

Office Use Only		\$ 250	
	<i>Date Filed</i>	<i>Fee</i>	<i>Application Number</i>



**JOHNSON COUNTY, IOWA**  
**APPLICATION FOR: SITE PLAN REVIEW**

In accordance with chapter 8:1.25 of the Johnson County Unified Development Ordinance, a site plan shall be reviewed prior to issuance of a building permit in the RR, C, CH, AG-T, C-AG, ML, MH, and SWDRR zoning districts, and prior to commencing certain conditional uses permitted by the Board of Adjustment where required by Chapter 8:1.23.

**Proposed Use of Structure(s):** \_\_\_\_\_

**Address of Location:** \_\_\_\_\_

**Subdivision Name and Lot Number:** \_\_\_\_\_

**Current Zoning:** \_\_\_\_\_ **Parcel Number:** \_\_\_\_\_

**NOTE:** Complete Site Plan applications are not subject to the standard filing deadlines for development applications and may be submitted at any time. Once complete, they will be placed on the next available Board of Supervisors' Formal Agenda.

**PLEASE PRINT OR TYPE**

The undersigned affirms that the information provided herein is true and correct. If applicant is not the owner, applicant affirms that the owner(s) of the property described on this application consent to this application being submitted, and said owners hereby give their consent for the office of Johnson County Planning, Development, and Sustainability to conduct a site visit and photograph the subject property.

\_\_\_\_\_  
*Name of Owner*

\_\_\_\_\_  
*Name of Applicant (if different)*

\_\_\_\_\_  
*Applicant Street Address (including City, State, Zip)*

\_\_\_\_\_  
*Applicant Phone*

\_\_\_\_\_  
*Applicant Email*

\_\_\_\_\_  
*Applicant Signature*

**[See back page for Application Submittal Requirements and Checklist](#)**

The following items must be submitted for the application to be complete. Once submitted, county staff will review the materials and request revisions (if necessary). Once all revisions and outside reviews have been received, the application will be placed on the next available Board of Supervisors agenda.

Electronic submissions – including CAD or GIS line work – should be submitted in accordance with the PDS department’s electronic submission guidelines (see below). Preference is that electronic submission is provided prior to hard copy submission.

***Initial each item below*** to confirm that you are aware of the submittal requirements for an application to be considered complete.

\_\_\_\_\_ A letter of intent explaining the proposed use including but not limited to the type of business, number of employees, parking facilities proposed, days and hours of operation, provisions for water and wastewater, type of equipment to be used, and signage.

\_\_\_\_\_ Two (2) copies of the site plan which includes all information required by section 8:1.25 of the Johnson County Unified Development Ordinance, including:

\_\_\_ Landscape Plan – should be a dedicated sheet

\_\_\_ Grading Plan, including Erosion and Sediment Control Plan/SWPPP – should be a dedicated sheet.

\_\_\_ Paving detail for entrances, drives, parking areas – can be included on other sheets or be on a dedicated sheet.

\_\_\_ Sensitive Areas Exhibit (delineations from the Sensitive Areas Report, shown on a dedicated sheet at the same scale as the site plan. This exhibit should show all proposed disturbance on the site including proposed building footprints and the extent of any grading).

\_\_\_\_\_ A copy of an approved ROW Permit (Access Permit) from Johnson County Secondary Roads or Iowa DOT for access sufficient to serve the use proposed in the application.

\_\_\_\_\_ Application Fee (\$250) is due at the time of submittal.

\_\_\_\_\_ One (1) copy of the Sensitive Areas Analysis in compliance with the Sensitive Areas Ordinance.

\_\_\_\_\_ One (1) copy of the Stormwater Management Plan (including soil erosion and sediment control) in compliance with the Stormwater Management regulations, or an approved waiver.

**Electronic Submission Requirements** – an electronic submission of all hard-copy materials required above should be submitted prior to hard copy delivery. In all cases, electronic submission is due by 12 noon the day after the submittal deadline for the application to be considered complete. Electronic submissions should include, and conform with, the following:

\_\_\_\_\_ Electronic or digitized copy (CAD line work or GIS geodatabase) of proposed plat in .dwg format (.dxf is also acceptable if .dwg is not an option. No .zip files will be accepted).

- Submission must be saved in AutoCAD 2007 or older format.
- Submissions must use Coordinate System: NAD\_1983\_StatePlane\_Iowa\_South\_FIPS\_1402\_Feet
- If applicable, submission should include existing structures (if any), property lines, road right-of-way lines, required setback lines, and requested setback lines.
- Submission **MUST** include information for Sensitive Areas Analysis/Mapping and Stormwater/Soil Erosion Control infrastructure on the site. This includes any limits of disturbance or other impact areas.
- Submission should NOT include legends, legal descriptions, location maps, signature blocks, etc.

\_\_\_\_\_ A PDF of the entire application packet. A single PDF preferred; but a separate PDF for site plan, application materials, sensitive areas documentation, stormwater plan, and legal documents (if applicable) is acceptable.