

**CITY OF SIOUX CITY**  
 Design Review Committee Request Form

Planning Division  
 Room 308  
 405 6<sup>th</sup> Street  
 P.O. Box 447  
 Sioux City, IA 51102-0447



The Design Review Committee meets every Thursday at 10:00 am, as necessary, to review and approve applications. Requests for DRC review must be received by **12:00 p.m. the Monday before** the desired meeting. Applications may be required to be heard over two meetings: the first meeting as a time to provide comments to the applicant and the second meeting for final approval or referral to another governing body.

Before completing, read the entire Request Form and related application. A pre-application conference is **required** for all applications for cluster, mixed housing, and planned neighborhoods; traditional neighborhood development, as well as applications for development in the Airport Protection (AP), Casino Entertainment (CE), Historic Area (HA), and Public Institutional (PI) zoning districts. However, pre-application conferences may be requested for any development type.

**PETITIONER/APPLICANT INFORMATION**

Name					
Street Address					
City				State	ZIP
Phone				E-mail Address	
Petitioner's interest in the property	Owner <input type="checkbox"/>	Contract Buyer <input type="checkbox"/>	Architect <input type="checkbox"/>	Engineer <input type="checkbox"/>	Other:

**PROPERTY OWNER (IF DIFFERENT)**

Name					
Street Address					
City				State	ZIP
Phone				E-mail Address	

**LEGAL DESCRIPTION (IF LEGAL IS TOO LONG, NOTE BELOW AND ATTACH TO THE APPLICATION)**

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**DESIGN REVIEW COMMITTEE REQUEST**

The Design Review Committee serves as an administrative body that provides review and recommendations for applications relating to certain development types. Generally, many applications can be approved by the DRC administratively. However, the DRC can refer applications to the Planning and Zoning Commission as appropriate. A full list of permits and approval procedures are listed in *Subchapter 25.06-B Permits and Procedures of the Code*.

<input type="checkbox"/> Site Plan (include Site Plan application)	<input type="checkbox"/> Neighborhood Conservation Building Improvement (provide plans, site drawings, and dimensions)	<input type="checkbox"/> Accessory Dwelling Unit (provide plans, site drawings, and dimensions)
<input type="checkbox"/> Certificate of Appropriateness (include CA application)	<input type="checkbox"/> Major changes to a Site/Concept Plan (include Planned Development application)	<input type="checkbox"/> Minor Changes to a Site/Concept Plan (include Planned Development application)

**SIGNATURE**

Owner/Petitioner's Signature:		Application Date:	
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**\*For additional assistance please contact the City Planning and Zoning Division either before or after submission of the application. A copy of the entire Sioux City Zoning and Sign Code is available in the Planning Division office or under Title 25 online at: <http://online.encodeplus.com/regs/siouxcity-ia/index.aspx>.**

# CITY OF SIOUX CITY

Application for a Development Concept Plan/Planned Development Site Plan.

Planning Division  
 Room 308  
 405 6<sup>th</sup> Street  
 P.O. Box 447  
 Sioux City, IA 51102-0447



A development concept plan provides a site layout for a planned neighborhood or traditional neighborhood development. The development concept plan is the basis for approval of a planned development site plan, as set out in *Subsection 25.06.090.11, Planned Development Site Plan*. A planned development site plan is intended to refine with greater detail and implement the development concept plan. When approved, a planned development site plan provides documentation for recording, which will control future development and use within the planned, mixed use, or traditional neighborhood development.

## SUBJECT PROPERTY INFORMATION

Owner			
Street Address			
Zoning District		Site Size	
Existing Use			

## REQUEST

Describe the proposed development and its conformance with the Comprehensive Plan:

## INFORMATION CHECKLIST

The applicant may submit a planned development site plan for the proposed development simultaneously with the submission of the development concept plan. In such case, the applicant shall submit all the items listed below. If not submitted simultaneously, the application for a Planned Development Site Plan must be submitted within one year of the Development Concept Plan approval.

**Include the following for each respective application:**

<input type="checkbox"/> Development Concept Plan	<ul style="list-style-type: none"> <li><input type="checkbox"/> Names and addresses of all professional consultants advising the applicant on the proposed development.</li> <li><input type="checkbox"/> The legal description of the subject property, including a survey, certified by a registered land surveyor, showing property boundary lines and dimensions, and elevations above mean sea level of the lot corners and at the corners of the proposed structures (USC and GS Datum) if any part of the land is located in a floodplain or floodway.</li> <li><input type="checkbox"/> A map of the existing site conditions, at a range of scale from 10 feet to an inch to 100 feet to an inch, which depicts all significant natural, topographical, and physical features of the subject property including:                     <ul style="list-style-type: none"> <li><input type="checkbox"/> Contours</li> <li><input type="checkbox"/> Locations and extent of tree cover, including single trees in excess of six inches in diameter</li> <li><input type="checkbox"/> Location and extent of watercourses and floodplains on or within 100 feet of the subject property</li> <li><input type="checkbox"/> Existing drainage patterns</li> <li><input type="checkbox"/> Vistas</li> <li><input type="checkbox"/> Soil conditions as they affect development</li> </ul> </li> <li><input type="checkbox"/> A map depicting the existing zoning and land use of the subject property and all land within 500 feet.</li> <li><input type="checkbox"/> A map depicting the approximate location of property lines, easements, and locations and sizes of existing streets, water mains, storm and sanitary sewers, gas lines, or other underground installations.</li> <li><input type="checkbox"/> Schematic drawings, at a range of scale from 10 feet to an inch to 100 feet to an inch of the proposed development concept plan showing, at a minimum:                     <ul style="list-style-type: none"> <li><input type="checkbox"/> The general locations of motor vehicle, bicycle and pedestrian circulation improvements</li> <li><input type="checkbox"/> Parking and loading areas indicating approximate number of spaces</li> <li><input type="checkbox"/> Public (common) and private open space</li> <li><input type="checkbox"/> The general placement and height of residential, nonresidential, institutional, mixed use, and other buildings and land uses</li> <li><input type="checkbox"/> A generalized landscaping plan</li> <li><input type="checkbox"/> Proposed land contours</li> </ul> </li> </ul>
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For Office Use Only

