



# Special Site Plan / Land Use Review

PROPERTY OWNER INFORMATION	
Company Name	
Last Name	First Name
Address / City, State Zip	
Phone Number	
Email Address	

Fees
Miscellaneous Plan Review: \$100 per hour

OFFICE USE	
Permit Number	Date Received/Paid
Date Issued	Total Fees Paid
Date Completed	Method of Payment <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____

APPLICANT INFORMATION (IF NOT PROPERTY OWNER ABOVE)	
Company Name	
Last Name	First Name
Address / City, State Zip	
Phone Number	
Email Address	

SITE PLAN INFORMATION
Address of Property
Legal Description of Property
Please attach a sheet of paper with the following: <ul style="list-style-type: none"> <li>Describe the nature and operational aspects of the proposed use.</li> <li>Describe the feasibility of the proposed land use and any possible effects on surrounding or adjacent properties.</li> </ul>
The Special Land-Use Application should be accompanied by a site plan drawn to scale sufficient to permit adequate review defining the areas to be developed for structures; the areas to be developed for parking; the locations of sidewalks and driveways and the points of ingress and egress, including access streets where required; the location and height of walls; the location and type of landscaping; and the location, size, and number of signs. The Site Plan should also include the following: <ul style="list-style-type: none"> <li>The date, scale, north point, title, name of owner, and name of person preparing the site plan.</li> <li>The location and dimensions of boundary lines, easements, and required yards and setbacks of existing and proposed buildings and site improvements.</li> <li>The location, size, and use of proposed and existing structures on the site.</li> <li>The location of all proposed site improvements, including parking and loading areas, pedestrian and vehicular access, sewers, sidewalks, utilities, service areas, fencing, screening, and landscaping, and lighting.</li> <li>Location of any major site feature, including drainage and contours at no greater than five foot intervals.</li> <li>Any other information that may be required for review by the Zoning Administrator, or his/her designee.</li> </ul>
<b>PLEASE NOTE THE SITE PLAN REVIEW CRITERION ON THE BACK OF THIS PAGE.</b>

SITE PLAN DESIGNER	
Company Name	
Last Name	First Name
Address / City, State Zip	
Phone Number	
Email Address	

SIGNATURE	
I hereby certify that I have read and examined this application and its attachments and know the same to be complete, true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. I agree to adhere to the plans as submitted and approved by the City Staff and will provide notification of any change prior to construction. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.	
Signature of Applicant	Date
Printed Name	

CITY OF DENISON SIGNATURES	
City Engineer / City Manager	Date
Public Works Director	Date
Building Inspection Official	Date
Planning and Zoning Commission Chair	Date

# SITE PLAN REVIEW CRITERION

## Land Use Compatibility

Development Density	<ul style="list-style-type: none"> <li>• Site area per unit or floor area ratio should be similar to surrounding uses if not separated by major natural or artificial features.</li> </ul>
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## Height and Scale

Height and Bulk	<ul style="list-style-type: none"> <li>• Development should minimize differences in height and building size from surrounding structures. Differences should be justified by urban design considerations.</li> </ul>
Setbacks	<ul style="list-style-type: none"> <li>• Development should respect pre-existing setbacks in surrounding area. Variations should be justified by site or operating characteristics.</li> </ul>
Building Coverage	<ul style="list-style-type: none"> <li>• Building coverage should be similar to that of surrounding development if possible. Higher coverage should be mitigated by landscaping or site amenities.</li> </ul>

## Site Development

Frontage	<ul style="list-style-type: none"> <li>• Project frontage along a street should be similar to lot width.</li> </ul>
Parking and Internal Circulation	<ul style="list-style-type: none"> <li>• Parking should serve all structures with minimal conflicts between pedestrians and vehicles.</li> <li>• All structures must be accessible to public safety vehicles.</li> <li>• Development must have access to adjacent public streets and ways. Internal circulation should minimize conflicts and congestion at public access points.</li> </ul>
Landscaping	<ul style="list-style-type: none"> <li>• Landscaping should be integral to the development, providing street landscaping, breaks in uninterrupted paved areas, and buffering where required by surrounding land uses. Parts of site with sensitive environmental features or natural drainage ways should be preserved.</li> </ul>

## Building Design

	<ul style="list-style-type: none"> <li>• Architectural design and building materials should be compatible with surrounding areas for highly visible locations.</li> </ul>
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## Operating Characteristics

Traffic Capacity	<ul style="list-style-type: none"> <li>• Project should not obstruct traffic on adjacent streets. Compensating improvements will be required to mitigate impact on street system operations.</li> </ul>
External Traffic Effects	<ul style="list-style-type: none"> <li>• Project design should direct non-residential traffic away from residential areas.</li> </ul>
Operating Hours	<ul style="list-style-type: none"> <li>• Projects with long operating hours must minimize effects on surrounding residential areas.</li> </ul>
Outside Storage	<ul style="list-style-type: none"> <li>• Outside storage areas must be screened from surrounding streets and less intensive land uses.</li> </ul>

## Public Facilities

Sanitary Waste Disposal	<ul style="list-style-type: none"> <li>• Developments within 300 feet of a public sanitary sewer must connect to sewer system. Individual disposal systems, if permitted, shall not adversely affect public health, safety, or welfare.</li> <li>• Sanitary sewer must have adequate capacity to serve development.</li> </ul>
Storm Water Management	<ul style="list-style-type: none"> <li>• Development should handle storm water adequately to prevent overloading of public storm water management system and be consistent with any applicable City Stormwater Ordinance.</li> <li>• Development should not inhibit or have negative effect upon development of other properties in regards to stormwater handling or conveyance.</li> <li>• Development should not increase probability of erosion, flooding, landslides, or other run-off related effects and should be guided by a sufficient Soil Erosion and Sedimentation Control Plan, or Stormwater Pollution and Prevention Plan (SWPPP), if applicable, consistent with the Iowa Construction Site Erosion Control Manual and be in accordance, where applicable, to the Iowa Statewide Urban Design and Specifications (SUDAS).</li> </ul>
Utilities	<ul style="list-style-type: none"> <li>• Project must be served by utilities.</li> <li>• Rural estate subdivisions should be located in designated areas which can accommodate utility and infrastructure installation consistent with the need to protect the environment and public health.</li> </ul>

## Comprehensive Plan

	<ul style="list-style-type: none"> <li>• Projects should be consistent with the City of Denison's Comprehensive Development Plan.</li> </ul>
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