

# Development Services

## Planning Division

4200 Mills Civic Parkway, Suite 1D | [developmentservices@wdm.iowa.gov](mailto:developmentservices@wdm.iowa.gov) | p: 515-222-3620 | f: 515-273-0603

### Application Checklist **MAJOR MODIFICATION**

#### **At time of application, you will need to provide:**

1. A letter of intent describing the project, identifying the project contact person(s), and any other information relevant for staff's review.
2. A PDF of the Site Plan(s)
3. A PDF illustrating fire engine turn radius drawn at 20 or 30 feet scale (as applicable).
4. A PDF of colored elevations for all sides of proposed buildings and/or structures which illustrate architecture, materials, and color palette. The elevation drawings should be at such a size as to appropriately show architectural detail. The applicant shall also have a materials board available upon staff's request (as applicable).
5. A PDF of manufacturer cut-sheets or light fixture details for all exterior light fixtures (as applicable).
6. A PDF of the Storm Water Management Plan (as applicable).

#### **Your Site Plan shall include at least the following**

1. Legal description including total area of the property.
2. Date, compass point, legend of symbols, scale (written and graphic).
3. Vicinity map that accurately represents the area including recent developments.
4. Address(es), if assigned.
5. Name, address and contact information of owner(s) of subject property.
6. Name, address and contact information of applicant.
7. Notation of existing Comprehensive Plan land use designation and requested proposed land use.
8. Notation of existing Zoning District or if Planned Unit Development (PUD) name and underlying zoning.
9. Notation of the number of parking spaces required by Code and number provided, including formulas used to calculate requirements.
10. Calculations of the amount of paved and/or impervious surfaces proposed shown in both square footage and percentage of the total site.
11. Notation of required open space and calculations of the amount provided shown in both square footage and percentage of total site.
12. Property boundary lines including dimensions to the nearest one-hundredth of a foot.
13. Existing and proposed topography of subject property at contour intervals of not more than two (2) feet, City datum.
14. Existing topography and site features of adjacent properties for at least one-hundred (100) feet outside of subject boundary, at contour intervals of not more than two (2) feet, City datum.
15. Identification of existing and proposed drainage-ways, detention areas, and applicable engineer's calculations.
16. Typical cross section detail for swales and major drainage ways.
17. Identification of any structures (i.e. retaining walls) necessary to achieve the stated grades. Provide engineering specifications and calculations.
18. Typical cross-section of right-of-way for any grading within the right-of-way.
19. Identification of staging area for construction activities and soil stockpiling.
20. Location of proposed access drives to be utilized during construction and materials used to construct such drives.

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21. Identification of measures to keep mud and rock off of public streets during grading activities. Name and contact information of individual responsible for insuring mud and rock are cleaned off of public streets on a daily basis.
22. Identification and location of all temporary and permanent erosion and sedimentation control methods and installation schedule of measures.
23. Name and contact information of individual responsible for installation, periodic checking and reinstallation of erosion and sedimentation control measures.
24. Location, footprint, size and use of all buildings and structures, existing and proposed, and required setback lines shown and required distance indicated.
25. Total square feet of all building floors, individually and collectively separated by existing and proposed.
26. Location of utilities, labeled with depth, size, type, existing or proposed and whether public or private.
27. Existing and proposed easements for rights-of-way, overhead utilities, buffers, railroads, drainage courses, etc., shall be shown and appropriately labeled with reserved width, type, and whether public or private.
28. Notation of the book and page number of all existing easements.
29. Street name, whether public or private, pavement width, half right of way widths dimensioned from centerline of right of way, full right of way width dimension should be shown for all existing and proposed roads, alleys, streets and highways on or adjoining the subject property.
30. Detail of all intersecting corners of street and access drives including label with the appropriate radius in accordance with current West Des Moines design standards.
31. Location of parking areas, parking lot setbacks, loading zones, access drives, ingress/egress points, and island shall be shown and dimensioned.
32. Identification of the type of surfacing, curbing, etc., used for parking areas, drives, sidewalks and trails.
33. Location of all existing street lights.
34. Location and detail of trash enclosures, including elevation.
35. Location and screening methods for mechanical equipment, ground and roof-mounted.
36. Location, width, detail of buffers (walls, fences, vegetation or other artificial screening material to be used), notation of required types and quantities and schedule of all buffer plantings.
37. Notation of required number and type of landscape plantings and calculations of the quantity and types proposed.
38. Location of all existing trees. Indicate those trees to be preserved and include illustration and details of preservation methods to be used.
39. Identification of proposed landscape vegetation and notation of required types, sizes, and quantities. Include a schedule of plantings, separate from buffer plantings, which identifies scientific and common names, quantity and sizes at time of planting.
40. Identification of all other site development and landscape features (i.e., detention areas or ponds, walkways, vegetation, walls, fences, monuments).
41. Provide an updated Storm Water Pollution Prevention Plan (SWPPP) specific to this project. The person or firm designated as the contact for erosion control issues shall be provided, along with their phone number.

