

Office Use Only		\$	
	<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.

Proposed Use of Structure(s): _____

Address of Location: _____

Subdivision Name and Lot Number: _____

Parcel Number: _____

Current Zoning: _____

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](#)

[Applications should be emailed to planning@johnsoncountyiowa.gov and delivered to the Planning, Development and Sustainability Office \(913 South Dubuque Street, Iowa City, IA 52240\)](mailto:planning@johnsoncountyiowa.gov)

The following items must be submitted for the application to be complete. Incomplete applications will be returned and will not be considered until the next submission deadline. 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 or be decided on by the Zoning Administrator, as appropriate.

If working with an engineer who can provide CAD or GIS line work, electronic submissions 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 empty box below to ensure you included all necessary information in the appropriate form for an application to be considered complete. Some items may require both electronic and physical copies.

Item Required	Electronic Copy (PDF unless otherwise noted)	Hard Copy
Application Fee (\$250)		
This application form with all information completed		(2)
Brief cover letter 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, signage, lighting, etc.		
Site Plan which addresses all information required by section 8:1.25 of the Johnson County Unified Development Ordinance, including: <ul style="list-style-type: none"> • 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, and parking areas – can be included on other sheets or be on a dedicated sheet. • Sensitive Areas Exhibit – this exhibit should show all proposed disturbance on the site including proposed building footprints and the extent of any grading 		
Copy of an approved ROW Permit (Access Permit) from Johnson County Secondary Roads, or Iowa DOT, for access sufficient to serve the proposed use		
Sensitive Areas Analysis in compliance with the Sensitive Areas Ordinance		
CAD line work of the Sensitive Areas Exhibit, following the guidelines below.		
Stormwater Management Plan (including soil erosion and sediment control) in compliance with the Stormwater Management regulations, or an <u>approved</u> waiver		

Electronic Submission Requirements for CAD line work:

- Must be in AutoCAD 2017 or older and .dwg format (.dxf is also acceptable, no .zip files will be accepted).
- Submissions must use Coordinate System: NAD_1983_StatePlane_Iowa_South_FIPS_1402_Feet
- If applicable, submission should 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.