



DEPARTMENT OF COMMUNITY DEVELOPMENT
SITE PLAN REVIEW INFORMATION

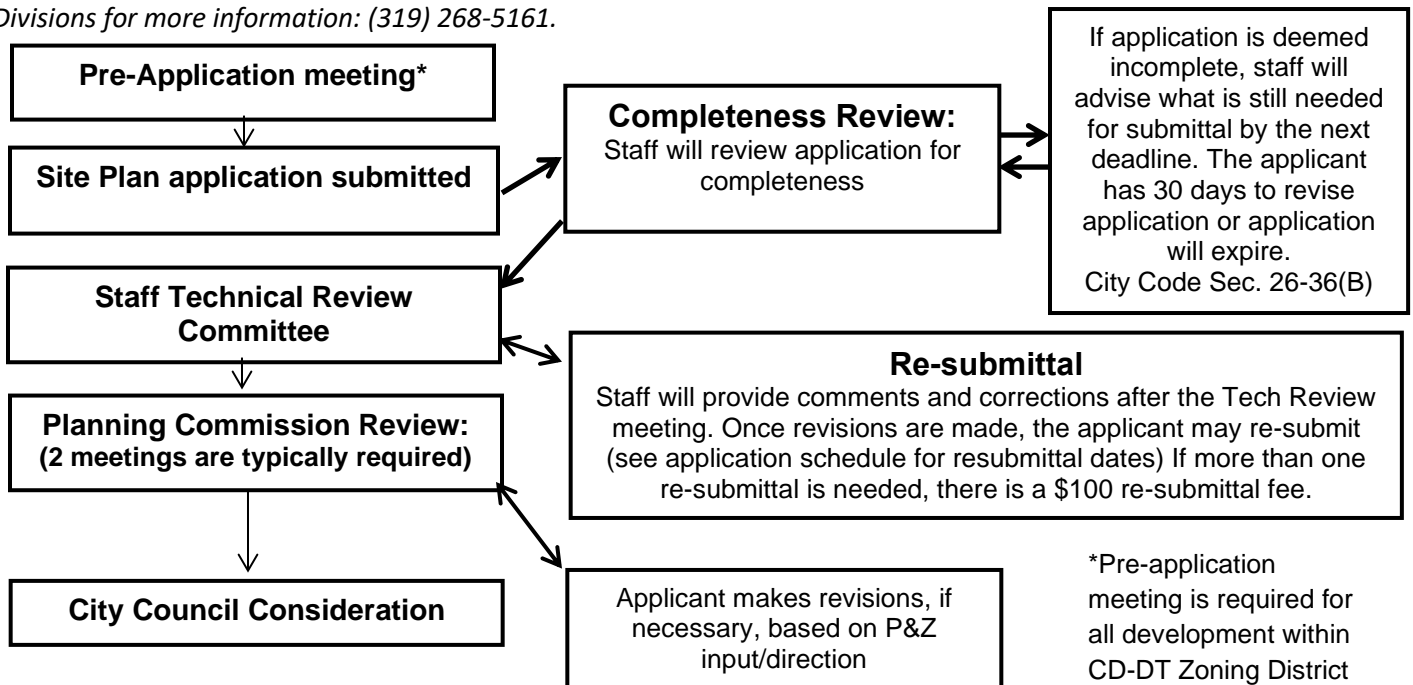
City of Cedar Falls
220 Clay Street
Cedar Falls, Iowa 50613

General Information: Applications for a commercial, industrial, institutional, or multi-unit dwelling project or any residential project within an overlay or commercial district, either by new construction, additions or redevelopment, will be considered when all required documents and fees are submitted. A Site Plan Application will follow the process illustrated below. The process can take 1-4 months depending on the level of review required. It is highly recommended that the applicant or a representative have a pre-application meeting with staff in advance of application submittal*. If Planning and Zoning Commission (P&Z) and City Council review is required, we recommend having a representative present at each meeting. To set up a pre-application meeting, or if there are any questions, please call (319) 273-8606.

Deadline: Applications must be submitted by 5 PM on the submittal deadline that coincides with the desired timeline; see attached Application Schedule for submittal deadlines. This schedule also provides information about P&Z and Council meeting dates, if applicable.

Application Submittal Instructions: Submit both a hard and an electronic copy of the completed application and all required attachments with the applicable fee to the Planning and Community Services Division. Please email electronic documents to planning@cedarfalls.com. A checklist is provided to assist in a complete submittal.

