

CITY OF WALCOTT, IOWA

Developer's Handbook

SITE PLAN REVIEW

Purpose.

The purpose of the site plan review is to assure that new developments meet established minimum standards for the design of such developments, to protect existing developments, to insure adequate provision of public/private utilities (i.e. sewer, water, and roads), and to promote the health, safety, and general welfare of the public.

Applicability.

A site plan review is required whenever a person, firm, corporation, or other group wishes to develop a previously undeveloped tract, add another building, or significantly expands an existing building for other than single-family or duplex residential zoning. If the proposed use is a principal permitted use within that Zoning District, the Planning and Zoning Commission will review the site plan. For special permitted uses, the site plan will be reviewed by the Commission only if a Special Use Permit has been issued by the Board of Adjustment.

Procedure.

1. **Application.** An application form may be picked up and returned to City Hall. The application and twenty (20) copies of the development plans shall be filed with the Zoning Administrator, who will determine if the information provided is sufficient and adequate for review. The application shall be accompanied by a processing fee of \$100.00 for sites, which are five (5) acres, or less in area and \$150.00 for sites, which are greater than five (5) acres. The actual cost of the engineering fees related to the improvements shall be charged to the applicant.
2. **Staff review.** After review of the application and site plan a written report will be made by the Public Works Director, City Engineer, City Attorney, Fire Chief, and the Zoning Administrator. These reports will be given to the Zoning Administrator who will coordinate them and submit a written report to the Planning and Zoning Commission.

3. **Planning and Zoning Commission.** If the site plan is generally acceptable, the Commission will review the Site Plan proposal and the staff reports and receive comments from the public at the next regular meeting scheduled at least thirteen (13) working days after receipt. The applicant will be given meeting notification signs that must be posted and maintained on the property for the ten days prior to the meeting.
4. **City Council Approval.** The Council, after considering the Commission's recommendations, staffs report, and public comments, shall approve, approve with modifications, or deny the proposal by resolution. The Council may include such conditions in its resolution of approval as it deems necessary in order to accomplish the stated purpose of this section.

Representation.

It is suggested that someone knowledgeable with the project represent the applicant at the meetings in order to answer any questions the Commission or Council may have.

Time required to process.

Typically, the site plan review process takes approximately 95 days to complete.

Meeting dates.

The applicant will be informed of the initial meeting date when filing the application but will be required to keep up with the dates of future meetings. Do not hesitate to call the Zoning Administrator if you have any questions regarding an application or meeting date.

- **For specific code requirements refer to the Walcott City Code.**

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