



DEPARTMENT OF COMMUNITY DEVELOPMENT
SITE PLAN INFORMATION

City of Cedar Falls
220 Clay Street
Cedar Falls, Iowa 50613

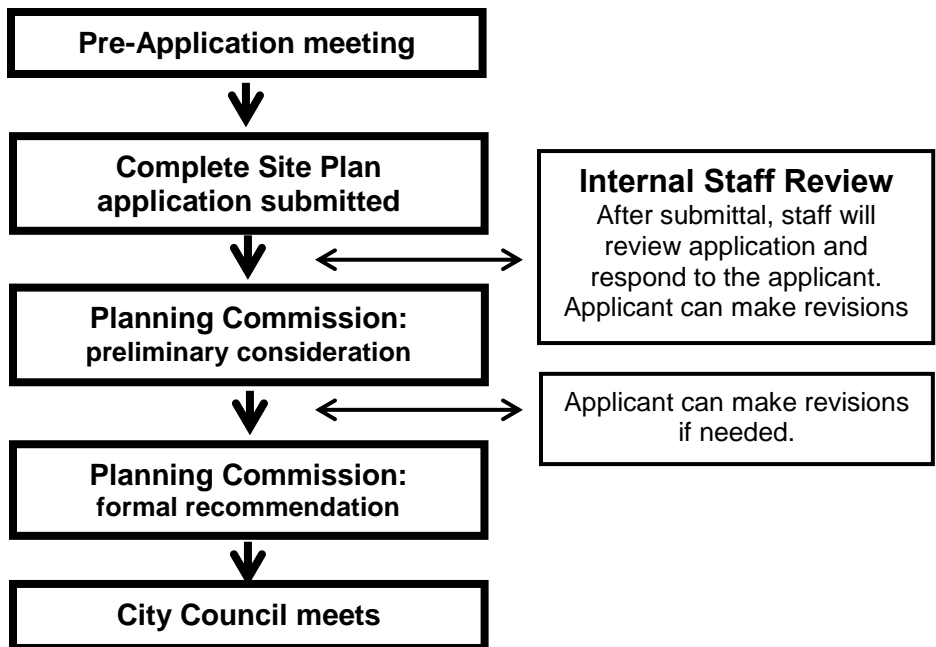
General Information: Applications for developing a commercial, multi-family, or residential (in an overlay district) property, either by new construction, additions or redevelopment, within the City of Cedar Falls will be considered when all required documents and fees are submitted. A Site Plan Application will follow the process illustrated below. The process can take 2-4 months. **Before a Site Plan can be approved a Final Plat for the property in question needs to be in place.** It is highly recommended that the applicant or a representative have a pre-application meeting with staff in advance of application submittal and be present at each meeting. To set up a meeting or if there are any questions please call (319) 273-8600.

Note: In addition to a Land Use Permit, **a Building Permit and SWPPP are also required** before a property can be developed. Contact the City's Building and Engineering Department for more information at City Hall or call (319) 268-5161.

Deadline: Projects must be submitted by 5 PM on the deadline that coincides with the desired timeline; see attached Planning and Zoning Commission Schedule for more details.

Application Submittal Instructions: Submit both a hard and an electronic copy of the completed application and all required attachments with fee to the Planning and Community Services Division. Please email electronic documents to planning@cedarfalls.com. A checklist is provided to assist in a complete submittal.

Procedure: Many Site Plan Applications need to go through the Planning and Zoning Commission (P&Z), and City Council for review (check with Planning for a determination). In cases where P&Z review is not required, any multi-family and commercial project application must provide materials as outlined within this application, for Administrative Review.



