

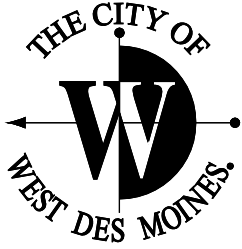
Development Application

# Master Plan Study



Development Services Department  
4200 Mills Civic Parkway, Suite 2D  
P.O. Box 65320  
West Des Moines, IA 50265-0320  
515-222-3620 (phone)  
515-273-0602 (fax)  
[www.wdm.iowa.gov](http://www.wdm.iowa.gov)

Additional copies of this application and the appropriate  
"project submittal requirements"  
can be found on the City's website;  
<http://www.wdm.iowa.gov>



# Master Plan Study Application

## CONTACT INFORMATION:

**Property Owner(s):** \_\_\_\_\_

Owner Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

(Submit additional information sheet for multiple property owners)

\*\*\*\*\*

**Applicant:** \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Main Applicant Contact: Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Principal Name(s) including CEO/President &/or GM of Company, if applicable:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*\*\*\*\*

**Applicant's Representative** (Primary Contact Individual): \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

\*\*\*\*\*

**Applicant's Engineer** (Contact Person): \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

\*\*\*\*\*

Fee Amount: \_\_\_\_\_  
Date Submitted: \_\_\_\_\_  
Case #: \_\_\_\_\_

OFFICE USE ONLY:

**LEGAL DESCRIPTION** (attach separately)

**PROJECT INFORMATION**

Project Name: \_\_\_\_\_  
\_\_\_\_\_

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

Subject Parcel Area: \_\_\_\_\_ acres (or) \_\_\_\_\_ sq. ft.

Total Land Area:            acres            sq. ft.

Existing Comprehensive Plan:

Proposed Comprehensive Plan:

Existing Zoning:

Proposed Zoning:

Surrounding Land Uses:

*North:* Existing Land Use:  
Existing Zoning:  
Comprehensive Plan Designation:

*East:* Existing Land Use:  
Existing Zoning:  
Comprehensive Plan Designation:

*South:* Existing Land Use:  
Existing Zoning:  
Comprehensive Plan Designation:

*West:* Existing Land Use:  
Existing Zoning:  
Comprehensive Plan Designation:

**\*\* All drawings and documents as outlined on the associated "project submittal" sheet should be included with the application in order to achieve an appropriate review.**

**CERTIFICATION**

**NOTE: ALL APPLICATIONS MUST HAVE SIGNATURE(S) OF THE CURRENT PROPERTY OWNER(S) OR INDIVIDUAL WITH THE PROPER POWER OF ATTORNEY.**

**Part A: Owner’s Signature and Consent**

I/we, \_\_\_\_\_ being duly sworn, depose and say that I/we am/are the owner, owners, authorized representative for a corporate owner, person with power of attorney for the owner/owners, or a non residential tenant of said property. I/we personally swear and affirm that this application has been prepared in compliance with the requirements of the City of West Des Moines Municipal code as printed herein and that the statements and information above referred to are in all respects true and correct to the best of my/our knowledge and belief. Further, I/we hereby submit this development application for review and consideration by the City of West Des Moines, Iowa in compliance with the requirements of the City of West Des Moines Municipal Code.

I/we, \_\_\_\_\_ agree to grant the City permission to access said property for purposes of installing Public Notice sign(s) and completing the necessary on-site inspections, if applicable.

\_\_\_\_\_  
Signature of Legal Property Owner

\_\_\_\_\_  
Date

**Part B: Applicant’s Signature and Consent  
(Use only if the applicant is different from Property Owner.)**

I/we, \_\_\_\_\_ being duly sworn, depose and say that I/we hold legal interest in this property and do hereby submit this development application for review and consideration by the City of West Des Moines, Iowa in compliance with the requirements of the City of West Des Moines Municipal Code.

