



**DEPARTMENT OF COMMUNITY DEVELOPMENT**  
**SITE PLAN INFORMATION**

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

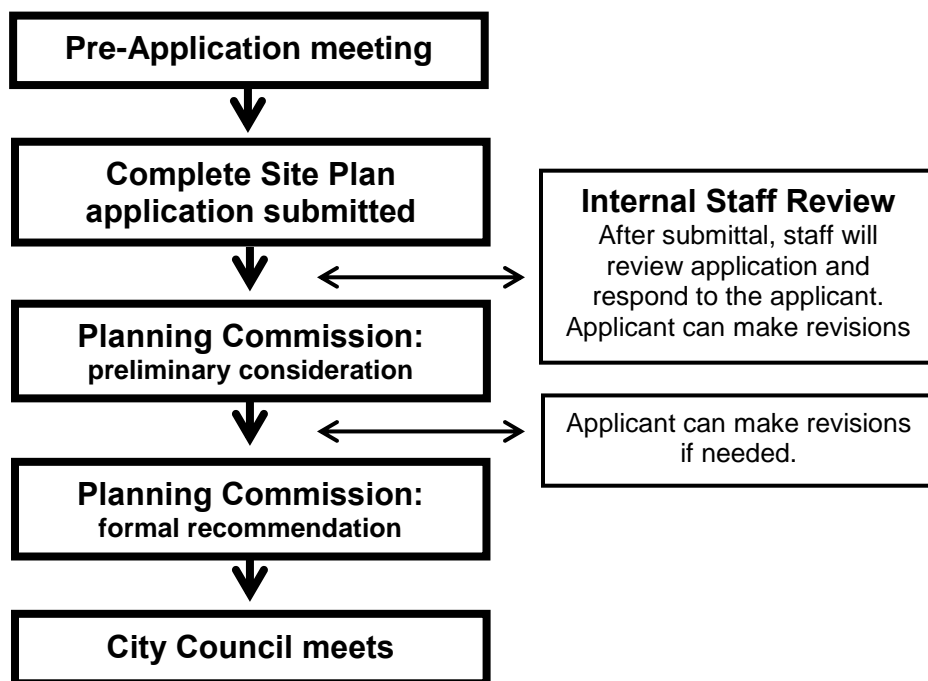
**General Information:** Applications for developing a commercial, multi-family, or residential (in an overlay district) property, either by new construction, additions or redevelopment, within the City of Cedar Falls will be considered when all required documents and fees are submitted. A Site Plan Application will follow the process illustrated below. The process can take 2-4 months. **Before a Site Plan can be approved a Final Plat for the property in question needs to be in place.** It is highly recommended that the applicant or a representative have a pre-application meeting with staff in advance of application submittal and be present at each meeting. To set up a meeting or if there are any questions please call (319) 273-8600.

Note: In addition to a Land Use Permit, **a Building Permit and SWPPP are also required** before a property can be developed. Contact the City's Building and Engineering Department for more information at City Hall or call (319) 268-5161.

**Deadline:** Projects must be submitted by 5 PM on the deadline that coincides with the desired timeline; see attached Planning and Zoning Commission Schedule for more details.

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

**Procedure:** All Site Plan Applications need to go through the Planning and Zoning Commission, except for projects in R1-R5, M1-MP, C1-C3, or A1 zoning districts.