Planning & Zoning Commission Schedule of Applications 2021- updated 6/18/21							
Complete Application/ Re-submittal Deadline	Internal Technical Review Committee Meeting***	Distribution of Packets	P&Z Meeting ** Preliminary Consideration	Distribution of Packets2	P&Z Meeting ** Formal Recommendation	Distribution of Packets3	CC Meeting (tentative)
<i>DUE BY 5PM</i>							
11/23/2020	12/2/2020	12/17/2020	12/22/2020*	1/8/2021	1/13/2021	1/29/2021	2/1/2021
12/7/2020	12/16/2020	1/8/2021	1/13/2021	1/22/2021	1/27/2021	2/12/2021	2/15/2021
12/21/2020	1/6/2021	1/22/2021	1/27/2021	2/5/2021	2/10/2021	2/26/2021	3/1/2021
1/11/2021	1/20/2021	2/5/2021	2/10/2021	2/19/2021	2/24/2021	3/12/2021	3/15/2021
1/25/2021	2/3/2021	2/19/2021	2/24/2021	3/5/2021	3/10/2021	4/2/2021	4/5/2021
2/8/2021	2/17/2021	3/5/2021	3/10/2021	3/19/2021	3/24/2021	4/16/2021	4/19/2021
2/22/2021	3/3/2021	3/19/2021	3/24/2021	4/9/2021	4/14/2021	4/30/2021	5/3/2021
3/8/2021	3/17/2021	4/9/2021	4/14/2021	4/23/2021	4/28/2021	5/14/2021	5/17/2021
3/29/2021	4/7/2021	4/23/2021	4/28/2021	5/7/2021	5/12/2021	6/4/2021	6/7/2021
4/12/2021	4/21/2021	5/7/2021	5/12/2021	5/21/2021	5/26/2021	6/18/2021	6/21/2021
4/26/2021	5/5/2021	5/21/2021	5/26/2021	6/4/2021	6/9/2021	7/2/2021	7/6/2021
5/10/2021	5/19/2021	6/4/2021	6/9/2021	6/18/2021	6/23/2021	7/16/2021	7/19/2021
5/24/2021	6/2/2021	6/18/2021	6/23/2021	7/9/2021	7/14/2021	7/26/2021	8/2/2021
6/7/2021	6/16/2021	7/9/2021	7/14/2021	7/23/2021	7/28/2021	8/9/2021	8/16/2021
6/28/2021	7/7/2021	7/23/2021	7/28/2021	8/6/2021	8/11/2021	8/30/2021	9/7/2021
7/12/2021	7/21/2021	8/6/2021	8/11/2021	8/20/2021	8/25/2021	9/13/2021	9/20/2021
7/26/2021	8/4/2021	8/20/2021	8/25/2021	9/3/2021	9/8/2021	9/26/2021	10/4/2021
8/9/2021	8/18/2021	9/3/2021	9/8/2021	9/17/2021	9/22/2021	10/11/2021	10/18/2021
8/23/2021	9/1/2021	9/17/2021	9/22/2021	10/8/2021	10/13/2021	10/25/2021	11/1/2021
9/3/2021*	9/15/2021	10/8/2021	10/13/2021	10/22/2021	10/27/2021	11/8/2021	11/15/2021
9/27/2021	10/6/2021	10/22/2021	10/27/2021	11/5/2021	11/10/2021	11/29/2021	12/6/2021
10/11/2021	10/20/2021	11/5/2021	11/10/2021	11/19/2020	11/23/2021*	12/13/2021	12/20/2021
10/25/2021	11/3/2021	11/18/2021	11/23/2020*	12/3/2021	12/8/2021	12/27/2021	1/3/2022
11/8/2021	11/17/2021	12/3/2021	12/8/2021	12/16/2021	12/22/2021	1/10/2022	1/18/2022
11/22/2021	12/1/2021	12/16/2021	12/22/2021	1/7/2022	1/12/2022	1/31/2022	2/7/2022
12/6/2021	12/15/2021	1/7/2022	1/12/2022	1/21/2022	1/26/2022	2/14/2022	2/21/2022
12/20/2021	1/5/2022	1/21/2022	1/26/2022	2/4/2022	2/9/2022	2/28/2022	3/7/2022
1/10/2022	1/19/2022	2/4/2022	2/9/2022	2/18/2022	2/23/2022	3/14/2022	3/21/2022
1/24/2022	2/2/2022	2/18/2022	2/23/2022	3/4/2022	3/9/2022	3/28/2021	4/4/2022
2/7/2022	2/16/2022	3/4/2022	3/9/2022	3/18/2022	3/23/2022	4/11/2022	4/18/2022
2/21/2022	3/2/2022	3/18/2022	3/23/2022	4/4/2022	4/9/2022	4/25/2022	5/2/2022

* Dates shifted to avoid holidays.

** Applications will be forwarded to P&Z once deemed complete and accurate.

*** If initial Technical Review Committee comments/corrections are extensive another review by the Technical Review Committee will be required.



