

1512 7TH Street
P.O. Box 5127
Coralville, IA 52241



Building Department
Phone: 319-248-1720
Fax: 319-248-1894

SITE PLAN CHECKLIST

Name of Project / Property: _____ Date: _____

Address of Property: _____

Legal Description of Property: _____

Applicant's Name: _____

Applicant's Email: _____ Phone: _____

Owner's Name: _____

Owner's Email: _____ Phone: _____

APPLICATIONS ARE DUE THE FIRST BUSINESS DAY OF THE MONTH

ALL SUBMITTED PLAN SETS MUST BE FOLDED; NO ROLLED PLAN SETS

SUBMIT:

1. 6 (24" X 36") copies of all submittals required for Planning and Zoning and City Council. Delivered to address above.
2. 6 (24" X 36") copies of all re-submittals for Planning & Zoning and City Council. Delivered to address above.
3. Submit all documents electronically to: Submittals@coralville.org (Legal Description in Word document form).
4. Materials Board with project name clearly labeled (Building Improvements Only) Delivered to address above.

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	9. Off-Street Parking and Loading.
___	___	___	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)

ITEMS REVIEWED BY THE CITY ENGINEER

___	___	___	15. Legal Description of the Site
___	___	___	16. Total Area of the Property
___	___	___	17. Final Stormwater Management Plan Checklist (Visit: www.coralville.org/Stormwater and click Forms, Permits & Resources)

SECTION 2: REQUIRED SITE PLAN ILLUSTRATIONS

YES	NO	N/A	ITEMS TO BE REVIEWED BY THE BUILDING DEPARTMENT
___	___	___	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. Pedestrian Circulation:
___	___	___	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	29. 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. Vehicle tracking exhibit

___	___	___	30. 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	31. 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
___	___	___	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

YES	NO	N/A	32. 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	33. Streets:
___	___	___	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
___	___	___	34. Parking lot surfacing material and thickness, including detail
___	___	___	35. Details of all concrete curbs and gutter sections
___	___	___	36. 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.
___	___	___	37. 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	38. Grading Plan:
___	___	___	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
___	___	___	d. Erosion Control Plan: comply with City Municipal Design Standards
___	___	___	e. Temporary Construction Easements
YES	NO	N/A	39. Water System: Clearly label which lines are public and which are private
___	___	___	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
YES	NO	N/A	40. Sanitary Sewer: Clearly label which lines are public and which are private.
___	___	___	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
___	___	___
___	___	___
___	___	___
___	___	___
___	___	___
___	___	___
___	___	___
___	___	___

41. **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
___	___	___
___	___	___
___	___	___
___	___	___
___	___	___
___	___	___
___	___	___
___	___	___
___	___	___
___	___	___

42. **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
___	___	___
___	___	___
___	___	___
___	___	___

43. **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	44. 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	
___	___	___	45.
___	___	___	46.

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