

City of West Branch

~A Heritage for Success~

110 N. Poplar Street • PO Box 218 • West Branch, Iowa 52358
(319) 643-5888 • Fax (319) 643-2305 • www.westbranchiowa.org • city@westbranchiowa.org

**CITY COUNCIL JOINT WORK SESSION
WITH THE WEST BRANCH PLANNING & ZONING COMMISSION
Tuesday, November 15, 2016 • 7:00 p.m.
City Council Chambers, 110 North Poplar Street**

1. Call to order
2. Roll call
3. Mr. Brian Boelk, HBK Engineering – Meadows Subdivision – Phase 3
4. Adjourn

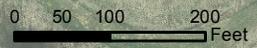
**SPECIAL PLANNING AND ZONING COMMISSION MEETING
Tuesday, November 15, 2016
Immediately following the Joint Work Session
West Branch City Council Chambers, 110 N. Poplar St.
*Council Quorum May Be Present***

1. Call to Order
2. Roll Call
3. Approve Agenda/Consent Agenda/Move to action.
 - a. Approve minutes from the September 27, 2016 Planning and Zoning Commission Meeting.
 - b. Approve minutes from the September 29, 2016 Special Planning and Zoning Commission Meeting.
4. Public Hearing/Non-Consent Agenda
 - a. Discussion of Croell Redi-Mix Site Plan.
 - b. Approve West Branch Salt Shed Site Plan./Move to action.
 - c. Discussion of Residential Individual Lot Site Plan Requirements.
 - d. Discussion of Chapter 151 of the Code of Ordinances of the City of West Branch, Iowa: “Trees.”
 - e. Discussion on Update to the West Branch Comprehensive Plan
5. City Staff Reports
6. Comments from Chair and Commission Members
7. Discussion concerning cancellation of the November 22, 2016 regular Planning and Zoning Commission Meeting and the next regularly-scheduled Planning and Zoning Commission Meeting – January 24, 2017 at 7:00 p.m.
8. Adjourn

Planning & Zoning Commission Members: Chair John Fuller, Vice Chair Ryan Bowers, LeeAnn Aspelmeier, Sally Peck, Clara Oleson, Liz Seiberling, Gary Slach • **Zoning Administrator:** Paul Stagg • **Deputy City Clerk:** Leslie Brick
Mayor: Roger Laughlin • **Council Members:** Jordan Ellyson, Colton Miller, Brian Pierce, Tim Shields, Mary Beth Stevenson
City Administrator/Clerk: Matt Muckler • **Fire Chief:** Kevin Stoolman • **Library Director:** Nick Shimmin
Parks & Rec Director: Melissa Russell • **Police Chief:** Mike Horihan • **Public Works Director:** Matt Goodale

Legend

-  Hydrant
-  Water Valve
-  Sanitary Sewer Manhole
-  Water Main
-  Proposed Water Main
-  Sanitary Sewer Main
-  Proposed Sanitary Sewer Main
-  Possible Future Road Re-Alignment
-  Possible Future Sidewalk



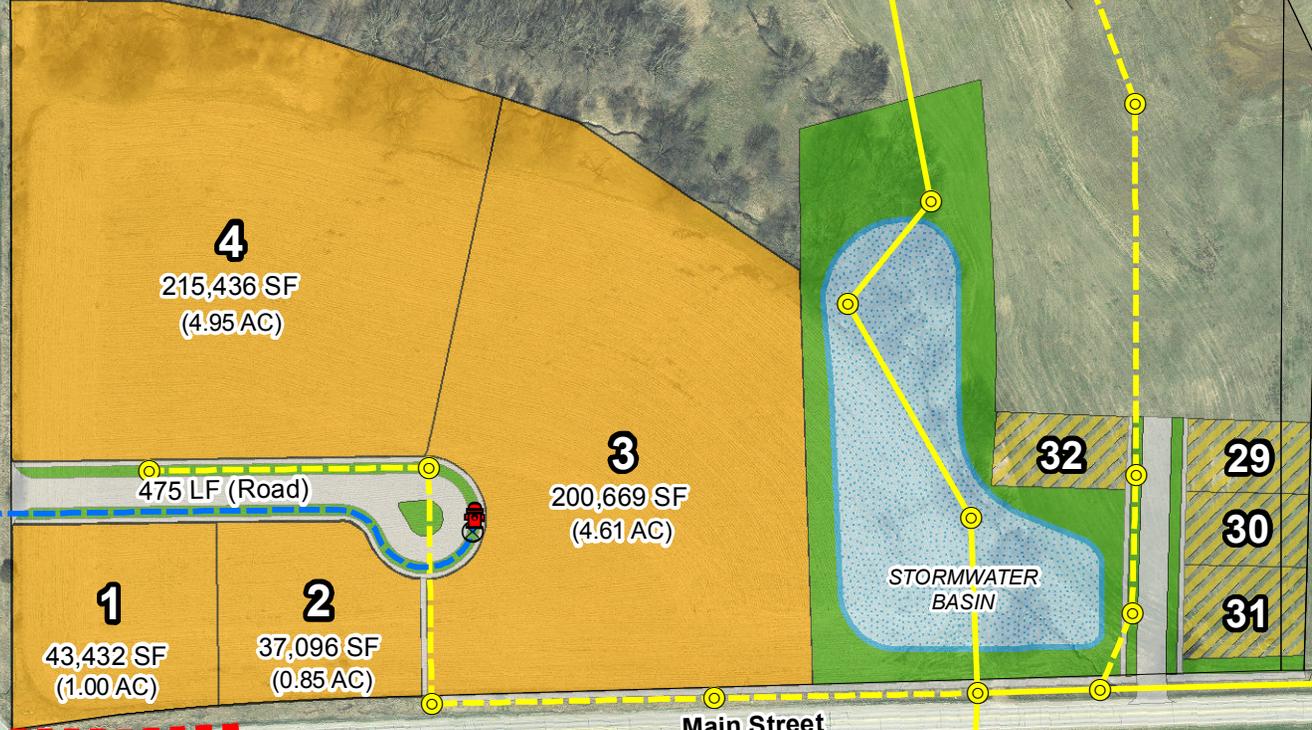
Johnson Cedar Road

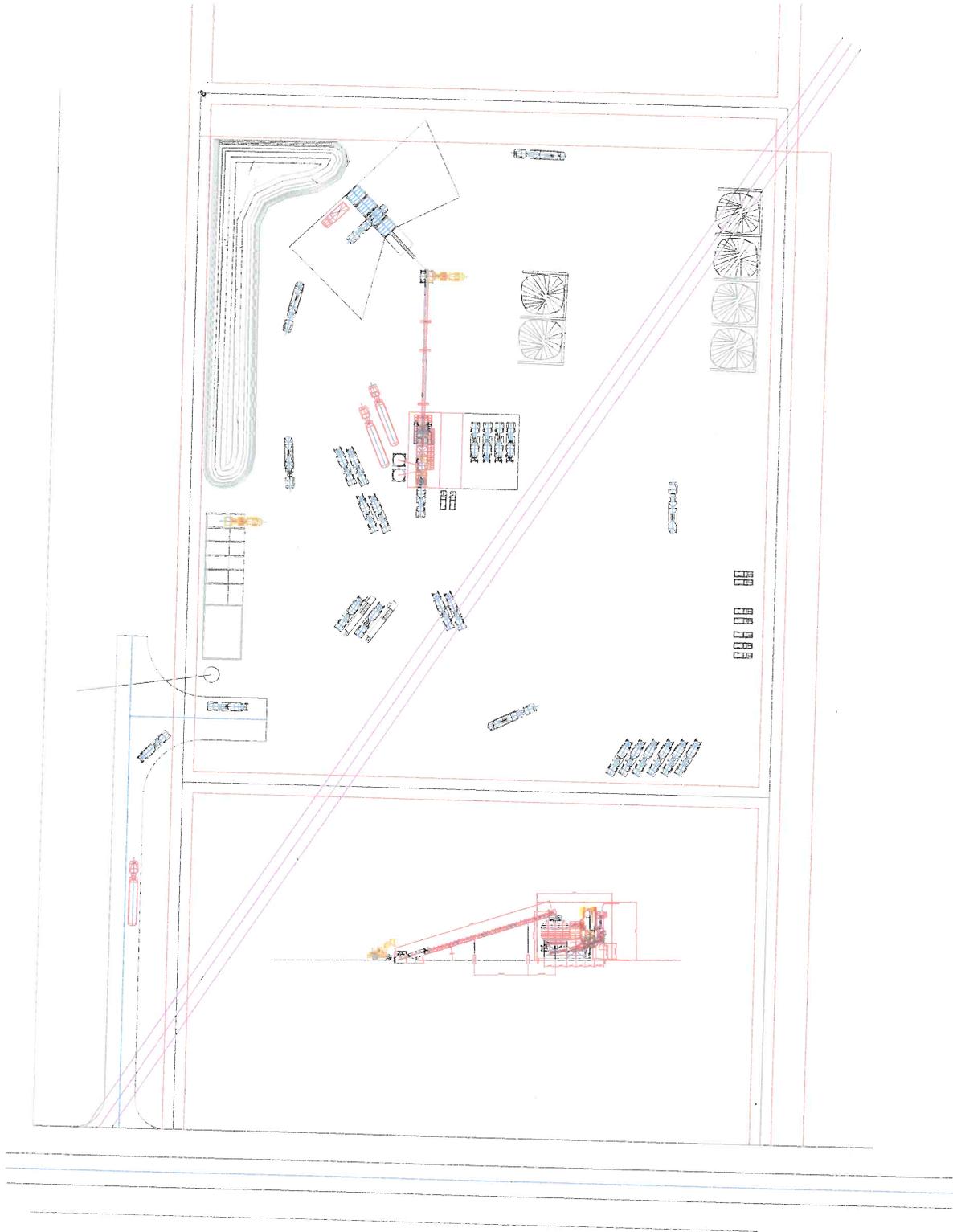
Orange St

Ridge View Dr

Main Street

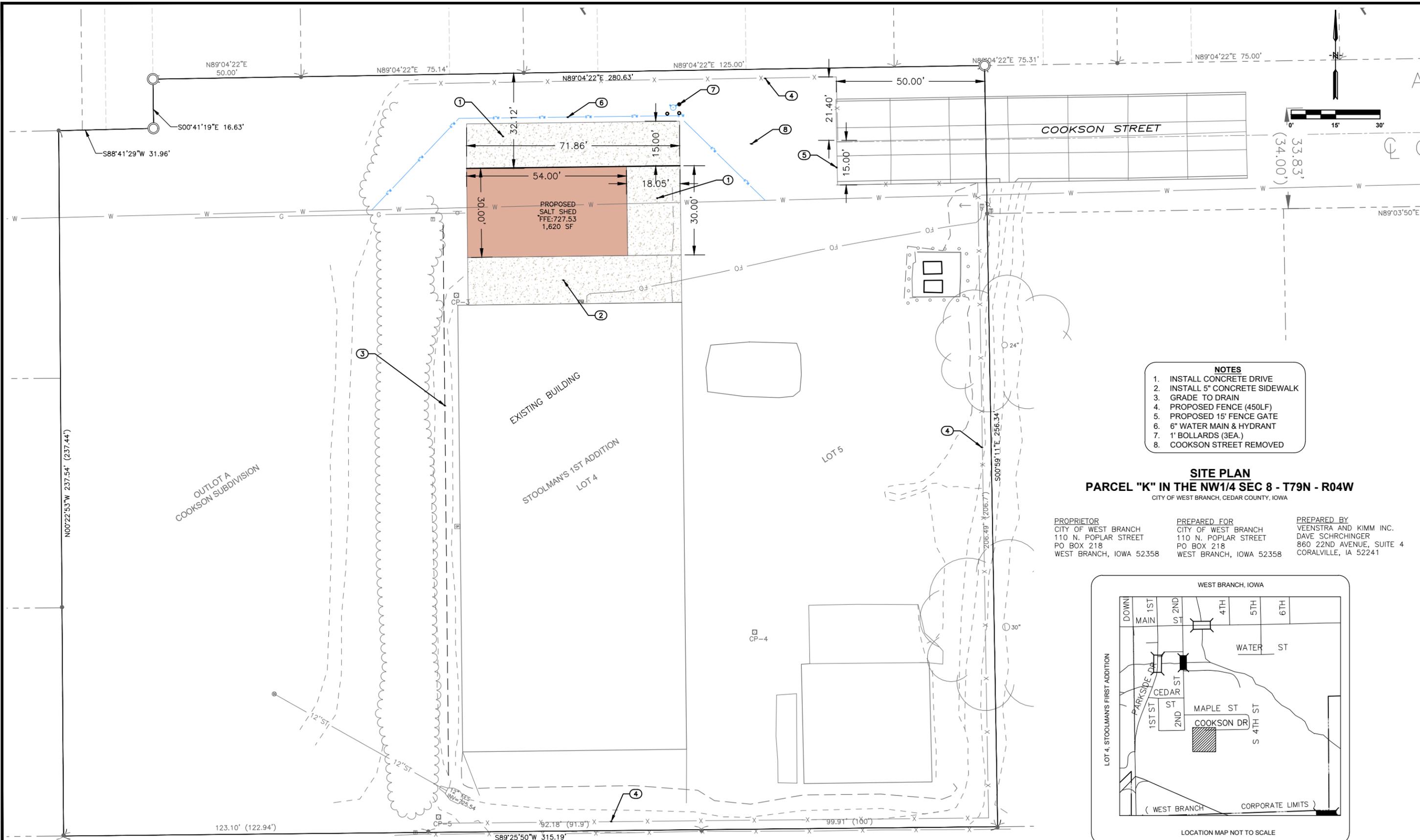
Herbert Hoover Hwy





PLOTTED: Monday, September 26, 2016 4:23:08 PM

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FILE PATH: Z:\WEST BRANCH\368204 SALT SHED SITE PLANDRAWINGS\DESIGN DRAWINGS\SITE PLAN



