Clive
COMMUNITY DEVELOPMENT

Development Standards Manual

Adopted by City Council
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I. GENERAL FRAMEWORK

This manual is intended to clarify and supplement the requirements of the City of Clive Zoning Ordinance, Clive Subdivision Ordinance, Clive Post-Construction Stormwater Management Manual, and the Statewide Urban Design and Specifications Manual (SUDAS). This manual is intended to be factual, but where discrepancies exist the applicable Ordinance shall prevail.

The development review process provides a uniform and consistent method for evaluating all development proposals for discretionary approval. This manual addresses the predominate issues reviewed during development approval. Each request is unique, and the manual cannot address every individual situation. The basis for discretionary approval shall be grounded in the following basic planning, design, and engineering principles:

1. Developments and structures shall be designed to create a quality environment and shall be architecturally and aesthetically attractive.
2. Developments shall not unduly increase the public danger of fire or diminish public safety. Developments shall be designed to adequately safeguard the health, safety, and general welfare of the public and surrounding properties.
3. Developments shall be designed and located to not unduly diminish or impair the use and enjoyment of surrounding property. Developments shall have such buffers, screen fences, and landscaping as may be proper, and shall not impair an adequate supply of light and air to surrounding property.
4. Developments shall be designed with proper regard for topography, surface drainage, natural drains and streams, wooded areas, and other natural features which will lend themselves to proper, harmonious, and attractive development of the site.
5. Developments shall be designed with adequate water mains, sanitary sewer lines, storm sewers and drains, stormwater management, and flood control in accordance with the ordinances, policies, and regulations of the City of Clive and statues and regulations of the State of Iowa. Good engineering practices shall be utilized to protect the public health and welfare, and to not overload public utilities.
6. Developments shall have such entrances and exits upon public streets as are necessary for safety and general welfare; proper interior drives as are necessary for free movement of emergency vehicles; and such pedestrian access as necessary for safety and general welfare.

All land development requests including rezoning, site plans, site plan amendments, development plans, development plan amendments, preliminary and final plats require formal submittal to the City, review by the Planning and Zoning Commission, and approval by the City Council. Staff is committed to expediting the review of all development requests; however, incomplete plans will not be forwarded to the Planning and Zoning Commission or City Council until all issues have been resolved. Your development application will be reviewed and approved in the timeliest manner if you do the following:

1. Setup and attend a pre-application meeting with staff,
2. File complete information according to the appropriate submission checklist located on application,

3. Provide accurate information on all plans, details, and documents during the initial submittal, and

4. Work with staff to resolve problems early on in the process.

The review process may be modified at the discretion of the Community Development Director based on the condition and complexity of the development proposal. For example:

- If the request involves a rezoning, the process may be modified to allow both the required entitlement approval and the development request to proceed at the same Planning and Zoning and/or Council meetings if notification requirements are met.
- The review process may be extended based upon the need for outside agency approval such as IDNR floodway development, Parks Board approval related to parkland dedication or use, and/or IDOT review of Highway 6 entrance permit.
- Multiple development requests for the same project, such as a Preliminary Plat, Final Plat, and Site Plan can be reviewed and approved concurrently if all requirements have been met.

The applicant should be aware that the City of Clive retains legal consultants in conjunction with the review of development requests. The City's consulting attorney, designated by the City Council from time to time, may review all legal documents, easements, and agreements associated with any development request. All cost incurred by the City to review development requests shall be billed to the applicant on a monthly basis. All consultant bills shall be paid to the City of Clive prior to issuance of any Certificate of Occupancy.

Pre-Application Review

Step 1. Research Site Constraints

Identifying site constraints is essential to determining viability of a project and where a building, parking lot, or other site improvements can be located. Key site constraints to analyze before laying out your proposed development are:

- Natural features
- Floodplain
- Stormwater Management
- Access points
- Utility availability
- Easements
- Development fees
- Permitted uses
- Design Standards

Step 2. Develop a Conceptual Plan

Developing a conceptual plan is the best way to discuss your ideas with City Staff. Conceptual plans should provide enough detail to show the development can be accommodated on the property. Identify the locations and approximate size of:

- Building
- Parking
- Stormwater features
- Utilities
- Natural features
- Floodplain
- Access points
- Sidewalk and trail connections
- Existing and proposed streets
- Parkland dedication (residential)

Step 3. Pre-Application Meeting

Applicants should schedule a pre-application meeting to discuss their proposed project. Staff will provide preliminary feedback and suggestions that should be implemented prior to formal submittal to minimize delays and costs associated with the review process.

Application and Review

Step 4. Submit Application

Submit the development application with all documents listed on the checklist and required application fee. Incomplete applications result in review and public meeting delays.

Step 5. Application Review

Staff review the plans, provide comments, and request additional information, if necessary. Development applications will not move forward to public meetings until Staff comments are adequately addressed.

Step 6. Revise & Resubmit

After receiving comments from Staff, the applicant is required to make revisions and resubmit the plans for further review. Staff will meet with the developer to clarify and discuss comments, if requested. This step will repeat until Staff is satisfied the application meets all city ordinances, standards, guidelines, practices, and procedures.

Step 7. Draft Agreements & Easements

Some projects may require additional agreements and easements. When necessary, agreements and easements will be drafted and negotiated throughout the review process. Examples of common agreements are:

- Zoning Change and Development
- Public Improvements
- Private Stormwater Facility Maintenance

Public Meetings

Step 8. Public Notification

Most development applications require public notice, which are completed by Staff. This may include a letter to nearby property owners, a sign posted on the application property, and/or publication in the newspaper. At its sole discretion, the City may choose to provide notifications to additional properties and/or use additional methods.

Step 9. Planning & Zoning Commission

Planning and Zoning Commission is a recommending body to City Council. Staff prepares a report for the Commission detailing the proposed project, and presents the technical details of the project at the meeting. The applicant may also present additional information and answer questions from Commissioners. The public is typically given an opportunity to address the Commission and provide comments.

Step 10. City Council

Following recommendation from the Planning and Zoning Commission, development projects are considered by City Council for approval. Similar to the previous meeting, Staff will prepare a report and present the technical details of the proposed project. The applicant may also present additional information and answer questions from the Council. The public is typically given an opportunity to address the Council and provide comments. Rezoning requests require a public hearing and three readings at City Council. Most other development projects only require one Council meeting.

Final Plan Documents

Step 11. Final Plan Revisions

Occasionally, discussion at Planning and Zoning Commission and/or City Council will result in minor plan revisions. Prior to providing final documents, any plan revisions must be completed and reviewed by Staff.

Step 12. Provide Final Documents

Staff will communicate with the applicant on the complete list of final documents and formats that must be submitted. Typical projects will include:

- Digital and print copy of stamped and signed site plan and/or preliminary plat
- Digital copy of stamped and signed stormwater management plan
- Signed agreements and easements

Step 13. Record Documents

Some development projects may require recording of documents with the County Recorder's Office. When necessary, Staff prepares a package for applicants to pick-up at City Hall and take to the County Recorder's Office. The applicant is responsible for recording fees.

Permits and Construction

Following development application approvals, the project transitions to the Construction Services Division. Generally, the process for receiving permits and commencing construction include:

Step 14. Submit Grading Permit

A City of Clive grading permit must be submitted with the sediment and erosion control plan, stormwater pollution prevention plan and GP#2 details from the State of Iowa.

Step 15. Submit Building Permit

Building permit and plans must be submitted to the Construction Services Division for review. Details in the plan set will be confirmed with the approved development application details.

Step 16. Application Review & Approval

Staff will review the plans, provide comments, and request additional information, if necessary. Revisions must be submitted and reviewed before permits can be approved and issued.

Step 17. Pre-Construction Meeting

Once plans are approved, applicants must schedule a pre-construction meeting with Staff. These meetings take place on-site and include an erosion control inspection.

Step 18. Receive Building Permit

Following the pre-construction meeting and erosion control inspection, building permits may be paid for and work can commence. Details about required inspections will be provided with the building permit.

II. REZONING PROCEDURES

The following outline details the procedure for review of Rezoning applications.

PRE-APPLICATION MEETING

An important step in the rezoning process is an initial meeting with City staff to discuss the proposal and associated development plan. Staff will familiarize you with the review process and schedule, answer questions about application requirements, and give general direction on the proposed rezoning and development. Incorporating staff suggestions and comments into the submittal will help minimize delays and cost associated with the review process.

In some cases, staff will recommend the applicant hold a neighborhood meeting prior to submitting the rezoning and development proposal to the City. Generally, staff will recommend this meeting if the property has history, the proposal is unique in size or character, or the use differs from previously approved plans.

The pre-application meeting will be most effective when you have conceptual plans that illustrate your proposed rezoning and associated development plan in relation to surrounding land uses and City services, such as water, sanitary sewer, storm sewer and detention facilities, streets, and parks.

APPLICATION SUBMITTAL

The Community Development Department publishes rezoning schedules annually. See Appendix B. Development and Rezoning Schedules for additional information. The application submittal will not be accepted unless all application checklist information is provided.

Six 24” by 36” printed copies and a digital copy of the plan set and supporting documents shall be delivered to Community Development Department for the first submittal. Revised submittals do not need printed copies delivered unless requested by staff.

