



APPLICATION FOR SITE PLAN REVIEW

City of Manchester, IA | 208 E Main Street | Manchester, Iowa 52057

Timothy J. Vick, City Manager 563.927.1116

Tim Heims, Building/Zoning Official 563.920.0867

FILING FEE: \$50.00

SITE PLAN LOCATION

APPLICANT/DEVELOPER

Name _____

Address _____

Phone _____ Mobile Phone _____

Email _____

OWNER (if different than applicant)

Name _____

Address _____

Phone No _____

Email _____

ARCHITECT | ENGINEER | CONTRACTOR

Name _____

Address _____

Phone No _____

Email _____

SITE PLAN CRITERIA

Please provide the following information.

Current Zoning: _____ Proposed Zoning: _____

Propose Use: _____

Comprehensive Plan

a. Does the proposed Site Plan conform to the City's Comprehensive Plan? Y N

Land Uses

a. Is the proposed Site Plan similar to surrounding land uses? Y N

Site Development

a. Is the site frontage similar to lot width? Y N N/A Lot Width _____ Lot Frontage _____

b. Have block and lot standards been met? Y N

c. Is the site sensitive to environmental features or natural drainage ways? Y N N/A

d. Have any potential erosion or sediment control measures been addressed? Y N N/A

e. Is the site in a flood plain or flood way? FLOOD PLAIN FLOOD WAY NEITHER

f. How has storm water management been addressed? CONNECT TO EXISTING CREATED NEW N/A

g. What are the plans for sanitary waste disposal? CONNECTED CONNECT TO EXISTING WAIVER OF ALTERNATIVE SYSTEM

h. What are the plans for water? CONNECTED CONNECT TO EXISTING WAIVER OF ALTERNATIVE SYSTEM

i. Is the property currently served by gas/ele/phone/cable utilities? CONNECTED CONNECT TO EXISTING NEW CONNECTION

j. Have street standards been met? Y N

k. Have sidewalk requirements been met? CONNECT TO EXISTING WAIVER DEFERRED

l. Have street lighting requirements been met? Y N



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- m. Have curb and gutter standards been met? Y N
- n. What type of landscaping/buffering is being used? Attach or show on Site Plan
- o. Is a maintenance bond required? Y N
- p. Is an escrow or performance bond required? Y N

Height & Scale

- a. Are the architectural design/proposed building materials compatible with surrounding structures? Y N N/A
- b. Does development minimize difference in height and building size from surrounding structures? Y N N/A
- c. Are setbacks similar to others in the area? Y N N/A
- d. Is building coverage similar to that of surrounding development? Y N N/A

Operating Characteristics

- a. What are the operating hours? _____
- b. Will operating hours negatively affect any surrounding residential areas? Y N
- c. Are there plans for any outside storage/waste disposal/loading docks? Y N
- d. Is outside storage/waste disposal/loading docks appropriately screened? Y N

Traffic & Circulation

- a. Does parking serve all structures with minimal conflicts between pedestrians and vehicles? Y N
- b. Do parking spaces meet the minimum required by ordinance? Number of Spaces _____ Y N
- c. Is there access to adjacent public streets and roadways? Y N
- d. Does internal circulation minimize conflicts and congestion at public access points? Y N
- e. Is traffic capacity obstructed in any way? Y N
- f. Does the design direct non-residential traffic away from residential areas? Y N

Site Plan

The site plan MUST include the following items:

- a. Legal description of the property
- b. The date, scale, north point, title, name of owner, and name of person preparing the site plan. Y N N/A
- c. The location and dimensions of boundary lines, easements, and required yards and setbacks of existing and proposed buildings and site improvements. Y N N/A
- d. The location, size, and use of proposed and existing structures on the site. Y N N/A
- e. The location of all proposed site improvements, including parking and loading areas, pedestrian and vehicular access, sewers, sidewalks, utilities, service areas, fencing, screening, landscaping, and lighting. Y N N/A
- f. Location of any major site feature, including drainage and contours at no greater than two foot intervals. Y N N/A
- g. Other items as required by the Building Official/Zoning Administrator. Y N N/A

FOR OFFICE USE ONLY

Pre-Application Conference Request: _____
 Pre-Application Conference: _____
 Site Plan & Cover Letter Submitted: _____
 Fee Submitted: _____

P&Z Meeting _____
 Council Meeting _____

- Approved
- Approved, subject to conditions
- Disapproved