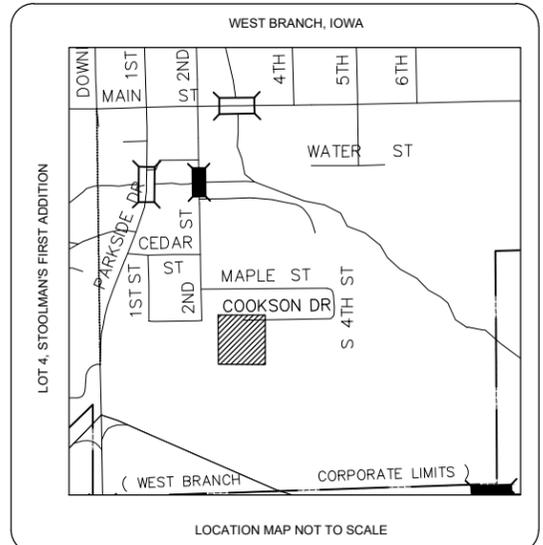
- NOTES**
1. INSTALL CONCRETE DRIVE
 2. INSTALL 5" CONCRETE SIDEWALK
 3. GRADE TO DRAIN
 4. PROPOSED FENCE (450LF)
 5. PROPOSED 15' FENCE GATE
 6. 6" WATER MAIN & HYDRANT
 7. 1' BOLLARDS (3EA.)
 8. COOKSON STREET REMOVED

SITE PLAN
PARCEL "K" IN THE NW1/4 SEC 8 - T79N - R04W
CITY OF WEST BRANCH, CEDAR COUNTY, IOWA

PROPRIETOR
CITY OF WEST BRANCH
110 N. POPLAR STREET
PO BOX 218
WEST BRANCH, IOWA 52358

PREPARED FOR
CITY OF WEST BRANCH
110 N. POPLAR STREET
PO BOX 218
WEST BRANCH, IOWA 52358

PREPARED BY
VEENSTRA AND KIMM INC.
DAVE SCHRCHINGER
860 22ND AVENUE, SUITE 4
CORALVILLE, IA 52241



DATE	REVISIONS	SCALE	AS NOTED
		DRAWN	EDG
		CHECKED	DRS
		APPROVED	DRS
		DATE	9-23-16
		ISSUED FOR	SITE PLAN

VERIFY SCALE

BAR IS ONE INCH ON ORIGINAL DRAWING.

0 1"

IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY.



PUBLIC WORKS - 338 COOKSON STREET
WEST BRANCH, IOWA

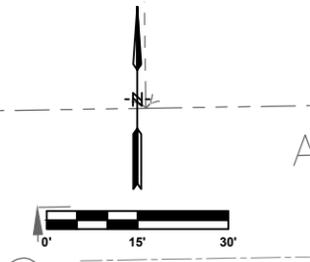
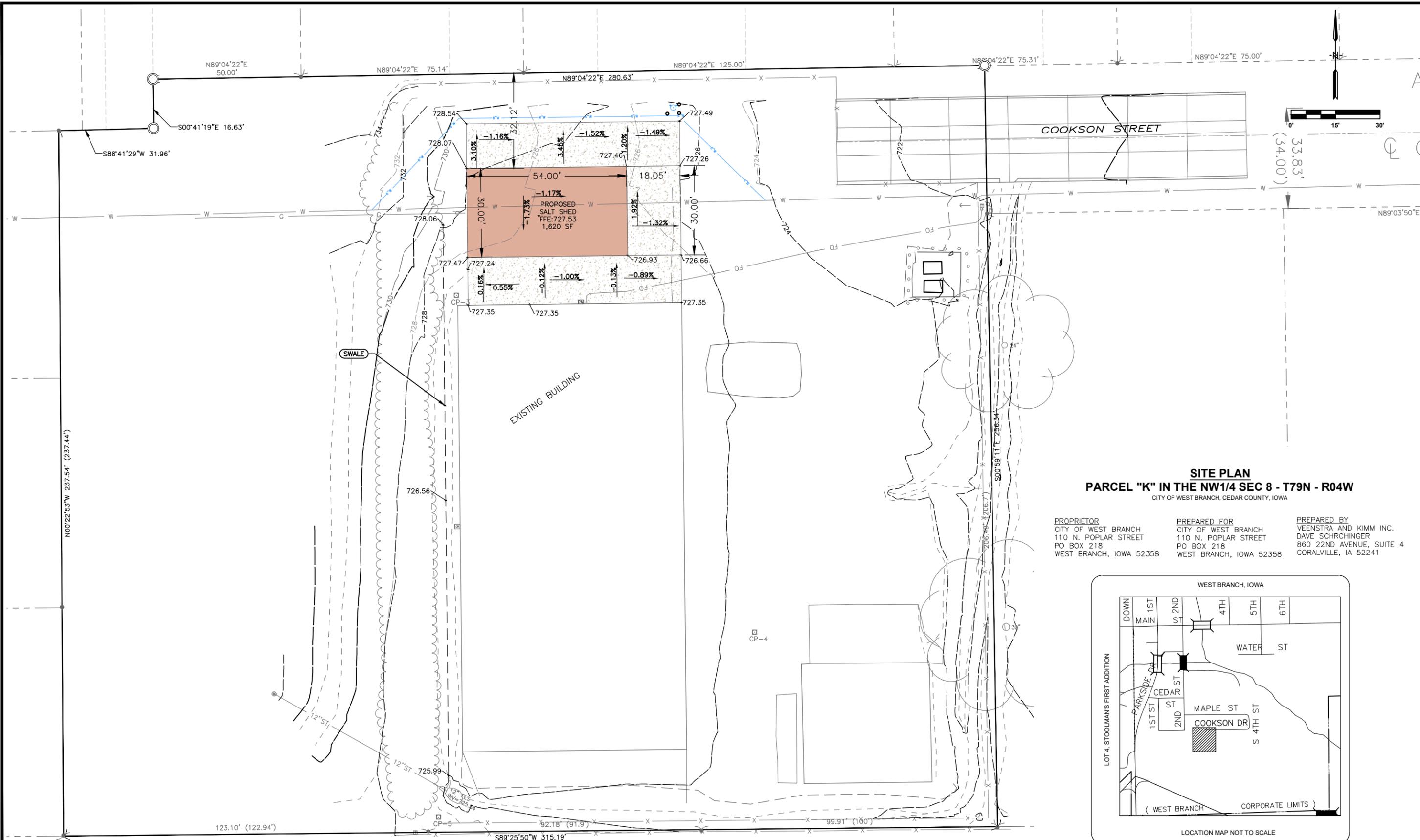
860 22nd Avenue • Suite 4 • Coralville, Iowa 52241-1565
319-466-1000 • 319-466-1000(FAX) • 888-241-8001(WATS)

SITE PLAN

DWG. NO.	1
PROJECT	368204

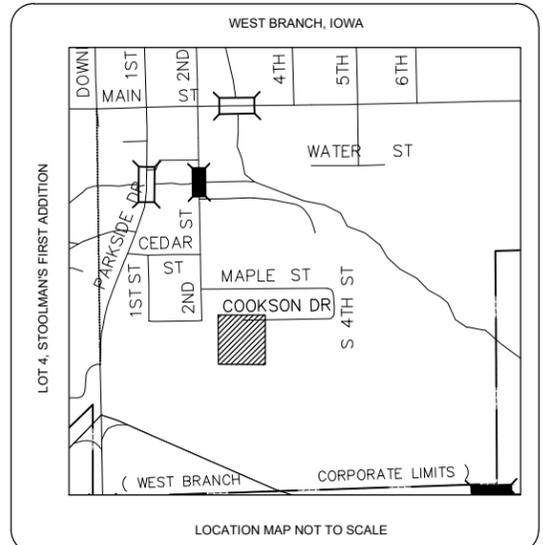
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SITE PLAN
PARCEL "K" IN THE NW1/4 SEC 8 - T79N - R04W
CITY OF WEST BRANCH, CEDAR COUNTY, IOWA

PROPRIETOR CITY OF WEST BRANCH 110 N. POPLAR STREET PO BOX 218 WEST BRANCH, IOWA 52358	PREPARED FOR CITY OF WEST BRANCH 110 N. POPLAR STREET PO BOX 218 WEST BRANCH, IOWA 52358	PREPARED BY VEENSTRA AND KIMM INC. DAVE SCHRCHINGER 860 22ND AVENUE, SUITE 4 CORALVILLE, IA 52241
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DATE	REVISIONS	SCALE	AS NOTED
		DRAWN	EDG
		CHECKED	DRS
		APPROVED	DRS
		DATE	9-23-16
		ISSUED FOR	SITE PLAN

VERIFY SCALE
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0 1"
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PUBLIC WORKS - 338 COOKSON STREET
WEST BRANCH, IOWA

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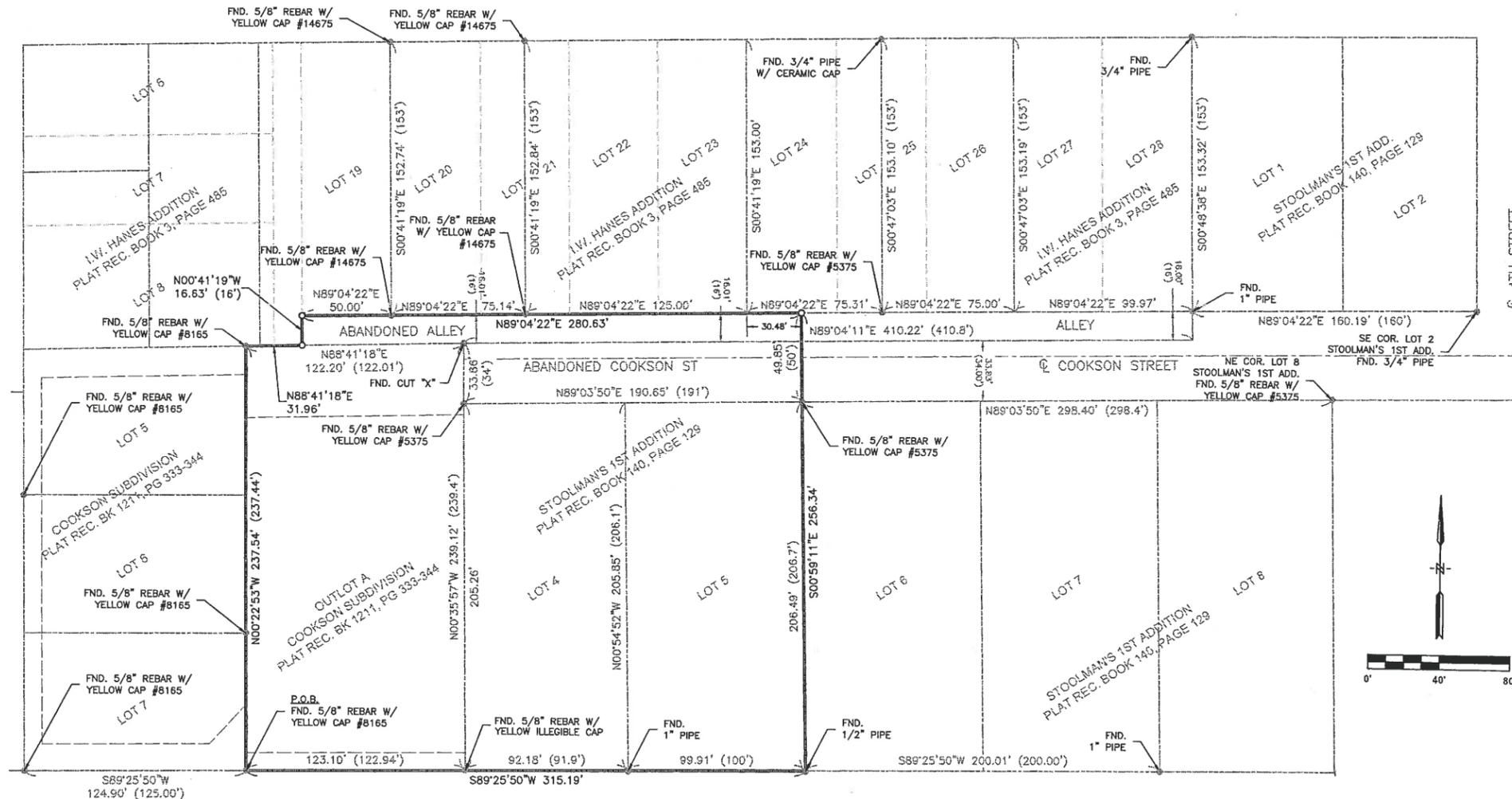
GRADING PLAN