APPLICATION REVIEW MEETING

Staff will review the proposed rezoning and development plan for compliance with all City Ordinances, development regulations, policies, and planning documents. During review, staff will identify major issues or challenges, recommend plan or document changes, and request additional information. Based on the staff review comment letter and outstanding items, a review meeting with the design professional and applicant may be held to fully explain necessary changes.

REVISIONS SUBMITTAL

Once revised plans are submitted, staff will review the plans for conformance to the comment letter. Issues not addressed will delay the proposal until an acceptable revised plan is submitted. If necessary, a revised comment letter will be provided to the applicant. If the resubmitted plans are substantially revised in accordance with the comment letter, staff will tentatively schedule the proposal on the next available Council agenda for Receive and File. Substantially revised means all issues have been resolved, but there may be a few revisions pending that won’t have a significant impact on the rezoning proposal, such as additional details or required notes.

FIRST COUNCIL MEETING: RECEIVE & FILE AND SET PUBLIC HEARING

The proposed rezoning will be scheduled on a City Council agenda for Receive and File and to set the date of the required public hearing. If Council acts on these two items, the rezoning application will be

scheduled for the next available Planning & Zoning agenda. Unless the requested rezoning is of a sensitive nature, it is not mandatory to attend the first City Council meeting.

NOTIFICATION LETTER AND SIGN

Once the date of the Planning and Zoning Commission meeting has been set, notice will be sent to the surrounding property owners within 310' of the property to be rezoned and required notices will be published in the newspaper. The City will post at least one notification sign on the property at minimum seven days before the Planning and Zoning meeting. Additional notice may be provided at staff discretion.

PLANNING AND ZONING COMMISSION MEETING

A copy of the Planning & Zoning meeting agenda and staff report will be emailed to the applicant before the meeting. Meetings are held on the first Thursday of each month at 5:30 p.m.

The Planning and Zoning Commission shall, after receiving the rezoning proposal, supporting documents, and staff report, review the request for conformity with the regulations and design standards contained within this manual. The Planning and Zoning Commission forwards its recommendation for approval, approval with conditions, or disapproval of the rezoning request to the City Council.

Planning & Zoning will generally follow this procedure:

1. Planning & Zoning Chair asks for a report on the rezoning proposal by staff. Staff's report typically includes an overview of the rezoning request, history of the property, sentiment of concerned citizens, and a staff recommendation.
2. Chair asks if the applicant has any additional information to present. The most effective presentations include colored renderings showing the proposed development. Presentation should be limited to 10 minutes as there are usually multiple agenda items.
3. Chair opens the discussion for questions the Commission may have of the applicant or staff.
4. Chair asks for interested neighbors to provide comments on the rezoning proposal.
5. Planning and Zoning Commission deliberates on the rezoning proposal. Additional questions of the applicant, staff, or interested parties may be asked during the deliberation. A positive recommendation requires four of the seven members to cast an affirmative vote. If a full Commission is not present, four affirmative votes shall still be required.

SECOND CITY COUNCIL MEETING: PUBLIC HEARING

After Planning & Zoning Commission makes a recommendation, the rezoning application is forwarded to the City Council. Staff works with the applicant to address items discussed at the Planning & Zoning meeting, remaining issues in the staff report, and necessary legal documents throughout the City Council's consideration. A Council agenda, a copy of the meeting agenda and staff report will be emailed to the applicant before the meeting. Meeting are held on the second and fourth Thursday of each month at 6:00 p.m.

The City Council will generally follow this procedure:

1. Staff provides a brief overview of the rezoning and development proposal, address any outstanding issues or neighborhood concerns, and Planning & Zoning recommendation.
2. The Mayor asks for a presentation by the applicant. Generally, the presentation should be tailored to address the main issues of the rezoning and development plan. The most effective presentations include colored renderings showing the proposed rezoning, impacted area, and representation of the proposed development plan.
3. The Mayor asks for interested members of the public to provide comment.
4. The Mayor and Council may ask questions of either staff or the applicant prior to their deliberation. A majority decision is necessary for approval of the rezoning and development plan.

If the Planning and Zoning Commission recommend denial of the proposed rezoning, the rezoning must then be approved by a "super" majority (4 of 5) of the City Council. Additionally, a "super" majority may also be required if the owners of property comprising 20% of the land within the 310' consent area provide a written protest petition.

THIRD AND FOURTH CITY COUNCIL MEETINGS: 2ND AND 3RD READINGS

A rezoning request requires three considerations at City Council. If the rezoning request advances past the public hearing, two additional considerations will be scheduled. Generally, the second and third considerations are scheduled at the next two regular Council meetings. An affirmative vote from the City Council is required at each consideration. At the final consideration, the rezoning sketch, rezoning documents, and development plan will be voted on for approval.

In the case that the proposed rezoning is voted against by a majority of the City Council, one year must pass before the City reviews a similar rezoning request on the same property.

FINAL DOCUMENTATION

Following Council approval of the rezoning request, one signed printed copy and one signed digital copy of the approved plan set shall be delivered to the Community Development Department. Staff reviews the submitted plan sets and documents to ensure all conditions of approval have been met. The plan set will be stamped "approved" and a digital copy will be available to the applicant.

Many rezoning ordinances require a Zoning Change and Development Agreement. Details of the agreement are negotiated throughout the rezoning process. The final signed agreement must be provided before the ordinance rezoning property can be recorded. The ordinance approving the rezoning is recorded with the County Recorder's Office by the City Clerk.

III. DEVELOPMENT PROCEDURES

The following outline details the procedure for review of Site Plans, Site Plan Amendments, and Preliminary and Final Plats of Subdivision.

PRE-APPLICATION MEETING

An important step in the development process is an initial meeting with City staff to discuss the proposal. Staff will answer questions about application requirements and review process, and give general direction on the proposed development. Incorporating staff suggestions and comments into the submittal will help minimize delays and cost associated with the review process.

In some cases, staff may recommend the applicant hold a neighborhood meeting prior to submitting the proposal to the City. Generally, staff will recommend this meeting if the property has history, the proposal is unique in size or character, or the use differs from previously approved plans.

The pre-application meeting is most effective when you have conceptual plans illustrating your proposal in relation to surrounding land uses and City services, such as water, sanitary sewer, storm sewer and detention facilities, streets, and parks.

APPLICATION SUBMITTAL

The Community Development Department publishes development schedules annually. See Appendix B. Development and Rezoning Schedules for additional information. The application will not be accepted unless all application checklist information is provided. The Community Development Director may find characteristics of an application make it unnecessary to submit all information presented in this manual. In such cases, the Community Development Director may waive or reduce the requirements.

Six 24” by 36” print copies of the plan set, one print copy of the stormwater management plan and other supporting documents, and a digital PDF copy of the full submittal are required for the first submittal. Revised submittals do not need printed copies unless requested by staff.

APPLICATION REVIEW MEETING

Staff will review the proposed development for compliance with all City Ordinances, development regulations, and policies. During review, staff identify major issues or challenges, recommend plan or document changes, and request additional information. Based on the staff review comment letter and outstanding items, a review meeting with the design professional and applicant may be held to fully explain necessary changes.

REVISIONS SUBMITTAL

Once revised plans are submitted, staff will review the plans for conformance to the comment letter. Issues not addressed will delay the proposal until an acceptable revised plan is submitted. If necessary, a revised comment letter will be provided to the design professional and applicant. If the resubmitted plans are substantially revised in accordance with the comment letter, staff will tentatively schedule the proposal on the next available Planning & Zoning agenda. Substantially revised means all issues have been resolved, but there may be a few revisions pending that won’t have a significant impact on the development proposal, such as additional details or required notes.

NOTIFICATION LETTER AND SIGN

The City will post at least one notification sign on the property at minimum seven days before the Planning and Zoning meeting. The sign shall remain on the property until the City Council has acted on the development request. Staff will send a notification letter to surrounding property owners within 310' informing them of the development proposal. Additional notice may be provided at staff discretion.

PLANNING AND ZONING COMMISSION MEETING

A copy of the Planning & Zoning meeting agenda and staff report will be emailed to the applicant before the meeting. Meetings are held on the first Thursday of each month at 5:30 p.m.

The Planning and Zoning Commission shall, after receiving the site plan and staff report, review the request for conformity with the regulations and design standards contained within this manual. The Planning and Zoning Commission shall forward its recommendation for approval, approval with conditions, or disapproval of the request to the City Council.

Planning & Zoning will generally follow this procedure:

1. Planning & Zoning Chair asks for a report on the development proposal by staff. Staff's report typically includes an overview of the development, history of the property, sentiment of concerned citizens, and a staff recommendation.
2. Chair asks if the applicant has additional information to present. The most effective presentations include colored renderings showing the proposed development and elevations. If unusual building materials are proposed, you should present samples. Presentation should be limited to 10 minutes as there are usually multiple agenda items.
3. Chair opens the discussion for Commissioner questions of the applicant or staff.
4. Chair asks for neighbors to provide comments on the development proposal.
5. Planning and Zoning Commission deliberates on the development proposal. Additional questions of the applicant, staff, or interested parties may be asked during the deliberation. A positive recommendation requires four of the seven members to cast an affirmative vote. If a full Commission is not present, four affirmative votes shall still be required.

CITY COUNCIL MEETING

After Planning & Zoning Commission makes a recommendation on a proposal, the development application is forwarded to the City Council. Items addressed at the Planning & Zoning meeting, remaining issues in the staff report, and all required legal documents must be revised and submitted for staff review prior to being scheduled on a City Council agenda. Once scheduled for a Council agenda, a copy of the meeting agenda and staff report will be emailed to the applicant before the meeting. Meeting are held on the second and fourth Thursday of each month at 6:00 p.m.

