

**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 Site Plan

(Complete along with the Design Review Committee Request Form)

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



### SUBJECT PROPERTY INFORMATION

Owner			
Street Address			
Zoning District		Lot Size	
Existing Use			
Proposed Use			

### REQUEST

Use the checklist on the additional sheet for the items required for site plan approval. In general, all items listed on the checklist shall be submitted, or a brief explanation as to why they are not included shall be provided. Site plans are generally approved administratively. However, the Planning and Zoning Commission shall review the site plan upon referral of the Administrator if (*Subsection 25.06.080.10 Site Plan*):

1. Discretion is required as to the appropriateness and level of conformity of the site plan with the standards of this Code and the policies and objectives of City plans;
2. In the determination of the Design Review Committee the site plan does not conform to the standards and requirements of this Code;
3. The applicant requests variations or modifications to the standards set out in Subchapter 25.03-C, Design Standards; or
4. The applicant appeals the recommendation of the Design Review Committee or the decision of the Administrator and requests the review and decision of the Planning and Zoning Commission.

### 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>**

For Office Use Only

File Number:

Staff Reviewer:

## INFORMATION CHECKLIST

- Completed DRC Request Form.
- Filing fee of \$350 if required to go to the Planning and Zoning Commission.
- One digital copy and five hard copies of the site plan.
- Copy of concept plan, if site plan is part of a larger development.
- A survey by a Certified Land Surveyor licensed in the State of Iowa if necessary to describe the property.
- A grading, drainage, and erosion control plan.

**If the use is a limited or conditional use special standards may apply to the site. Refer to *Subchapter 25.02-D, Conditional and Limited Uses*.**

## SITE PLAN CHECKLIST

### **Site Design and Improvements:**

- Proposed generalized land uses.
- Proposed building footprints and setback distances, including gross floor area.
- Proposed area of impervious coverage (buildings and pavement).
- Proposed utilities including water mains, sanitary sewer, and storm sewers, showing the type and size of utility lines or facilities, existing or proposed easements, and spacing of fire hydrants.
- Proposed drainage facilities and detention/retention areas.
- Location of floodplains or floodways.
- Location of all existing and proposed signage on the property.
- Proposed garbage collection locations, including distances from dumpster enclosures to property lines.
- Areas intended for dedication to City or other public entity.
- Areas intended for common ownership by property owners' association.
- The fixture type, height, location, and maximum illumination of exterior lighting for nonresidential uses.
- Proposed transit stops, including proposed transit stop improvements.

### **Access and Parking (Subchapter 25.05-A Parking and Loading):**

- Number, location, width, spacing, and surfacing of driveways, proposed streets, sidewalks, and trails including connections to existing improvements.
- Number, location, dimensions, and setbacks of the required on-site parking and loading spaces and their setbacks from property lines, including parking for persons with disabilities (ADA).
- The location of any deferred or remote parking, or calculations for shared parking if applicable.
- Number and location of bicycle parking if applicable.
- Snow storage areas.
- Traffic Study if requesting to reduce parking requirements.

### **Landscaping (Subchapter 25.05-B Landscaping and Buffering):**

Type, quantity, and placement of development and bufferyard landscaping which included as applicable:

- Existing landscaping and trees on the subject property.
- Plant material schedule showing the proposed types of plants and sizes at planting.
- Parking lot landscaping plan.
- Foundation landscaping plan.
- Bufferyards to adjacent uses.
- Areas counted towards open space ratio or landscape surface ratio (as appropriate), including annotation of the land area and general function (e.g., buffer, drainage, open water, passive recreation, etc.) of each open space tract or designated landscape area.
- Location, materials, and height of proposed fences and retaining walls.

### **Building Design (Subchapter 25.03-C Design Standards)**

Building elevation drawings for nonresidential, mixed-use, and multifamily buildings showing:

- Exterior wall and building trim materials.
- Roof type and materials, including its pitch, overhangs, eave lines, and projections.
- Building massing, including the lengths of uninterrupted wall planes and offsets that penetrate the roofline.
- Exterior floor-to-floor height of each story and the delineation between individual floors.
- Heights, widths, and materials of porches and arcade columns
- Fenestrations including the design and placement of doors and windows.
- Wall mounted lighting.
- Location and screening treatments of ground, building, or roof-mounted mechanical and utility equipment.
- For residential buildings note the numbers of housing units and gross floor area of all floors.