

## **SUBMITTAL REQUIREMENTS**

### Administrative Site Development Plan

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An Administrative Site Development Plan, which can be considered a final site plan, is an engineered plan of improvements certified by a registered civil engineer licensed in the State of Iowa. Administrative Site Development Plans are reviewed by the Project Review Group and approved by the Director of the Community Development Department. Prior to the submittal of an Administrative Site Development Plan the applicant is strongly advised to apply for a Pre-Application review. This is especially true if the site plan did not go through the Preliminary Site Development Plan review process. Also prior to submittal, the applicant should reference City Council Resolution No. 0464-05-08, which established guidelines for determining whether a development plan needs to be submitted for an Administrative Site Development Plan or Preliminary Site Development Plan review. [See Review Process and Schedule.](#)

This Checklist need not be submitted with your application. It is provided for your convenience. Applicants are strongly encouraged to submit applications online through the City's [Citizen Access Portal](#).

For more information on zoning requirements for the proposed site, refer to the [Municipal Code Chapter 32](#).

For more information on design standards for public improvements in Cedar Rapids, refer to the [Metro Design Standards](#).

#### **Initial Submittal**

The following materials must be submitted for the initial submittal:

- Administrative Site Development Plan (See Site Development Plan Checklist Below)
- Construction Plans
- Titleholder Signature
- Legal Description of the subject property

#### **Final Submittal**

The following materials must be submitted for each revised or final submittal:

- Revised Administrative Site Development Plan (See Administrative Site Development Plan Checklist below)
- List of revisions
- Acceptance of Conditions Form (With final submittal only)

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#### **Planning Considerations**

The following situations may trigger additional review.

- Are there structures which may be affected on the site that are over 50 years old? (see Historic Preservation in [Municipal Code Chapter 18.10](#))
- Is the site covered by the Floodplain Management Ordinance? (see Floodplain Management in [Municipal Code, Chapter 32B](#))
- Will this project require a variance or design exception? (see Zoning requirements in the [Municipal Code Chapter 32](#))
- Could the site generate more than 750 trips per day or more than 100 trips in a peak hour? (See [Metro Design Standards Chapter 5 Section 6.1](#))
- Have you reviewed the Large Scale Commercial Design Guidelines Section 32.05.030.C. of the Zoning Ordinance. (see [Municipal Code, Chapter 32.05.030C](#))
- Have you reviewed the Neighborhood Protection guidelines section of the Zoning Ordinance? (see [Municipal Code, Chapter 32.05.030F](#))
- Have you reviewed the Residential Development Design Guidelines in the Zoning Ordinance? (see [Municipal Code, Chapter 32.05.030E](#))
- Have you researched the past history of the site, including any prior zoning actions, conditional uses, or other city actions?

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#### **Administrative Site Development Plan Checklist:**

The following information must be included on an administrative site development plan. For more information on requirements for the proposed site, refer to the [Municipal Code Chapter 32.](#)

1. \_\_\_ Titleholder(s) information: name, address, phone number, fax number, and email
2. \_\_\_ Applicant information: name, address, phone number, fax number, and email
3. \_\_\_ Contact Person information: name, address, phone number, fax number, and email
4. \_\_\_ Prepared by an engineer, landscape architect, urban planner, architect or other certified professional
5. \_\_\_ Location map:
  - Scale: 1" = 300' (Vary scale when necessary)
  - North arrow at the top or the left of the sheet
  - Identification of the site area
  - Existing platted lot lines and streets
  - Existing boundaries and zoning for all property located within 600' of the boundaries of the subject property (if adjacent street speed is greater than or equal to 55 MPH, show property located with 1,320' of the boundaries of the subject property.)
6. \_\_\_ Existing zoning
7. \_\_\_ Total lot area and exterior lot dimensions
8. \_\_\_ Proposed building use(s) and associated square footage
9. \_\_\_ Existing and proposed square footage and percentage of the lot covered by structures and surfacing
10. \_\_\_ North directional arrow and north oriented to the top or left of the sheet
11. \_\_\_ Scale at 1" = 20' (preferred) or maximum of 1" = 50'
12. \_\_\_ Existing contours at 2-foot intervals
13. \_\_\_ Proposed contours at 1-foot intervals
14. \_\_\_ Water courses, floodplains (100 yr and 500 yr), and floodways
15. \_\_\_ Dimensions of the required linear yard dimensions (setbacks and property boundaries)
16. \_\_\_ Dimensions and area of the required open space (if applicable)
17. \_\_\_ Exterior outlines of all existing and proposed structures including:
  - Dimensions to property lines (setbacks)
  - Building height(s)
  - Number of stories for all structures including basement(s)
18. \_\_\_ Purposed signage location and type (See [Municipal Code Chapter 32.06](#))
19. \_\_\_ Existing and proposed utilities, including culverts, fire hydrants, power poles, catch basins, manholes, and other features

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20. \_\_\_ Existing and proposed easements with dimensions
21. \_\_\_ Existing and proposed utilities, including culverts, fire hydrants, power poles, catch basins, manholes, and other features
22. \_\_\_ Street names, classification, half street and full street right-of-way width, and posted or design speeds for all public and private streets
23. \_\_\_ Existing and proposed private and public sidewalks including adjoining properties
24. \_\_\_ Exterior outlines of all existing and proposed parking/drives layout including (See [Metro Design Standards](#) for more information)
25. \_\_\_ Storm water management plan and report (See [Municipal Code Chapter 72](#))
26. \_\_\_ Final Landscaping plan (See [Municipal Code Chapter 32.05.030](#) for landscaping requirements)
27. \_\_\_ Show sight triangles and line of sight information at access locations
28. \_\_\_ Spot elevations and grades for sidewalks, pedestrian ramps, and drive entrances
29. \_\_\_ Label inverts, grades, lengths, and type of storm and sanitary sewer facilities
30. \_\_\_ Erosion control plan with SWPPP/NPDES general permit required
31. \_\_\_ Elevations for exterior buildings visible from public or private property