Procedure: Some site plans require P&Z and Council review (check with Planning for a determination). In cases where P&Z/Council review is not required, site plans are reviewed and approved administratively by the staff Technical Review Committee. *Note: Once your site plan is approved, you may apply for a **Building Permit and SWPPP**. Contact the City's Building and Engineering Divisions for more information: (319) 268-5161.*



Schedule of Applications 2023							
Complete Application/ Re-submittal Deadline	Internal Technical Review Committee Meeting***	Submittal of Packets	P&Z Meeting ** Preliminary Consideration	Submittal of Packets2	P&Z Meeting ** Formal Recommendation	Council Submittal Deadline	CC Meeting (tentative)
12/22/2022*	1/4/2023	1/19/2023	1/25/2023	2/2/2023	2/8/2023	2/27/2023	3/6/2023
1/9/2023	1/18/2023	2/2/2023	2/8/2023	2/16/2023	2/22/2023	3/13/2023	3/20/2023
1/23/2023	2/1/2023	2/16/2023	2/22/2023	3/2/2023	3/8/2023	3/27/2023	4/3/2023
2/6/2023	2/15/2023	3/2/2023	3/8/2023	3/16/2023	3/22/2023	4/10/2023	4/17/2023
2/20/2023	3/1/2023	3/16/2023	3/22/2023	4/6/2023	4/12/2023	4/24/2023	5/1/2023
3/6/2023	3/15/2023	4/6/2023	4/12/2023	4/20/2023	4/26/2023	5/8/2023	5/15/2023
3/27/2023	4/5/2023	4/20/2023	4/26/2023	5/4/2023	5/10/2023	5/29/2023	6/5/2023
4/10/2022	4/19/2022	5/4/2023	5/10/2023	5/18/2023	5/24/2023	6/12/2023	6/19/2023
4/24/2023	5/3/2023	5/18/2023	5/24/2023	6/8/2023	6/14/2023	6/26/2023	7/3/2023
5/8/2023	5/17/2023	6/8/2023	6/14/2023	6/22/2023	6/28/2023	7/10/2023	7/17/2023
5/26/2023*	6/7/2023	6/22/2023	6/28/2023	7/6/2023	7/12/2023	7/31/2023	8/7/2023
6/12/2023	6/21/2023	7/6/2023	7/12/2023	7/20/2023	7/26/2023	8/14/2023	8/21/2023
6/26/2023	7/5/2023	7/20/2023	7/26/2023	8/3/2023	8/9/2023	9/4/2023	9/11/2023
7/10/2023	7/19/2023	8/3/2023	8/9/2023	8/17/2023	8/23/2023	9/18/2023	9/25/2023
7/24/2023	8/2/2023	8/17/2023	8/23/2023	9/7/2023	9/13/2023	10/2/2023	10/9/2023
8/7/2023	8/16/2023	9/7/2023	9/13/2023	9/21/2023	9/27/2023	10/9/2023	10/16/2023
8/28/2023	9/6/2023	9/21/2023	9/27/2023	10/5/2023	10/11/2023	10/30/2023	11/6/2023
9/11/2023	9/20/2023	10/5/2023	10/11/2023	10/19/2023	10/25/2023	11/13/2023	11/20/2023
9/25/2023	10/4/2023	10/19/2023	10/25/2023	11/2/2023	11/8/2023	11/27/2023	12/4/2023
10/9/2023	10/18/2023	11/2/2023	11/8/2023	11/16/2023	11/21/2023*	12/11/2023	12/18/2023
10/23/2023	11/1/2023	11/16/2023	11/21/2023*	12/7/2023	12/13/2023	12/21/2023*	1/2/2024*
11/6/2023	11/15/2023	12/7/2023	12/13/2023	12/20/2023	12/27/2023	1/8/2024	1/16/2024*
11/27/2023	12/6/2023	12/20/2023	12/27/2023	1/4/2024	1/10/2024	1/29/2024	2/5/2024
12/11/2023	12/20/2023	1/4/2024	1/10/2024	1/18/2024	1/24/2024	2/12/2024	2/19/2024
12/21/2023*	1/3/2024	1/18/2024	1/24/2024	2/8/2024	2/14/2024	2/26/2024	3/4/2024
1/8/2024	1/17/2024	2/8/2024	2/14/2024	2/22/2024	2/28/2024	3/11/2024	3/18/2024
1/29/2024	2/7/2024	2/22/2024	2/28/2024	3/7/2024	3/13/2024	3/25/2024	4/1/2024
2/12/2024	2/21/2024	3/7/2024	3/13/2024	3/21/2024	3/27/2024	4/8/2024	4/15/2024
2/26/2024	3/6/2024	3/21/2024	3/27/2024	4/4/2024	4/10/2024	4/29/2024	5/6/2024
3/11/2024	3/20/2024	4/4/2024	4/10/2024	4/18/2024	4/24/2024	5/13/2024	5/20/2024

* Dates shifted to avoid holidays.

** Applications will be forwarded to P&Z once deemed complete and accurate.

*** If initial Technical Review Committee comments/corrections are extensive another review by the Technical Review Committee will be required.



