

City of Hiawatha
Community Development Department
Development & Code Enforcement
Multiple Family, Commercial, and Industrial Site Plan Submittal Checklist

The fee to submit a commercial site plan to the Planning and Zoning Commission is \$150.00 and will be due at the time of plan submittal

PLAN:	Date:	Completed	Not Completed
Site plan 1"=20' scale 24X36 sheet size. Initial submittal: 10 full size and 5 reduced size. After review, additional copies will be required.			
Business name and use of building			
Street name and address			
Zoning classification including legal description and lot number			
Dimensions of lot or tract to be built on			
Square footage and acreage of site and buildings			
% of hard surfaces and green space			
Show existing buildings & fixtures or trees (if any)			
Size or dimensions of proposed building or structure			
Driveway width & return radii			
Provide auto turning track for semi with 53' trailer			
Loading berth 12' X 35' each			
Parking spaces (minimum size 9' X 19')			
Parking spaces number required and provided			
Type of hard surface			
Proposed storm water route & surface water detention			
Storm water calculations			
Domestic water and sewer service locations			
Floor elevations of buildings			
2 foot contours for existing, 1 foot contours for proposed grade			
Erosion control plan during construction			
Copy of MPDS Permit Type 2			
Copy of storm water prevention pollution plan			
Location for water main for fire sprinkler system			
Fire hydrant location or note on plan indicating distance & direction to closest fire hydrant			
Fencing and/or screening if required			
Dimensions of building setbacks (including recorded easements)			
Show proposed location & type of curb, wheel, or bumper guards recommended			
North arrow pointing to top or right of page			
Culverts and/or storm sewer size and location (if required)			
Location of enclosed dumpster (per ordinance)			

PLAN:	Date:	Completed	Not Completed
Location of sidewalks			
Location of Pole, Ground, or Monument Signs			
Site location map			
Landscaping Plan-15 copies UDC Sec 165.47			
Master Sign Plan-15 copies UDC Chapter 166			
Blue Prints-4 complete sets			
Registered architect's/engineer's stamp and signature on site plans			
Note on site plan designating that Metro standards apply to all items unless specific design exceptions are authorized by City of Hiawatha in writing			
Other			