



## Architectural Design Standards and Site Development Plan Review Checklist and Submission Requirements

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*-- A completed Project Application must accompany this checklist. --*

**PROJECT NAME:** \_\_\_\_\_

**GENERAL INFORMATION:**

Site Location (general location if no assigned address): \_\_\_\_\_

Total Acres: \_\_\_\_\_ Total Units per Acre (residential uses): \_\_\_\_\_

Existing Zoning Designation: \_\_\_\_\_

Proposed Use of the site/structure (be detailed in the description): \_\_\_\_\_

\_\_\_\_\_

**SUBMITTAL REQUIREMENTS:**

Review Chapter 340-8.1 prior to completing this checklist. Submit the following checklist, marking boxes for all items completed. If check boxes are left blank, explain the reasoning at the end.

Architectural Design Standards and Site Development Plan Review applications will not be accepted which do not provide all information required below.

GENERAL SUBMITTAL REQUIREMENTS	
	Site plans shall be drawn to scale, not less than 1" equals 20' and not more than 1" equals 100'
	Overall view with graphic sheet required for plans covering more than two sheets
	Multiple sheets shall have sheet numbers and match lines
	Use index sheet with sequential sheet numbering
	1 hard copy to be submitted
	A digital copy (flattened PDF) to be sent to <a href="mailto:planning@cityofmarion.org">planning@cityofmarion.org</a>

COVER SHEET REQUIREMENTS	
	Project name clearly marked
	Name, address, contact information for the following: _____ Owner(s) _____ Developer _____ Engineer _____ Land Surveyor _____ Any other professionals associated with the project

# Architectural Design Standards and Site Development Plan *(continued)*

	Project site address and legal description
	Vicinity map that accurately represents the area, including recent developments
	Notation of existing and proposed (if applicable) Future Land Use Map designation and zoning district
	Map glossary and index table
	Total acreage of the property
	Notation indicating FEMA flood map and designation
	Notation indicating the calculation of impervious surfaces, including the building footprint and paved areas, existing and proposed, in square footage and percentage for the entire site
	Prepared by an Iowa licensed professional engineer and/or architect (if applicable)

<b>DIMENSION SHEET REQUIREMENTS</b>	
	North arrow, scale, and date of preparation
	Corporate limits (if adjacent)
	Property lines, exterior lot dimensions, acreage of lot(s)
	Easements (public and private) - existing and proposed clearly labeled and dimensioned
	Monuments of record/property pins - existing and proposed and dimensions between all markers
	Curve Table (if applicable)
	Adjacent subdivision name(s) and lot number(s)
	Show the location and dimensions of the following:
	Structures/buildings - existing and proposed (include any known future phases)
	Parking lots - existing and proposed with number of stalls, islands, drive aisles, end caps (include any known future expansions)
	Loading/service areas - existing and proposed
	Common open space - existing and proposed
	Trash enclosure location – existing and proposed
	Ground mechanical units – existing and proposed
	Sidewalks/trails (public and private) existing and proposed
	Dimensions from the proposed building to property lines
	Building setback lines
	Signage, monument/ground signs - existing and proposed location and distance from adjacent property lines (a separate sign permit application is required for approval)
	Lighting – location of existing and proposed parking lot and street lighting
	Street/Alley right-of-way (public and private) – existing and proposed with street names, pavement width, full right-of-way width, half right-of-way width marked at the centerline (label proposed as a lettered lot)
	Fire lanes / emergency access lanes – existing and proposed labeled and dimensioned

# Architectural Design Standards and Site Development Plan *(continued)*

	Location of any existing driveway accesses on the opposite side of the street adjacent to the site.
	Location of any walls, fences, outdoor storage, outdoor displays, or other similar features
	Location and type of natural conditions within or adjacent to the property which may present limitations to the development:
	Tree masses / wooded areas
	Steep slopes
	Rock outcroppings
	Natural drainage ways, streams, wetlands, and other bodies of water
	Floodway and Floodplain (100-yr and 500-yr) with elevations
	Isolate preservable trees (1' or more in diameter)
	Any other significant features
	Notes that include the following information:
	Site/structure use – existing and proposed
	Zoning district – existing and proposed
	Required number of parking stalls per use – existing and proposed amount
	Number of dwelling units for multi-family projects
	Density of dwelling units per acre for multi-family projects

