



# Site Plan Application Form and Checklist

Baxter City Hall  
P.O. Box 415  
203 South Main St.  
Baxter, IA 50028

Telephone: (641) 227-3120  
Fax: (641) 227-3604  
Email: [city@baxter-iowa.com](mailto:city@baxter-iowa.com)

## What is a Site Plan?

A Site Plan is a technical document that demonstrates how proposed land use and layout comply with the Zoning Ordinance. The purpose of reviewing a Site Plan is to ensure that the proposed development aligns with the Zoning Code and any previously approved plans related to the property. It is typically submitted during the construction process. This packet provides a general overview of the process for submitting a Site Plan.

Site Plans are required for a range of projects, including but not limited to the following development activities:

- Commercial, industrial, and multi-family properties
- New structures or building additions
- Expansion or reconstruction of existing parking lots
- New parking lots
- Increased impervious area
- Other changes falling under the Ordinance

A list of helpful City of Baxter Code Sections for use during Site Plan preparation are listed below:

- Minimum Improvements      Section 170.10
- Required Easements          Section 170.11
- Maintenance Bond            Section 170.12
- Street Standards              Section 170.20
- Block and Lot Standards      Section 170.21

## How to Apply

Site Development Applications should be submitted electronically to [city@baxter-iowa.com](mailto:city@baxter-iowa.com). Questions can be directed to the City Administrator at (641) 227-3120 or in person at the City Hall, located at 203 South Main Street.

**ELECTRONIC SUBMITTALS ARE ACCEPTED AND PREFERRED**

## Application Process

Submission	Timeframe	Description	Next Steps
Pre-Application Meeting	Scheduled at Applicant's discretion	Discuss application and requirements with city staff	Application Submittal
Application Submittal	Submitted at Applicant's discretion	Submit the application and any required documents to the City Administrator	Determination of Completeness & Review of Application
Review	Timeframe	Description	Next Steps
Review by Zoning Administrator, City Engineer	<b>Within 21 days</b> of submission	The Zoning Administrator and City Engineer will review the plat and return comments to the developer's engineer.	After any comments are corrected, it's submitted to the Commission
Review by Commission	<b>Within 45 days</b> of filing	The Commission examines the City Engineer's report and other relevant information.	The Commission gives the Council a recommendation
Decision	Timeframe	Description	Next Steps
Approval by the Council	<b>Within 60 days</b> of filing (unless otherwise agreed)	The Council determines if the plan is in compliance with city code. They can approve, approve with conditions, or deny.	Corrections must be filed within 30 days.



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## Contact Information

### Property Owner

Name		Phone		Email			
Address		City		State		ZIP Code	

### Applicant ☐ Same as Property Owner

Name		Phone		Email			
Address		City		State		ZIP Code	

### Contact Person (if different from Property Owner or Applicant)

Name		Phone		Email			
Address		City		State		ZIP Code	

## Site Information

Address or General Location of Property	
Legal Description <sup>1</sup>	
Project Description	
Zoning District(s)	
Proposed Use(s)	

<sup>1</sup>For properties with lengthy Legal Descriptions, please attach on a separate document OR email to [city@baxter-iowa.com](mailto:city@baxter-iowa.com).



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### Property Owner(s)<sup>2</sup> or Authorized Representative(s)<sup>3</sup> Signature(s)

The City of Baxter requires that all titleholders of a property be informed and consent to the application being made. Signing this form does not commit to any conditions which may be placed on an approval. Electronic signatures are accepted.

#### Owner/Authorized Representative 1

Name		Date	
Signature			

#### Owner/Authorized Representative 2

Name		Date	
Signature			

<sup>2</sup>If there is a recorded contract, the contract purchaser's name(s), address and signature must also be included.

<sup>3</sup>If signed by a representative of the owner, the representative must attach evidence of titleholder's authorization.

## Site Plan Checklist

### General Information

<input type="checkbox"/>	Titleholder(s) information: name, address, phone number, and email.
<input type="checkbox"/>	Applicant information: name, address, phone number, and email.
<input type="checkbox"/>	Contact Person Information: name, address, phone number, and email.
<input type="checkbox"/>	Prepared by an engineer, landscape architect, urban planner, architect, or other certified professional.
<input type="checkbox"/>	The legal description of the site.