I/we, \_\_\_\_\_ agree to grant the City permission to access said property for purposes of installing Public Notice sign(s) and completing the necessary on-site inspections, if applicable.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Part C: Applicant/Owner Consent to Traffic Study and Fees**

I \_\_\_\_\_ hereby request the City initiate the required traffic study for this project. I understand that the traffic study is **estimated** to cost \$\_\_\_\_\_ based upon the preliminary development/use information that I have provided to the City. I understand that **this is only an estimate of the cost and that** based upon the traffic analysis fee table included in this application packet or otherwise available from the city upon request **the total cost may be less or more than the estimate.**

- By my signature below, I authorize the study and agree to pay all traffic study fees when billed by the City, even if the project is withdrawn.**
- I understand that these fees must be paid in full prior to the proposed project proceeding to the appropriate approval body (Plan & Zoning Commission, Board of Adjustment or Administrative approval).**

Enclosed with this signature page is:

- \$100.00 base fee (if total study fee cost is estimated to be less than \$2,000)
- \$\_\_\_\_\_ (at least 1/2 of the estimated cost)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Printed Name: \_\_\_\_\_

**Billing information:**

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

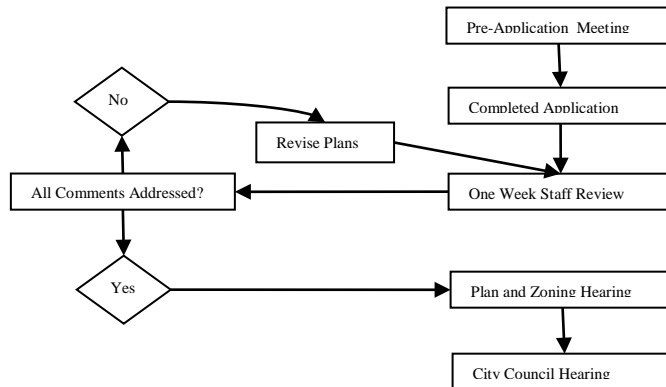
\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

City Of West Des Moines Submittal Guidelines  
**MASTER PLAN STUDY**



**Purpose/Intent:** The purpose of preparing a Master Plan for City review is to ensure that consideration and study has been given to coordinate off-site and on-site development factors and elements. The Master Plan should illustrate how properties in an area could logically be developed in accordance to normal practices of design and layout of streets and lots and the extension of infrastructure. The Master Plan shall;

- ♦ indicate the coordination and location of infrastructure;
- ♦ identify primary vehicular and pedestrian circulation patterns; and,
- ♦ identify master storm water management elements for the planning area
- ♦ identify potential land use conflicts and mitigation measures

**When Required:** If a parcel of land is contained within a larger tract or is adjacent to undeveloped land in which further subdivision is possible.

**Application Fee** - full fee is due at time of submittal

- ♦ \$110.00

**Traffic Fee** – base fee and initiation letter are due at time of submittal

- Signature from Applicant/Owner requesting initiation of traffic study and agreement to pay fees.
- \$100.00 base fee
- Additional traffic fees will be based upon the Traffic Fee Matrix (attached) and are due prior to City Council approval

**Reviewing Bodies:**

- City Staff: **A pre-application meeting must be held with City staff and all property owners within a specified planning area to coordinate future development ideas and issues.**
- Plan & Zoning Commission
- City Council
  - **Final copies of plans following Council approval MUST have original signatures and seals on ALL copies.**

**A. Your submittal must include the following:**

1.  A letter describing the project, identifying the project contact person(s) and any other information relevant for City's staff review. If the applicant is other than the legal owner, the applicant's interest shall be indicated and the legal owner's authority to apply shall be included in a certified legal form
2.  Completed application form
3.  One (1) 8½ x 11" location map showing the proposed site location, adjacent existing land uses within five hundred (500) feet of the property, and general existing land uses within one thousand (1,000) feet of the property. Location map must be to a discernable scale with the scale denoted
4.  Two (2) copies of a detailed vicinity sketch of the Master Plan area illustrating the overall traffic and pedestrian circulation patterns, land uses, infrastructure network, public use areas (parks, schools, trails), etc... Plan must be at a discernable scale with scale noted

5.  Eight (8) copies of the Master Plan (24" x 36", **folded**)
6.  Two (2) reduced copies of the Master Plan (8½" x 11")
7.  One (1) PDF copy of the Master Plan
8.  Other information deemed necessary by the Director of Development Services for the review of the proposed project