DWG. NO.	1
PROJECT	368204

PLAT OF SURVEY PARCEL "K"

IN THE NW1/4 SEC 8 - T79N - R04W
CITY OF WEST BRANCH, CEDAR COUNTY, IOWA

PREPARED BY: BOBBY J. MADDALENO - VEENSTRA & KIMM INC. - 860 22nd AVENUE, SUITE 4 - CORALVILLE, IOWA 52241-1565 - (319) 466-1000



Legal Description

Outlot A in Cookson Subdivision, West Branch, Cedar County, Iowa in accordance with the Plat thereof Recorded in Book 1211, Page 333-344 of the Cedar County Records

AND

Lot 4 and Lot 5 in Stoolman's First Addition, West Branch, Cedar County, Iowa in accordance with the Plat thereof Recorded in Book 140, Page 129 of the Cedar County Records

AND

The abandoned Cookson Street Right of Way, being 34.00 feet wide and adjacent and parallel with the North line of Lots 4 and 5 in Stoolman's First Addition, West Branch, Cedar County, Iowa in accordance with the Plat thereof Recorded in Book 140, Page 129 of the Cedar County Records

AND

The abandoned Alley Right of Way, being 16 feet wide and adjacent and parallel with the South line of Lots 19, 20, 21, 22, 23, and the West 30.48 feet of Lot 24 in I. W. Hanes Addition, West Branch, Cedar County, Iowa in accordance with the Plat thereof Recorded in Book 3, Page 485 of the Cedar County Records

ALL OF THE ABOVE being more particularly described as follows: Beginning at the Southwest Corner of said Outlot "A" in Cookson Subdivision; thence N00°22'53"W, 237.54 feet along the West line of said Outlot "A" to the Northwest corner thereof; thence N88°41'18"E, 31.96 feet along the North line of said Outlot "A" to the Southerly extension of the West line of Lot 19 in I.W. Hanes Addition; thence N00°41'19"W, 16.63 feet along said Southerly extension to the Southwest corner of said Lot 19 in I.W. Hanes Addition; thence N89°04'22"E, 280.63 feet along the North line of said abandoned Alley to a point 30.48 feet East of the Southwest corner of Lot 24 in said I.W. Hanes Addition and the Northerly extension of the East line of said Lot 5 in Stoolman's First Addition; thence S00°59'11"E, 256.34 feet along said Northerly Extension and East line of said Lot 5 to the Southeast corner thereof; thence S89°25'50"W, 315.19 feet along the South line of Stoolman's Addition and said Outlot "A" to the Point of Beginning. Containing 1.83 acres more or less. Subject to easements recorded or un-recorded.

- LEGEND**
- ▲ FOUND SECTION CORNER AS NOTED
 - FOUND PROPERTY CORNER AS NOTED
 - SET 5/8" REBAR WITH PLASTIC YELLOW CAP #19960, UNLESS OTHERWISE NOTED
 - () RECORD DISTANCE OR BEARING
 - PARCEL "K" BOUNDARY
 - ROW LINE
 - PROPERTY LINE
 - SECTION LINE
 - - - EASEMENT LINE
 - - - ROAD CENTERLINE

DATE SURVEYED 8-25-2016

BASIS OF BEARING
U.S. STATE PLANE NAD83 - IOWA SOUTH ZONE 1402

PROPRIETOR
CITY OF WEST BRANCH
110 N. POPLAR STREET
PO BOX 218
WEST BRANCH, IOWA 52358

PREPARED FOR
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WEST BRANCH, IOWA 52358

PREPARED BY
VEENSTRA AND KIMM INC.
BOBBY J. MADDALENO
860 22ND AVENUE, SUITE 4
CORALVILLE, IA 52241

I hereby certify that this land surveying document was prepared and the related survey work was performed by me or under my direct personal supervision and that I am a duly licensed Land Surveyor under the laws of the State of Iowa.

Bobby J. Maddaleno PLS 9-26-16
Bobby J. Maddaleno Date

License Number 19960
My license renewal date is December 31, 2017
Pages or sheets covered by this seal: PS-01

DATE	REVISIONS	SCALE	AS NOTED	VERIFY SCALE	<p>860 22nd Avenue • Suite 4 • Coralville, Iowa 52241-1565 319-466-1000 • 319-466-1008(FAX) • 888-241-8001(WATS)</p>	<p>PUBLIC WORKS SITE PLAN CITY OF WEST BRANCH, IOWA</p>	<p>PLAT OF SURVEY PARCEL "K" IN SEC 8 - T79N - R04W CITY OF WEST BRANCH, CEDAR COUNTY, IOWA</p>	<p>DWG. NO. PS-01 PROJECT 6</p>
				<p>BAR IS ONE INCH ON ORIGINAL DRAWING.</p> <p>IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY.</p>				368204

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CITY OF WEST BRANCH
COMMISSION ACTION REPORT

MEETING DATE: November 15, 2016 AGENDA ITEM: 4c

DATE PREPARED: November 1, 2016

STAFF LIAISON: Matt Muckler, City Administrator

ACTION TITLE: Discussion of Residential Individual Lot Site Plan Requirements.

RECOMMENDATIONS:

Staff recommends that the Commission review the previously proposed “City of West Branch, Iowa Residential Individual Site Plan Requirements” application and provide feedback to city staff on this document. Several examples of site plans from other communities are provided for the review of the Commission, as well as a Land Development Checklist from the National Association of Home Builders. Finally, a list of additional resources has been prepared by the city engineer.

PROJECT DESCRIPTION:

The City of West Branch currently has site plan requirements for improvements to property in all zoning districts, except for Residence R-1 (Single Family District) and Residence R-2 (Two Family District). Those requirements make up Chapter 173, “Site Plan Requirements” of the City Code. The purpose of Chapter 173 is to establish a procedure which will enable proper review of proposed improvements to ensure compliance with all applicable zoning, subdivision, and building regulations.

The Residential Individual Lot Site Plan Requirements would provide appropriate review of proposed improvements in R-1 and R-2 zoning districts. The Commission has discussed this issue at five previous meetings: January 26, 2016, March 22, 2106, May 24, 2016, July 26, 2016, and September 27, 2016. A residential site plan is a scaled drawing or map showing what improvements the applicant intends to make on their property. This site plan would be utilized for land use and development reviews and would be required in order to obtain building permits.

Most helpful to the City Council would be a recommendation to either approve or to not approve residential individual lot site plan requirements. In the event that the Commission makes a recommendation to approve these requirements, the next step would be to recommend specific requirements for residential individual lot site plans. The City of West Branch, Iowa Residential Individual Lot Site Plan Requirements has been proposed as a starting point for these discussions. The Commission could either recommend adoption of the proposed document except for specific provisions and/or including additional requirements. Based on feedback from the Commission, city staff could place an item on a future Commission Agenda that would call for a vote from the Commission on a specific recommendation.

ATTACHMENTS:

- (Proposed) City of West Branch, Iowa Residential Individual Lot Site Plan Requirements (1 pages)
- City of Fayetteville, Arkansas Residential Grading Plan Requirements (3 Pages)
- City of Longview, Washington Residential Plot Plan (3 pages)
- City of Marion, Iowa Single Family Dwellings Plan Submittal and Permit Requirements (3 pages)
- North Liberty, IA Building Permit Application (Single Family, Duplex & Townhouse) (2 pages)
- Snohomish County, Washington Residential Site Plan Submittal Checklist (5 pages)
- City of Tigard, Oregon Residential Site Plan Review Information Guide (2 pages)
- National Association of Home Builders Land Development Checklist (16 pages)
- Additional Discussion on Site Plans and Examples, by City Engineer Dave Schechinger (1 page)

EXHIBIT A

City of West Branch, Iowa

Residential Individual Lot Site Plan Requirements

City of West Branch

110 N. Poplar Street | West Branch, Iowa 52358
319.643.5888 | www.westbranchiowa.org

What is a site plan?

A site plan is a scaled drawing or map showing what improvements you intend to make on your property. A site plan is required for land use/development reviews and to obtain building permits. A correctly drawn site plan shows the lot lines for a parcel, the existing and proposed development, adjacent streets, driveways, utilities, and easements on the site.

What do I need to submit?

Submit the number of copies of the site plan as specified on your land use application form or building permit application checklist. See the [site plan example on the back of this page](#) to help you include all the information needed in the site plan.

Where can I get help preparing a site plan?

Neither the City Engineer nor the City staff can draw the plans or design the project for you. We can only check the completed plans to be sure they meet the code requirements. You will save time and money if your plans do not need major revisions. We are available to assist you in understanding the code requirements. If you need help in drawing the site plan, please consult a professional for advice or help. The yellow pages or various builders may provide you with references.

How does a site plan help me?

A detailed site plan helps in your own planning, communicates your construction ideas to both your contractor and us, and helps assure that your planned project complies with the building and zoning codes. A site plan also communicates your ideas to other reviewing agencies (utility companies, fire district, etc.) who may not be able to visit the site. A complete and accurate set of plans helps to expedite the plan review process and allows the project to proceed more efficiently.

Subdivision Name / Lot # _____		Owner _____
1 st Review _____	2 nd Review _____	Date Approved _____
Project Name _____		Project Location / Address _____
Reviewer _____		Designer _____
Contact _____	Phone _____	Fax _____
* This section to be filled in by the City of West Branch Building Department		

Residential site plans must identify all of the following items, if applicable:

1. ___ Address and/or lot number and subdivision name.
2. ___ Site boundary survey with north arrow. Minimum scale 1" = 30'.
3. ___ All street names, widths, and location of right-of-way.
4. ___ Total lot area in acres and square feet.
5. ___ Limits of disturbance including all areas where any work will occur (tree save and silt fencing must be within the limits of disturbance). Label total disturbed acreage.
6. ___ Existing and proposed side walk, curb and gutter, driveway, building footprint, easements, setbacks, and structures.
7. ___ Impervious area in square feet (total area of building, structures, and driveway).
8. ___ Zoning buffers – show and label square footage.
9. ___ Stream buffers – show and label square footage.
10. ___ Drainage and utility easements – show and label square footage. Show location of all pipes and structures (sewer manholes, storm structures, power boxes, etc.). Provide top and invert elevations of structures.
11. ___ Existing and proposed topography at 1-foot intervals and proposed spot elevations at all high and low points and elsewhere as necessary with associated flow arrows to illustrate drainage patterns. [Driveway slopes and FFE and bench mark elevations at curb at property lines](#)
12. ___ Existing and proposed location of sanitary sewer tie-in, water connection, and sump pump drain connection.
13. ___ Floodplain – show and label elevation. [Indicate M.L.O. if applicable](#)
14. ___ Base of all fill slopes steeper than 4:1 must terminate a safe distance from all property lines to allow for constructability and not adversely affect adjacent properties.
15. ___ Provide all necessary details for retaining walls, concrete encasement, etc. (location, material, height). If retaining wall is proposed over 4' in revealed height, include the structural design signed, dated, and sealed by an Iowa P.E. (Note that a separate building permit will be required).
16. ___ Drainage, erosion, and sedimentation control plan – show drainage paths, erosion control measures (including construction exit) and their locations.
17. ___ Tree survey identifying all trees over 18" and all trees that will be saved.

RESIDENTIAL GRADING PLAN REQUIREMENTS

A residential building permit application must contain sufficient information to allow the Development Services Department to determine whether the lot development complies with the requirements of the Grading and Stormwater chapters of the Unified Development Code (UDC).

Low Impact Development. Use of Low Impact Development (LID) design strategies, as described in Chapter 179 of the UDC, to attenuate lesser storms and more closely mimic predevelopment hydrology is encouraged. LID features appropriate for residential sites include: rain gardens, dry wells, filter strips, grassed swales, infiltration trenches, enhanced retention ponds, rain barrels, cisterns, permeable pavement or pavers, green roofs, etc.

