



Development Services
City Services Center
500 15th Avenue SW
Cedar Rapids, IA 52404
Telephone: (319) 286-5822

SUBMITTAL REQUIREMENTS

Preliminary Site Development Plan

A Preliminary Site Development Plan gives the public an opportunity to provide input on proposed changes to a site and may save an applicant time and money before preparing a full site plan (called an Administrative Site Development Plan). A Preliminary Site Development Plan is required if the proposed development is adjacent to residentially zoned property or property which is indicated for residential uses on the Future Land Use map in the City's Comprehensive Plan. A Preliminary Site Development may also be required subject to provision established in Resolution No. 0464-05-08, which established guidelines for determining whether a development plan needs to be submitted for Administrative Site Development Plan or Preliminary Site Development Plan review. A Preliminary Site Development Plan, when submitted as part of a Rezoning application, is reviewed by the Project Review Group and City Planning Commission and approved by the City Council. All other Preliminary Site Development Plans are approved by the City Planning Commission. The Preliminary Site Development Plan can be submitted as an engineered plan of improvements certified by a registered civil engineer licensed in the State of Iowa. Prior to submittal of a Preliminary Site Development Plan application, the applicant is strongly advised to apply for a Pre-Application 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:

- Titleholder Signature Form
- Preliminary Site Development Plan (See Site Development Plan Checklist below)
- Legal Description of the subject property
- Elevations
- Courtesy Mailing Labels for all properties within a 300 foot radius

Final Submittal

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

- Revised Preliminary Site Development Plan (See Preliminary Site Development Plan Checklist below)
- List of revisions
- Acceptance of Conditions Form (Before CPC meeting)



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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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Preliminary Site Development Plan Checklist

The following information must be included on a preliminary site development plan. For more information on zoning requirements, 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 within 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)
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)



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18. ___ Elevations for exterior buildings visible from public or private property
19. ___ Proposed signage location and type (See [Municipal Code Chapter 32.06](#))
20. ___ Existing and proposed utilities, including culverts, fire hydrants, power poles, catch basins, manholes, and other features
21. ___ Existing and proposed easements with dimensions
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)
 - Existing drives adjacent to the property and across the street
 - Dimension of parking spaces and drive aisle(s)
 - Identify location and dimensions of any required handicapped parking.
 - Circulation patterns of traffic access to public/private streets
 - Number of parking spaces required, number of parking spaces provided, and number of parking spaces approved by the city
 - Dimensioned driveways and radii for all accesses to public/private streets
25. ___ Storm water management methods (See [Municipal Code Chapter 72](#))
26. ___ Preliminary Landscaping plan (See [Municipal Code Chapter 32.05.030](#) for landscaping requirements)