

CITY OF SIOUX CITY

Applicant Profile Form

(Complete along with the appropriate application form. Not required with the Design Review Committee Request Form)

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



Before completing, read the entire Applicant Profile 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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PLANNING AND ZONING DIVISION REQUESTS

Approvals are issued by the City after compliance with the requirements of the Zoning and Sign Code is determined. A determination is made by the Planning and Zoning Commission, Board of Adjustment, Administrator, or City Council upon recommendation of City staff, Boards, or Commissions. A full list of permits and approval procedures are listed in *Subchapter 25.06-B Permits and Procedures of the Code.*

<input type="checkbox"/> Vacation	<input type="checkbox"/> Site Plan / Development Concept Plan	<input type="checkbox"/> Conditional/Limited Use Permit	<input type="checkbox"/> Certificate of Appropriateness
<input type="checkbox"/> Zone Change	<input type="checkbox"/> Major changes to a Site/Concept Plan	<input type="checkbox"/> Temporary Use Permit	<input type="checkbox"/> Designation of Historic Site/Landmark
<input type="checkbox"/> Sign Permit	<input type="checkbox"/> Minor Changes to a Site/Concept Plan	<input type="checkbox"/> Appeal	<input type="checkbox"/> Accessory Dwelling Unit
<input type="checkbox"/> Minor Modification	<input type="checkbox"/> Zoning Compliance Certificate	<input type="checkbox"/> Variance	<input type="checkbox"/> Avigation Permit
<input type="checkbox"/> Right-of-Way Encroachment	<input type="checkbox"/> Sign Design Program		<input type="checkbox"/> Interchange Development
<input type="checkbox"/> Text Amendment	<input type="checkbox"/> Interpretation		<input type="checkbox"/> Preliminary/Final Plat

SIGNATURE

Property Owner'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/sioux-city-ia/index.aspx>. See *Subsection 25.06.070* for the complete review procedures.**

For Office Use Only

File Number:

Staff Reviewer:

CITY OF SIOUX CITY

Application for a Preplat, Preliminary Plat, or Final Plat
 (Complete along with the Applicant Profile Form)

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



SUBJECT PROPERTY INFORMATION

Owner			
Street Address			
Zoning District		Existing Use	
Lot Size		Proposed Lots	
Proposed Use			

REQUEST

	<i>Include the following:</i>
<input type="checkbox"/>	Completed Applicant Profile Form
<input type="checkbox"/> Preplat	<input type="checkbox"/> A reproducible copy and five (5) copies of the preliminary plat <input type="checkbox"/> As per Chapter 24.12.010, any owner, developer or agent wishing to subdivide a parcel of land shall contact the Planning Director and arrange for a Preplat Conference. This conference is to determine general requirements to be included in the subdivision. If the subdivision does not involve new streets or utilities, the conference may be waived by the Planning and Zoning Commission. For additional information regarding conference, see the Subdivision Regulations Manual.
<input type="checkbox"/> Preliminary Plat	<input type="checkbox"/> One digitally formatted copy and five (5) paper copies of the Grading Plan. <input type="checkbox"/> Is the preliminary plat prepared in conformity with the Sioux City Subdivision Ordinance? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, list requested waivers on back of form.
<input type="checkbox"/> Final Plat	<input type="checkbox"/> One digitally formatted copy and five (5) paper copies of the Final Plat. <input type="checkbox"/> Engineer's statement that the public improvements have been completed or are bonded for. <input type="checkbox"/> The mylar copy may be submitted for signatures following Council action. <input type="checkbox"/> Is the final plat prepared in conformity with the Sioux City Subdivision Ordinance? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, list requested waivers on back of form.

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INFORMATION CHECKLIST

Pre-Plat Checklist

A subdivider may request a preplat conference surveyor prior to preparation and submission of either preliminary or final plat materials. If a preplat conference is requested, the planning staff will schedule a time and place and notify the appropriate participants.

Preplat conferences are intended to provide an opportunity for communication between city staff, public utility company representatives and a development team including the subdivider and engineer/land surveyor both to acquaint the city and public utility representatives with the proposed development and to inform the development team of the process, standards and requirements for development of the proposed subdivision.

To gain the most from the process, the development team should provide a sketch plan information for the proposed subdivision including an area map showing:

- Existing streets
- Property lines
- Other significant features

A sketch plan map showing much existing and proposed information as possible about the following:

- Intended lot layouts (with dimensions to nearest foot)
- Zoning
- Streets
- Topography
- Trees and vegetation
- Buildings
- Streams and drainage ways
- Stormwater management facilities
- Sanitary sewers
- Water lines
- Natural gas lines
- Electric lines
- Pipelines
- Easements

Preliminary Plat Checklist

Preliminary plats are required for "Major Subdivisions" (i.e., a subdivision that requires public improvements). See Section 24.10.030 for complete preliminary plat filing requirements.