Grading Plan:

If the proposed structure is located in a subdivision that includes an approved master drainage plan, the approved plan shall be included in the building permit application and the individual lot drainage plan shall follow the master drainage plan. (Subdivisions platted after December 2010 will include a master drainage plan.)

Lots that are not included in an approved Master Drainage Plan are required to have a specific drainage plan for each lot. The grading plan must establish a minimum Finish Floor Elevation (FFE) of the structure(s) and properly drain the parcel without detrimental affects to adjacent or downstream property owners.

Submittal information and plans include, but shall not be limited to, the following:

1. The grading plan shall be drawn to a legible conventional Engineer scale (1" = 20') using the site plan as a base map.
2. *The Grading plan shall include, a minimum, the following features:*
 - a. Provide a lot drainage plan with the Finish Floor Elevation (FFE) of the building, along with flow arrows and spot elevations. In general, drainage should be routed along the shortest practicable flow path to the street or drainage easement. (Existing flow conditions will be considered for site specific applications.)
 - b. Identify existing drainage features on the lot, adjacent lots, and at the street; including inlets, storm drain pipes, culverts, swales, springs, water impoundments, etc. and existing structures on adjacent lots (within 20 feet of the property line).
 - c. Label and identify height of retaining walls, if applicable.
 - d. Identify the 100-year floodplain and/or floodway and base flood elevations, if applicable.
3. The Grading Plan must establish positive drainage and not re-direct existing runoff to an adjacent property unless an existing drainage easement or property owner agreement is provided, or the approved master drainage plan requires runoff to be directed across adjacent properties.
4. Non structural grassed swales for rear lot drainage concentration are discouraged and shall not be installed in combination with a utility easement.

Grading Design Guidelines Information:

1. *Account for slope away from structure.*
 - a. The minimum slope of the flow path for a swale or sheet flow to the top of curb, top bank of ditch, or approved drainage inlet from the high point of the final graded lot shall be a minimum of 2% for grassed surfaces.
 - b. Final grade adjacent to structures shall slope away from the structure at a minimum rate of 5% (1:20) for a minimum of 10 ft, where possible. Where lot lines, walls, slopes or other physical barriers prohibit 6 inches of fall within 10 feet, the slope away from the structure shall be a minimum of 5% until a parallel swale is provided and slopes away from the structure at a minimum slope of 2% to the discharge point.
 - c. Grading Plan must establish positive drainage to a collection point.
 - d. Provide swales, as needed, to drain property to the right of way or dedicated drainage easement.
 - e. No standing water shall remain, unless planned low areas such as bio-retention swales, rain gardens, etc, are planned for and properly designed, including underdrains as necessary.

2. *Account for driveway/sidewalk slope.*
 - a. Show actual or relative final elevations at the gutter, back of sidewalk, at the property corners, driveway, the proposed FFE, swales, and identify Temporary Bench Mark, if used.
 - i. If no sidewalk is required and the street has a curb, grade the driveway approach and the adjacent ground to maintain a minimum of six inches elevation above the gutter at or near the right of way. This will prevent gutter flow from the street from entering the site.
 - ii. If a sidewalk is required, establish the back of sidewalk elevation above existing curb by adding the width of greenspace (6ft typ), sidewalk (5ft), and 1 ft beyond at 2%, then slope site to drain. (max 3:1)
 - iii. For either situation above, if the lot is lower than the roadway, grade driveway to divert runoff away from garage. Minimum slope away from garage should be 4% for at least 8 ft, which results in a 4 inch drop, then divert to either side and away from house.

3. *Establish the minimum FFE (finished floor elevation).*
 - a. The minimum FFE shall be at least 12 inches above the highest elevation of the bottom of swales, within 10 ft of structure.
 - b. The minimum FFE shall be at least 6 inches above the adjacent final grade.
 - c. Generally the FFE shall extend at least 18 inches above the elevation of the street gutter (when draining to the street), inlet on site, an approved drainage structure, or point at which the drainage leaves the site.
 - d. Alternate elevations are permitted subject to the approval of the building official, provided it can be demonstrated that the required drainage to the point of discharge and away from the structure is provided at locations on site, and standard methods are not feasible.

RESIDENTIAL PLOT PLAN GENERAL REQUIREMENTS

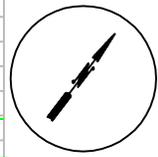
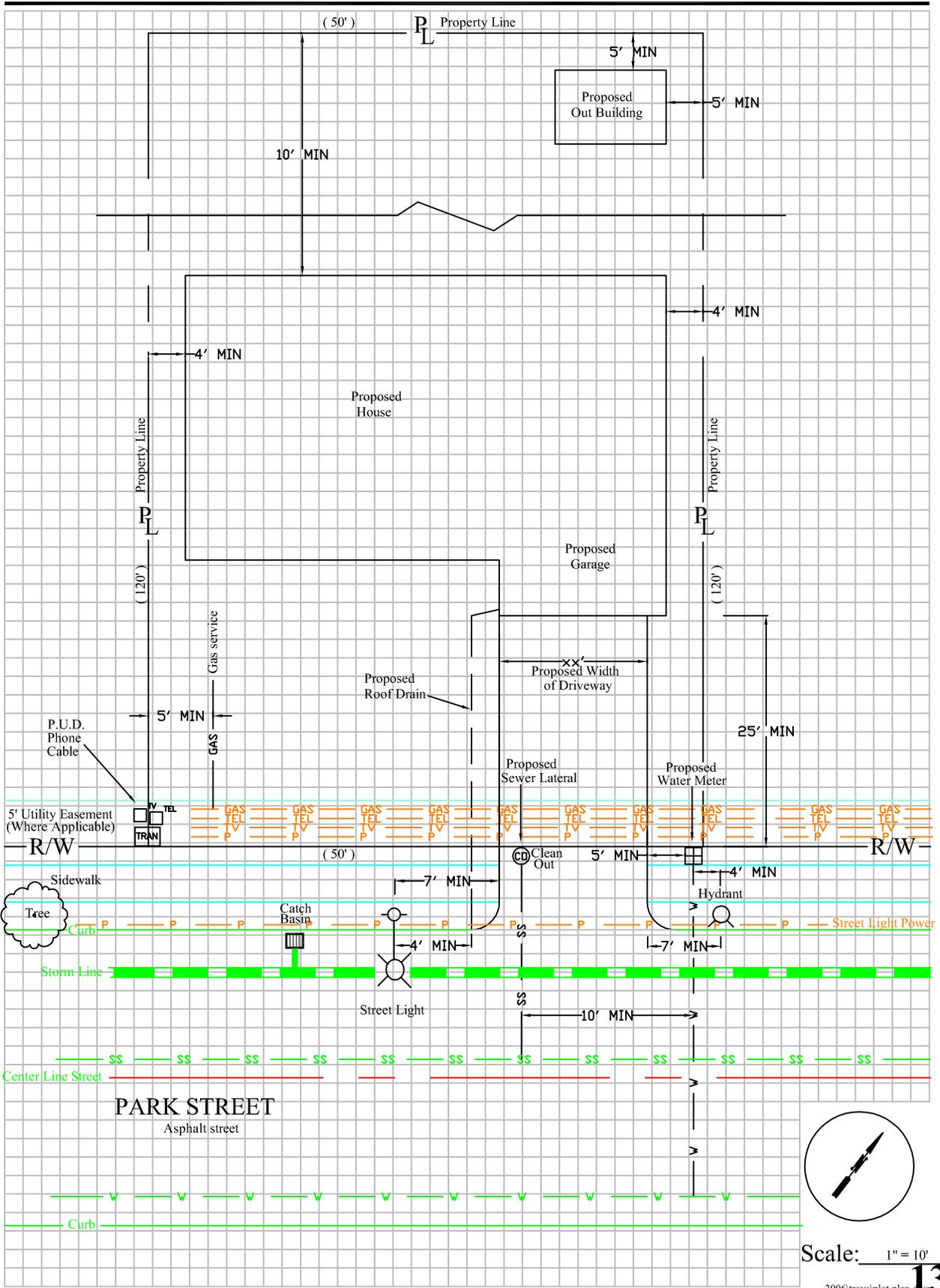
Many different permits require a plot plan (sometimes called a “site” plan), which is a detailed and accurate map of the project’s property. A complete and accurate plot plan is important to avoid delays in the review and approval of your project. A complete plot plan will include all the site features and information (depending on your site, of course) listed below. **Attached to this sheet are typical plot plan examples.**

1. The property owner’s **name** and **phone number**, the property’s **legal description** (plat, lot, block), and the **site’s address**.
2. The map **scale** whenever possible. A scale of 1” = 20’ is typical, but others 1/8” = 1’ for example, is also acceptable.
3. A **north arrow** indicating the northerly direction.
4. All **property lines**, all **right-of-ways**, all **easements** (utilities, access, etc.), and site **dimensions**. Show the **distances** between buildings, and from buildings to all property lines.
5. All **streets** and **alleys**, with **street names**. Show all **existing and/or proposed driveways**. Include surface types (asphalt, concrete, chipseal, gravel) and driveway width at curb and right-of-way.
6. Identify each building by its use (garage, residence, etc.). Include **decks**, **retaining walls**, and the like.
7. Show clear distinction between the **existing** building & driveways and any **proposed addition/changes**. Show all **curbs**, **sidewalks** and **drainage facilities**. Also show any **buildings to be demolished**.
8. Show **all power poles**, **fire hydrants**, **trees**, **shrubs**, **landscaping**, **mail boxes**, **water meters**, **catch basins**, **sewer laterals**, **transformers**, **roof drains**, **vaults**, **utility pedestals**, **street lights** (water, sewer, gas, power, phone and cable locations, and any other above ground utilities/features).
9. Call for **utility locates**, **1-800-424-5585**, to have utility owners locate underground facilities.
10. Show method of **storm water disposal** including roof run-off and slope of large paved areas.
11. All **surface water** (**creeks**, **sloughs**, **drainage ditches**, etc.) on or adjacent to the property.

Residential Plot Plan

Owner/Applicant: John & Jane Doe Phone Number: (360) 555-1234
 Legal Description: Lot: 5 Block: 8 Project Address: 1234 Park Street
 Plat: Longview #3 Parcel Number: 05324

Project Description: (new house, replace driveway, new sidewalk, new garage, new water service, new sewer service, etc.) Building New house w/ attached garage, new driveway, new water service, new sewer service, new sidewalk, new garden shed (10 x 12)



Scale: 1" = 10'

RESIDENTIAL PLOT PLAN

Owner/Applicant: _____ Daytime Phone Number: _____

Project Address: _____, Longview, WA

Legal Descr: Lot # _____ Block # _____ Plat _____ Parcel # _____

Project Description (eg.,Construct new house, addition to house, new garage, shed, fence, etc.):





SINGLE FAMILY DWELLINGS

Plan Submittal & Permit Requirements

Applying for a Building Permit: What to Expect

Application Process for Building Permits

The first step is to apply for a permit. To apply it is necessary to submit the necessary information to the Building Department Desk located in the City Hall and complete an application for a building permit. The plans are not open for review until all necessary information has been submitted.

ITEMS REQUIRED TO BE SUBMITTED

SITE PLAN—Submit an accurate site plan and include the following:

- Lot number, subdivision
- Location of lot pins, property lines, and dimensions of the lot
- Proposed structure with the distance from the structure to the property lines and other structures on the property
- Label North arrow
- Location of overhead and underground utilities, easements, alleys, etc.
- Include directional arrows for the flow of the surface water drainage
- Drawn to scale if possible

BUILDING PLANS—Two complete sets of plans and specifications are required when applying for a permit. One set will be retained by the Building Department and one set will be returned to the applicant with a marking of “**JOB COPY**” and is to be available on the job site at all times.

SIZE INFORMATION: (Sizes in square feet)

- Finished area of the basement, first floor, and second floor
- Unfinished area of the basement
- Size of garage
- Decks, porches, screened porches

FOUNDATION/BASEMENT PLAN:

- All footing locations and sizes including decks, porches, etc.
- Partition walls, including size and spacing of studs in bearing walls
- Room dimensions and overall dimensions. Label all rooms
- Window sizes and locations
- Door sizes and locations
- Beams and posts: location, type of material, sizes
- Floor joist type, material, size and spacing
- Sump pit location
- Smoke detector location

FIRST FLOOR PLAN (include second floor when applicable)

- Room dimensions and overall dimensions. Label all rooms
- Window sizes and locations
- Separation between house and garage (1/2" gypsum board on garage side, hollow metal or solid wood door)
- Smoke detector, attic access, and exhaust fan locations
- Beam and header sizes and material. Girder truss locations. Show bearing walls
- Kitchen layout and bathroom layout including plumbing fixtures
- Porches and decks: dimensions and construction

WALL CROSS SECTION: (Include size, material, spacing)

- Footing, foundation, reinforcing, anchor bolts, tile, gravel, damp proofing, and final grade level
- Treated sill plate, floor joist, box joist, floor sheathing
- Wall framing, wall sheathing, headers
- Weather barrier, siding, vapor barrier, interior finishes, ceiling heights
- Insulation: basement wall, framed walls, ceiling
- Ceiling joist, rafters, trusses, roof sheathing
- Eave ice barrier, roof felt underlayment, roofing, soffit, fascia, attic ventilation.