**B. Your Master Plan shall include at least the following:**

1.  All dimensions shall be shown to the nearest one-hundredth of a foot
2.  Legal description, total area of each property included within the Master Plan, and total area of entire study area
3.  Property owner's names, addresses, and contact information for all properties included in the Master Plan study
4.  Identification of existing land uses for all properties within the study area. Undeveloped land should be identified as such
5.  Applicant's name and contact information
6.  Date, compass point, legend of symbols and scale (written and graphic)
7.  Vicinity map that accurately represents the area including recent developments
8.  Addresses, if assigned
9.  Existing Comprehensive Plan land use classification for each property within the study area
10.  Requested proposed land use(s) for all areas within the study area
11.  Existing Zoning District for all areas within the study area, if zoned
12.  Proposed zoning for all areas within the study area
13.  Proposed property boundary lines of anticipated parcels including approximate dimensions and total acreage for each
14.  Requested or allowed densities for each parcel anticipated
15.  Existing topography of the study area at contour intervals of not more than two (2) feet, City datum
16.  Indicate any topographic changes proposed
17.  Identification of areas to be dedicated for public use (i.e. schools, parks, playgrounds, streets, trails, etc...)
18.  Identify existing and proposed street locations and circulation patterns including classification, preliminary alignments, street connections, ingress/egress points, paving widths, rights-of-way dimensions and whether public or private
19.  Illustrate pedestrian circulation pattern, location of pedestrian features or use areas, trail locations and connections to City's trail network
20.  Location of buildings and other structures, if known
21.  Location of parking areas, approximate number of stalls provided and internal drives, if known
22.  Location, availability and size of utilities, existing and proposed, appropriately labeled as public or private
23.  Location of existing easements for all utilities, rights-of-way, buffers, railroad, drainage courses, etc. shall be shown and appropriately labeled with type and whether public or private
24.  The book and page number of existing easements shall be labeled on the plan
25.  Show all established floodway, floodway fringe, an flood plain overlay lines
26.  Identification of existing and proposed drainage-ways and potential storm water/detention areas
27.  Location and width of landscape buffers and general information as to how buffering will be achieved (i.e. fence, vegetation, berm, wall, etc...)
28.  Identification of any other major site development or landscape features, existing or proposed, for the subject site or located within the study area
29.  Other considerations pertinent to the proposed use may be requested for illustration or statistical purposes

Additional copies of the development application and "project submittal requirements" can be found on the City's website:  
<http://www.wdm.iowa.gov>

# Master Storm Water Management Plan

Area Development Plans, Preliminary Plats, &  
New PUD Proposals



Public Works Department  
4200 Mills Civic Parkway  
West Des Moines, IA 50265-0320  
515-222-36480 (phone)  
515-273-0603 (fax)  
[www.wdm.iowa.gov](http://www.wdm.iowa.gov)

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# Master Storm Water Management Plan Requirements

- Required with the submittal of:
  - Area Development Plans within the Town Center Overlay District;
  - Preliminary Plats; and,
  - New Planned Unit Development proposals

The following are guidelines intended to assist the Design Engineer in the development of a Master Storm Water Management Plan (MSWMP); they are not intended to be all inclusive and additional information or details may be required. It is the Design Engineer's responsibility to assure that the MSWMP developed for the proposed project is valid, feasible, and functional. Additionally, it is the design engineer's responsibility to familiarize him/herself with all applicable WDM design standards to assure that storm water management proposed is in compliance with said design standards. The MSWMP must be certified by a Professional Engineer licensed in the State of Iowa.

The intent of a Master Storm Water Management Plan is to demonstrate **conceptually** how storm water runoff will be managed in compliance with current City of West Des Moines design standards. In general, the master storm water management plan should define what storm water management practices are proposed and where key management facilities will be located. The MSWMP should provide the framework for the management of storm water for all future development projects within the area identified in the Area Development Plan (ADP), Subdivision Plat, or Planned Unit Development (PUD). If the MSWMP is appropriately designed, future development proposals within the Subdivision Plat, ADP area or the PUD will only need to provide the calculations necessary to illustrate compliance to the master management plan. Although detailed calculations do not necessarily need to be included in the MSWMP, the design engineer may need to perform calculations to assure feasibility of the proposed management methods. The engineer should be prepared to provide these calculations upon request of staff.