City Council will generally follow this procedure:

1. Staff provides a brief overview of the development proposal, address any outstanding issues or neighborhood concerns, and Planning & Zoning Commission recommendation.
2. The Mayor asks for a presentation by the applicant. Generally, the presentation should be tailored to address the main issues of the development. The most effective presentations

include colored renderings showing the proposed development and elevations. If unusual building materials are proposed, show sample boards.

3. The Mayor and Council may ask questions of either staff or the applicant prior to their deliberation. A majority decision is necessary for approval of the development request.

FINAL DOCUMENTATION

Following Council approval of the application, Site Plans, Site Plan Amendments, Preliminary Plats, and Construction Drawings require one full size stamped print copy of the plans be delivered to the Community Development Department. A signed digital copy of the approved plan set and stormwater management plan shall also be submitted.

Final Plats require nine printed and stamped 24" by 36" copies and one printed and stamped 11" by 17" copy be delivered to the Community Development Department prior to Council approval. Once all materials are assembled and approved, the applicant will pick-up a packet for recording with the County Recorder's office from the City Clerk. The applicant must pay all recording fees.

Staff reviews the submitted plan sets to ensure that all conditions of approval have been met. The plan set will be stamped "approved" and a digital copy will be available to the applicant.

IV. PERMITS AND OCCUPANCY

Building permits will not be issued for projects until a site plan has been approved by the City Council and all required plan sets, legal documents, and fees have been provided, when applicable. In the case of developments which require public improvements, no building permits shall be issued until adequate water service, fire hydrant(s), and hard surface streets have been provided.

TENANT FINISHES

Prior to receiving a building permit for a tenant finish or remodel, a Certificate of Zoning Compliance shall be submitted and approved by the Community Development Department.

GRADING PERMITS

A grading permit is required for any soil disturbing activities. An erosion control plan must accompany the request for grading permit. See Appendix E. Erosion Control Plans for additional information. A copy of the approved NPDES permit shall be required prior to issuance of a grading permit where required by Iowa DNR. A Grading Permit may be issued prior to City Council approval if it is deemed appropriate by the Community Development Director.

FLOODPLAIN DEVELOPMENT

Any construction within the floodplain requires the applicant to submit a Floodplain Development Permit application prior to the issuance of a Building Permit. The application materials must be Certified by a Registered Civil Engineer. The applicant must submit an Elevation Certificate, certified by a Registered Land Surveyor, for review prior to the issuance of a Certificate of Occupancy.

CERTIFICATES OF OCCUPANCY

A Certificate of Occupancy shall be granted upon completion of new construction, alterations, or additions to existing buildings. On all permitted construction or activity, the site improvements, including, but not limited to, sidewalks, driveways and approaches, seeding, sod, trees, screening of rooftop mechanical units, and any other site plan requirements are to be installed before a final certificate of occupancy is issued. Any outstanding fees (engineering, legal, or other professional services) shall be paid in full prior to the issuance of any Certificate of Occupancy.

Prior to the issuance of a temporary occupancy certificate, the permit holder shall file a temporary occupancy permit application on forms provided by the Community Development Department. If the temporary occupancy permit application is accepted, a temporary occupancy certificate may be issued subject to the execution of an agreement to complete and security bond. A permanent certificate of occupancy will be issued upon completion of all outstanding improvements listed within the agreement to complete.

A Temporary Certificate of Occupancy may be issued prior to completion of the project if the Community Development Department determines:

1. Remaining items could not be completed due to circumstances beyond the applicant's control (i.e.: weather),
2. Issuance of a Temporary Certificate of Occupancy will not inhibit the completion of the total project, and

3. Issuance of a Temporary Certificate of Occupancy will not have an adverse effect on persons in the immediate area or nearby properties.

Landscaping and exterior site improvements will be inspected at the time final inspection associated with the building permit is requested. Staff will verify the site improvements have been completed and landscaping has been planted in conformance with the approved site plan.

1. In the event not all site improvements or landscaping has been installed, a reinspection must be scheduled and completed prior to issuance of a Certificate of Occupancy.

2. In the event all landscaping has been installed, but some of the landscaping has died or is otherwise not performing well, planning staff will notify the project contact of the needed landscaping corrections and a landscaping reinspection will be scheduled for the spring following issuance of the Certificate of Occupancy. A final Certificate of Occupancy will be issued if dead or unhealthy landscaping is the only item outstanding.

    a. At the time of the spring landscape reinspection, all site landscaping must be installed in accordance with the approved site plan and in healthy condition, including any landscaping not identified in the previous staff inspection that may require replacement.

    b. If landscaping is not installed per plan, planning staff will notify the project contact of record that landscaping has not been updated as required and a reinspection will occur in 30-days unless other arrangements are made with planning staff.

    c. If healthy, live landscaping is not installed per plan at the time of the landscaping reinspection, planning staff will notify code enforcement staff and a notice of violation for site plan conformance will be issued.

3. In the event missing landscaping is associated with incomplete stormwater management facilities an interim plan for stabilization appropriate to the specific stormwater management practice and site conditions may be submitted for staff review and approval prior to issuance of a Temporary Certificate of Occupancy or Agreement to Complete. All structures, grades, and other physical improvements associated with the stormwater management practice, as well as implementation of the interim stabilization plan, must be complete prior to issuance of a Temporary Certificate of Occupancy or Agreement to Complete. Approval of an interim stabilization plan does not guarantee additional work or corrections will not be required prior to issuance of a Certificate of Occupancy within the stormwater management facility beyond establishing the approved permanent vegetation, e.g. erosion impacts to side slopes, removal of non-approved vegetative materials, fouled media, etc.

V. SITE PLAN REQUIREMENTS

Site Plan drawings have a maximum size of 24" by 36". Seal, date, and signature blocks must be provided for Professionals licensed in the State of Iowa. The following information must be clearly shown on the Site Plan:

NARRATIVE INFORMATION

The following information must be clearly listed on the Site Plan to be considered complete. This information is typically included on the cover sheet. See Appendix C. Narrative Information for the required formatting and details.

- Property Owner.
- Developer/Applicant (if different than property owner).
- Plan Preparers.
- Construction/Development Schedule.
- Zoning Information Summary.
- Development Information Summary.
- Open Space Summary.

SITE PLAN NOTES

The standard notations in Appendix D. Site Plan Notes, at minimum, shall be predominately displayed on every site plan for review. The developer's engineer shall be responsible for the inclusion of additional notes as necessary to facilitate construction of the project.

GENERAL AND SURVEY INFORMATION

- Legal Description shall be provided as plat name and lot number. Building permits will only be issued for platted lots of record.
- Include north arrow for site plan, vicinity sketch and details, as necessary.
- Minimum scale of site plans shall be 1" = 60'
- The vicinity sketch should show all property within 500 feet. Additional area may be shown to provide surrounding development context. Highlight subject property.
- Cleary indicate the site property lines with a heavy line type.
- Show bearing and distances or curve data along property boundary. Include measured information if different than platted information.
- Show the boundaries of all adjacent properties, including those across rights-of-way, and list current owner information and subdivision name and lot numbers, if applicable.
- Show all existing physical features, including but not limited to, plant materials, drainage ways, structures, fences, encroachments, etc. Projects may require a separate demolition plan in the submittal.

- Indicate the limits of each proposed phase of construction, if applicable. Include grading, utilities, site improvements, building construction, landscaping, and anticipated occupancy. Additional information may be required for more complicated phasing projects.

BUILDING FOOTPRINT

- Include an accurate representation of the proposed building footprint. The footprint should illustrate any existing or proposed patios, decks, cantilevers, etc.
- Include square footage of each floor, number of floors, and finished floor elevation of the first floor and basement floor, if applicable.
- Show locations of all entries, service doors, and overhead doors.
- Show location of all ground mounted mechanical units including air conditioning units, telephone pedestals, transformers, coolers, etc.

ARCHITECTURAL DETAILS

Buildings and structures shall be designed in conformance with Section XIV Architectural Standards.

- As part of the submittal for Site Plan approval, architectural elevations of all sides of a building or structure shall be submitted for review by the Planning and Zoning Commission and approval by the City Council. Elevations should include a description of the exterior materials, proposed colors, and show an outline of building mounted mechanical units, vents, etc. to verify screening is adequately considered.
- Show location and detail for all trash enclosures, grease traps, and any other outdoor service areas. The developer may be asked to substantiate the number of trash enclosures provided on site based on proposed use. At a minimum, the site plan must locate at least one refuse enclosure on site.

SIGNS

Signs shall be designed in conformance with Section XI Signs and Chapter 12 of the Zoning Ordinance. Sign design details shall be provided with the Site Plan.

- Show location of all permanent signs on site, including ground mounted, building, private traffic control, drive-through, canopy clearance, accessible parking, and fuel island signs, as applicable.
- Approval of the site plan does not include issuance of the required sign permits. Apply for and receive sign permits before installation.

SITE LIGHTING

Site Lighting shall be designed in conformance with Section XII Site Lighting.

- Show location of pole lights, wall pack lights, canopy lighting, uplighting, etc.
- Provide manufactures cut-sheets for all proposed lighting. Indicate on the cut-sheet the proposed fixtures.
- Provide a photometric footcandle contour map.