STAIR CROSS SECTION:

- Rise (max. 7 3/4"), tread (min. 10), headroom (6'-8"), handrail height, guard spacing, and stair width
- Detail on winders when applicable

EXTERIOR ELEVATION DRAWINGS OF ALL FOUR SIDES:

- Windows and doors
- Porches, decks, landing at doors. Guards and steps at decks
- Show final grade
- Siding and /or exterior finishes

ENGINEERING or additional documentation may be required

- Structural slabs or precast concrete
- Soil engineering may be required

OTHER PERMITS REQUIRED:

Separate Electrical, Plumbing, and Mechanical Permits are required.

Contractors licensed in their respective trade must obtain the permits and perform the work

Separate Sewer Permits are required.

Sewer permits are obtained from the Engineering Department located at 1225 6th Avenue

ADDITIONAL INFORMATION:

Submit the above information to the Building Department Desk located in the City Hall and complete an application for a building permit
A plan review will be performed and any code deficiencies will be marked on the plans
When the plans are approved, the applicant will be notified and the permit will be issued at the Building Department Desk. Work shall not take place prior to the permit being issued
The permit packet will include a set of plans marked "JOB COPY", a permit card, a receipt, and additional helpful code information
The PERMIT CARD & PROPERTY ADDRESS NUMBERS are to be displayed so they are visible from the street
The "JOB COPY" set of plans, truss engineering, and other important information are to be available at the job site at all times

INSPECTIONS:

The applicant or permit holder is responsible for calling for the required inspections and keeping the project open for inspections
Each phase of construction shall be in compliance with the City of Marion Codes and shall pass inspection before work proceeds. The person(s) doing the work is responsible for calling in inspections. Inspection requests can be called in at any time however, inspections are scheduled by 9 am for the morning and 2 pm for the afternoon. Morning inspections take place from 9:30-11:30 and afternoon inspections are typically from 2:30 pm-4:30 pm. At least two hours' notice is required prior to inspection
After all excavation is complete and forms are set and before concrete is poured, a footing inspection is needed
Each trade is to call in for a rough-in inspection. Once the electrical, mechanical, plumbing and framers have all indicated they are ready, one rough-in inspection will be done at that time
The building must not be occupied until a FINAL INSPECTION has been completed and approved. A Temporary Certificate of Occupancy can be issued until minor items can be addressed. Once those items indicated on the Temporary Certificate of Occupancy have been addressed a re-inspection must be performed. Once all items have been re-inspected, a **CERTIFICATE OF OCCUPANY** will be issued

Department Contact information

Building Department	Phone 319-743-6330	Fax 319-373-4260
Planning & Zoning	Phone 319-743-6320	Fax 319-373-4260
	Setback and other zoning requirements.	
Engineering Department	Phone 319-743-6340	Fax 319-373-4260
	Sewer and street information. Grading and drainage.	
Water Department	Phone 319-743-6310	Fax 319-377-7892



STAFF USE ONLY
 RECEIVED BY:
 DATE:

Building Permit Application
Single Family, Duplex & Townhouse Dwellings
 BUILDING, ELECTRICAL, PLUMBING, MECHANICAL, BUILDING SEWER & WATER SERVICE
 (Form #1 Dated 5/27/2014)

Applicant must complete numbered items and highlighted spaces.

1	JOB ADDRESS:									
2	<u>OWNER</u>	<u>MAILING ADDRESS</u>	<u>CITY STATE ZIP</u>	<u>PHONE #</u>						
				<u>EMAIL</u>						
3	<u>APPLICANT</u>	<u>MAILING ADDRESS</u>	<u>CITY STATE ZIP</u>	<u>PHONE #</u>						
				<u>EMAIL</u>						
4	<u>GENERAL CONTRACTOR</u>	<u>MAILING ADDRESS</u>	<u>CITY STATE ZIP</u>	<u>PHONE #</u>						
				<u>EMAIL</u>						
5	<u>ELECTRICAL CONTRACTOR</u>	<u>MAILING ADDRESS</u>	<u>CITY STATE ZIP</u>	<u>PHONE #</u>						
				<u>EMAIL</u>						
				<u>STATE LICENSE #</u>						
6	<u>PLUMBING CONTRACTOR</u>	<u>MAILING ADDRESS</u>	<u>CITY STATE ZIP</u>	<u>PHONE #</u>						
				<u>EMAIL</u>						
				<u>STATE LICENSE #</u> <u>BEGINNING 7/1/09</u>						
7	<u>HVAC CONTRACTOR</u>	<u>MAILING ADDRESS</u>	<u>CITY STATE ZIP</u>	<u>PHONE #</u>						
				<u>EMAIL</u>						
				<u>STATE LICENSE #</u> <u>BEGINNING 7/1/09</u>						
8	<u>SEWER & WATER CONTRACTOR</u>	<u>MAILING ADDRESS</u>	<u>CITY STATE ZIP</u>	<u>PHONE #</u>						
				<u>EMAIL</u>						
				<u>STATE LICENSE #</u> <u>BEGINNING 7/1/09</u>						
9	<u>DESCRIBE WORK:</u>									
10	<u>TOTAL SQ. FT OF HABITABLE FINISHED AREAS</u>	11	<u>TOTAL SQ. FT OF UNFINISHED / STORAGE</u>	12	<u>TOTAL SQ. FT OF GARAGE AREA</u>					
13	<u>USE OF BUILDING OR STRUCTURE</u>			14	<u>VALUATION:</u>			15	<u>NUMBER OF WATER METERS:</u>	
STATE OF IOWA ENERGY EFFICIENCY REQUIREMENTS Compliance shall be demonstrated by either meeting the requirements below or meeting the requirements of International Energy Conservation Code Section 405 by providing a <i>Compliance Report</i>										
5	<u>CLIMATE ZONE</u>	<u>FENESTRATION U-FACTOR B</u>	<u>SKYLIGHT U-FACTOR B</u>	<u>CEILING R-VALUE</u>	<u>WOOD FRAME WALL R-VALUE</u>	<u>MASS WALL R-VALUE I</u>	<u>FLOOR R-VALUE</u>	<u>BASEMENT WALL R-VALUE C</u>	<u>SLAB R-VALUE AND DEPTH D</u>	<u>CRAWL SPACE WALL R-VALUE C</u>
		0.32	0.55	49	20 or 13 + 5 (See footnote h)	13/17	30 (See footnote g)	15/19	10,2 ft	15/19

Minimum Requirements
for Residential Plot Plan

The plot plan must be accurately drawn to an engineer scale displaying the following information:

Minimum paper size 8 1/2"x11"
Maximum paper size 11" x 17"

General Information:

1. Applicant(s) name.
2. Legal description.
3. Site address.
4. Current zoning classification.
5. Zoning setback lines.
6. Specify the lot area per dwelling unit
7. An identifiable scale.
8. North directional arrow.
9. Property line dimensions and bearing directions.
10. Official property iron pins.
11. Existing structures including decks, porches, garages and sheds.
12. Proposed structures or additions including decks, porches, sunrooms, garages and sheds.
13. Dimensions of all buildings.
14. Roof overhangs.
15. Existing or proposed fences.
16. Driveways, sidewalks, patios and retaining walls. (engineering required for retaining walls when the height exceeds 4-ft from the bottom of the footing to the top of the wall)
17. Distances between building walls and lot lines.
18. Water service size and location.
19. Building sewer size and location.
20. The sump pump discharge line location. (minimum 3" diameter)
21. Place two points on the side line lots where the front wall intersects the side lot lines. Indicate the distances from the front corner iron pins to the two points and from the two points to the building corners.
22. Statement on the site plan that all property iron pins shall be visible and marked during the entire construction process.

Engineering Information :

1. Public utilities abutting the property. (storm sewers, sanitary sewers & water mains)
2. Location and dimensions of all public and private easements. (see property title and subdivision final plat)
3. Flood zones.
4. Minimum low opening elevations.
5. Elevations of top of foundation walls, final grade at foundation walls, final grade at 10 feet from foundation walls, top of lowest floor elevation, top of curb, property corner elevations and storm sewer conveyance openings.
6. Storm water surface flow arrows.

REQUIREMENTS FOR SUBMITTING DRAWINGS
(one set of plans required for each application)

1. Scaled floor plans with designated room uses, square footage of habitable space, square footage of unfinished/storage spaces, doors and windows.
2. Indicate locations of smoke and carbon monoxide detectors.
3. Foundation plan showing all footings, stem walls, basement walls, slabs, foundation damp proofing material, drainage system and slab vapor barrier. Sizes, locations and cross sections showing reinforcement of each. All bearing load number from engineered girders and beams shall be noted. If engineered foundation is used or required, stamped plans shall be submitted with the permit application for approval.
4. Floor framing plans, which include size, type of material, spans, and bearing points of all joist, girders, beams and columns. Show method of all connections to the footings or foundation.
5. Wall cross sections providing framing details showing interior wall finish, vapor barrier, insulation, wall bracing, sheathing, weather barrier, flashing and exterior wall coverings.
6. Header sizes and materials of openings exceeding 4-feet in width.
7. Roof framing details indicating roof system to be used, sheathing, underlayment, ice dam, covering.
8. Stair details showing rise, run, guards and handrails.
9. Decks and porches showing footing locations, depth and size, columns, floor and roof framing materials and connection methods throughout the entire structures.
10. Location of all heating appliances and type of fuel to be used.
11. Location of electrical service and panel boards.
12. Show all insulation materials used to comply with energy code requirements.
13. If mail order plans are used and changes are made, the plans will need to be modified prior to submittal for permit.
14. Show all design standard requirements of Section 1612 of the Zoning Code.

Requirements to Maintain a Valid Permit

- Address placard shall be placed so that the address number is visible from the public street.
- The approved set of plans, specifications and other data must be kept on the job site and protected from weather.
- Advance one day notice is required for inspection request. See inspection policy for exceptions.
- Contractors shall maintain required business license, contractor's license, bonds and insurances.
- The permit holder is required to review and follow the approved plans, specifications.
- The permit holder is responsible to ensure plan review comments are communicated to all subcontractors and provided or resolved before scheduling an inspection.
- A common rule of thumb for inspections is "**never cover anything until the City Inspector has seen it and signed off.**"

The undersigned has submitted the required plans, specifications and plot plan which are hereto attached, incorporated into and part of this application. The undersigned agrees to comply with all applicable codes; give full notification to the building inspector when required inspections are needed; that he or she will not use or occupy this structure or structures covered by the permit until the certificate of occupancy has been issued; and will not proceed with construction until the permit is issued.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or waive the provisions of any other laws required by Federal, State, and City or covenants regulating construction or the performance of construction.

Signature of Owner or Authorized Agent

Date

PLEASE PRINT ABOVE NAME HERE: _____



Residential Site Plan Submittal Checklist

A **Site Plan** is a scaled drawing of your proposed project showing its relation to other lot features and lot lines. It is required so that permit reviewers can confirm that your project conforms to Snohomish County Code. The kind of site plan required will depend on the type and size of your project.

NOTE: For any proposal subject to SCC 30.23A Urban Residential Design Standards (URDS), the supplemental URDS Checklist shall be used in conjunction with this checklist to determine minimum submittal requirements.

NOTE: For any proposal requiring landscaping and/or screening pursuant to SCC 30.25, the supplemental Landscape Plan Checklist shall be used in conjunction with this checklist to determine minimum submittal requirements.

NO SITE PLAN required for (a) Mechanical permits, most plumbing permits, (b) Reroof, siding permits, and (c) Mobile Homes and other structures in a Mobile Home Park.

BASE SITE PLAN (Items 1 through 13) – Required for (a) Interior remodels -may be waived in certain circumstances), (b) 2nd story additions, (c) Main floor additions less than 200 sf, (d) Sheds and other accessory buildings less than 200 sf, (e) Decks and docks, (f) Structures being replaced in the same location (no more than 200 sf of new footprint), and (g) Mobile Homes being replaced in the same location (no more than 200 square feet of new footprint)

- _____ 1. Site plans must be drawn on white paper **no larger than 11" x 17."** Do not use graph paper.
- _____ 2. **Draw** plans to a **standard engineering scale** (1" = 10', 20', 30', 40', 50', 60', 100', 200').
- _____ 3. **Note plan scale** used in margin.
- _____ 4. Clearly **indicate north arrow** in margin.
- _____ 5. Include **owner's name** in margin.
- _____ 6. Indicate **Property Tax Account Number**. This number is located on your property tax statement issued by the County Assessor. You may obtain this 14-digit number from the Assessor's Office, 1st floor, Robert J. Drewel Building, 3000 Rockefeller Avenue, Everett. (425) 388-3433.
- _____ 7. **Show entire lot with lot line dimensions.**
- _____ 8. Give **name and width of adjacent public roads**. To obtain road width, contact **Public Works**, 2nd Floor, Robert J. Drewel Building, 3000 Rockefeller Avenue, Everett. (425) 388-3488.
- _____ 9. Show **location and width of private roads and access plus utility and drainage easements** adjacent to or crossing parcel, with boundaries indicated by dashed lines.
- _____ 10. Show any established Native Growth Protection Areas (NGPA) or Native Growth Protection Area Easements (NGPA/E). This will apply primarily to lots in subdivisions with NGPA/E's as of April 1995, OR where a Critical Area Site Plan (CASP) was recorded with an earlier permit.