- Completed application with filing fee (\$450).
- Vicinity map (may be on the preliminary plat sheet).
- Preliminary designs by professional engineer for public improvements (may be on the preliminary plat sheet) as set forth in the Sioux City Design Standards Manual.
- Grading plan (may be on the preliminary plat sheet) with existing and proposed topography, proposed slopes and compaction rates, etc. as required for a grading permit application in Grading Ordinance (Sec. 20.30.060 and 20.30.070), including a drainage report and erosion control plan. In lieu of a grading plan, a reference to a previously approved grading plan for the proposed subdivision may be submitted.
- Graphic materials prepared on CAD also to be submitted on digital format media.

Plat plan drawn by professional engineer or land surveyor (at appropriate scale) showing:

- Title with words, "Preliminary Plat of (name of subdivision)." Resubdivisions should be labeled as such in a subtitle.
- Legal description of property in preliminary plat area with statement the area (to nearest 0.1 acre).
- Names, addresses and phone numbers of owner, subdivider, engineer, surveyor and any agents.
- North arrow and graphic scale.
- Existing and proposed zoning.

Preliminary plat sheet in plan view of proposed subdivision including:

- Boundary with bearings and dimensions of proposed subdivision in relation to two corners on either U.S. public land survey system or on a recorded subdivision.
- Dimensions and bearings of lots and rights-of-way.
- Sequential numbering of lots. Outlots, labeled as either unbuildable or reserved for future development or future rights-of-way, indicated by sequential letter identification.
- Proposed street names.
- Approximate street grades.
- Existing and proposed utility systems to serve the subdivision. Size and location of existing utility systems including water, sanitary sewer, storm drainage, pipelines, natural gas, electric transmission and distribution lines. Preliminary plans for proposed city utility systems with type, material, size and locations.

	<p>Service stubs, both existing and proposed, to indicate services available to all lots.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Existing and proposed easements for public and private utilities, drainage and access with dimensions and bearings as needed. <input type="checkbox"/> Approximate boundaries of any flood hazard areas indicated on the official Flood Plain Zoning Maps. <input type="checkbox"/> Approximate boundaries of stormwater retention/detention areas, wetlands, streams and wooded areas.
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Final Plat Checklist

See Section 24.10.040 for complete final plat filing requirements.

<ul style="list-style-type: none"> <input type="checkbox"/> Completed application with filing fee (\$250). <input type="checkbox"/> Final plat (5 copies) prepared by a professional land surveyor meeting the requirements of Iowa Code Sections 354.6, 354.11 and 355.8 in a size acceptable to the county recorder (in Woodbury County, 22½" x 24½") containing: <ul style="list-style-type: none"> <input type="checkbox"/> Title with words "Final Plat of (name of subdivision)." The subdivision name cannot duplicate any existing subdivision in the county. Resubdivisions must be labeled as such in a subtitle. <input type="checkbox"/> Legal description with reference to U.S. public land survey or existing recorded subdivision monuments and statement of area rounded to the nearest 0.01 acre. <input type="checkbox"/> Certification by the land surveyor as required in Iowa Code Chapter 355. <input type="checkbox"/> Name, address, telephone number for owner, subdivider, and land surveyor. <input type="checkbox"/> North arrow and graphic scale. <input type="checkbox"/> Map of the final plat at scale of 1" = 100' (unless different scale is acceptable to the Planning Director) containing: <ul style="list-style-type: none"> <input type="checkbox"/> Layout in plan view showing sequentially numbered lots, outlots, block, rights-of-way, and easements. <input type="checkbox"/> All dimensions, bearings and curve data indicated to the nearest 0.01 foot and to the nearest second of angular measurement. <input type="checkbox"/> Locations of benchmarks and monumentation found and set. <input type="checkbox"/> Street names. <input type="checkbox"/> Adjacent lots and subdivision names shown in dotted or dashed lines and lettering. 	<ul style="list-style-type: none"> <input type="checkbox"/> Either on the face of the final plat map or attached sheets, the following documents (to be executed prior to or at the recording of the plat.: <ul style="list-style-type: none"> <input type="checkbox"/> Consent of the owners to the platting including a dedication of land and improvements to public use. <input type="checkbox"/> Consent of mortgage or lien holders to the platting. <input type="checkbox"/> An attorney's title opinion regarding the land in the subdivision plat. <input type="checkbox"/> A certificate of the County Treasurer that the land is free from special assessments or unpaid taxes (or secured by bond). <input type="checkbox"/> A certified resolution of the City Council either accepting and approving the plat or waiving the right to review. The following are required certifications for City Council acceptance and approval: <ul style="list-style-type: none"> <input type="checkbox"/> For "minor subdivisions", resolution of the Planning and Zoning Commission stating its recommendation on the plat. <input type="checkbox"/> For extraterritorial subdivisions, an agreement by the owner to annex when permissible by State Code. <input type="checkbox"/> City Engineers certification that public improvements have either been or will be installed in conformance with city standards. <input type="checkbox"/> Flood hazard addendum if appropriate. <input type="checkbox"/> Fill addendum if appropriate. <input type="checkbox"/> Graphic materials prepared on CAD also to be submitted on digital format media.
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SIGNATURE

Owner/Petitioner's Signature:		Application Date:	
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