management Plan Checklist (Visit: <a href="http://www.coralville.org/Stormwater">www.coralville.org/Stormwater</a> and click Forms, Permits & Resources)

**SECTION 2: REQUIRED SITE PLAN ILLUSTRATIONS**

YES	NO	N/A	<b>ITEMS TO BE REVIEWED BY THE BUILDING DEPARTMENT</b>
___	___	___	18. Maximum Drawing Size (all sheets): 24" by 36"
___	___	___	19. North Arrow for main drawing
___	___	___	20. Scale of drawing (minimum scale: 1" = 50')
___	___	___	21. Vicinity sketch with north arrow shown on 1" = 400' City Zoning Map showing all property within 500 feet of the property in question
___	___	___	22. Site Boundary indication by a heavy line
___	___	___	23. Bearings and distances along boundary shown
___	___	___	24. Names of all adjoining subdivisions and lots numbers shown
___	___	___	25. Encroachments by any structure over the lot lines
___	___	___	26. Limits of each phase of construction, as indicated on the Phasing Schedule
___	___	___	27. Proposed Building(s): Footprint of all proposed buildings shown with gross square footage
___	___	___	28. The location and dimensions of easements and required yards and setbacks of existing and proposed buildings.
___	___	___	29. Locations, sizes, and descriptions of existing buildings and site features.
<b>30. Pedestrian Circulation:</b>			
___	___	___	a. Sufficient Sidewalks for access and circulation around building(s)
___	___	___	b. Public Sidewalk provided along all public streets
___	___	___	c. Walks adjacent to parking spaces are of a sufficient width to allow for both the vehicle and overhang AND at least 4 feet of sidewalk space
___	___	___	d. Bike path, if required; including any necessary bike path easements

YES	NO	N/A	31. Vehicular Circulation and Parking:
___	___	___	a. Size of parking spaces, drive aisles and loading areas comply with the Ordinance
___	___	___	b. Handicapped stalls in accordance with State requirements
___	___	___	c. Dimensions of parking spaces as required by Ordinance
___	___	___	d. Dimensions of aisle widths as required by Ordinance
___	___	___	e. Loading Zone Stalls as required by Ordinance
___	___	___	f. Turning Radii at ends of aisles, around building, etc. are sufficient for emergency vehicle access
___	___	___	g. Curb and gutter is around perimeter of parking area and landscape islands
___	___	___	h. Ingress/egress easements
___	___	___	i. Fire apparatus turning exhibit

**32. Trash Enclosure(s):**

___	___	___	a. Located out of public view and screened
___	___	___	b. Constructed of permanent materials (block, brick, etc; wood is NOT permitted)
___	___	___	c. Screening Gate is shown and detailed
___	___	___	d. Protective bollards provided

**ITEMS REVIEWED BY THE CITY ENGINEER**

YES	NO	N/A	33. Lighting Plan: No light from project may spill onto adjacent residential properties.
___	___	___	a. Location of all freestanding and wall mounted lights shown
___	___	___	b. Parking Lot lights are non-adjustable downlights
___	___	___	c. Wall mounted lights are not forward throwing
___	___	___	d. Maximum fixture = 400 watts, except near residential districts, 250 watts or LED equivalent
___	___	___	e. Maximum height of freestanding lights: 25' near residential, 30' all others height of poles must be labeled on plan
___	___	___	f. Photometric drawing OR Isometric map (on separate sheet)
___	___	___	g. Manufacturer's catalog cut sheets included with bulb wattage, footcandle contours and details

**34. Survey Requirements:**

YES	NO	N/A	34. Survey Requirements:
___	___	___	a. Existing Contours
___	___	___	b. Proposed Contours
___	___	___	c. Benchmark at USGS Data Plane
___	___	___	d. 100 Year Flood Elevation
___	___	___	e. Existing Easements and Right-of-Ways
___	___	___	f. Existing Buildings, Pavement, Railroads, etc
___	___	___	g. Existing Drainage Courses, Streams, Woodlands, etc.

YES	NO	N/A	35. <b>Streets:</b>
___	___	___	a. Location of Access Points to Public Streets with all dimensions
___	___	___	b. Relative Location of Access Points on Opposite Side of the Street
___	___	___	c. Curb Cuts: dimension width of cut to nearest pavement joint; minimum 18"
___	___	___	d. Street Widening and/or deceleration lanes
___	___	___	e. Pavement cuts, if required for utility construction, must be 10' wide minimum for both existing and proposed pavement panels
___	___	___	f. Traffic Impact Analysis, if required by the City Engineer
___	___	___	36. Parking lot surfacing material and thickness, including detail
___	___	___	37. Details of all concrete curbs and gutter sections
___	___	___	38. Easements: all proposed easements must be clearly labeled as to type and whether public or private. Separate easement documents with legal descriptions must also be submitted for each proposed easement.
___	___	___	39. Proposed buildings: Finished floor elevation for each building

**UTILITY AND GRADING PLAN**

The portion of the Site plan that shows utilities and grading may be on a separate sheet. Refer to the City of Coralville's Standard Specifications for Street and Utility Improvements. **NOTE:** All service lines must be located underground.