Also, show proposed Critical Area Protection Areas (CAPA). Examples of critical areas include but are not limited to wetlands, streams, lakes, marine waters, habitat for threatened, endangered and sensitive species and steep slopes (see chapters 30.62A, 30.62B and 30.62C SCC for a complete list and more information on critical areas)

- _____ 11. Show location, dimensions, and distance to property lines of all structures, driveways, parking areas, sidewalks & patios
- _____ 12. Label pre-existing structures, driveways, etc. as "**EXISTING**"; label all proposed development "**PROPOSED**"
- _____ 13. Show and label **proposed and existing** septic tanks, wells, drainfields & reserve area, with setbacks to property lines and structures

For Projects vested prior to September 30, 2010:

STANDARD SITE PLAN REQUIREMENTS (1 through 13, PLUS 14 through 17) – Required for (a) New single-family residence or Duplex, (b) New Mobile Home (not a replacement), (c) Additions or Accessory buildings over 200 square feet.

- _____ 14. Show your **area of disturbance**, including all impervious surface such as building pad, new driveways, new septs, areas to be logged and areas to be converted to lawn, or pasture.
- _____ 15. Give a figure in square feet for **new impervious (water-resistant or non-percolating) surfaces**.
- _____ 16. **Explain how roof and driveway runoff will be handled.** (Typical example: "*Downspouts to splashblocks*".) See ***Drainage Information for Homebuilders*** handout for more information. Indicate how lot slopes and show location of any streams and drainage ditches with direction of flow.
- _____ 17. **Explain how runoff from exposed soil will be handled during construction.** (Example: *silt fence, armored construction entrance, stockpile.*) See ***Erosion Control*** handout and ***Example Site Plans*** for definitions, requirements and examples.

OTHER SITE PLAN REQUIREMENTS: Projects proposed on challenging sites, previously undeveloped sites will often require more information on the site plan, either initially or during the course of project review. These could include grading quantities, more detailed slope and drainage information, and information about disposal of excess excavation materials. Projects will require additional review, review fees, and additional submittal requirements. Examples are outlined below:

I. Chapters 30.63B (Grading) and 30.63A (Drainage) SCC compliance for projects submitted prior to September 30, 2010

Grading

Projects which propose excavation (cut or fill or combination) of more than 500 cubic yards of foundation grading OR more than 100 cubic yards of other grading OR grading in critical areas will require a separate Grading Permit Application. See [Grading Permits - Bulletin # 35](#) as well as ***Grading Plan Submittal Checklist for projects vested prior to September 30, 2010***, for other information and submittal requirements.

Drainage

(a) Projects that create or concentrate **more than 5000 square feet of impervious surface** will require an engineered Full Drainage Plan. Applicants can request a waiver of this requirement by submitting a waiver letter and a Targeted Drainage Plan. See [Full Drainage Plan Submittal Checklist](#) or [Information Regarding Full Drainage Plan Waiver Requests](#) and [Targeted Drainage Plan Submittal Checklist](#) for projects vested prior to **September 30, 2010**.

(b) Projects of **5000 sf or less** which propose *sub-surface infiltration systems* will require a Targeted Drainage Plan. See Drainage Information for Homebuilders and [Targeted Drainage Plan Submittal Checklist](#).

(c) Other projects may require Full or Targeted Drainage Plans after review. See [Drainage Information for Homebuilders](#) for more information.

II. SCC 30.63B Land Disturbing Activity (clearing, grading and impervious surface) and SCC 30.63A Drainage for projects vested on or after September 30, 2010 through January 21, 2016.

Standard Site Plan Requirements 1 through 13 and the following:

Land disturbing activity plan depicting impervious surfaces, clearing and grading areas that complies with Chapter 30.63B SCC (residential site plan must be consistent with land disturbing activity plan). Areas of disturbance, quantities of impervious surfaces, and clearing are depicted in square feet and grading areas (excavation, cut fill and stockpile areas) are depicted with quantities shown in cubic feet. Please check the following that apply:

- YES NO Land disturbing activity permit required for clearing
YES NO Land disturbing activity permit required for grading
YES NO Land disturbing activity permit required for new, replaced or new, plus replaced impervious surface

DRAINAGE REVIEW - Compliance with Chapter 30.63A SCC

(Projects vested on or after September 30, 2010 through January 21, 2016)

Submit a Drainage Review Submittal Checklist / Form along with the required stormwater site plan (targeted or full) and / or stormwater pollution prevention plan (SWPPP), as applicable (see thresholds for stormwater site plans in SCC 30.63A.300 and 30.63A.310). Please check the following that apply:

- YES NO Exempt from Chapter 30.63A SCC per SCC 30.63A.200
YES NO Targeted stormwater site plan (MRs 1-5: Chapter 30.63A SCC)
YES NO Full stormwater site plan (MRs 1-9: Chapter 30.63A SCC)

Erosion and Sediment Control: Minimum Requirement 2: Stormwater Pollution Prevention Plan (SWPPP) SCC 30.63A.445 through 30.63A.450, and Snohomish County Drainage Manual Volume II, chapter 3 (the SWPPP should be part of a stormwater site plan when one is required, otherwise stand alone).

- YES NO Small Project SWPPP (SCC 30.63A.810)
YES NO Construction / Full SWPPP (SCC 30.63A.445 through 30.63A.450)

III. SCC 30.63B Land Disturbing Activity (clearing, grading and hard surface) and SCC 30.63A Drainage for projects vested on or after January 22, 2016.

Standard Site Plan Requirements 1 through 13 and the following:

Land disturbing activity plan depicting hard surfaces, clearing and grading areas that complies with Chapter 30.63B SCC (residential site plan must be consistent with land disturbing activity plan). Areas of disturbance, quantities of hard surfaces, and clearing are depicted in square feet and grading areas (excavation, cut fill and stockpile areas) are depicted with quantities shown in cubic feet. Please check the following that apply:

- YES NO Land disturbing activity permit required for clearing
YES NO Land disturbing activity permit required for grading
YES NO Land disturbing activity permit required for new, replaced or new, plus replaced hard surface

DRAINAGE REVIEW - Compliance with Chapter 30.63A SCC

(Projects vested on or after January 22, 2016)

Submit a Drainage Review Submittal Checklist / Form

Submit a Stormwater Site Plan (targeted or full), as applicable (see thresholds for stormwater site plans in SCC 30.63A.300 and 30.63A.310). Please check the following that apply:

- YES NO Exempt from Chapter 30.63A SCC per SCC 30.63A.200
YES NO Exempt from Stormwater Site Plan Requirements, Subject to MR 2 (SWPPP) only
YES NO Targeted stormwater site plan (MRs 1-5: Chapter 30.63A SCC)
YES NO Full stormwater site plan (MRs 1-9: Chapter 30.63A SCC)

Exception from specific requirements under Minimum Requirements 1, 5 and 9 under SCC 30.63A.210 (Only for projects vested on or after January 22, 2016).

YES NO Project meets criteria in SCC 30.63A.210. If Yes, MS4 determination required.

Submit a stormwater pollution prevention plan (SWPPP) as applicable (see thresholds for stormwater site plans in SCC 30.63A.300 and 30.63A.310). Minimum Requirement 2: Stormwater Pollution Prevention Plan (SWPPP) SCC 30.63A.445 through 30.63A.450, and Snohomish County Drainage Manual Volume II, chapter 3. The SWPPP should be part of a targeted or full stormwater site plan when one is required, otherwise the SWPPP may be required on its own.

- YES NO Small Project SWPPP (SCC 30.63A.810)
YES NO Construction / Full SWPPP (SCC 30.63A.445 through 30.63A.450)

III. Critical Areas

a) On site plans show all:

1. Wetlands and fish & wildlife habitat conservation areas (streams, lakes, marine waters, & habitat for threatened, endangered or state sensitive species) within 300 feet of the site, including required buffers (SCC 30.62A.130);
2. Geologically hazardous areas on or within 200 feet of the site (SCC 30.62B.130);
3. Location, size and type of all aquifer recharge areas on the subject property (SCC 30.62C.130).

b) When applicable, provide:

1. A critical area study for any site disturbance occurring within wetlands, fish & wildlife habitat conservation areas or their buffers (SCC 30.62A.140).
2. A geotechnical report for any site disturbance occurring within erosion hazard areas, landslide hazard areas or their setbacks, on or within 200 feet of any mine hazard areas or their setbacks, and on or within 200 feet of any faults (SCC 30.62B.140).
3. A hydrogeologic report for any site disturbance occurring within a sole source aquifer, Group A wellhead protection area or critical aquifer recharge area with high or moderate sensitivity (SCC 30.62C.140).

IV. Flood Zones and Shorelines

a) Projects in identified flood hazard areas will require flood hazard review. Some will not be allowed; others will require Flood Hazard Permits. See County staff for Flood Maps and other information.

b) In flood hazard areas, a survey of existing ground elevations of the four corners of the proposed development shall be shown on the site plan or submitted with the site plan. The proposed finished grade shall also be submitted.

c) Projects within varying distances of shorelines identified under the Shoreline Management Master Program (Puget Sound, lakes, and larger rivers) will require review. Some projects will require Shoreline exemption letters, others will require Shoreline Variances or Shoreline permits. See County staff for Shoreline maps and other information.

Applicants are strongly urged to consult with County staff before paying for house plan or septic plans for challenging sites. You may want to consider applying for a Residential Pre-Application Conference (\$250.00). A Site Reviewer (and in some cases, a biologist and/or grading/drainage reviewer) visits your site and a meeting is subsequently held with the applicant to go over the site review results. If a permit is applied for and issued within 2 years of the Pre-application Conference, \$200.00 is credited to the permit as follows: \$100.00 to the site review fees and \$100.00 to the permit fees.

What is a site plan?

A site plan is a scaled drawing or map showing what improvements you intend to make on your property. A site plan is required for land use/development reviews and to obtain building permits. A correctly drawn site plan shows the lot lines for a parcel, the existing and proposed development, adjacent streets, driveways, utilities and easements on the site.

What do I need to submit?

Submit the number of copies of the site plan as specified on your land use application form or building permit application checklist. See the site plan example on the back of this page to help you include all the information needed in the site plan.

Where can I get help preparing a site plan?

Neither the Planning Division nor the Building Division staff can draw the plans or design the project for you. We can only check the completed plans to be sure they meet the code requirements. You will save time and money if your plans do not need major revisions. We are available to assist you in understanding the code requirements. If you need help in drawing the site plan, please consult a professional for advice or help. The yellow pages or various builders may provide you with references.

How does a site plan help me?

A detailed site plan helps in your own planning, communicates your construction ideas to both us and your contractor, and helps assure that your planned project complies with the building and zoning codes. A site plan also communicates your ideas to other reviewing agencies (utility companies, fire district, etc.) who may not be able to visit the site. A complete and accurate set of plans helps to expedite the plan review process and allows the project to proceed more efficiently.

Items to be shown on site plan for single-family residential development:

- 1) North arrow.
- 2) Drawn to scale (standard architectural or engineering).
- 3) Lot and building setback dimensions.
- 4) Property corner elevations (if there is more than a 4-foot elevation differential, site plan must show contour lines at 2-foot intervals).
- 5) Location of easements and driveway (existing and proposed).
- 6) Footprint of new structure (including decks), with finished floor elevations.
- 7) Location of wells and septic systems.
- 8) Utility locations.
- 9) Lot area, building coverage area, percentage of coverage and impervious area.
- 10) Existing structures on site.
- 11) Surface drainage.
- 12) Erosion control plan, including drainage-way protection, silt fence design and location of catch-basin protection, etc.
- 13) Existing and platted street names and other public ways.
- 14) Site plan to include applicant's name, phone number, map and tax lot number, site address, project or subdivision name, lot number, and zoning.
- 15) Street tree size, type and location per approved project street tree plan (if applicable), and City of Tigard Street Tree List.
- 16) Existing trees to be retained with drip line (outline of canopy) drawn to scale.
- 17) Tree protection measures, as required by land use conditions of approval, drawn to scale.
- 18) A signature of approval from the project arborist that certifies the trees and tree protection are accurately represented on the site plan, and tree protection measures will be equal to or greater than those on the approved tree protection plan.

