



**Community Development Department**  
204 W. Hickman Road  
Waukee, IA 50263  
Phone: (515) 978-9533  
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**INFORMATION REQUIRED FOR SITE PLAN APPROVAL**

Site & Development Standards Ordinance: Section 160  
Landscape & Open Space Ordinance: Section 161  
COSESCO Ordinance: Section 102  
Post Construction Ordinance: Section 103  
Waukee Standard Specifications & Addendums

## SITE PLAN CHECKLIST

**Name of Project:** \_\_\_\_\_ **Submittal Date:** \_\_\_\_\_

**Owner:** \_\_\_\_\_ **Engineer:** \_\_\_\_\_

**Fees Paid:** Yes  No  **Amount Paid:** \$ \_\_\_\_\_

▶ **PDF of entire submittal provided to Staff Contact** Yes  No

**Required Information:**

	YES	NO	N/A
<b>Design Standards [§160.04 – 160.07] (REQUIRED INFORMATION)</b>			
▶ Date of preparation, north point and scale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ Vicinity map with all existing streets in vicinity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ Legal description and address of property being developed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ Name and address of the record property owner, applicant, and person or firm preparing the submittal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ Existing zoning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ Required Yard Setbacks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ Building Height	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ Existing and Proposed Utilities and Easements (Book & Page)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ Any New/Proposed Easements (indicated as public or private)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ Number and Type of Dwelling Units			
○ proposed uses of buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
○ estimated number of employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
○ occupancy group and division	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
○ construction type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
○ other information required for determination of	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

parking

▶ Dimensions of all principle and accessory buildings proposed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ Existing and Proposed Paved Surfaces and Street Information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ Location of Existing Driveways within 100 feet of proposed driveway (both sides of the street)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ Traffic Study (if required)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ Traffic Circulation [§168]			
○ parking requirements required and provided based upon use(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
○ improvements and access requirements met	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ Architectural Standards [§160.07]			
○ Color elevations (all sides of all structures)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
○ Material Samples of all exterior finishes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ Signage [§167]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ Lighting Plan, including existing fixtures (full cut-off fixtures)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ Existing Trees, Bodies of Water, Areas Subject to Flooding and Landslides	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ Open Space Requirements (required and provided)			
○ landscaping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
○ screening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
○ buffers and berms [§161.06, 161.07]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
○ parking area open space and landscaping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ Recreational Trail Requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ Property Survey (in cases of property disputes or conflicts)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ Sprinkler System or additional Fire Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ Screening of HVAC Units and Trash Receptacles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ Oversizing of Water or Sanitary Sewer Lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ Any Special Agreements in written form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ Storm water computations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ Grading:			
○ Existing topography, with a maximum of two (2) foot contour intervals – where existing ground is on a slope of less than two percent (2%), either one (1) foot contours or spot elevations where necessary, but not more than fifty (50) feet apart in both directions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
○ Proposed contours at 1 foot increments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
○ Spot elevations at all building and lot corners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
○ Spot elevations at reasonable increments along the low point of proposed swales	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
○ Spot elevations and slope information for all pedestrian crossings (both public & private)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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|---|--------------------------|--------------------------|--------------------------|
| ○ 100-Year Flood Elevation(s)   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Protection Elevation(s) of all structures   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ Details (if applicable):  |                          |                          |                          |
| ○ Any special structures  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Connections to public infrastructure  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Orifice plate(s) installation   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Downspout connections to drain/tile pipe  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Standard specification details related to proposed improvements   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Retaining walls   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Fencing   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ COSESCO (Construction Site Erosion & Sediment Control Ordinance) Application:   |                          |                          |                          |
| ○ A copy of the Construction Site SWPPP Review Checklist signed by SWPPP designer.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ A copy of the SWPPP prepared to fulfill the requirements of the IDNR General Permit #2 including the following:   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Waste containment locations outside of the public right of way.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Construction site entrance location(s) with dimensions.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ A copy of the IDNR issued General Permit #2 authorization letter.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ First MS4 required quarterly COSESCO inspection fee.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ Post Construction Ordinance Requirements:   |                          |                          |                          |
| ○ A site plan specific to the storm water management facilities of the property indicating the permanent measures utilized by the designer and requirements for maintenance of said facilities. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Documentation of practices considered and reasons why said practices are not feasible if NO permanent measures are utilized.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ As-built plan(s) of all storm water management facilities on site OR a certification statement signed by SWPPP designer indicating facilities were constructed as designed.                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ A “Maintenance Covenant” provided for review.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Explanation of all items not provided:

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