LANDSCAPING AND OPEN SPACE

Landscaping and Open Space shall be designed in conformance with Section XIII Landscaping and Open Space and Chapter 14 of the Zoning Ordinance.

- Show and label all proposed landscaping in accordance with the minimum quantity and size standards. A planting schedule including species and size should be included. The proposed landscaping treatment and ground cover shall be shown and labeled on the site plan.
- Show the location of all existing landscaping on the property. Identify the species and size of all trees 3" DBH or greater. Whenever practical, existing trees and vegetation should be preserved and incorporated into the overall design and layout of the site. Existing trees proposed to remain should be specifically identified for protection.
- Required open space shall be provided in conformance with Section XIII Landscaping and Open Space and Chapter 14 of the Zoning Ordinance.
- No site shall be dominated by a single species of trees or other landscaping. Preference shall be given to native plants, including native hardwood trees.

PEDESTRIAN CIRCULATION

See Section XV Site Circulation and Parking for additional details.

- Show 5' public sidewalks along public streets. Indicate whether the sidewalks are existing or proposed. Spot elevations are required to verify slope and cross-slope. Truncated domes are required at all commercial entrances, street crossings, and pedestrian ramps.
- In certain areas, the City requires 8' wide P.C.C. sidewalk recreation trails. Such trails must be shown on the site plan when required.
- Show location and dimensions of internal site sidewalks. Spot elevations are required to verify slope and cross-slope. Stoops are required at all exterior entrances where no sidewalk is provided and shall be shown on the site plan.

STREETS AND ACCESS

- A traffic impact analysis may be required during the review and approval of the site plan if it is determined that the proposed development may have significant impacts on the existing street system. The analysis shall be completed by a Professional Traffic Engineer and will be paid for by the applicant. The traffic analysis shall be in accordance with the latest recommendations of the Institute of Transportation Engineers and the Iowa DOT, as appropriate. The scope of the analysis shall be based on the magnitude of the project and approved by City staff.
- Show all proposed driveway accesses to public and private streets. Include existing drives for adjacent properties, if in close proximity.
- Show required public street improvements, if any. All public improvements shall require Construction Drawings prepared for approval by Council. The magnitude of the required public street improvements is determined by the Comprehensive Plan, Development Plan, Master Plan, Traffic Analysis, or similar. All public improvements shall require Construction Drawings prepared for approval by Council.

- Show all proposed private streets, if applicable. See Section XV Site Circulation and Parking for additional details.

VEHICULAR CIRCULATION AND PARKING.

See Section XV Site Circulation and Parking for additional details.

- Label required parking stall and driveway setbacks.
- Include a curb and gutter detail.
- Show existing and proposed parking stalls and drive lanes. Include a typical detail for stall dimensions, and label any stalls that differ from the typical. Dimension all aisle and drive-by lane widths to back of curb.
- Show and dimension accessible parking. Sidewalk drops or ramps with spot elevations to determine proper slope and cross-slope shall be shown. Detail and location of accessible parking signs shall be noted.
- Illustrate sufficient turning movement around parking aisle ends and/or buildings to accommodate emergency vehicles, trash trucks, delivery vehicles, etc. Use of turning templates may be necessary.
- Identify material type and thickness of pavement to be used for driveways, truck routes, and parking areas. Permeable pavement may be approved in appropriate situations. A construction detail of the subgrade preparation and pavement material shall be included on the site plan.
- Indicate the vertical clearance on canopies and other architectural features. A sign may be required indicating clearance height.
- Show proposed ingress/egress easements, if appropriate. Ingress/Egress Easements may be required to maintain access to and from an adjoining property, generally in conformance with a Development Plan, or due to access limitations on the public street.
- Show location of loading stalls and associated loading docks or overhead doors, if applicable.

FIRE PROTECTION

The site plan shall provide for adequate fire protection for all structures on the site, whether existing or proposed. Fire hydrant coverage shall be in accordance with the adopted Uniform Fire Code and local amendments.

- Show a 400’ radius for fire hydrant coverage. If the proposed development is a fully sprinklered building, a 600’ radius for fire hydrant coverage is required. Fire protection shall also be reviewed based on the size, number of stories, and configuration of the building to ensure adequate access to all sides of the building.
- The site and building plans shall provide any information requested so the City may prepare a fire pre-plan. Examples of typical information include: location of fire hydrants, location of FDC, all utility shut-offs, all exists from any building, interior wall layout of any building, location of any hazardous materials.

EASEMENTS

- Indicate existing easements of record, including the recorded Book and Page number.

- Show proposed utility, parking, detention, overland flowage, ingress/egress, etc. easements. Provide a signed Easement Document, including legal description, for all necessary easements on a form that has been approved by the City Attorney. Easement documents shall be approved by Council and recorded. Final easement widths shall be approved by Public Works.
- Show easements intended to be vacated. Submit a copy of the recorded easement and legal description in .docx or equivalent format. Easement vacation requires a public hearing.

GRADING

- Show and label the limits of the floodway, floodplain, and BFE based on the most recent FEMA Flood Insurance Study, if applicable.
- Existing contours must be shown on the grading plan. Typically, a 1-foot contour interval should be used. Some unique sites may use a 2-foot contour interval.
- All proposed grading must be shown on the grading plan at a 1-foot contour interval. In unique cases, a 2-foot contour interval may be used.
- Grading in parking lots must be shown to indicate positive drainage to intakes. Include spot elevations as necessary to clarify drainage pathways.
- All steep slopes shall be clearly labeled on the site plan. The preferred maximum slope is 4:1. In no case shall a maintained slope be greater than 3:1. Retaining walls are required where slopes steeper than 3:1 would be required, except along banks of major drainage ways. Bank and slope protection is required.
- A detail of all proposed retaining walls shall be included on the site plan. Detail shall include the materials, construction method/type, and top and bottom of wall elevations. See Section XIV Architectural Standards for more information.

PRIVATE UTILITIES

- Show location and size of service lines.
- Indicate the location of all existing and proposed telephone or cable lines and pedestals; fiber optic lines and equipment boxes; and electrical lines and transformers. All existing utility equipment that will be altered due to grading should be noted on the plan. Manholes, handholes, or similar will need to be adjusted to grade as necessary.
- Note whether the building will be sprinkled and show location of FDC.
- Note whether an irrigation system is provided and show location of meters for townhome or condominium site plans.
- Show location of water meters for townhome or condominium site plans.
- Show location of floor drains and include a note that all floor drains must connect to the sanitary sewer system.
- Note the location of all proposed grease traps inside or exterior to the building.
- Show the location of any required oil/water separator and provide a construction detail of the structure.

PUBLIC UTILITIES

See Section XVI Utility Standards for more information.

- Construction drawings shall be provided for all public utilities, including water, sanitary sewer, and storm sewer. Public utilities shall require construction observation by the City Engineer. Provide a signed copy of all required Iowa DNR construction permit application forms for approval with the site plan.
- Water System
    - Show the location of all existing water mains, hydrants, and valves. The pipe material (if known) and pipe size should be labeled. Adjustments to all valves, hydrants and appurtenances shall be noted. The mains should be labeled as private or public.
    - Show the location of all proposed water mains, service lines, hydrants, and valves. Label pipe size and material. The mains should be labeled as private or public. Construction drawings shall be provided for all public water mains. Public water mains shall require construction observation by the City Engineer. Provide a signed copy of all required Iowa DNR construction permit application forms for approval with the site plan.
    - Water mains should be extended to the boundaries of the site if the adjacent property has not yet been serviced, or to complete required water main loops. Extensions shall be in conformance with the most recent water system study and model. Details for the most recent study and model can be requested from the Public Works Department.
- Sanitary Sewer Lines and Services
    - Show the location of all existing sanitary sewer lines and manholes. Label the rim elevation, invert elevation, and flowlines of all pipes. Label pipe size and material, if known. Adjustments to all manholes, including replacement of casting if damaged or if type is incorrect, shall be noted. The lines should be labeled as private or public
    - Show the location of all proposed sanitary sewer lines and manholes. The pipe size, material, length, and slope shall be labeled. The manhole type, casting type, rim elevation, invert elevation, flowlines, and drop connections, if applicable, shall be labeled. The lines should be labeled as private or public.
    - Sanitary sewers shall be extended to the boundaries of the site as required in in conformance with the most recent sanitary system study. Details for the most recent study can be requested from the Public Works Department. Service extensions shall be of appropriate size, depth, and capacity to provide for the full-service area.
- Storm Sewer Lines and Services
    - Show the location of all existing storm sewer lines, culverts, manholes, intakes, and flared-end-sections. Label the rim elevations, invert elevation, and flowlines of all pipes. Label pipe size and materials, if known. Adjustments to all structures shall be noted. The lines should be labeled as public or private.
    - Show the location of all proposed storm sewer lines, structures, manholes, and intakes. The pipe size, pipe material, length, and slope shall be labeled. The structure type, casting type, rim elevation, invert elevations, and flowline elevations shall be labeled. The lines should be

labeled as public or private. Certified calculations shall be provided demonstrating appropriate capacity has been provided in all pipes.

STORMWATER MANAGEMENT

All projects are subject to the requirements of the most current version of the *Post-Construction Stormwater Management Manual.* Show the location and size of stormwater features, associated details, and notes, as necessary.

