

SITE PLAN REVIEW CHECKLIST

Project Information:

Project Name _____

Project Address _____

Proposed Use _____

Owner _____

Designer and Firm _____

Phone/Email _____

Date _____

Site plan information to be provided before a Site Plan Review meeting will be scheduled:

General Criteria:

- \$100.00 Site Plan Review fee.
- Written description of proposed use.
- Two site plans drawn to scale indicating the property boundaries of the site with North indicator, location of surrounding roads, streams and public facilities, the dimensions of all lot lines, easements, and square footage or areas involved. Please provide an electronic version that can be sent out for review prior to the SPR meeting.
- All points of access to and from the site should be identified, and include data on location, width, and type of all proposed curb and access points.
- Parking layout and a notation listing the number of the required parking spaces and the number to be provided. Indicate the estimated traffic to be generated by completed development and peak periods during the day.
- Parking lots and garages shall be surfaced with asphalt or concrete for all-weather parking.
- The location of all structures, either existing or proposed, for the site. This also includes sign size, type and location as well as any outside lighting.
- The location of all fire hydrants and utilities available to the site and the location of all laterals to be extended to serve the proposed development.
- Indicate existing and proposed elevation points and contours including transitions from subject property and neighboring properties.

- The development shall not cause surface drainage to flow onto adjacent property. The site plan shall indicate a drainage plan with sufficient control grades to indicate the handling of surface drainage.
- Indicate the construction schedule, and stages of development if applicable; construction shall begin within one (1) year of approval of the site plan. An extension shall be requested if construction has not taken place within this one (1) year period.
- Noxious fumes, including dust, that are in sufficient quantity to be harmful to health shall not be emitted beyond the property line.
- Noise, including vibration, shall not cause the ambient noise level as measured at the property line to exceed 75 decibels (dba).
- No outside lighting shall shine directly onto adjacent property.

Landscaping and Screening Criteria:

- Landscaping plans are required and shall indicate existing site conditions as well as proposed plants and shrubs identified by botanical name and size.
- Ground covers shall be specified to be planted densely enough to provide 80% coverage within 3 years of installation and 100% coverage when plant material reaches maturity.
- Minimum tree diameter is 3”.
- A regular schedule for maintaining all landscaped areas shall be established. Any trees, shrubs, and plants which fail to show healthy growth shall be replaced within two years of the date of occupancy is granted.
- Parking areas shall be screened from adjacent streets and properties by a screening fence (at least 75% opaque) or a compact evergreen hedge at least four (4') feet high to screen out headlights, unless otherwise approved due to extenuating circumstances. Planted areas should be bordered by concrete, masonry or railroad tie curbs at least 6 inches high for protection during snow removal and other vehicular damage. Screening with natural vegetation and fences shall otherwise comply with all provisions of the City Code.
- On site trash bins, receptacles, including bottle redemption device, outside storage or holding areas, and mechanical equipment shall be screened from view by screening fence (at least 75% opaque) or compact evergreens of sufficient height and density to screen the view at maturity or within 3 years whichever is first.

Fire Code Criteria:

- Fire access roads are required to:
 - extend within 150 feet of all portions of the building,
 - be at least 20 feet in width,
 - be designed to meet surface and weight requirements,
 - allow for turning of the longest apparatus,

- have an approved turn around if more than 150 feet long,
- have approved means of access if gate is installed.
- Street signs for temporary and permanent use.
- Fire hydrants required to be placed within 400 feet of all portions of the facility. (within 600 feet of single family and U occupancies or fully sprinklered building).
- Fire hydrants must meet Muscatine Power and Water specifications.
- Fire sprinklers required?
- Fire Department Connection (FDC) location identified with notation that locking caps will be provided.
- Key box location.

Alliant Energy Criteria:

- Natural gas total load requirements.
- Specific mechanical equipment and total BTUH.
- Proposed concrete over gas line? If so, when expected to pour?
- Proposed wall location - gas meter (Brick/Masonry Block, Cement, Steel, Wood Frame).
- Delivery pressure. Standard (7" w.c.), 2 psi, 5 psi, 10 psi, 15 psi, Other psi.
- Have you completed your Commercial Application (attached)?

Applicant

Date