<b>LANDSCAPING SHEET REQUIREMENTS (IF APPLICABLE)</b>	
	North arrow, scale, and date of preparation
	Corporate limits (if adjacent)
	Property lines, exterior lot dimensions, acreage of lot(s)
	Easements (public and private) - existing and proposed clearly labeled and dimensioned
	Show the location and dimensions of the following:
	Structures/buildings - existing and proposed (include any known future phases)
	Parking lots - existing and proposed with number of stalls, islands, drive aisles, end caps (include any known future expansions)
	Loading/service areas - existing and proposed
	Common open space - existing and proposed
	Trash enclosure location – existing and proposed
	Ground mechanical units – existing and proposed
	Sidewalks/trails (public and private) existing and proposed
	Existing trees that are to be preserved
	Description of methods to preserve trees without injury and with sufficient area for root system to sustain a tree. At a minimum, barrier fencing must be provided at a perimeter of the drip line.

## Architectural Design Standards and Site Development Plan *(continued)*

	Street frontage landscaping - existing and proposed
	Buffer yard landscaping (rear or side) - existing and proposed
	Parking lot landscaping - existing and proposed
	Screening of service and utilitarian features from off-site views (dumpsters, ground mechanical units, open storage areas, service areas, loading docks, and blank walls)
	Identification of other site and landscaping features (detention areas or ponds)
	Fire hydrant locations (3' minimum clear space around hydrants)
	Schedule of plant material with common name, scientific name, size in height, canopy spread, caliper of tree trunk at planting, quantity of each plant material
	Notation indicating the required amount of each landscaping requirement for trees and shrubs for street frontage landscaping, buffer yard landscaping, parking landscaping

### DETAIL SHEET REQUIREMENTS

	Sidewalk and sidewalk ramp detail, including slopes, curb cuts, elevations, and slip resistant surfaces
	Dumpster enclosure detail
	Monument/ground sign detail (including foundation information)
	Lighting detail (including foundation information for light poles)
	Other details as seen necessary by the applicant or requested by the City

### ENGINEERING & UTILITY SHEETS REQUIREMENTS

	Street Plan and Profile / Storm Sewer Plan / Culvert Plan / Signing & Striping Plan / Pavement Design Plan / Sanitary Sewer Plan / Water Plan / Traffic Control Plan:
	Reference Iowa SUDAS 1C-1, Submittal Procedures

### PHOTOMETRIC SHEET REQUIREMENTS (IF APPLICABLE)

	Show the location and dimensions of the following
	Structures/buildings - existing and proposed (include any known future phases)
	Parking lots - existing and proposed with number of stalls, islands, drive aisles, end caps (include any known future expansions)
	Loading/service areas - existing and proposed
	Common open space - existing and proposed
	Trash enclosure location – existing and proposed
	Ground mechanical units – existing and proposed
	Sidewalks/trails (public and private) existing and proposed
	Lighting – location of existing and proposed lighting structure and parking lot lighting
	Foot-candles of each light to the property lines

# Architectural Design Standards and Site Development Plan *(continued)*

ARCHITECTURAL SHEET REQUIREMENTS	
	Renderings of each side of the structure, including the location of all mechanical units and their screening
	Material list, including percentages of each material per face
	Structure dimensions
	Design specs or explanation of any design tolerance (i.e.: color deviation, material deviation, material dimension deviation)

**NOTE:** If any items were not marked as completed, please explain below or on a separate sheet:

**IMPORTANT DATES AND TIMES\*:**

- The deadline for Planning and Zoning Commission submittals is the first business day of the month for the following month’s meeting.
- The Planning and Zoning Commission meets at 6:00 p.m. on the second Tuesday of every month.

\*Meeting dates and times are subject to change and may be found on the City of Marion website.

**CERTIFICATION:** I/we, the undersigned, do hereby certify/acknowledge that:

1. It is the property owner’s responsibility to locate property lines and to review the abstract for easements and restrictive covenants.
2. The information submitted herein is true and correct to the best of my/our knowledge and upon submittal becomes public record.
3. All additional required written and graphic materials are attached.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_