

APPENDIX A: SUBDIVISION FORMS

REQUEST FOR SITE PLAN REVIEW

Applicant's Name: _____

Address: _____

Phone No.: _____ Fax No.: _____

E-mail address: _____

Address or General Location of Development: _____

Legal Description of Development: _____

Contact Person: _____

Phone No.: _____

Owner's Name if Different from Applicant: _____

Owner's Address: _____

Owner's Phone No.: _____

Owner's signature

Developer's/Option Holder's Signature

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For office use only:

_____ Application - 1 copy

_____ Site Plan - 2 copies

_____ Landscape Plan - 2 copies

_____ Stormwater Detention Plans and Calculations - 2 sets

_____ Reduced (8-1/2 inches x 14 inches) copy of Site Plan and Landscape Plan - 1 set

Date filed: _____ Filing fee paid: _____ Review fee paid: _____

Application received by: _____

Planning and Zoning Commission meeting date: _____

Filing Fees: \$200.00 5 acres or less
 \$300.00 More than 5 acres

Review Fees: Actual time and material costs incurred to review and approve the site plan. Review fees are in addition to filing fees.

INFORMATION ON SITE PLAN

The purpose of the site plan is to show the facts needed to enable the Planning and Zoning Commission and City Council to determine whether the proposed development meets the City requirements. The site plan at a scale of one inch equals twenty (20) feet [1:20] or larger, shall be prepared by an engineer, landscape architect, urban planner, or other similar professional and shall include the following:

- _____ 1. Existing grading and proposed grading at two (2) foot contours.
- _____ 2. Proposed street and existing street with both paving and right-of-way indicated.
- _____ 3. All utility easements, both privately owned and municipal, and any proposed.
- _____ 4. Outline of proposed or existing building on the site.
- _____ 5. Proposed or existing paving or surfaced area for driveways or parking lots, or other uses for durable surface.
- _____ 6. All required linear yard dimensions of the requested district and those provided if different from required.
- _____ 7. The number of parking spaces required and number provided.
- _____ 8. Location and name of adjoining subdivisions, subdivision lots therein, and names of the adjoining landowners.
- _____ 9. Zoning district classification; type of water supply and sewage disposal and storm sewer disposal.
- _____ 10. Proposed or existing sidewalk locations and easements, if appropriate.
- _____ 11. Proposed and existing landscaping and other existing natural features.
- _____ 12. Proposed or existing sign location and sign height.
- _____ 13. Location map, locating the site within the City of Clinton.
- _____ 14. Identification of existing and proposed plats and development on adjacent property as well as the location of existing and proposed signs within one hundred (100) feet of the site.
- _____ 15. Proposed or existing property lines.
- _____ 16. Proposed or existing fencing and identification of the type and height of fence.
- _____ 17. Proposed or existing access or other easements.
- _____ 18. Locations of proposed or existing manholes, drainage intake, fire hydrants, utility pole anchors and guides.
- _____ 19. Front, side, and rear setbacks.
- _____ 20. Key plan, legend, notes and legal description.
- _____ 21. The scale, north point and date.
- _____ 22. Proposed or existing features not otherwise mentioned, such as specific recreational areas and equipment, water retention areas, ponds, waterways, etc.
- _____ 23. Perspective drawing of the site showing concept described in the site plan, specifically representing the building and sign appearance and contour effect of the site.
- _____ 24. Elevation plans for exterior vertical and horizontal design of the buildings and sign which are being contemplated.
- _____ 25. Construction plans for public or private improvements for streets and sewer in accordance with the procedures of Chapter 76 of the Clinton Municipal Code.
- _____ 26. Legal documents such as but not limited to homeowners' association, restrict covenants, agreement contracts or other documents necessary to insure the concept involved.
- _____ 27. Fire hydrant locations - existing and proposed (showing distances).
- _____ 28. Size of water main.

- _____ 29. Building construction type - per the 2007 International Building Code.
- _____ 30. Building area - each floor and total for entire building.
- _____ 31. Occupancy type(s) - per the 2007 International Building Code.
- _____ 32. Is building to be equipped with automatic fire sprinkler system and/or standpipe system?
If so, indicate location of fire department connection(s).
- _____ 33. Street width - public, on-site, and fire lanes.
- _____ 34. Turning radii, turnarounds, access grades, and height of overhead obstructions.
- _____ 35. Names, addresses, and phone numbers of the architect, developer, and owner.

Note: Items 27 through 32 are required in order to determine fire hydrant and water flow requirements. Items 33 and 34 are used to determine if accessibility is adequate for fire apparatus.