Residential Site Plan Review

Information Guide

October 1, 2013



City of Tigard

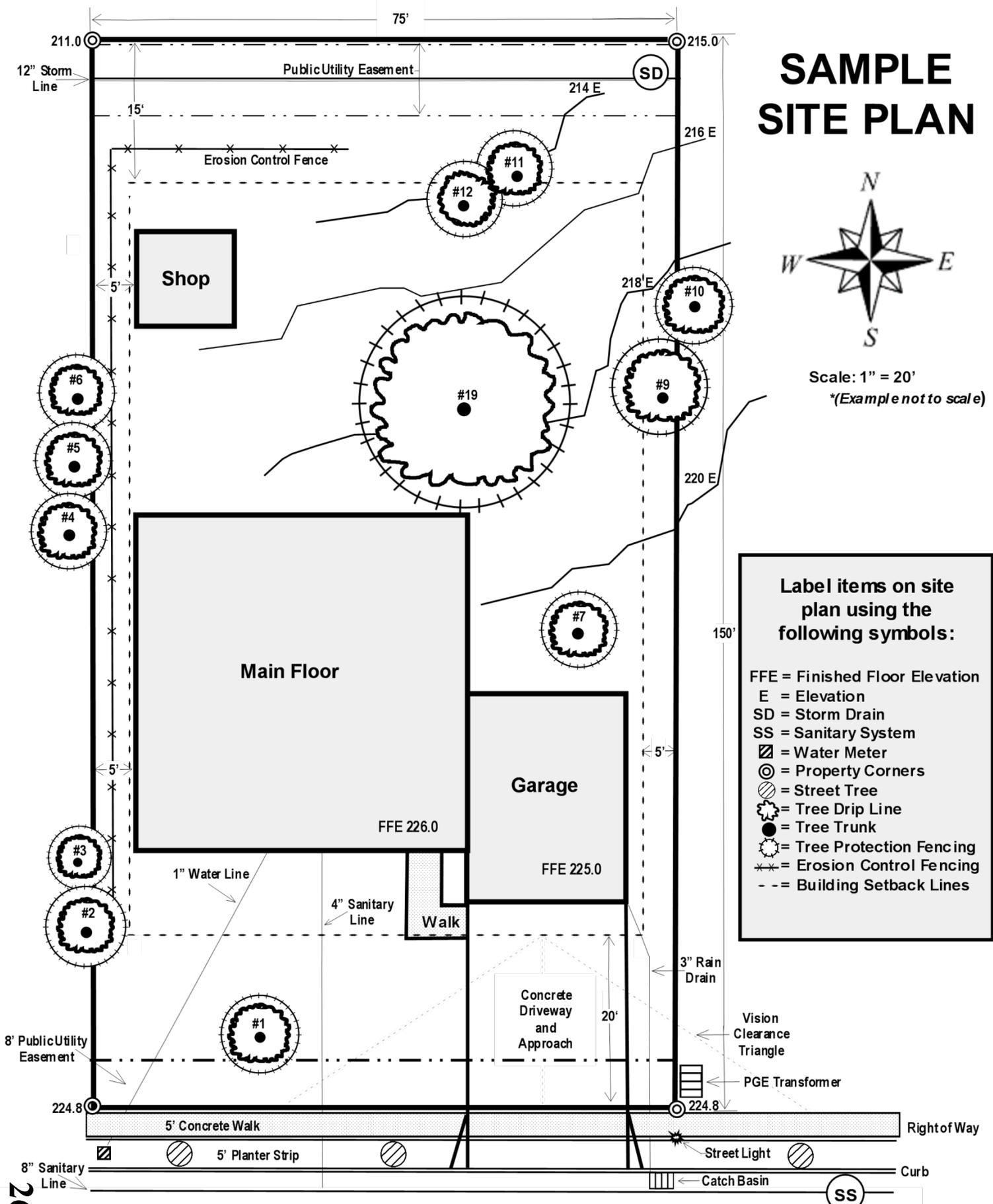
BUILDING DIVISION

13125 SW Hall Blvd. | Tigard, OR 97223
503.718.2439 | www.tigard-or.gov

SAMPLE SITE PLAN



Scale: 1" = 20'
*(Example not to scale)



Project Name: Doe Meadows
Site Address: 12345 SW New Street, Tigard
Parcel # 1S101TM-1234

Submitted By: John Doe 4321 SW Some Street, Portland, OR 97220 503-555-9191
Prepared By: ABC Designs 9876 SW Some Street, Portland, OR 97220 503-555-1919



Land Development Checklist





Land Development Checklist

This checklist outlines the typical process developers should go through, from looking at a property prior to purchase to evaluating the site potential, obtaining development approvals, and preparing finished lots for sale to builders. Land development today involves a rigorous, comprehensive set of evaluations and approvals involving multiple parties in both the private and public sectors. This resource will help both developers and public officials better understand the many steps in the land development process, the timeline, likely costs, and required due diligence associated with residential development.



Photo Credit: United Landmark Associates

SITE CONSTRAINTS AND OPPORTUNITIES

I found a property for sale, now what do I do?

- What is the reason for interest in this piece of land?
- What governmental entities have jurisdiction over this property?
- Has the property been recently surveyed?
- What is the gross and net size of the property (developable area)?
- What is the price of the property and requirements of the transaction?
- Are there any physical improvements? What is the condition and approximate value?
- What is the zoning for this property?
- What is the zoning/land use of the surrounding properties?
- Are there any physical encroachments from neighboring properties?
- Are there existing easements or covenants on this property?
- Has the owner put any other conditions on the land?
- Will there be right-of-way dedication required?
- Are there power lines or transmission lines crossing the property?
- Are utilities available from government entities?
- Do utilities serve the property or do they need to be extended?
- How would you rate the location for the intended market segment?
- What is the highest and best use of the property?
- Is the land owner willing to sign an option agreement?

SITE CONSTRAINTS AND OPPORTUNITIES (CONTINUED)

Still interested in the property? Continue your research....

- Perform American Land Title Association (ALTA) land title survey
- Walk the property and take site photos
- Consider the following:
 - Rock outcroppings
 - Low areas
 - Slopes
 - Floodplains
 - Wetlands
 - Water elements
 - High points and ridgelines
 - Land forms/unique natural features
 - Views and vistas
 - Sounds and smells
 - Cultural and historic resources
- Is the land characterized by or exposed to:
 - Poor soils
 - Soil erosion
 - Subsidence
 - Geologic hazards
 - Unusual noise, vibration or smells
 - Ingress and egress limitations
 - Poor surface drainage
 - High water table
 - Proximity to industrial facilities
 - Unsightly views
 - Upstream dam
 - Railroad tracks
 - Heavy air traffic
 - Heavy vehicular traffic
 - Any other actual or apparent safety concerns?
 - Are special consultants needed?
- Inventory natural resources
 - Topography
 - Forest cover
 - Natural or man-made bodies of water
 - Wetlands delineation
 - Floodplains
 - Wildlife
 - Soils and rock
 - Steep slopes
 - Plant communities and species



Additional Investigations

- Are there any waters of the U.S. on the site or running through the site?
- Have soil borings been conducted to determine depth?
- What are the potential access points or routes?
- What is the frontage and depth relative to the roads?
- Are there adequate stormwater outfalls?
- Has an Environmental Phase I Assessment been conducted?
- Are there any hazardous materials that will require clean-up/disposal?
- Have preliminary perc tests been conducted?
- Is there utility capacity available to serve the property?
- Will utility relocation be required?
- Are there wells on the land? Well depth?
- Will the property require septic? Will a community septic tank work on the site?
- Police and fire services provided?
- Trash pick-up?
- Are there any special local environmental regulations (ex: critical area, water quality protection area)?
- Is the property subject to Fish and Game regulations?
- Are there any threatened or endangered species on the site?
- Has any portion of the site been classified as historically or archeologically significant?

Development requirements come in many forms and can be imposed on this process by governments at different levels. At the local level, jurisdictions may charge permit, utility hook-up, and impact fees and establish development and construction standards that either directly increase costs on builders and developers or cause delays that translate to higher costs.

Source: Paul Emrath, Ph.D. "How Government Regulation Affects the Price of a New Home." *Housing Economics*, 2011.

GOVERNMENT CONSTRAINTS AND OPPORTUNITIES

What can be done on this property?

- What are the development review and approval procedures in this community?
- What is the local attitude towards new development?
- Is there a Comprehensive Plan? Master Plan? Growth Management Plan? Neighborhood Plan? What is the future community vision for this area?
- Have we obtained all of the relevant codes and ordinances (subdivision, zoning, energy, building)?
- What is the existing zoning for this property? Does the existing zoning align with the comprehensive plan?
- Is there an overlay district over this property?
- What is the time table for subdivision approval?
- Will the municipality require a donation of land or fee-in-lieu for open space, parks, schools, etc?
- Does the municipality have inclusionary zoning or other special requirements?
- Will an Archeological study be required?
- Will a Threatened and Endangered Species study be required?
- Will a traffic capacity or impact study need to be conducted?
- Are there natural or historic protected areas?
- Considering the net buildable area, how many units can I build on this property? Can I still make a profit?

PROJECT FINANCING

Will this project pencil out?

- Run a cash flow for the intended use
- Assess lot sales prices and pace, total development cost and timing, other project costs, soft costs, and fees and determine land prices
- Calculate the loan-to-value ratios
- Know the various lending guidelines and parameters
- Gather thorough documentation to prove financial capacity and project feasibility
- Is AD&C financing available? Gap financing? Permanent mortgage loans?
- Does the municipality require performance guarantees? Bond? Cash? Letter of credit? Escrow?
- What municipal financing options are available in this community (ex: TIFs)?
- Has a market analysis been conducted?
- Has a feasibility study been conducted?



Types of Costs Incurred During Development

- Pure cost of delays in process
- Cost of applying for zoning/subdivision approval
- Costs incurred after approval/before construction (impact fees, environmental mitigation, etc.)
- Value of land dedicated/left unbuilt
- Costs of complying with changes in development standards (setbacks, road widths, etc.)

Types of Costs Incurred During Construction

- Pure cost of delays in process
- Added cost due to changes in construction codes and standards over the past 10 years
- Permit, hook-up, impact, or other fees paid by builder

Source: Paul Emrath, Ph.D. "How Government Regulation Affects the Price of a New Home." *Housing Economics*, 2011.

**DESIGN
CONCEPT**

TYPICAL DEVELOPMENT APPROVAL PROCESS

STEP 1 **STEP 2**

**DO YOU REQUIRE
FEDERAL PERMITS?**

NO

APPROVALS

YES



*Although the development approval process is typically local, there are an increasing number of federal permits that may need to be obtained.

The development approval process varies greatly from one place to another, and many require several layers of local, state, and federal permits and approvals. This flow chart includes steps that are common to the development approval process in many jurisdictions. The time needed to obtain all of the approvals and permits necessary to begin development ranges from several months to many years.

YES

Rezoning, Variance, or Special Exception Required?

NO

Adequate Public Facilities Ordinance Applies?

NO

Is Subdivision Involved?

YES

Subdivision Sketch Plan

Staff Review

Submit Preliminary Subdivision Plan

Planning Commission Hearing

Submit Final Subdivision Plan

Planning Commission Approval

STEP 3

PERMITTING AND FEES

Submit Conventional or Alternative Concept

Planning and Zoning Commission Hearings

Submit Site Development Plan

Planning Commission Approval

Post Construction Bonds

Impact Fee Ordinance?