File Number:

Staff Reviewer:

	<input type="checkbox"/> Tabulation of the following information which may be expressed in ranges, if applicable: <ul style="list-style-type: none"> <li><input type="checkbox"/> Total number of dwelling units proposed by type of structure</li> <li><input type="checkbox"/> Total square footage of building floor area proposed for commercial and industrial uses by general use</li> <li><input type="checkbox"/> The general categories of land use categorized to include</li> <li><input type="checkbox"/> The acreage and percentage of total site area devoted to each of the above categories of use</li> </ul> <input type="checkbox"/> If the planned neighborhood or traditional neighborhood development is proposed for construction in stages during more than a single construction season, a schedule for the development of each construction stage that states the approximate beginning and completion date for each such stage.
<input type="checkbox"/> Planned Development Site Plan	<input type="checkbox"/> A statement summarizing any changes to the approved Development Concept Plan. Major changes may require a separate additional hearing before the Planning and Zoning Commission to approve the changes. <p><b>The refinements to the Development Concept Plan listed below:</b></p> <input type="checkbox"/> The date on which development concept plan approval was granted. <input type="checkbox"/> A site plan drawn on permanent, reproducible material that is suitable for recording plus 10 copies of the plan, drawn at a scale of 100 feet to an inch or 40 feet to an inch with a sheet size of 22.5" X 24.5", on one or more sheets, illustrating the proposed development and use of the property for which planned development site plan approval is sought. The site plan shall include the following: <ul style="list-style-type: none"> <li><input type="checkbox"/> A survey, certified by a registered land surveyor, showing property boundary lines and dimensions, and elevations above mean sea level (USC and GS Datum) if any part of the land is located in a floodway or floodplain.</li> <li><input type="checkbox"/> A scaled drawing of the proposed location, arrangement, and relationship and dimensions between each principal and accessory building, contained within a construction site envelope.</li> <li><input type="checkbox"/> Residential buildings by type including height, number of housing units, gross floor area, and loading spaces, which may be expressed in ranges.</li> <li><input type="checkbox"/> Commercial buildings by type of use, which may be described by referencing an appropriate commercial district, listing height, gross floor area, and off-street parking and loading spaces, which may be expressed in ranges.</li> <li><input type="checkbox"/> Location and width of vehicular and pedestrian circulation elements including streets and roadways; driveways and entrances with gradients shown; off-street parking spaces, loading spaces, and access aisles; sidewalks, walkways and pathways; and where there are more than 10 parking or loading spaces, the location of the area for snow storage.</li> <li><input type="checkbox"/> An improvement plan showing locations, profiles, and specifications of streets; water mains; sanitary sewers and other utilities; floodways; special flood hazard areas; storm sewers, including surface and subsurface drainage and impoundment areas; and related facilities.</li> <li><input type="checkbox"/> Location, size and arrangement of all outdoor signs and lighting for nonresidential and mixed uses.</li> <li><input type="checkbox"/> General location and height of fences or walls and the types or kinds of building materials or plantings to be used for bufferyards.</li> <li><input type="checkbox"/> Location of natural open space and improved recreational areas.</li> <li><input type="checkbox"/> Proposed and approximate finished contours of land to be graded.</li> </ul> <input type="checkbox"/> A detailed landscaping plan identifying perimeter treatments and internal landscaping, as required. <input type="checkbox"/> Copies of restrictive covenants that are to be recorded for the property included in the site plan. <input type="checkbox"/> A statement regarding the provisions made for the dedication, care, and maintenance of open space and common services and facilities. <input type="checkbox"/> A soil erosion control plan for the period during which construction is scheduled to occur.
<input type="checkbox"/>	Other information as the Administrator or Planning Commission deem necessary to a full and complete review of the proposed development.
<input type="checkbox"/>	Completed DRC Request Form.
<input type="checkbox"/>	Filing fee of \$350.00

**SIGNATURE**

Owner/Petitioner's Signature:

Application Date:

**\*For additional assistance please contact the City Planning and Zoning Division either before or after submission of the application. A copy of the entire Sioux City Zoning and Sign Code is available in the Planning Division office or under Title 25 online at: <http://online.encodeplus.com/regs/siouxcity-ia/index.aspx>**