APPLICATION
FOR APPROVAL OF A PRELIMINARY PLAT OF A SUBDIVISION
CITY OF CLINTON, IOWA

Name of Subdivision: _____

Name of Applicant submitting Subdivision: _____

Address of Applicant: _____

Phone No.: _____ Fax No.: _____

Name of Subdivision Property Owner: _____

Address of Owner: _____

Phone No.: _____

Name of Surveyor or Engineer preparing plat drawing and/or engineering construction plans: _____

Address of Engineer: _____

Phone No.: _____ Fax No.: _____

Name of Person or Agent to be contacted and notified concerning this plat (may be engineer or any of the above listed): _____

Address: _____

Phone No.: _____ Fax No.: _____

E-mail Address: _____

The undersigned agrees that the preliminary plat of a subdivision for which approval is requested by this application will comply and conform to all applicable laws of the State of Iowa and the ordinances of the City of Clinton, Iowa.

Owner's signature _____

Applicant's signature _____

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For office use only:

Filing Fee: \$100.00 plus \$2.00 for each lot shown on the proposed plat.

Filing Fee Paid \$ _____

Review Fees: Actual time and material costs incurred to review and approve the preliminary plat. Review fees are in addition to filing fees.

Review Fee Paid \$ _____

Received by: _____

Title: _____

Date: _____

Note: Certain material must accompany this application. The information called for in Items 2 and 3 below may be submitted as one or two maps or plans. Check (y) if required information or materials accompanies this application.

THE SUBDIVIDER SHALL PROVIDE THE FOLLOWING:

- _____ 1. Location map (which may be prepared by indicating the data by notations on available maps) showing:
 - a. Subdivision name and location.
 - b. Major thoroughfares related to the subdivision.
 - c. Public transportation lines.
 - d. Main shopping center.
 - e. Community or neighborhood stores.
 - f. Elementary and high schools.
 - g. Parks and playgrounds.
 - h. Other community features.
 - i. Title, scale, north point, and date.

- _____ 2. A site map showing:
 - a. Topographical data in one of the following forms, which shall be determined by the Commission during preliminary consideration of the plan:
 - 1) A contour map with contours at intervals of 2 feet if the general slope of the site is less than 10% and at vertical intervals of 5 feet if the general slope is greater than 10%.
 - 2) A land inspection sketch showing terrain features, wooded area, building, and other natural or artificial features which would affect the plan of the subdivision.
 - b. Tract boundary lines, showing dimensions, bearings, angles, and references to section, township, and range lines or corners.
 - c. Streets and rights-of-way, on or adjoining the site, including dedicated widths, roadway widths, approximate gradients, types and width of pavements, curbs, location of street lights, sidewalks, tree planting and other pertinent data.
 - d. Easements: Locations, widths, and purposes.
 - e. Utilities, including sanitary and storm sewers, other drainage facilities; water lines; gas mains; electric utilities and other facilities. Size or capacity of each should be shown and the locations of distance to each existing utility indicate.
 - f. Zoning of the site and adjoining property.
 - g. Existing or proposed platting of adjacent land within 300 feet of the subdivision.
 - h. Other features or conditions which would affect the subdivision favorably or adversely.
 - i. Title, scale, north point, and date.

- _____ 3. A preliminary plan of the subdivision, drawn to scale of 50 feet to 1 inch or 100 feet to 1 inch, provided however, that if the resulting drawing would be over 36 inches in shortest dimension, a scale as recommended by the Engineer or the Commission may be used.
 - a. Proposed name of the subdivision.
 - b. Names and addresses of owner and subdivider and the City Planner, land planning consultant, engineer, or surveyor who prepared the plan.
 - c. Street pattern, showing the names (which shall not duplicate names of other streets in the community) and widths of rights-of-way or streets, and widths of crosswalks, easements, or alleys.

- d. Layout of lots, showing dimensions and numbers. Square foot area of each lot with irregular sides (not rectangular). Block number if required, distances, radii, and chords.
- e. Parcels of land proposed to be dedicated or reserved for schools, parks, playgrounds, or other public, semi-public, or community purposes.
- f. Building setback or front yard lines.
- g. Key plan, legend, and notes.
- h. Scale, north point, and date.

_____ 4. Engineering plans showing:

- a. Profiles, typical cross sections and specifications for proposed street improvements.
- b. Profiles and locations and other explanatory data concerning the installation of sanitary and storm sewage systems and water distribution system.

_____ 5. A description of the protective covenants or private restrictions to be incorporated in the plat of the subdivision.

