

City of Decorah
Site Plan Review Application for Approval
(also if applicable)
C-3 Plan Design Criteria Checklist for Approval
Of Commercial and Multi-Family Residential

Pursuant to Chapter 17.36 of the City Zoning Code, application is herein made for the review and approval of the site plan described below. A detailed site plan shall be submitted.

Section 17.36.080

All site plan reviews will also include the direct engineering and legal expenses incurred by the city for review. Site plans approvals shall expire 180 days after council approval unless a Compliance Certificate has been issued for the construction provided for in the site plan. Compliance Certificates must be obtained prior to construction. All construction must substantially comply with the site plan as approved. Modifications to the approved site plan or time extensions may be considered by the Planning & Zoning Commission. Decisions of the Zoning Administrator regarding compliance with the approved site plan may be appealed to the Board of Adjustment.

See attached Site Plan checklist for required information to be provided for review.

Submittal date: _____

Applicant: _____

Applicant's Address: _____

Phone: _____ Email: _____

Project or Company Name: _____

Owner of Property *(if different from Applicant)*: _____

Site Review Property Address: _____ Zone: _____

Description of proposed development / planned use: _____

Applicant Signature: _____

(The following to be completed by City of Decorah)

Fee: _____ (see fee schedule below) Date paid: _____

Date of DHPC Review Decorah Historic Preservation Commission

Date of BOA Review Board of Adjustment Action

Date of P&Z Review Planning & Zoning Commission Action

Date of Council Review City Council Action

Copy to: Zoning administrator/ City Engineer

Fee Schedule:

Residential Site Plans: \$ _____ (see Exhibit A – fee schedule)

Commercial Site Plans: \$250.00

(Additional Fee Below If)

C-3 District Site Plans: \$50.00

Site plan review checklist For Planning & Zoning Approval

Per section **17.36.020 - Procedure. A.** Whenever any person, firm, corporation or other group wishes to develop any tract, lot or parcel of land within the city located in any zoning district for all uses except single-family dwellings and new two-family dwellings such person shall cause to be prepared a site plan of such development and shall submit ten copies of the site plan to the zoning administrator. The provisions of this section shall also be applicable to the conversion of a single-family residence to a duplex or multi-unit dwelling and to the redevelopment, enlargement or extension of square footage of more than twenty-five percent of any commercial or industrial uses and structures existing at the time of the adoption of the ordinance codified in this title and for all uses including single-family and two-family dwellings subject to the COS regulations. The site plan shall contain such information and data as outlined herein.

The following Checklist items are Required to be shown on the Submitted Site Plan. **X** to indicates if compliant. **NA** To Indicate Not Applicable. (Items listed in **Bold** Text Below Are Required of Site Plan Review & Planning & Zoning Approval)

1. _____ **Scale. (no less than 1" = 50')**
2. _____ **North Arrow**
3. _____ **Drawing Title**
4. _____ **Drawing Title Block: (Project Name, Project Address, Designer/Architect Information, Date Released)**
5. _____ **Property / Legal Description / Zoning (Current & Proposed)**
6. _____ **Property Lines with Dimensions**
7. _____ **Existing Streets**
8. _____ **Lot Square Footage or Acreage**
9. _____ **Setbacks (Building, Parking, & Drives)**
10. _____ **Easements**
11. _____ **Utilities (New & Existing Per City Engineer Checklist) (Provide Additional Drawing If Needed)**
12. _____ **Building Square Footage & No. of Stories**
13. _____ **Parking Layout & Traffic Flow Arrows**
14. _____ **Required Parking & Actual Parking Totals**
15. _____ **Barrier Free Parking** (Indicate Signage Locations/Details & **Hazard Striping**)
16. _____ **Drives / Paving** (Indicate Concrete, Bituminous, Etc.)
17. _____ **Curbing** (Type & Gutter Width)
18. _____ **Site Approach** (Indicate Concrete & Walk Locations)
19. _____ **Trash/Recycle or Equipment Enclosures** (Detail of Construction & Materials)
20. _____ **Landscaping** and Impervious VS Landscape Ratios
21. _____ **Curb Radius or Flare Sizes**
22. _____ **Sidewalk & Concrete Pad Locations** (Sizes, Widths, & Thickness)
23. _____ **Curb Cuts & Ramps** (Indicate Slopes)
24. _____ **Curb & Paving Details**
25. _____ **Site Signage Locations Indicated**
26. _____ **Site Lighting** (Cut-Off Style Lighting Required- Provide Details & Specs)
27. _____ **Dimensions** (Full Site Dimensions)
28. _____ **Bicycle Parking**
29. _____ **Fencing & Screening** (Details Of Height & Materials)

Required items to be shown on the Final Site Grading Plan. **X** indicates compliance. **NA** Not Applicable. (Items listed in **Bold** Text Below Are Required of Site Grading Plan Review & Planning & Zoning Approval)

1. _____ **Proposed Contour Lines not less than 5' Increments.** (2' Increments on Final)
2. _____ Existing Contour Lines not Less Than 5' Increments
3. _____ Spot Elevations
4. _____ **Directional Arrows Of Flow** With Percentage Of Flow
5. _____ **Storm Water Management Plan Chapter 13.44** – if disturbing 1+ acre (Ponds & Retention Areas)

C-3 PLAN DESIGN REVIEW CRITERIA CHECKLIST FOR APPROVAL
C-3 Central Business Commercial District Zoning Overlay

I have received a copy of the Review Standards, and Decorah Historic Design Guidelines for Buildings in Decorah's Commercial District and am providing all required submittal information on the following checklist.

Applicant's Signature: _____ Date: _____

Per section **15.04.040** of the City Code – Design Criteria - the applicant must complete the following items in addition to the Site Plan Review Checklist if property / project is located in the C-3 Zoning District. Each item must be addressed or submitted during the project application review. Applicant must demonstrate compliance with all existing site plan approval procedures of the municipal code of the City of Decorah.

Submitted Building design information must include the following:

1. _____ Provide Accurate, detailed scale drawings of exterior elevations illustrating the proposed construction or alteration. All visible elevations must be presented.
2. _____ Provide Samples, specifications and/or photos of proposed materials (if not specified on drawings); i.e., doors, windows, grills, brick, stone, trim, handrails, awnings, building lighting, building signage locations, etc.,
3. _____ Provide Accurate detailed drawings or photographs showing existing conditions of the building and relationship of new construction or alteration to existing buildings. Include historic photos if available.
4. _____ Provide Thorough narrative explaining the scope of the work proposed,

Submitted Site design information must include the following:

5. _____ Accurate, detailed, scale drawings of site plan. See site plan review checklist if development / project complies with 17.36.020 – A. (stated above)
6. Specifications/cut sheets and locations for all mechanical equipment, trash bins and other infrastructure, include details for proper screening.
7. Accurate, scaled drawings and location of fences, screening, benches, seating, tables, ornamentation, flag poles or other outdoor fixtures, etc.
8. Accurate, scaled landscape site plan showing planter boxes, tree grates or other landscaping or ornamental vegetation; may be included on #5.
9. Manufacturer's cut sheets for all outdoor light fixtures and/or poles, quantity, type of bulb, intensity and proposed locations.