**DEPARTMENT OF COMMUNITY DEVELOPMENT
SITE PLAN APPLICATION**

**City of Cedar Falls
220 Clay Street
Cedar Falls, Iowa 50613**

Applicant's Name: _____

Applicant's Mailing Address: _____

City: _____ State: _____ ZIP: _____

Applicant Email: _____ Daytime Phone #: _____

Owner: _____

Owner's Mailing Address: _____

Owner's Email: _____ Daytime Phone #: _____

Type of Construction: _____

Current Zoning: _____

Parcel #: _____

Property Address: _____

City: _____ State: _____ ZIP: _____

A COMPLETE SUBMITTAL INCLUDES A PAPER AND AN ELECTRONIC COPY OF:

- Completed Application (checklist continues on next page)
- Nonrefundable fee:
 - P&Z Review: \$350, except \$115 for SF residential and duplex
 - Administrative Review: \$200 (SF residential and duplex may be exempt from site plan review in certain districts. Consult with Planning Division) (\$100 resubmittal fee is required for each re-submittal beyond the 1st re-submittal).
- Description of proposed work and land uses proposed (Word)
- Completed site plan to scale with completed checklist attached (4 paper copies and in PDF)
- Storm Water Management Plan, if applicable
- Flood Plain Elevation Certificate, if applicable
- Traffic Impact Study and/or larger Traffic Study (as applicable)
- Description of current and proposed Easements, including legal descriptions
- Notation of planned project modifications, variances or minor adjustments granted or proposed
- Copy of the Deed of Dedication or restrictive covenants, if any, of the applicable subdivision
- Legal description of the property (Word)

To the best of my knowledge the foregoing and attached statements are true and correct, in addition the owner and/or contractor agree to comply with all requirements of code of ordinances of the City of Cedar Falls and the work will be done under those provisions.

Property Owner's Signature: _____ Date: _____

Applicant's Signature (if different): _____ Date: _____

SITE PLAN CHECKLIST

For all underlined items below, ensure that the standards for the zoning district are met. If a point below is not applicable please mark as such and attach a brief description as to why.

Date: _____

Project Address _____

General information required on the site plan:

- Map elements (north arrow, scale, index, date...)
- Name, location, and type of project
- Owner's name and contact information. Project Engineer & Project Architect should also be noted.
- Sheet index on cover sheet if site plan is more than one (1) page
- Vicinity map
- Property lines/dimensions and area
- Current zoning designation
- Proposed land use(s) and phasing plan
- Floodplain (100 year and 500 year), if applicable
- Relationship to surrounding properties, streets, alleys, street access points
- Names and addresses of property owners within 200 feet (provide via separate spreadsheet)
- Topographic contours (2 foot intervals)

Parking and Access:

- All streets/alleys/driveways/city sidewalks/internal pedestrian walkways clearly labeled with width and paving material proposed
- Grade of driveways
- Drive width at curb cuts
- Drive width at property line
- Parking areas: label setbacks from property lines and dimensions of parking area, drives, aisles, landscape islands, and medians
- Number of parking spaces required and number of parking spaces provided
- Location and dimensions of parking stalls (both current and proposed labeled as to type, including required handicapped stalls, any compact spaces, and bike parking, if applicable)
- Fire lanes where applicable (no dead ends, adequate turning radii, meets necessary widths, etc.)

Building:

- Proposed and current building footprints, dimensions, setback distances from property lines (label new construction differently than current structures)
- Building height(s) – grade to peak of the roof and grade to top of the wall plate
- Building coverage (combined area of proposed and existing structures)
- Total area of impervious surface (building coverage + paving coverage)
- Site Triangle at intersections and driveways
- Location and height of all fences (if applicable)
- Total number of dwelling units (for residential)
- Number of employees (for commercial or industrial)
- Location, size, type and overall dimensions of proposed and existing outdoor signs (if applicable)
- Low water entry point if in the 100yr or 500yr flood hazard area or if abutting a flood hazard area

Over →

Utilities:

- Utility system details (location and size) – sewer, water, gas, electricity
- Location and purpose of current easements
- Location and purpose of proposed easements, including legal descriptions
- Storm water management plan with the inclusion of detention/retention facilities, if necessary
- Lighting information: location, height, type (manufacturer's specifications)
- Trash enclosure location, dimensions and materials
- Location of fire hydrants

Landscaping Plan:

- Note open space calculation, if applicable.
- Illustrate existing natural land features: wetlands, steep slopes, streams, trees, other significant features
- Natural features protection plan and alternatives analysis (if applicable)
- Proposed landscaping, with required trees and trees that will be preserved identified
- Illustrate and list landscaping quantities, tree and shrub species, location, size at planting and at maturity, and other landscaping materials (see specific zoning district requirements. Include tabulation of landscaping points per zoning district requirements, as applicable)
- Note and illustrate peripheral and internal parking lot landscaping (See Sec.26-220)

Architectural Review: (include if specific zoning district requires architectural review)

- Elevation drawings with all dimensions, building height, floor to ceiling heights, and exterior building materials labeled illustrating how the proposed building or changes to the existing building(s) meet the applicable standards of the subject zoning district.
- Dimensions and specifications of the façade elements, as required. For example, calculation of window coverage, dimension and types of windows, doors, awnings, porches, etc.
- If Planning and Zoning Commission and City Council review is required, include colored perspective drawings of proposed buildings/site, as necessary.

Note: The property owners/applicants are responsible for verifying the location of property lines, easements and utilities.