### Technical Requirements

<input type="checkbox"/>	Title, scale, north point, and date.
<input type="checkbox"/>	Proposed Name (must not duplicate or resemble existing subdivision names in the County).
<input type="checkbox"/>	A key map showing the general location of the site.
<input type="checkbox"/>	Property boundaries must be shown, with dimensions. Total area shall be noted (in acres or feet)
<input type="checkbox"/>	Zoning for the property must be shown, with appropriate setbacks noted. Refer to Code Sections for guidance. Note any required variances needed. <a href="#">Baxter Zoning Map</a> <a href="#">Baxter Zoning Ordinances</a>
<input type="checkbox"/>	The names and locations of adjacent subdivisions with the names of record owners and the locations of adjoining parcels of unplatted land.
<input type="checkbox"/>	Existing & proposed buildings and dimensions, total floor area, building height, elevations and floor area of each floor. Show downspout or roofdrain locations and outlets/tie-ins, where applicable.
<input type="checkbox"/>	Existing and proposed square footage and percentage of the lot covered by structures and surfacing
<input type="checkbox"/>	A general summary description of any protective covenants or private restrictions to be incorporated in the site.
<input type="checkbox"/>	Identification of adjoining properties and the name of their recorded subdivision.
<input type="checkbox"/>	A list of all owners of record of property located within 200 feet of the subdivision boundaries.



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Technical Requirements	
<input type="checkbox"/>	Label water courses, floodplains (100-year and 500-year), and floodways (Code Section 170.17)
<input type="checkbox"/>	Proposed grading with contours labeled.
<input type="checkbox"/>	A dark line showing the boundary of the platted area, with the approximate dimensions in reference to known section lines.
<input type="checkbox"/>	The layout, numbers, and approximate dimensions of proposed lots.
<input type="checkbox"/>	The name, location, width, and dimensions of all public streets and alleys proposed.
<input type="checkbox"/>	Existing and proposed private and public sidewalks.
<input type="checkbox"/>	Utility systems & easements (existing & proposed), if applicable, shall be shown (sanitary sewer, storm sewers, water mains, service lines, hydrants, electric, gas, telephone, etc.). All existing and proposed utility sizes should be shown. Utility easements must be labeled and dimensioned.
<input type="checkbox"/>	If applicable, provide hydrant coverage map.
<input type="checkbox"/>	Show and label all storm sewer pipes and intakes, including sizes. No details need to be provided if using SUDAS standard intakes/manholes unless making modifications.
<input type="checkbox"/>	Stormwater management methods, including storm water calculations, if required.
<input type="checkbox"/>	Provide lighting plan and details meeting Zoning Ordinance Section 1314.3.
<input type="checkbox"/>	Dimensions and area of the required open space (if applicable)
<input type="checkbox"/>	Exterior outlines for all existing and proposed parking/drives layout including: <ul style="list-style-type: none"> <li>Existing drives adjacent to the property and across the street</li> <li>Dimension of parking spaces and drive aisle(s)</li> <li>Identify location and dimensions of any required handicapped parking</li> <li>Circulation patterns of traffic access to public/private streets</li> <li>Parking calculations - Number of parking spaces required and number of parking spaces provided should be shown on plan per Zoning Ordinance Section 1312.</li> <li>Dimensioned driveways and radii for all accesses to public/private streets</li> </ul>
<input type="checkbox"/>	Provide Landscaping plan (See Zoning Ordinance Section 1314.2 for landscaping requirements)
<input type="checkbox"/>	Provide signage location and type (See Zoning Ordinance Section 1311 for sign requirements)
<input type="checkbox"/>	Provide location of dumpster enclosure and screening.
<input type="checkbox"/>	Show screening to meet requirements of Section 1314.1 of Zoning Ordinance.
<input type="checkbox"/>	The location and approximate dimensions for any parcels of land proposed to be dedicated or reserved for public, semi-public, or community purposes (schools, parks, playgrounds, etc.).
<input type="checkbox"/>	Do all improvements meet <a href="#">SUDAS Specifications</a> and/or the <a href="#">Baxter Supplemental Specifications</a> ?
<input type="checkbox"/>	Will a variance be required for anything? <a href="#">Variance process</a>

## City Application Approval (City of Baxter Use Only)

City of Baxter Staff Approval	
City Staff Name and Signature:	
City Staff Title:	
Date:	