Your Master Storm Water Management Plan should be bound in a loose leaf plastic binder and **must** include the following:

**A. Cover Sheet which includes:**

- Name of project
- Identification of the enclosed documentation as 'Storm Water Management Plan'
- Date
- Space for insertion of project number once assigned by the City
- Name and contact information of consulting firm and engineer preparing the Master Storm Water Management Plan
  
- Engineer's Professional Certification (final copy signed in contrasting ink)

**B. Table of Contents**

**C. Project Description Page which includes:**

- A description of existing site conditions
- A description of existing site drainage patterns
- Description and details of the proposed development
- A summary of the proposed storm water management plan which outlines how it is in compliance with current West Des Moines design standards. The summary should indicate how key parameters (allowable developed release rates, detention/culvert freeboard requirements, etc...) contained within the WDM design standards are being accommodated and met.

**D. Existing Drainage Contour Map which illustrates and labels drainage patterns, basins, swales/ditches, creeks, rivers, streams, etc..., and any other relevant on-site or off-site information**

**E. Proposed Drainage Contour Map which illustrates and labels drainage patterns, areas for which storm water detention will be provided, conveyance methods (pipes, swales, etc...), detention areas, post development drainage patterns, and any other relevant on-site or off-site information**

**F. Project Summary identifying:**

- Method(s) of proposed storm water management
- Key design conclusions
- Discussion of how the proposed management methods comply with current WDM design standards
- Post development storm water impacts to adjacent private properties;
- Mitigation measures for any potential impacts

As of the writing of these guidelines (January 2004), the City of West Des Moines utilizes the **Des Moines Metro Design Standards**. Please contact a development review engineer within the Public Works Department to confirm that these standards are still being utilized for storm water management.

TRAFFIC ANALYSIS FEES  
APRIL, 2007

PROCESS	COMPREHENSIVE PLAN	AREA DEVELOPMENT PLAN(1)	ZONING	SUBDIVISION	SITE PLAN(4)
Fees for Independent Processes and Applications	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$100 1st 100 Trips, plus \$1.25/additional Trip, plus \$0.50/additional Trip for driveway analysis
Fees for Combined Processes and Applications Tracking Together with No Modifications	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$0 Additional Fee	\$0 Additional Fee	\$0 Additional Fee	\$0.50/additional Trip for driveway analysis
	NA	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$0 Additional Fee	\$0 Additional Fee	\$0.50/additional Trip for driveway analysis
	NA	NA	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$0 Additional Fee	\$0.50/additional Trip for driveway analysis
	NA	NA	NA	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$0.50/additional Trip for driveway analysis
Fees for Independent Process and Applications within One Year of Initial Application with No Modifications	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$100 fee, plus 25% of Initial Fee	\$0 Additional Fee If Combined Apps.	\$0 Additional Fee If Combined Apps.	\$0.50/additional Trip for driveway analysis
	NA	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$100 fee, plus 25% of Initial Fee	\$0 Additional Fee If Combined Apps.	\$0.50/additional Trip for driveway analysis
	NA	NA	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$100 fee, plus 25% of Initial Fee	\$0.50/additional Trip for driveway analysis
	NA	NA	NA	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$100 fee, plus 25% of Initial Fee plus \$0.50/additional Trip for driveway analysis
Re-analysis Fees within One Year of Initial Application (2)	\$100 fee minimum, plus 25% of Initial Fee per analysis	\$100 fee minimum, plus 25% of Initial Fee per analysis	\$100 fee minimum, plus 25% of Initial Fee per analysis	\$100 fee minimum, plus 25% of Initial Fee per analysis	\$100 1st 100 Trips min., plus \$1.25/additional Trip, plus \$0.50/additional Trip for driveway analysis

NOTES

- (1) An Area Development Plan is only required in the Jordan Creek Town Center Overlay Zoning District
- (2) Includes analyzing modified development proposals and configurations and is limited to a 15% increase in trips.
- (3) Trip calculations are determined from the difference from vacant property to the traffic generated by the proposed development using the average generation rate from the latest version of the ITE Trip Generation Manual.
- (4) Includes Permitted Conditional Use Reviews