**DEPARTMENT OF COMMUNITY DEVELOPMENT
SITE PLAN APPLICATION**

**City of Cedar Falls
220 Clay Street
Cedar Falls, Iowa 50613**

Applicant's Name: _____

Applicant's Mailing Address: _____

City: _____ State: _____ ZIP: _____

Applicant's Email: _____ Daytime Phone #: _____

Owner's Name: _____

Owner's Mailing Address: _____

Owner's Email: _____ Daytime Phone #: _____

Type of Construction: _____

Current Zoning: _____ Lot's Principle Use: _____

Parcel #: _____

Property's Address: _____

City: _____ State: _____ ZIP: _____

A COMPLETE SUBMITTAL INCLUDES A PAPER AND AN ELECTRONIC COPY OF:

- Completed Application
- Nonrefundable fee:
 - P&Z Review: \$325 for commercial or multifamily; \$110 for residential
 - Administrative Review: \$175 (commercial or multifamily)
 - If Downtown or College Hill façade review is required: \$55 (\$100 resubmittal fee may apply)
- Description of proposed work and use (Word)
- Completed site plan to scale with completed checklist attached (4 paper copies and in PDF)
- Storm Water Management Plan, if applicable
- Flood Plain Elevation Certificate, if applicable
- Traffic Study, if applicable
- Description of current and proposed Easements, including legal descriptions
- Notation of planned project modifications, variances granted or proposed
- Copy of the Deed of Dedication or restrictive covenants for that subdivision
- Legal description of the property (Word)

To the best of my knowledge the foregoing and attached statements are true and correct, in addition the owner and/or contractor agree to comply with all requirements of code of ordinances of the city of Cedar Falls and the work will be done under those provisions.

Property Owner's Signature: _____ Date: _____

Applicant's Signature (if different): _____ Date: _____

City of Cedar Falls

(319) 273-8600: email: planning@cedarfalls.com
Site Plan/Site Plan Application 7-14-21

SITE PLAN CHECKLIST

For all underlined items bellow, ensure that the standards for the zoning district are met. If a point below is not applicable please mark as such and attach a brief description as to why.

Date: _____

Project's Address _____

General:

- Map elements (north arrow, scale, index, date...)
- Name, location, and type of project
- Petitioner's name and contact information
- Sheet index on cover sheet if site plan is more than one (1) page
- Vicinity map
- Property lines/dimensions and area
- Current Zoning
- Proposed land use, phasing, costs
- Floodplain, 100 year, and 500 year if applicable
- Relationship to surrounding properties
- Names and addresses of neighboring property owners within 200 feet (Excel)
- Topographic contours (2 foot intervals)

Access:

- All streets/alleys/driveways/city sidewalks/internal pedestrian walkways clearly labeled with paving material
- Grade of driveways
- Width at curb cuts
- Width at property line
- Parking area, setbacks, and dimensions
- Location and dimensions of parking stalls/drive aisles both current and proposed labeled as to type (including required handicap and bike parking if applicable)
- Perimeter screening location, height and material types
- Traffic impact and traffic study (if applicable)
- Fire lanes where applicable (no dead ends, adequate turning radii, meets necessary widths...)

Building:

- Label new construction differently than current structures
- Proposed and current building's footprints, dimensions, set back distances
- Building heights
- Colored architectural elevations of proposed buildings with notations of proposed facade and roofing materials
- Combined area of proposed and existing structures, impervious area coverage
- Site Triangle at intersections and driveways
- Location and height of all fences (if applicable)
- Total number of dwelling units (for residential)
- Number of employees (for commercial or industrial)
- Location, size, type and overall dimensions of proposed and existing outdoor signs (if applicable)
- Low water entry point if in floodplain

Over →

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Utilities:

- Utility system details (location and size) – sewer, water, gas, electricity
- Location and purpose of current easements
- Location and purpose of proposed easements, including legal descriptions
- Storm water management plan with the inclusion of detention/retention ponds if necessary
- Lighting information: location, height, type (manufacturer's specifications)
- Trash enclosure location, dimensions and materials
- Location of fire hydrants

Landscape:

- Required open space
- General description of existing natural land features: wetlands, steep slopes, trees... (if applicable)
- Natural features protection plan and alternatives analysis (if applicable)
- Proposed landscaping, with trees that will be preserved identified
- Landscaping quantities, see zoning district requirements

Note: The property owners/applicants are responsible for verifying the location of property lines, easements and utilities.