YES	NO	N/A	40. <b>Grading Plan:</b>
___	___	___	a. Proposed grading is properly designed for the topography of the site
___	___	___	b. No trapped water in parking lot
___	___	___	c. Drainage pathways are clearly discernible
___	___	___	e. Temporary Construction Easements
YES	NO	N/A	41. <b>Water System: Clearly label which lines are public and which are private</b>
___	___	___	a. Fire hydrant style, valve materials, and pipe materials per City specs. Hydrants should be approximately 30' from buildings and adjacent to fire lanes.
___	___	___	b. Fire hydrants: sufficient number and spacing to provide complete coverage
___	___	___	c. Watermain has been extended to boundaries of the site and/or looped through the site
___	___	___	d. Easements for watermains
___	___	___	e. Fire (Siamese) connection on building is in an accessible location
___	___	___	f. Detail for the water service into the building, type and location of all backflow devices, and the location and size of wall water meters. The location of the meter room will need to be labeled on the plan.
YES	NO	N/A	42. <b>Sanitary Sewer: Clearly label which lines are public and which are private.</b>
___	___	___	a. Construction and materials per City Municipal Design Standards
___	___	___	b. Invert elevations, rim elevations, pipe slope, pipe materials shown for each manhole and pipe segment. If sewer is public, show Coralville manhole numbers
___	___	___	c. Show adjustment to existing manholes

YES	NO	N/A
___	___	___
___	___	___
___	___	___

- d. Easements for Sanitary Sewer mains
- e. Restaurant only: Location of grease traps
- f. Car washes only: Wastewater Calculations and equalization basin with restrictor

YES	NO	N/A
___	___	___
___	___	___
___	___	___
___	___	___
___	___	___
___	___	___
___	___	___
___	___	___

- 43. Storm Sewer:**
- a. Location and Size of Orifice clearly marked
  - b. Detention Pond Location, Volume, and Maximum Water Line with elevation
  - c. Show emergency overflow routing
  - d. Roof Drain locations and outlets to the storm sewer system
  - e. Construction and material per City Specifications
  - f. Easements for Storm Sewer lines
  - g. Invert elevations, rim elevation, pipe material and pipe slope shown
  - h. Gas stations only: Oil/water separator for gas pumps, including appropriate grading under canopy

**ITEMS REVIEWED BY THE BUILDING DEPARTMENT AND CITY ENGINEER**

YES	NO	N/A
___	___	___
___	___	___
___	___	___
___	___	___
___	___	___
___	___	___
___	___	___
___	___	___
___	___	___
___	___	___

- 44. Landscape Plan:** The landscape plan may be shown on a separate sheet; however the plan should show how landscaping will not be affected by the placement of underground utilities, site lighting, etc.
- a. Location, species, and size of all existing and proposed plantings shown
  - b. Show clear vision triangles at street access points
  - c. Buffer zones as necessary; i.e. between site and adjacent residentially zoned property, or between multi-family and single family uses
  - d. Landscape Headlight Screen along parking lot perimeter
  - e. Irrigation systems (if applicable) on private property only
  - f. Parking Lot Islands and Planters shown, labeled with sod, mulch etc.
  - g. Sod in detention pond and all disturbed areas
  - h. Retaining walls: show top and bottom of wall elevations and maximum height of wall; include a construction detail
  - i. Fences: show locations with dimensions, height, materials, colors
  - j. Details of any monuments or special landscape features i.e. fountains, terraces etc.
  - k. Ground mounted mechanical units, telephone pedestals and light fixtures should be screened with landscaping

YES	NO	N/A
___	___	___
___	___	___
___	___	___
___	___	___

- 45. Architectural elevations (separate drawing sheet from the site plan drawings):**
- a. All sides of the building are shown and labeled
  - b. Building material types are shown and labeled
  - c. All exterior colors are shown, including trim, doors, windows, etc.
  - d. Roof-mounted mechanical units are screened by a parapet wall; dash-in locations behind parapet; also shown dimensions of units

YES	NO	N/A	46. Sign Program:
___	___	___	a. Site Plan showing location and setback of all pole or ground signs shown on Site plan (setback is measured from property line to leading edge of sign)
___	___	___	b. Elevation Detail for Building Signs: show area, colors, and materials on Architectural elevations
___	___	___	c. Elevation Detail for Ground Signs: show area, height, colors and materials
___	___	___	d. Pole Signs: Show dimensions and materials of support pylon(s)
___	___	___	e. Directional Signs: Comply with City Ordinance

**SECTION 3: OTHER REQUIRMENTS**

YES	NO	N/A	
___	___	___	47.
___	___	___	48.