VI. PRELIMINARY PLAT REQUIREMENTS

Preliminary Plat drawings having a maximum size of 24” by 36”. Seal, date, and signature blocks must be provided for Professionals licensed in the State of Iowa. The following information must be clearly shown on the Preliminary Plat:1 O 2 E

NARRATIVE INFORMATION

The following information must be clearly listed on the Preliminary Plat to be considered complete. See Appendix C. Narrative Information for the required formatting and details.

- Property Owner.
- Developer/Applicant (if different than property owner).
- Plan Preparers.
- Zoning Information Summary.
- Provide the total site area in square feet and acres.
- Proposed Use(s) of Plat, e.g. Single-Family Residential, Townhome, Office, Restaurant, etc.
- List the utility providers.
- Include the full metes and bounds legal description of the property.

GENERAL AND SURVEY INFORMATION

- Include north arrow for site plan, vicinity sketch and details, as necessary.
- Minimum scale of site plans shall be 1” = 60’
- The vicinity sketch should show all property within 500 feet. Additional area may be shown to provide surrounding development context. Highlight subject property.
- Cleary indicate the preliminary plat boundary with a heavy line type.
- Label bearing and distances or curve data along preliminary plat boundary.
- Show the boundaries of all adjacent properties, including those across rights-of-way, and list subdivision name and lot numbers, if applicable. If adjacent properties are not platted, list current owner information.
- Note the appropriate City of Clive benchmark.
- Show the location of any existing buildings, streets, sidewalks, bike trails, railroad tracks, rights-of-way, water bodies, etc.
- Illustrate the limits of any existing tree or wooded areas. Show the location, size and species of all vegetation 3” DBH or greater.

LOT INFORMATION

- Indicate boundaries and provide dimensions for all lots within the Preliminary Plat.
- Number each lot 1, 2, 3, etc. Proposed outparcels, including those to be dedicated to the City of Clive, should be designated as Outlot X, Y, Z, etc.
- Indicate the total area of all lots and outlots in acres and square feet.
- Label all required building setbacks on any commercial property, townhome, or multi-family lots. For single family lots, label front yard setback along all public and private streets.
- Show and label the limits of the floodway, floodplain, and BFE based on the most recent FEMA Flood Insurance Study, if applicable.

EASEMENTS

- Indicate any existing easements of record. Include the recorded Book and Page number for reference.
- Show any proposed utility, parking, detention, overland flowage, landscape buffer, ingress/egress, etc. easements. Final easement widths shall be approved by Public Works.
- Show easements intended to be vacated. Submit a copy of the recorded easement and legal description in .docx or equivalent format. Easement vacation requires a public hearing.

GRADING

- Show and label the limits of the floodway, floodplain, and BFE based on the most recent FEMA Flood Insurance Study, if applicable.
- Show existing contours at 1-foot intervals. In unique cases, a 2-foot contour interval may be used. The existing drainage paths must be clearly identified.
- Show all proposed grading at 1-foot intervals. In unique cases, a 2-foot contour interval may be used.

STREETS

Show the location of all proposed streets and address the following information:

- Label the width of all street rights-of-way.
- Label the width of all streets from back of curb to back of curb.
- Label the street radii of approaches at street intersections.
- Horizontal curves shall be labeled and meet the specifications for centerline radius requirements as specified in SUDAS.
- Vertical street grades and curves shall be labeled and meet the requirements as specified in SUDAS.
- Streets should be extended to the boundaries of the plat. Temporary turnarounds must be provided at dead ends that will be extended with future development.

WATER MAINS

- Show the location of all existing water mains, hydrants, and valves. The existing pipe sizes must be labeled. The mains should be labeled as private or public.
- Show the location of all proposed water mains, hydrants, and valves. The proposed pipe sizes must be labeled and be of sufficient size to accommodate all serviceable areas. The mains should be labeled as private or public.
- Water mains should be extended to the boundaries of the plat and be sized to serve future adjacent development.

SANITARY SEWER LINES AND SERVICES

- Show the location of all existing sanitary sewer lines and manholes. The existing pipe sizes must be labeled. The mains should be labeled as private or public.
- Show the location of all proposed sanitary sewer mains and manholes. The proposed pipe sizes must be labeled and be of sufficient size to accommodate all serviceable areas. The mains should be labeled as private or public.
- Sanitary sewer mains should be extended to the boundaries of the plat and be sized and constructed to a depth to serve future adjacent development.

STORM SEWER LINES AND SERVICES

- Show the location of all existing storm sewer lines, intakes, manholes, and outlets. The existing pipe sizes must be labeled. The mains should be labeled as private or public.
- Show the location of all proposed storm sewer mains, intakes, manholes, and outlets. The proposed pipe sizes must be labeled and be of sufficient size to accommodate all serviceable areas. The mains should be labeled as private or public.
- Public storm sewer mains should be extended to the boundaries of the plat.

STORMWATER MANAGEMENT

- All projects are subject to the requirements of the most current version of the *Post-Construction Stormwater Management Manual.* Show the location and size of stormwater features, associated details, and notes, as necessary.
- Stormwater Management facilities shall be designed to enhance the overall plat development whenever possible.
- Wherever possible, multiple and continuous tracts of land under one ownership will be designed to provide stormwater management facilities for the entire tract.
- The 100-year water surface elevation for stormwater detention facilities shall be labeled and delineated on the Preliminary Plat.
- Minimum Protection Elevations shall be shown on the preliminary plat and in the stormwater management plan. Final MPEs will be established and recorded with the Final Plat based on the as-built information.

MISCELLANEOUS ITEMS

- Delineate and label any required landscape buffers. A detail of standard planting types, quantities, and spacing should be provided. Berm and fence detail should be included, if applicable.
- A table identifying the required open space amount on each lot shall be provided. Minimum open space is not applicable to residential subdivisions.
- Show the location of any proposed common areas, structures, and/or features.
- Show the location of proposed ground mounted signs. Sign design details including size, construction material, and height shall be provided with the preliminary plat for residential subdivisions, and with the site plan for non-residential subdivisions.
- The City of Clive requires that all residential development share in the provision and/or development of the municipal parks system. Parkland dedication is required at a rate of 8.36 acres per 1,000 residents. Projected population is based on the following assumed average household size:

Average Household Size	
Single-Family Residence	2.7 persons
Multi-Family Residence	1.25 persons
Townhome Residence	2.0 persons

VII. FINAL PLAT REQUIREMENTS

Final Plat drawings are typically prepared as paper size ARCH D or ANSI D. Final Plat drawings have a maximum size of 24” by 36”. Seal, date, and signature blocks must be provided for Professionals licensed in the State of Iowa. The following information must be clearly shown on the Final Plat.

NARRATIVE INFORMATION

The following information must be clearly listed on the Final Plat to be considered complete. See Appendix C. Narrative Information for the required formatting and details.

- Name of Plat. Include a distinct name that has not been used previously.
- Property Owner.
- Plan Preparer.
- Metes and bounds legal description.
- Total area of plat in square feet and acres.

REQUIRED FINAL PLAT ILLUSTRATIONS

- North Arrow.
- Maximum scale shall be 1” = 60’.
- Show the plat boundary with a heavy line type.
- Show all lot lines including bearing and distances.
- Number each lot 1, 2, 3, etc. Proposed outparcels, including those to be dedicated to the City of Clive, should be designated as Outlot X, Y, Z, etc.
- Indicate the total area of all residential lots and outlots in square feet. For commercial Lots and Outlots include the total area in acres and square feet.
- Include the addresses of all lots. Addresses will be provided by the Community Development Department at the time of the first review comment letter.
- Label all required building setbacks on any commercial property, townhome, or multi-family lots. For single family lots, label front yard setback along all public streets.
- Show the boundaries of all adjacent subdivisions and lots.
- Indicate street names and label as public or private. Street names will be provided by the Community Development Department at the time of the first review comment letter.
- Indicate all found and/or set monuments.
- Include two ties to identifiable survey point (section corners).
- Include delta, radius, length, tangent, chord, and chord bearing for curve data, as necessary. A separate table may be used if needed.

- Indicate any existing easements of record. Include the recorded Book and Page number for reference.
- Show any proposed utility, parking, detention, overland flowage, landscape buffer, ingress/egress, etc. easements.

REQUIRED FINAL PLAT DOCUMENTS

All required final plat documents, easements, signed originals, and fees will be provided for staff review prior to the item being placed on a City Council agenda. Final Plats with public improvements shall not be taken forward for Council approval unless Construction Drawings have been previously approved or will be simultaneously approved by City Council. Agreements to Complete may be necessary with final plat approvals depending on development specifics.

- Attorney's Title Opinion.
- Consent to Plat from all property owners, mortgagees, etc.
- Treasurer's Certificate.
- Auditors Certificate/Subdivision Name Approval.
- Warranty Deeds for all dedicated streets, parkland, and/or other dedicated property, if applicable. Groundwater Hazard Statement is required unless exempt under Iowa Code section 558.69.
- Declaration of Covenants, Conditions, and Restrictions, if applicable.
- Homeowner's Association documents, if applicable.
- Easements documents with legal description. Easements shall be in a form acceptable to the City Attorney. Final easement widths shall be approved by Public Works.
- Provide a copy of an accepted MidAmerican Energy street light plan and installation contract signed by the developer.
- Provide a copy of an accepted MidAmerican Energy electric and gas, if applicable, distribution plan and installation contract signed by the developer.
- Fee information is project specific and will be provided by staff at the time of the first review comment letter. Typical fees are sanitary trunk sewer hook-up, regional stormwater detention, master planning, sewage treatment plant, and deferred assessment fees.
- Once reviewed and all comments addressed, submit nine full size (typically ANSI D or ARCH D) and one 11" x 17" reduced size stamped and signed copies of the plat drawing for recording and distribution.