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42. Identification and location of all established floodway, floodway fringe, and flood plain overlay lines, if applicable. Provide the 100 year flood plain elevation based on the new Flood Insurance Rate Map (FIRM) dated February 16, 2006.
43. All lots with overland flowage easements shall have a minimum opening elevation (MOE) corresponding to the elevation of the overland flowage easement. Notation of minimum finished floor elevations (FFE) or minimum opening elevations for all lots where conditions warrant additional protection from possible flooding situations. If conditions are such that the FFE is not needed, the surveyor shall include a statement which documents such.
44. Lots with overland flowage easements located in the side yard (parallel to the side yard property line) shall also have an elevation established at mid-point between the front and rear property lines, and there shall be a corresponding minimum protected opening elevation for the structure.
45. Provide a grade elevation for overland flowage easements at all points where the easement crosses a property line, including where the easement runs to the street or crosses the rear property line.
46. Document that a Conditional Letter of Map Revision (CLOMR), or a Letter of Map Revision application (LOMR) has been submitted to FEMA before work begins. The application shall be based on the proposed first floor elevations.
47. A Flood Plain Development Application shall be submitted to the City for review prior to any development work in the floodplain including but not limited to buildings or other structures, mining, filling, grading, paving, excavation or drilling operations. An Elevation Certificate may be required as part of the Flood Plain Development Application (utilize FEMA authorized form).
48. Identification of all exterior lighting including fixture details and locations, including building and signage lighting.
49. Notation of two (2) City of West Des Moines bench marks.
50. Prior to any grading or site work takes place, a copy of the Storm Water NPDES General Permit No. 2, authorized by the Iowa Department of Natural Resources, shall be submitted the CAP portal. If an authorized NPDES permit already provides coverage for this development area, prior to any grading or site work, a copy of the applicable permit and a vicinity map which confirms the coverage includes the proposed project shall be submitted to the CAP portal.
51. Acknowledge in writing that the project civil engineer or design professional shall provide as-built documentation that the storm water drainage system has been constructed as designed. The as-built shall be forwarded to the City before issuance of the final occupancy permit, and shall include elevations, detention and retention pond capacity, piping restrictors, and any pertinent aspects of the storm water system.
52. Provide a specific construction detail for all exterior stairways or steps, including rise & run, handrails, handrail extensions, and guardrails; or confirm that there are no steps or stairs.
53. Provide a specific construction detail for all exterior ramps and sidewalks, including slopes, curb cuts, slip resistant surfaces and elevations.
54. Provide a specific handrail detail for ramps and sidewalks or confirm in writing that all sidewalk slopes are less than 1 until vertical in 20 units horizontal. Steps are an acceptable alternative, if not part of the accessible route.
55. Provide a sidewalk or similar paved exit access from the rear exit to the parking lot, public sidewalk, or similar. Slopes shall meet sidewalk criteria of less than 1 to 20 or shall meet ramp and handrail requirements.

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56. Provide a note as part of the ramp detail that an on-site inspection shall be requested with the Building Division at (515) 222-3630, prior to placement of any concrete ramps.
57. Provide engineering drawings for any retaining walls which exceed 4 feet in height, or confirm in writing that any retaining walls needed for the site will not exceed 4 feet in height.
58. Provide a guardrail detail for retaining walls that are 30" or more above grade, or confirm in writing that the walls are less than 30" above grade.
59. Acknowledge in writing that the following information has been forwarded to the building architect prior to site plan approval and building site plan submittal: The proposed project exceeds 3,000 square feet and will be required to provide vestibules for entrances as required by the State adopted 2009 International Energy Conservation Code (Section 502.4.7). For follow-up questions contact the Chief Building Official at ([dennis.patrick@wdm.iowa.gov](mailto:dennis.patrick@wdm.iowa.gov)) or 515-222-3630.
60. All accessible parking spaces are located on the shortest possible accessible circulation route to the main entrance of the building.
61. Confirm that there are at least two (2) accessible means of egress with a continuous exit path away from the building for tenants that will require two exits. The continuous path may include landings, ramps, handrails, guards, etc., specifically from a rear or secondary exit.
62. Provide a cross section detail showing a maximum slope of 1 unit vertical in 3 units horizontal for the first 10-15 feet of any detention ponds, lakes, water landscape features, etc., or provide details for fencing.
63. Acknowledge in writing that a report certified by a third-party recognized testing agency, acceptable to the City, shall be submitted to document the thickness and strength of the pavement, the sub-grade compaction, compliance with the Metro Design Standards for streets, and the standards listed in the West Des Moines "Off Street Parking Ordinance" for private streets, parking lots, and driveways.
64. If an underground parking structure is incorporated, acknowledge in writing that at least one exit from the parking structure will meet accessibility requirements for emergency exiting, by providing a maximum slope of 1 unit vertical in 12 units horizontal for the vehicle ramp, an area of refuge, or by similar means.
65. Other considerations pertinent to the proposal may be requested for illustration or statistical purposes.