YES

Independent Impact Fee Determination
(Optional)

Pay Impact and Other Fees

Obtain Grading and Other Permits

Obtain Building Permits

Sell Lots or Build Homes

Sell/Lease Homes

NO



SUBDIVISION COSTS WORKSHEET

Engineering and surveying	\$ _____	Landscaping	\$ _____
Soil tests	\$ _____	Trees	\$ _____
Rock removal	\$ _____	Walls or fences	\$ _____
Structure and debris removal	\$ _____	Trails and bike paths	\$ _____
Movement of water lines	\$ _____	Park dedication	\$ _____
Removal of hazardous, expansive, and otherwise defective soil	\$ _____	• Land/cash equivalent	\$ _____
Hard soil removal	\$ _____	• Park improvements	\$ _____
Soil import/export	\$ _____	Electricity	\$ _____
Grading	\$ _____	Phone/cable/internet	\$ _____
Drainage lines	\$ _____	Undergrounding utilities	\$ _____
Slope control	\$ _____	Gas	\$ _____
Retaining walls	\$ _____	Water connection fees	\$ _____
Structures (bridges, culverts, etc.)	\$ _____	Sewer	\$ _____
Curbs and gutters	\$ _____	Sewer connection fees	\$ _____
Pavings	\$ _____	Sewer treatment fees	\$ _____
Sidewalks	\$ _____	Septic tanks	\$ _____
Driveways	\$ _____	Pumping plants	\$ _____
Median islands	\$ _____	Sanitation district	\$ _____
Street lights	\$ _____	Storm drain	\$ _____
Street signs	\$ _____	Storm drain fees	\$ _____
Traffic signals	\$ _____	Off-tract costs – water	\$ _____
Water meters	\$ _____	Off-tract costs – sewer	\$ _____
Fire hydrants	\$ _____	Off-tract costs – other	\$ _____
		Permits and plan checks	\$ _____

Inspection fees \$ _____
 Growth management \$ _____
 School fees \$ _____
 Capital facilities fees \$ _____
 Environmental assessments \$ _____
 Development taxes \$ _____
 Other fees \$ _____
 Bond premium \$ _____
 Property taxes \$ _____
 Home Owners Association (HOA) fees \$ _____
 Interest \$ _____
 Overhead \$ _____
 Miscellaneous \$ _____
 Total subdivision costs \$ _____
 • Less projected refund advances \$ _____
 • Cost benefiting other land or later units \$ _____
 Actual subdivision costs \$ _____

Total raw land cost \$ _____
 Estimated number of lots _____
 Raw lot costs (total raw land cost divided by estimated number of lots) \$ _____
 Total land and subdivision costs \$ _____
 Estimated number of lots _____
 Finished lot cost (total land and subdivision cost divided by estimated number of lots) \$ _____
 Estimated retail value of finished lot \$ _____

Re-run project cash flow based on subdivision cost worksheet

SITE PLAN

I have decided to purchase the property. Now what?

- Know the rules but be creative and innovative
- Will the site design require a zoning change? Special exception? Variance?
- Does the design need to be reviewed by a design or architectural review board in addition to the planning board? Fire District? Public Works?
- Create conceptual layouts
 - What is the vision and overall design concept?
 - Product types?
 - Lot sizes?
 - Amenities?
 - Green space requirements?
 - Considering National Green Building Standard Certification for land development?
 - Have I contacted the local planning department for early meetings?
 - What is my public outreach plan? What are the notification requirements?
 - Have I engaged and met with:
 - Civic associations, neighborhood groups
 - Surrounding home owners associations
 - Adjacent property owners
 - Outline benefits but understand local issues and concerns





Photo Credit: Lessard Design, Inc.

On average, regulations imposed by government at all levels account for 25 percent of the final price of a new single-family home built for sale. Nearly two-thirds of this—16.4 percent of the final house price—results from regulations imposed during the lot’s development. On average, regulation accounts for a little over 57 percent of the price of a developed lot sold to a builder. A little more than one-third—8.6 percent of the final house price—is the result of costs incurred by the builder after purchasing the finished lot.

Source: Paul Emrath, Ph.D. "How Government Regulation Affects the Price of a New Home." *Housing Economics*, 2013

CONSTRUCTION SEQUENCING

Once your plan is approved make sure to pull the appropriate permits

- Land use, zoning and subdivision
- Wetlands
- Demolition
- Grading
- Right-of-Way (ROW) grading and sediment control
- Stormwater management
- National Pollutant Discharge Elimination System (NPDES)
- Storm drain and paving
- Tree removal and protection
- Sanitary sewer main construction
- Maintenance of traffic – construction in ROW
- Construction and sales trailer
- Model homes
- Driveway
- Temporary construction access
- Signage and marketing
- Install construction entrances
- Sediment control installation
- Clearing and demolition
- Topsoil removal
- Utility relocation and offsite water and sewer extension
- Earthwork operations – cut and fill
- Interim grading for future roads and lots
- Sanitary sewer install
- Storm drain install
- Water system install
- Curb and gutter
- Installation of streets, parking and sidewalks
- Dry utilities
- Street lights
- Trees and landscaping

Ready to sell finished lots!



If selling lots to a builder:

- ❑ Sign Letter of Intent and contract for sale before construction of project starts
- ❑ Create contract clause obligating builder to protect existing subdivision infrastructure improvements, tree conservation areas and stormwater Best Management Practices (BMP) from damage during house construction
- ❑ Review architectural guidelines with the Builder
- ❑ Transfer liability for governmental and regulatory obligations
- ❑ Transfer Use of Developers Grading and Sediment Control Permits
- ❑ Performance Guarantees:
 - Perform a site inspection and obtain partial or final release of the performance guarantee from the municipality
 - Obtain a replacement bond or Letter of Credit for builder related items
- ❑ Transfer NPDES, DNR and EPA Land Disturbance permits only after all lots are developed
- ❑ Provide homeowner or HOA transition and education documents





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The National Association of Home Builders is a Washington-based trade association representing more than 140,000 members involved in remodeling, home building, multifamily construction, property management, subcontracting, design, housing finance, building product manufacturing and other aspects of residential and light commercial construction. NAHB is affiliated with 800 state and local home builders associations around the country. NAHB's builder members will construct about 80 percent of the new housing units projected for this year.

Additional Discussion on Site Plans and Examples (prepared by City Engineer Dave Schechinger)

In looking at the various examples below, there does not appear to be a national standard for residential development or preparation of residential lot site plans. There are many different ways to go about this and we looked over several examples when preparing our current version. The first document below discusses cost and considerations when considering development of a property. The rest of the links below are additional examples of residential lot site plans from around the country.

<https://www.nahb.org/en/research/~media/887C0A886D0644248ECBAAF501CE18B0.ashx>

<http://northlibertyiowa.org/wp-content/uploads/2013/07/Residential-Building-Permit-Application.pdf>

<http://northlibertyiowa.org/government/permits/>

<http://www.iowa-city.org/icgov/apps/GEN/buildingapp.asp>

<http://www.iowa-city.org/weblink/0/doc/1514475/Electronic.aspx>

<http://www.coralville.org/210/Building-Permits>

<http://www.coralville.org/DocumentCenter/Home/View/48>

<http://www.coralville.org/DocumentCenter/Home/View/49>

<http://www.cityofmarion.org/departments/building-services/brochures/1-2-family-building-guidelines>

<http://38.106.5.189/home/showdocument?id=512>

<http://38.106.5.189/home/showdocument?id=474>

<http://www.cityofmarion.org/home/showdocument?id=4441>

<https://snohomishcountywa.gov/DocumentCenter/View/9015>

<http://www.burienwa.gov/DocumentCenter/Home/View/137>

<http://www.townofchapelhill.org/home/showdocument?id=29064>

<https://www.ci.valparaiso.in.us/DocumentCenter/View/3805>

<http://permit.clermontcountyohio.gov/18+Site+Plan+Submittal.pdf>

<http://www.ci.missoula.mt.us/DocumentCenter/Home/View/593>

https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=11&cad=rja&uact=8&ved=0ahUKewiQ3qzZnLDPAhVo8IMKHWGxD6UQFghGMAo&url=http%3A%2F%2Fwww.ci.minneapolis.mn.us%2Fmdr%2Fpermits%2Finspections_docs_sample-resid-site-plan&usg=AFQjCNEg9J74FiaASOsYtievnN1axEX-dQ&bvm=bv.134052249,d.amc

<http://www.sjcfll.us/DevelopmentReview/media/DRM/Section%2017.0.3%20Clearance%20Sheet%20Site%20Plan%20Checklist.pdf>

http://www.tigard-or.gov/document_center/Building/SitePlanInfo.pdf

CHAPTER 151

TREES

151.01 Trees and Shrubs on Public Property

151.02 Permitted Trees

151.03 Prohibited Trees

151.04 Planting Restrictions

151.05 Obstruction; Trees Trimmed

151.06 Disease Control

151.07 Inspection and Removal

151.01 TREES AND SHRUBS ON PUBLIC PROPERTY. All trees and shrubs planted on streets shall be planted midway between the outer line of the sidewalk and the curb where the curb line is established, and where the curb line is not established, the tree or shrub shall be planted on line 10 feet from the property line. No tree or shrub shall be planted between the property line and the curb without first having obtained agreement from the City.

151.02 PERMITTED TREES. All street trees shall be approved by a City official. Trees shall be selected according to the list below:

1. Very Small Trees (25 feet tall, maximum)

Amur Maple	Eastern Redbud
Eastern Wahoo or Burning Bush	Flowering Crabapple
Shadblow Serviceberry	Pagoda Dogwood
Tartarian Maple	Flowering Dogwood
Star Magnolia	Amur Corktree
Cockspur Hawthorn	Amur Maackia
Winter King Hawthorn	

2. Small Trees (25 feet to 35 feet tall)

Downy Hawthorn	Ironwood or Hop-hornbeam
Shubert Cherry	Saucer Magnolia

3. Medium Trees (35 feet to 50 feet tall)

Blue Ash	Ginkgo (male variety only)
Black Gum	Bald Cypress
Callery Pear	Littleleaf Linden
River Birch	Horsechestnut

4. Large Trees (50 feet to 70 feet tall)

Norway Maple	Swamp White Oak
Green Ash	Thornless Honey Locust
Patmore	Red Sunset Maple
Summit	Sugar Maple
Bergeson	Kentucky Coffeetree
Prairie Spire	Black Maple

5. Very Large Trees (taller than 70 feet)

White Ash	Northern Red Oak
Sycamore	Bur Oak
Hackberry	American Linden or Basswood
White Oak	English Oak

151.03 PROHIBITED TREES. The following trees should not be planted in the street:

- | | |
|--------------------|----------------------|
| 1. Boxelder | 8. Tree of Heaven |
| 2. White Poplar | 9. Catalpa |
| 3. Willows | 10. European Mt. Ash |
| 4. Silver Maple | 11. Cottonwood |
| 5. Weeping Birch | 12. Boileana Poplar |
| 6. Siberian Elm | 13. American Elm |
| 7. Lombardy Poplar | 14. Black Locust |

151.04 PLANTING RESTRICTIONS.

1. Trees should not be planted within twenty (20) feet of existing overhead utility wires.
2. Trees shall have a minimum of 1¼-inch caliper on street.
3. Tree Spacing:
 - A. 30 feet between Very Small, Small and Medium Trees.
 - B. 35 feet between Large and Very Large Trees.
 - C. 20 feet from intersections.
 - D. 10 feet from driveways and alleys.
 - E. 4 feet from areas between street and sidewalk.

151.05 OBSTRUCTION; TREES TRIMMED. Trees or shrubs on public or private property bordering on any street shall be trimmed to sufficient height to allow free passage of pedestrians and vehicular travel and so they will not obstruct or shade the street lights, the vision of traffic signs, or the view of any street intersection. The minimum clearance of any overhanging portion of such trees or shrubs shall be nine (9) feet over sidewalks and thirteen (13) feet over all streets.

1. **Public Property.** The City shall trim or cause to be trimmed trees and shrubs on public property to the minimum height set out above. Private citizens shall not remove or trim trees on public property without prior approval of the City.
2. **Private Property; Notice to Trim.** When the City finds it necessary to order obstructing trees or shrubs on private property to be trimmed, it shall cause written notice to be served on the property owner requiring such trees or shrubs to be trimmed to the minimum height set out above within thirty (30) days after receipt of the said notice. The notice required herein shall be served by mailing a copy of said notice to the last known address of the property owner by certified mail. If the City is unable to secure notice on the property owner, said written notice may be served on the occupant or person in charge of the property in the same manner as set out herein.
3. **Failure to Comply.** When a person to whom such notice is directed fails to comply within the specified time, the City shall trim or cause to be trimmed such trees or shrubs and the exact cost of such work shall be certified by the Clerk to the County Treasurer to be collected with and in the same manner as general property tax.

151.06 DISEASE CONTROL. Any dead, diseased or damaged tree or shrub which may harbor serious insect or disease pests or disease injurious to other trees is hereby declared to be a nuisance.

151.07 INSPECTION AND REMOVAL. The Council shall inspect or cause to be inspected any trees or shrubs in the City reported or suspected to be dead, diseased or damaged, and such trees and shrubs shall be subject to the following:

1. **City Property.** If it is determined that any such condition exists on any public property, including the strip between the curb and the lot line of private property, the Council may cause such condition to be corrected by treatment or removal. The Council may also order the removal of any trees on the streets of the City which interfere with the making of improvements or with travel thereon.

2. Private Property. If it is determined with reasonable certainty that any such condition exists on private property and that danger to other trees or to adjoining property or passing motorists or pedestrians is imminent, the Council shall notify by certified mail the owner, occupant or person in charge of such property to correct such condition by treatment or removal within fourteen (14) days of said notification. If such owner, occupant or person in charge of said property fails to comply within fourteen (14) days of receipt of notice, the Council may cause the condition to be corrected and the cost assessed against the property.

(Code of Iowa, Sec. 364.12[3b & h])

[The next page is 715]