VIII. AS-BUILT REQUIREMENTS

- As-built drawings having a maximum size of 24" by 36". Seal, date, and signature blocks must be provided for Professionals licensed in the State of Iowa. The following information must be clearly shown on the as-built and a digital *.dwg or *.dgn design file shall be submitted.

NARRATIVE INFORMATION

The following information must be clearly listed on the as-builts to be considered complete. See Appendix C. Narrative Information for the required formatting and details.

- Name of Plat or development project.
- Property Owner.
- Plan Preparer.
- Coordinate system of survey data
- Survey datum used (state plane coordinates and NAVD 88 datum)

SUBDIVISION PLATS

- Grades showing the constructed condition and design condition. Include breaklines, swales, and berms. Within city easements, include sufficient resolution to determine overland flow.
- Water Mains. Indicate the final materials of all pipes and fittings. Include xy location of all pipes, fittings, hydrants, and curb stops.
- Sanitary Sewer. Indicate the design and constructed materials and conditions for rims, pipe slopes, and elevations.
- Critical Crossings. Location and separation distances for all critical crossings with separation less than 18 inches.
- Grade and elevation details for stormwater features and associated structures and pipes. At the time of the site as-built, provide signed confirmation of the constructed basin volume calculations by the contour-area method. Constructed survey is required for elevations of all rims, the inverts of all flow lines, orifices/orifice plates, and weirs. Deviation from the design conditions may require resubmittal of the model.
- Streets, Trails, and Sidewalks. Indicate the design and constructed conditions for elevations of sidewalk and trail ramps.
- Hydrant assemblies. Include the material, type, and size.

COMMERCIAL LOTS

- Grades for certain easements on the property to verify finished conditions allow for necessary access. Both design and constructed conditions should be shown.
- Grade and elevation details for stormwater features and associated structures and pipes. Both design and constructed conditions should be shown. At the time of the site as-built, provide signed

confirmation of the constructed basin volume calculations by the contour-area method. Constructed survey is required for elevations of all rims, and the inverts of all flow lines, orifices/orifice plates, and weirs. Deviation from the design conditions may require resubmittal of the model.

- Details for public improvements. Refer to the Subdivision Plats section above.

RESIDENTIAL LOTS

An as-built is required for individual residential lots prior to issuance of a Certificate of Occupancy when the structure is within 1 foot of the required property line setback. The as-built must verify the setback requirement has been met.

An as-built may also be required for certain easements on the property to verify final grades allow for necessary access.

IX. REZONING SKETCH REQUIREMENTS

NARRATIVE INFORMATION

The following information must be clearly listed on the Rezoning Sketch to be considered complete. See Appendix C. Narrative Information for the required formatting and details.

- Property Owner.
- Developer/Applicant (if different than property owner).
- Plan Preparer.
- Include the full metes and bounds legal description of the property to the center line of adjacent rights-of-way, if applicable. If the property is to be rezoned into several zoning districts, a metes and bounds legal description of each zoning area should be provided. If multiple properties are involved, a legal description of each property should be provided. The subdivision and lot legal descriptions are acceptable for individual properties making up the whole rezoning.
- Current zoning of property, including Floodway or overlay districts.
- Proposed zoning of property.
- Adjacent Ownership Table including properties within 310', formatted as follows:

Property Identifier	Property Owner	Mailing Address	Property Area	Property Area within 310'	Percent of Consent Area*
1			sf/acres	sf/acres	%
2			sf/acres	sf/acres	%
Etc.					
**Percent of Consent Area is the area of the property actually within the 310' notification area, divided by the sum of the area of the qualifying 310' notification area (excluding rights-of-way, exempt properties, etc.)*					

REZONING ILLUSTRATIONS

- North Arrow.
- Scale of Drawing. Maximum scale shall be 1" = 100'.
- Vicinity Sketch. Show all properties within 500' of the subject property.
- Show the rezoning boundary with a heavy line type. The rezoning boundary should go to the centerline of any adjacent rights-of-way.
- Bearings and distances or curve data along boundary. Show information as platted and include measured information if different than platted information.
- Show all properties intersected by the 310' consent area. Assign a property identifier corresponding to the Adjacent Ownership Table.

- Show the 310’ consent area limits with a heavy line type.

REQUIRED REZONING DOCUMENTATION

- Rezoning Application.
- Metes and bounds legal description in .docx or equivalent format.
- A rezoning petition with the original signature of property owner requesting the City of Clive to rezone the property. If the rezoning request is not supported by the owners of property comprising at minimum 50.1% of the land area included within the 310’ consent area, the petition must first be approved by the City Council.
- Rezoning consents with original signatures shall be provided from property owners comprising at minimum 50.1% of the land area included within the 310’ consent area.
- Rezoning Illustration showing only the items listed above.
- Development Concept Plan. The development concept must be a separate document from the rezoning illustration. The amount of detail required on the development concept will vary depending on the specific rezoning proposal.
- Narrative to support the rezoning request.

X. DEVELOPMENT PLAN REQUIREMENTS

At the discretion of the Community Development Director, additional information may be required during the review of the Development Plan application. Additional information may be requested if the property has unique features or when information is needed to ensure conformity with the adopted Land Use Plan.

NARRATIVE INFORMATION

The following information must be clearly listed on the Development Plan to be considered complete. See Appendix C. Narrative Information for the required formatting and details.

- Property Owner.
- Developer/Applicant (if different than property owner).
- Plan Preparer.
- Legal Description of Property.
- Zoning Information Summary.
- Development Information Summary.
- Open Space Summary.

GENERAL AND SURVEY INFORMATION

- North Arrow. Include for Development Plan, Vicinity Sketch and details as necessary.
- Scale of Drawing. Minimum scale shall be 1" = 60'
- Vicinity Sketch. Show all property within 500' of subject property. Additional area may be shown to adequately locate the property and provide surrounding development context. Highlight subject property.
- Site Boundary. Cleary indicate the site property lines with a heavy line type.
- Bearing and Distances or Curve Data along boundary. Show information as platted. Include measured information if different than platted information.
- Lots and Boundaries. Show the proposed and/or actual lot lines. Indicate the total area of the individual lots, in acres and square feet.
- Adjoining Lots. Show the boundaries of all adjacent properties, including those across rights-of-way, and list current owner information and subdivision name and lot numbers, if applicable.

DEVELOPMENT PLAN INFORMATION

- General Grading. Show existing topography. Show proposed grading including special features such as ponds, retaining walls, significant slopes, etc.
- General Building Footprint.
    - Show and label the required front yard, side yard and rear yard building setbacks.

- Include a general representation of the maximum proposed building footprint on the site. Outdoor service areas (patios or decks) for restaurants should be shown if proposed. Label the proposed maximum individual building square footage and number of floors.

- Streets and Access.
  - Show the location of all nearby public streets, with medians, turning lanes and neighboring accesses labeled.
  - Show all proposed driveway accesses to the public street.
  - Show 5' wide public sidewalks along all public streets. Label any existing sidewalks that vary from the 5' width standard.
  - Show all proposed or required bike or pedestrian pathways.
  - Include a reasonable layout for internal site sidewalks showing access from the public sidewalks into the site and from the parking lots to the building. Internal sidewalks should also connect to other adjacent uses, as applicable.

- General Vehicular Circulation and Parking.
  - Label required parking stall and driveway setbacks.
  - Provide a layout for the required parking facility, showing circulation patterns and access for customer vehicles, service vehicles (semi and trash trucks), and emergency vehicle. A turning movement exhibit may be required.
  - Show the required number of parking stalls based on the maximum proposed building square footage. Refer to Section XV Site Circulation and Parking. Aisle widths shall be dimensioned.
  - Show the required number of loading stalls and identify the general location of any loading docks and/or service areas.

- General Utilities.
  - Show the general location of water mains, fire hydrants, water services. Water mains should be labeled as private or public.
  - Show the general location of sanitary sewer mains and services. Sanitary sewer mains should be labeled as private or public.
  - Show the general location of storm sewer mains and services, including stormwater management facilities. Indicate detention outlets and show flow to public storm sewer and/or drainage way.
  - Show the general location of fiber lines, handholds, cabinets, and vaults.

- Landscaping.
  - Show and label any required landscape buffer easements. A detail shall be provided showing required plantings, berms, and fencing within landscape buffers.

- Show required landscape screening around transformer, mechanical units, parking lot perimeter, trash enclosures, etc.

- Show location of trash or other enclosures, and required screening.
- Show the location and setback of all proposed ground mounted signs. A detail should be provided indicating the general dimensions, construction materials, height, and illumination consistent with the design standards found in Section XI Signs.
- Provide building elevations, perspective drawings, photos or examples of similar buildings, computer renderings, etc. representing the architectural character of the proposed development. The information should at a minimum suggest the major building material elements (i.e.: primarily brick and glass with EFIS. banding). Additionally, the information should illustrate the general roofline (i.e.: residential style gable roof and proposed design elements such as dormers).