### ***For Residential Plans:***

1. In order to determine if accessibility provisions apply, provide description regarding whether the town home units are slab on grade, one story with basement, two story, or similar.
2. On the residential lots, the setback for attached garages shall be a minimum of 20 feet, which will allow for a vehicle to be parked in front of the garage without encroaching on the sidewalk or public right-of-way. This issue shall be addressed on the final plat and/or specific plan with an additional setback line, or individual site layouts for each lot that clearly show garage location.
3. Private sanitary sewer lift stations(s) shall require a DNR permit; an approved copy shall be provided to the City. Lift stations shall be designed by a professional engineer; and be designed, constructed, operated and maintained in accordance with the DNR Design Standards and permit requirements. Upon completion of the installation, the professional engineer of record will be required to provide certification to the City (submit to planning case advisor's attention) that the lift station was constructed in accordance with the DNR approved construction plans. Said confirmation shall be submitted before the approval and

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release of a final plat of any parcel utilizing said lift station.

4. Total number and type of proposed dwelling units.
5. Provide a detail confirming that all foundations supporting wood shall extend at least 6 inches above adjacent grade and the clearance between any siding material and the sod shall be a minimum of 6 inches.
6. Provide a detail confirming that the grade immediately adjacent to the foundation shall be sloped away from the building no less than 1 unit vertical to 12 units horizontal for a minimum of 6 feet measured perpendicular to the foundation.

### Fire Department

1. General guideline: If a car can access the area, the fire truck must be able to access the car. All areas designed for vehicular traffic will need to be accessed by the ladder truck.
2. Turns are made using the outside turning radius for the complete truck. On average the turning lines are held away from the curbing a minimum of three (3) feet.
3. The center line of the truck template is not used past the center of the street. This type of turn is an extreme movement.
4. Rolled curbs are not acceptable as being able to mount inside the turning radius.
5. Generally, two remote accesses will be required for a site for safety access at all times, including during construction.
6. Fire lanes must be a minimum of 20 feet total clearance.
7. All canopies must have minimum 14 foot clearance or contain signage indicating clearance.
8. One (1) fire hydrant must be within 100' of the fire department connection (sprinklers) in addition to municipal hydrants located on public streets. Others must meet Appendix C of the International Fire Code (2006) for number and distribution around the building site.
9. Fire department sprinkler connection shall be placed on a readily accessible side to the building with a drive aisle running alongside it. Strobe lighting will also need to be installed above the connection tied to the fire alarm. A minimum clearance of 5 feet must be maintained around the fire department connection.
10. Landscaping provided within the 5 foot clear zone must be of a ground cover variety and not grow more than 15 inches in height.

### Water Works (to be shown on Utility Sheet)

1. Provide a quantities list of water main and appurtenances.
2. Final plans must be signed by a civil engineer registered in Iowa (4 sets)
3. Minimum water main size shall be 8-inch. Larger size may be required.
4. Water mains are to be located on the South or West sides of streets.
5. Water mains are to be located no closer than 4 feet to the street curb line.
6. Show existing water mains and appurtenances.
7. A fire hydrant is required at every street intersection. Fire hydrants are to be installed at the entrance and end of cul-de-sacs.
8. Intermediate fire hydrants provided at 450 feet maximum spacing. On cul-de-sacs greater than 500 feet, equally spaced intermediate fire hydrants are to be installed.
9. Fire hydrants are placed at high points or low points whenever possible.
10. Fire hydrants are to be located on the projections of property lines.
11. Valves are to be located at intersections (allowing one unvalved pipe).
12. Valves are to be equally spaced between intersections at not more than 800 feet apart.
13. Valves are to avoid being located in sidewalks and probable driveway locations.



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14. Fire lines and domestic service lines shall have separate shut offs 5 feet outside of the building. The domestic service line can be tapped into the fire service line and shall have a shut-off adjacent to the fire service line shut-off.
15. A blow-off hydrant shall be installed on all temporary dead ends.
16. For building construction submit water usage requirements for proper sizing of the water meter.
17. Service lines shall have a curb valve (shut-off) 6 feet from the property line in the right-of-way and shall not be in the sidewalk.
18. Show water service lines into the building.
19. Dead ends are to be eliminated whenever possible.