



DEVELOPMENT SERVICES DEPARTMENT  
10 FIRST ST. NW  
MASON CITY, IOWA 50401  
641.421.3626

# P1 SITE PLAN APPROVAL

## APPLICATION PACKET

### PLANNING AND ZONING COMMISSION REVIEW REQUIRED

#### GENERAL APPLICATION INSTRUCTIONS

Effective Date: October 10, 2013

**APPLICATION:** Planning and Zoning Commission site plan approval is required for all forms and functions classified as “P1” on the Zoning Form and Function Table (Table 12-8-2) of the Zoning Ordinance. Please submit an original application and **all of the required materials** included in this packet. Your application will not be accepted and will be returned to you if it is incomplete. Incomplete applications will not be placed on the Planning and Zoning Commission’s agenda.

**FILING DEADLINE:** Complete applications received by the 15<sup>th</sup> of month will be placed on the following month’s Planning and Zoning Commission agenda. If the 15<sup>th</sup> falls on a weekend or City-observed holiday, then the deadline will be moved back to the next working day. No application will be forwarded to the Planning and Zoning Commission until all required information and materials are submitted. The filing fee is required at the time the application is submitted.

**FEE:** \$100.00.

**MEETING TIME AND PLACE:** The Planning and Zoning Commission meets in the 2<sup>nd</sup> Floor Conference room at City Hall on the second Tuesday of each month. The meetings begin at 7:00 P.M. and are open to the public.

**PUBLIC NOTICE AND PUBLIC HEARING:** The Planning and Zoning Commission will conduct a public hearing on your application. Notice of this public hearing will be published in the City’s newspaper of record, posted at City Hall and mailed to the owners all property within 350 ft. of the boundaries of the property included in the site plan. In addition, the City will prepare and place public notice signs on your property prior to the public hearing.

## **DEVELOPMENT REVIEW PROCESS:**

- Step 1** The Development Review Committee works with the applicant to prepare a final site plan for the development. This site plan may be a Minor Site Plan or a Major Site Plan.
- Step 2** The applicant submits the finalized site plan for the P1 form or function for Planning and Zoning Commission review and approval.
- Step 3** The Development Services Department notifies the general public and all property owners within 350 ft. of the property included in the site plan of the pending application.
- Step 4** The Planning and Zoning Commission conducts a public hearing on the application and then discusses the application. The Commission may place any additional conditions on the site plan, or make changes to the site plan to mitigate the impact of the development on neighboring properties. If no changes are made to the site plan approved by the Development Review Committee, the application is approved and building and zoning permits can be issued.
- Step 5** If the Planning and Zoning Commission makes changes to the site plan, it is sent back to the Development Review Committee for re-review and approval.

## P1 SITE PLAN APPROVAL CHECKLIST

A complete Preliminary Plat Application includes the following items. This checklist is provided for your use to organize your application; please attach a copy to your application. City Staff will also use it to review your application packet for completeness.

<b>APPLICANT USE</b>	<b>APPLICATION ELEMENT</b>	<b>STAFF USE ONLY</b>
_____	Completed Application Form	
_____	Application Fee (\$100)	
_____	P1 Site Plan Approval Checklist (this form)	
_____	Black line version of the minor or major site plan approved by the Development Review Committee, no larger than 11" x 17" (if a larger black line drawing is the only available copy of the plan, provide 12 original copies of the larger plan, in lieu of the smaller copy)	
_____	Legal Description in MS Word or Rich Text Format (may be submitted on disc, flash drive or via email.)	
_____	One digital copy of the DRC approved site plat, in .pdf format.	

# P1 SITE PLAN APPROVAL APPLICATION FORM

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

**PROJECT ADDRESS:** \_\_\_\_\_

**PROPERTY OWNER:** \_\_\_\_\_

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

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

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

**PROJECT DEVELOPER:** \_\_\_\_\_

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

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

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

**PROPERTY LEGAL DESCRIPTION:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**APPLICANT SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

If you would like someone other than the applicant named above to act on your behalf, please complete the following:

***I hereby authorize the person named below to act as my agent in all matters pertaining to this application.***

**PRIMARY CONTACT:** \_\_\_\_\_

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

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

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