REQUIRED DEVELOPMENT PLAN DOCUMENTS

- Typically, a development agreement is required with zoning changes. The development agreement is a legal document that will be drafted by the City based on commitments and agreements between the city, developer, and other involved parties. Document can include items such as timing or phasing of development, participation of public improvements, and/or other agreements related to specific future site development.
- Declaration of Easements, Restrictions and Covenants, if applicable, will be prepared by the applicant's attorney. The document will be reviewed by staff prior to being presented to City Council for approval. Document will generally include the following: establishment of easements, responsibility for open space preservation and landscaping maintenance, trash receptacles and collection, temporary structure or uses, architectural uniformity, signage uniformity, noise and odor abatement, outdoor sales, lighting, use restrictions, and maintenance of common area.

XI. AMENDMENTS

SITE PLAN AMENDMENTS

Any proposed building or site modifications on a property in which a Site Plan was previously approved, or would now be required, shall obtain a Site Plan Amendment prior to commencement of any construction. A Site Plan Amendment shall be submitted, reviewed, and approved in the same process as described for Development Applications.

The originally approved Site Plan should be the base of the Site Plan Amendment. The areas affected on the original Site Plan should be clouded to indicate the location of the modifications. Additional detail pages should be provided to show the proposed modifications. All required information discussed in the Site Plan section should, if applicable, be included in the Site Plan Amendment submittal.

During the review of a Site Plan Amendment, staff will review the overall site for compliance with current zoning regulations. Any deficiencies will be resolved as a condition of approval of the Site Plan Amendment.

MINOR MODIFICATIONS

In the case of minor modifications of the Site Plan or development schedule, the Community Development Director may give approval if the decision does not modify the overall theme of the development, affect public safety, or result in the reduction of any minimum standard as provided in the Zoning Ordinance. Minor modifications shall include the following:

a. Lighting location and fixture type;

b. Location, height, and style of fences and walls;

c. Location, size, and construction materials of trash enclosures;

d. Location and size of building and monument signs;

e. Location of on-site sidewalks, except on City right-of-way;

f. Location, species, and size of plantings, provided the modification would have the same effective cover and screening;

g. Location, size, and construction materials of accessory buildings of less than 400 square feet;

h. Location and construction materials for accessory structures;

i. Reconfiguration of architectural features, including colors, and/or modifications of finished materials that do not alter or compromise the previously approved theme;

j. Minor relocation or addition of driveways or parking spaces.

Nothing contained herein shall be construed to allow the Community Development Director to vary the provisions of any statue, ordinance, or previous directives of the City Council. The Community Development Director shall have the discretion to refer any minor modification requests to the Planning and Zoning Commission for its review.

DEVELOPMENT PLAN AMENDMENTS

A Development Plan Amendment may be required if the proposed site development is not consistent with the previously approved Development Plan and/or Development Agreement.

The originally approved Development Plan should be the base of the Development Plan Amendment. The areas affected on the original Development Plan should be clouded to indicate the location of the modifications. Additional detail pages should be provided to show the proposed modifications. All required information discussed in the Development Plan section should be included in the Development Plan Amendment submittal, if applicable.

During the review of a Development Plan Amendment, staff will review the overall development request for compliance with current Zoning regulations. Any deficiencies will be resolved as a condition of approval of the Development Plan Amendment.

Development Plan Amendments shall be required if any of the following conditions apply:

- The proposed site contains uses or intensification of uses not previously approved.
- The proposed Site Plan contains 10% or more building square footage or dwelling units than previously approved.
- The proposed building has more stories than previously approved.

XII. SIGNS

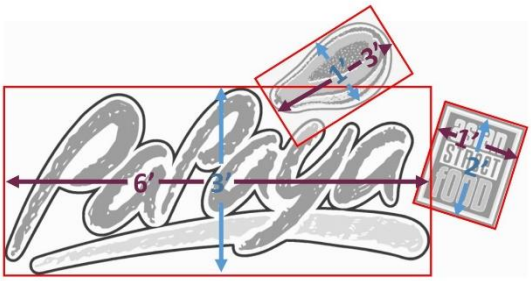
Most signs within Clive require a permit before installation. Please discuss your proposed sign with Planning Division staff before ordering or installing to ensure it complies with the size and design requirements, and that all necessary permits have been issued. Please note, development specific covenants may have stricter standards than the City's Ordinance.

SIGN AREA

- The area of a sign is determined using actual dimensions where practical, or approximate dimensions when irregularity of a sign warrants.

Table of Standard Geometric Shapes and Area Formulas	
Square or Rectangle	Height x Width
Circle	π x radius^2
Oval	½ Height x ½ Width x π
Triangle	½ Base x Height

- Signs with multiple design features may be calculated as their individual parts when there is a logical way to break up the sign area.



Area = (6 x 3) + (3 x 1) + (1 x 2) = 23



Area = (0.75^2 x π) + (8 x 1) = 9.8

Example. The red boxes identify distinct parts of the sign that can have the area calculated.



Example. The dashed blue line shows an unacceptable sign area calculation.

- When a sign features a backer board, the area of the backer board is included in the sign area.

- Building signs are typically allowed 1.5 square feet of sign area per linear foot of tenant frontage of the building. In the event the tenant space has a setback of 250' or more, two square feet of sign area per linear foot of tenant frontage of the building is allowed.
- Ground Mounted signs may be a maximum of 75 square feet when built at the required 15-foot setback. Signs built at the minimum 5-foot setback have a maximum sign area of 25 square feet. For permissible sign area at various setbacks, see Section 11-12-7 of the Code of City Ordinances.

SIGN ILLUMINATION

- Ground mounted and building signs may be illuminated.
- Signs may be lit from an external source when the lighting is an integrated part of the site design and landscaping plan.
- No sign shall have an exposed light diode or element; all sign lighting or illumination must be diffused.
- All sign lighting or illumination shall be dimmable, including electronic message centers.
- Illuminated building mounted signs adjacent to and directed towards residential developments shall be installed with an automatic timer that is programmed to turn the sign lighting or illumination off outside of regular business hours.

BUILDING MOUNTED SIGN DESIGN

- Backer boards are not intended to include architectural features of the building. If a colored background is a substantial and integrated part of the building design, it will not be calculated in the sign area.

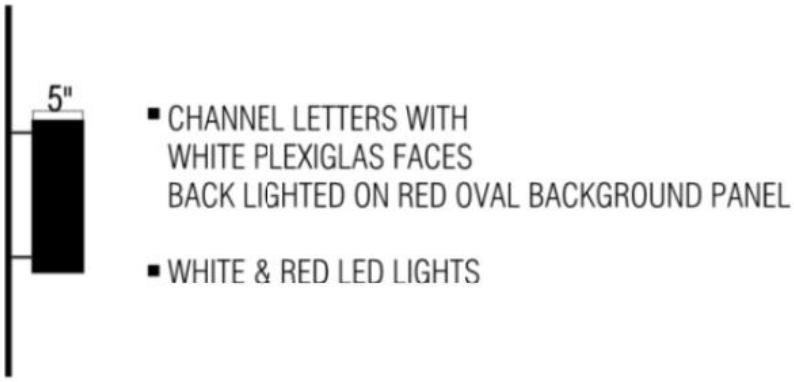


Example. The red siding on Casey's is not a backer board.

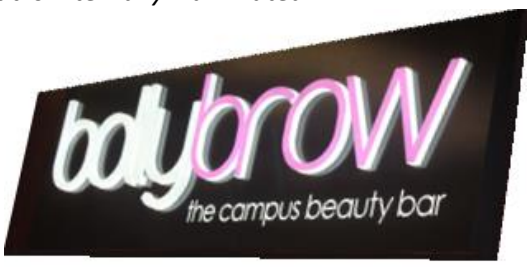


Example. The blue behind the Volvo sign is a backer board. The blue backer is intended to frame the sign area, and is not a substantial or integrated portion of the building's architectural design.

- Backer boards with design features shall use direct digital print or a single piece of applied vinyl to prolong the life of the sign and reduce wear.
- Backer boards may be illuminated or non-illuminated, but the individual dimensional letters on signs with a backer board must be illuminated.
  Example. Illuminated channel letters mounted on a backer board.



- Push-through or routed letters are permissible, but the signs must be internally illuminated.
  Examples. On the left is a push-through sign with illuminated letters. On the right is a routed sign that is internally illuminated.





- "Can" or "Cloud Channel" signs shall not meet the requirement that a sign be "principally comprised of individual" letters. "Can" signs may be utilized as capsule signs comprising no more than 25% of the installed sign area, as defined in the Zoning Ordinance.

Example. "Can" or "Cloud Channel" sign not in compliance.

Example. Applebee's logo "Can" sign in compliance with 25% of sign area.

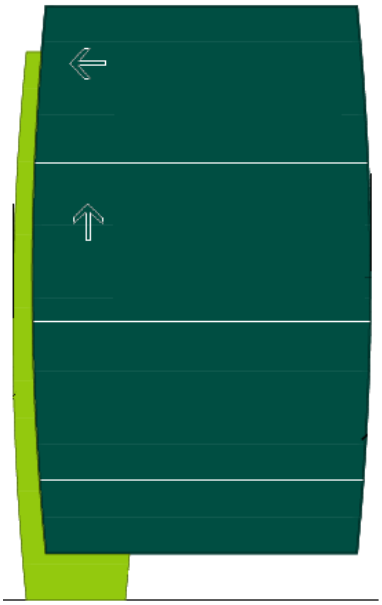
- Building mounted private traffic control signs are limited to two square feet. These signs do not count toward the total building sign area. In no case can a building mounted sign project more than 12" from the building face.
  Example. Building mounted private traffic control projecting from the building face.