Planning & Zoning Commission Schedule of Applications 2020									
Complete Application/ Re-submittal Deadline <i>DUE BY 5PM</i>	Internal Technical Review Committee Meeting***	Distribution of Packets	P&Z Meeting ** <i>Preliminary Consideration</i>	Distribution of Packets2	P&Z Meeting ** <i>Formal Recommendation</i>	Distribution of Packets3	CC Meeting <i>(tentative)</i>		
11/18/2019	11/26/2019*	12/13/2019	12/18/2019*	1/3/2020	1/8/2020	1/31/2020	2/3/2020		
12/9/2019	12/18/2019	1/3/2020	1/8/2020	1/17/2020	1/22/2020	2/14/2020	2/17/2020		
12/23/2019	1/2/2020*	1/17/2020	1/22/2020	2/7/2020	2/12/2020	2/28/2020	3/2/2020		
1/6/2020	1/15/2020	2/7/2020	2/12/2020	2/21/2020	2/26/2020	3/13/2020	3/16/2020		
1/20/2020	2/5/2020	2/21/2020	2/26/2020	3/6/2020	3/11/2020	4/3/2020	4/6/2020		
2/10/2020	2/19/2020	3/6/2020	3/11/2020	3/20/2020	3/25/2020	4/17/2020	4/20/2020		
2/24/2020	3/4/2020	3/20/2020	3/25/2020	4/3/2020	4/8/2020	5/1/2020	5/4/2020		
3/9/2020	3/18/2020	4/3/2020	4/8/2020	4/17/2020	4/22/2020	5/15/2020	5/18/2020		
3/23/2020	4/1/2020	4/17/2020	4/22/2020	5/8/2020	5/13/2020	5/29/2020	6/1/2020		
4/6/2020	4/15/2020	5/8/2020	5/13/2020	5/22/2020	5/27/2020	6/12/2020	6/15/2020		
4/20/2020	4/29/2020	5/22/2020	5/27/2020	6/5/2020	6/10/2020	7/3/2020	7/6/2020		
5/11/2020	5/20/2020	6/5/2020	6/10/2020	6/19/2020	6/24/2020	7/17/2020	7/20/2020		
5/22/2020*	6/3/2020	6/19/2020	6/24/2020	7/3/2020	7/8/2020	7/31/2020	8/3/2020		
6/8/2020	6/17/2020	7/3/2020	7/8/2020	7/17/2020	7/22/2020	8/14/2020	8/17/2020		
6/22/2020	7/1/2020	7/17/2020	7/22/2020	8/7/2020	8/12/2020	9/4/2020	9/8/2020		
7/6/2020	7/15/2020	8/7/2020	8/12/2020	8/21/2020	8/26/2020	9/18/2020	9/21/2020		
7/20/2020	7/29/2020	8/21/2020	8/26/2020	9/4/2020	9/9/2020	10/2/2020	10/5/2020		
8/10/2020	8/19/2020	9/4/2020	9/9/2020	9/18/2020	9/23/2020	10/16/2020	10/19/2020		
8/24/2020	9/2/2020	9/18/2020	9/23/2020	10/9/2020	10/14/2020	10/30/2020	11/2/2020		
9/4/2020*	9/16/2020	10/9/2020	10/14/2020	10/23/2020	10/28/2020	11/13/2020	11/16/2020		
9/21/2020	9/30/2020	10/23/2020	10/28/2020	11/6/2020	11/11/2020	12/4/2020	12/7/2020		
10/12/2020	10/21/2020	11/6/2020	11/11/2020	11/19/2020	11/24/2020*	12/18/2020	12/21/2020		
10/26/2020	11/4/2020	11/19/2020	11/24/2020*	12/4/2020	12/9/2020	12/31/2020	1/4/2021		
11/9/2020	11/18/2020	12/4/2020	12/9/2020	12/17/2020	12/22/2020*	1/15/2021	1/18/2021		
11/23/2020	12/2/2020	12/17/2020	12/22/2020*	1/8/2021	1/13/2021	1/29/2021	2/1/2021		
12/7/2020	12/16/2020	1/8/2021	1/13/2021	1/22/2021	1/27/2021	2/12/2021	2/15/2021		
12/21/2020	12/30/2020	1/22/2021	1/27/2021	2/5/2021	2/10/2021	2/26/2021	3/1/2021		
1/11/2021	1/20/2021	2/5/2021	2/10/2021	2/19/2021	2/24/2021	3/12/2021	3/15/2021		
1/25/2021	2/3/2021	2/19/2021	2/24/2021	3/5/2021	3/10/2021	4/2/2021	4/5/2021		
2/8/2021	2/17/2021	3/5/2021	3/10/2021	3/19/2021	3/24/2021	4/16/2021	4/19/2021		
2/22/2021	3/3/2021	3/19/2021	3/24/2021	4/9/2021	4/14/2021	4/30/2021	5/3/2021		

\* 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's Email: \_\_\_\_\_ Daytime Phone #: \_\_\_\_\_

Type of Construction: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Lot's Principle Use: \_\_\_\_\_

Parcel #: \_\_\_\_\_

Property's Address (if other): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

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

- Completed Application
- Nonrefundable fee:     If going to P&Z: \$300 for commercial or multifamily; \$100 for residential
  - If downtown façade review is required: \$50
  - If internal review: \$25
- Description of proposed work and use (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 Study, if applicable
- Description of current and proposed Easements, including legal descriptions
- Notation of planned project modifications, variances granted or proposed
- Copy of the Deed of Dedication or restrictive covenants for that 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's Address \_\_\_\_\_

### **General:**

- Map elements (north arrow, scale, index, date...)
- Name, location, and type of project
- Petitioner's name and contact information
- Sheet index on cover sheet if site plan is more than one (1) page
- Vicinity map
- Property lines/dimensions and area
- Current Zoning
- Proposed land use, phasing, costs
- Floodplain, 100 year, and 500 year if applicable
- Relationship to surrounding properties
- Names and addresses of neighboring property owners within 200 feet (Excel)
- Topographic contours (2 foot intervals)

### **Access:**

- All streets/alleys/driveways/city sidewalks/internal pedestrian walkways clearly labeled with paving material
- Grade of driveways
- Width at curb cuts
- Width at property line
- Parking area, setbacks, and dimensions
- Location and dimensions of parking stalls/drive aisles both current and proposed labeled as to type (including required handicap and bike parking if applicable)
- Perimeter screening location, height and material types
- Traffic impact and traffic study (if applicable)
- Fire lanes where applicable (no dead ends, adequate turning radii, meets necessary widths...)

### **Building:**

- Label new construction differently than current structures
- Proposed and current building's footprints, dimensions, set back distances
- Building heights
- Colored architectural elevations of proposed buildings with notations of proposed facade and roofing materials
- Combined area of proposed and existing structures, impervious area 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 floodplain

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 ponds if necessary
- Lighting information: location, height, type (manufacturer's specifications)
- Trash enclosure location, dimensions and materials
- Location of fire hydrants

**Landscape:**

- Required open space
- General description of existing natural land features: wetlands, steep slopes, trees... (if applicable)
- Natural features protection plan and alternatives analysis (if applicable)
- Proposed landscaping, with trees that will be preserved identified
- Landscaping quantities, see zoning district requirements

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