_____ 6. Information as to any agreements which have been entered into with the owners of other property within the neighborhood in which the proposed subdivision is located, as to general plans for the entire neighborhood. Reference should be made to the comprehensive plan for suggestions as to the general street pattern and design of the neighborhood. Wherever possible, all of the property owners within the neighborhood should endeavor to agree upon a general plan for its development, in order that each subdivision may be designed as an integral part of a well-considered overall plan.

APPLICATION
FOR APPROVAL OF A FINAL PLAT OF A SUBDIVISION
CITY OF CLINTON, IOWA

Name of Subdivision:
Name of Applicant submitting Subdivision:
Address of Applicant:
Phone No.: Fax No.:
Name of Subdivision Property Owner:
Address of Owner:
Phone No.: Fax No.:
Name of Surveyor or Engineer preparing plat drawing and/or engineering construction plans:
Address of Engineer:
Phone No.: Fax No.:
Name of Attorney preparing legal documents:
Address of Attorney:
Phone No.: Fax No.:
Name of Person or Agent to be contacted and notified concerning this plat (may be engineer or any of the above listed):
Address of Agent:
Phone No.: Fax No.:
E-mail Address:

The undersigned agrees that the final plat of a subdivision for which approval is requested by this application will comply with and conform to all applicable laws of the State of Iowa and the ordinances of the City of Clinton, Iowa, and that it is the applicant's responsibility to submit all required legal documents in a manner such that the documents must be recorded within 60 days of final plat approval by the City Council.

Owner's signature Applicant's signature
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For office use only:

Filing Fee: \$200.00 should accompany this plat.

Filing Fee Paid \$

Review Fees: Actual time and material costs incurred to review and approve the final plat. Review fees are in addition to filing fees.

Review Fee Paid \$

Received by:
Title:
Date:

CERTAIN MATERIALS MUST ACCOMPANY THIS APPLICATION.

Note: The original drawing of the final plat of the subdivision shall be drawn to a scale of fifty (50) feet to one (1) inch, provided that if the resulting drawing would be over thirty-six (36) inches in shortest dimension, a scale of one hundred (100) feet to one (1) inch may be used. Three black or blue line prints shall be submitted with the original final plat, or, in order to conform to modern and reproduction methods, three black line prints and a reproducible print shall be submitted.

The following basic information shall be shown in the final plat. Check if required information or material accompanies the application.

- _____ 1. Accurate boundary lines, with dimensions and angles, which provide a survey of the tract, closing with an error of not more than one (1) feet in five thousand (5,000) feet.
- _____ 2. Accurate distances and directions to the nearest established street corners of official monuments. Reference corners shall be accurately described on the plan.
- _____ 3. Accurate locations of all existing and recorded streets intersecting the boundaries of the tract.
- _____ 4. Accurate metes and bounds description of the boundary.
- _____ 5. Source of title to the land as shown by the books of the Recorder of Clinton County.
- _____ 6. Street names.
- _____ 7. Complete curve notes for all curves included in the plan.
- _____ 8. Street lines with accurate dimensions in feet and hundredths of feet, with angles to street, alley, and lot lines.
- _____ 9. Lot numbers and dimensions.
- _____ 10. Easements for utilities including street lights and any limitations on such easements.
- _____ 11. Accurate dimensions for any property to be dedicated or reserved for public, semi-public, or community use.
- _____ 12. Building setback lines or front yard lines and dimensions.
- _____ 13. Location, type, material, and size of all monuments and lot markers.
- _____ 14. Restrictions of all types which will run with the land and become covenants in the deeds for lots.
- _____ 15. Name of the subdivision.
- _____ 16. Name and address of the owner and the subdivider.
- _____ 17. North point, scale, and date.
- _____ 18. Certification by a registered professional engineer or registered land surveyor.
- _____ 19. Certification of dedication of the streets and other public property.
- _____ 20. "Notice of Intent" (National Pollutant Discharge Elimination System General Permit #2). Copy to Engineering Department.
- _____ 21. Developer's stormwater pollution prevention plan.
- _____ 22. Resolution and certificate for approval by the Council and signatures of the Mayor and City Clerk.
- _____ 23. The final plat shall also be accompanied by a set of legal documents as required by the Clinton Subdivision Code. A set of draft copies of these documents may be obtained from the Clinton Planning Department. If the required documents, engineering plans, or other required material are not submitted at the time of initial submittal, any mandatory time requirement for processing of this plat shall not begin until all required material is submitted.

(Ord. 2389, passed 10-28-2008)