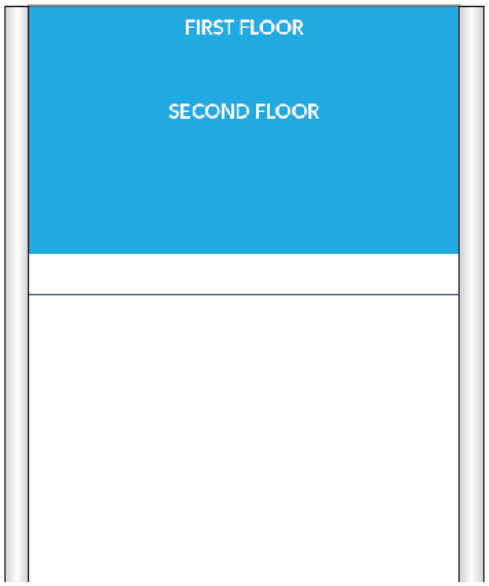


- Vinyl applied business identification may be used as private traffic control on rear service and delivery doors to aid in locating the correct business.

GROUND MOUNTED SIGN DESIGN

- Typically, ground mounted signs should have frost protected footings. Additionally, footings for signs over 5’ in height require a design prepared by a structural engineer.
- Materials for ground mounted or private traffic control signs shall be the same as or complimentary to the primary buildings on-site. Signs within a single development should match or be complimentary.





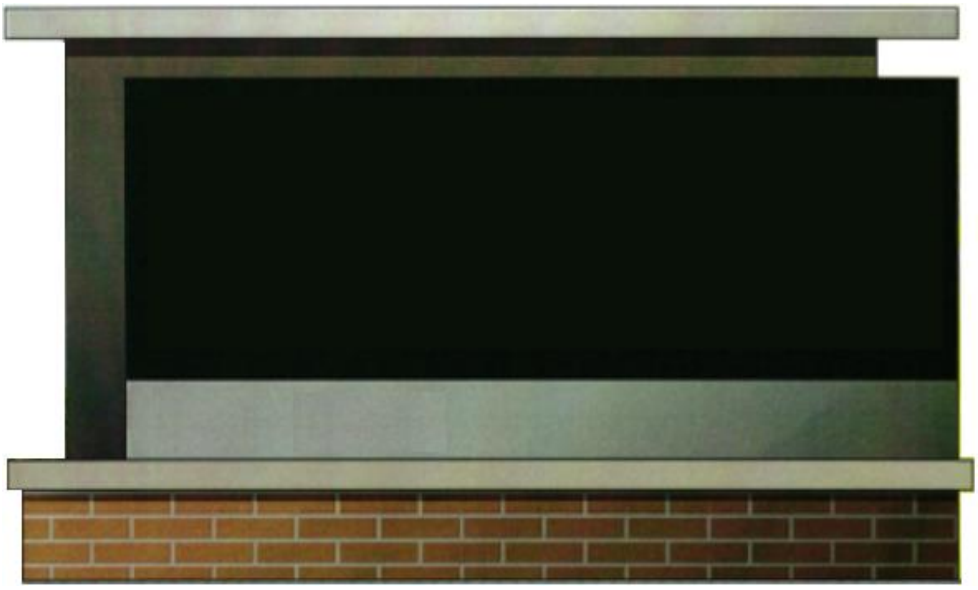
Example. These private traffic control signs are not complimentary and cannot both be installed within the same development.

- Ground mounted signs shall be designed with a 6” surround and 12” base made of brick, stone, block, architectural paneling, or similar high-quality materials that are similar and/or complimentary to the primary building. The top of the sign should be finished, and not be open to the sign cabinet. The sign area may either be a cabinet integrated into the sign surround, or dimensional letters applied to the sign face.



Examples. The sign on the left has a sign cabinet with changeable graphics. The sign on the right has letters and logos applied directly to the sign face. Both are acceptable, so long as the entire sign cabinet is surrounded by a high-quality finish material.

- Alternative designs for ground mounted signs may be approved, provided the design is of high-quality materials that completely surround the sign cabinet (if present), and the materials and design complement the development and associated buildings.

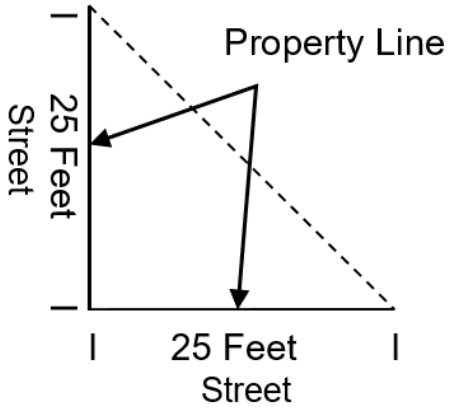


Example. This asymmetrical sign does not feature a consistent 6" surround matching the brick base; however, it utilizes materials and colors from the primary building and is of high-quality design. Graphics are directly mounted to the sign face. There is no exposed sign cabinet; the finished edge is an architectural paneling material.



Example. This sign is mounted directly on a retaining wall. The sign location complies with the maximum sign height, minimum required setbacks, and does not exceed the allowable sign area on-site.

- Placement of ground mounted signs shall not conflict with the 25' vision clearance area. Additionally, staff may require a proposed sign to be relocated if it is determined placement as proposed would create unsafe conditions at a driveway or similar point of conflict.



- Details for non-internal illumination, such as manufacturer cut sheet for light fixture and mounting location and height, must be specified on the site plan. In the event illumination is proposed to be added to an existing sign or a new sign that is not part of a site plan approval, the same details for non-internal illumination must be submitted to the City for approval by staff. Ground mounted lighting shall be incorporated into the site landscaping, and may require additional landscaping around the sign base.

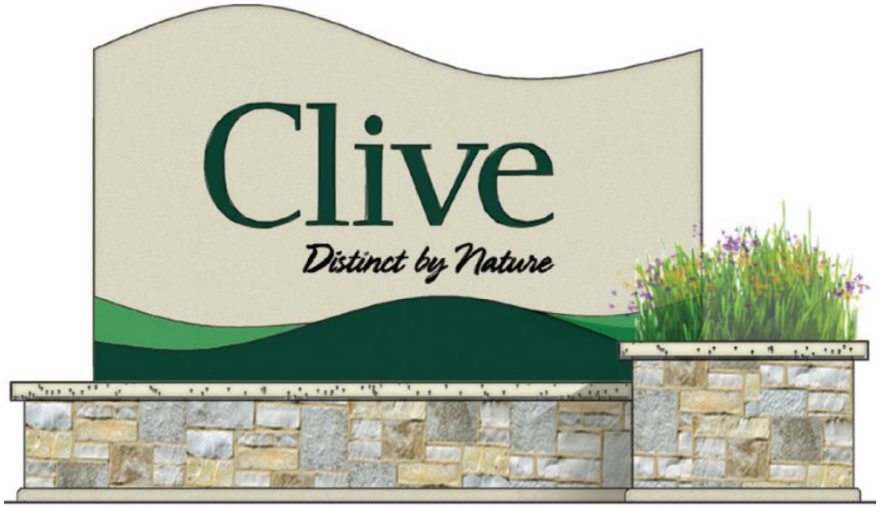
GROUND MOUNTED PRIVATE TRAFFIC CONTROL SIGNS

- Ground mounted private traffic control signs do not count toward the total permissible sign area.
- Ground mounted private traffic control signs do not require a sign permit; however, when a sign exceeds 4’ in height the construction services division should be consulted to ensure proper footings and wind loads have been met.
- Private traffic control signs should not include business names or logos.
- Generally, private traffic control signs should not exceed 20 square feet in size.
  Example. Private traffic control sign directing customers to an ATM. There is no business name or logo located on the sign.



PUBLIC FACILITY SIGNS

In 2012 the City of Clive completed a signage study and developed the live City-Wide Signage Master Plan. The intent of public facility signs is to create a unique and identifiable brand for the City through high-quality and consistent entry and wayfinding signage. The master plan identifies several types of public facility signs. In relation to private development, the relevant sign types are the Major and Minor Gateway signs. These signs are intended to identify entrance to the community at pre-determined intersections and key locations.



Example. Major Gateway sign from the 2012 Signage Study

To further the Master Signage Plan, the City has partnered with developers to include public facility signs at key properties throughout the community. City Council approves all public facility signs, with a recommendation from the Planning and Zoning Commission. Generally, when public facility signs are used to provide signage for both the City and the private development, the area of the sign dedicated to each should be approximately equal. Creativity in the sign design is encouraged, so long as the eden stone and Clive logos are an integral part of the sign.



Examples. Installations of Public Facility Signs in cooperation with private development. On the left is a ground mounted sign installed at Indian Hills Shopping Center. On the right is a building mounted sign installed at one of the Mercy facilities.

XIII. SITE LIGHTING

Site lighting should take the surrounding built and non-built environment into consideration. LED light fixtures shall have the following design requirements. In the event of a non-LED light installation, staff will determine a reasonable comparable value to those required herein. In the event that lighting is proposed next to residential development or other areas determined to be sensitive, City Council may require more restrictive lighting requirements.

- Lumens shall not exceed 22,500
- TM-15-11 BUG values shall not exceed B3 U0 G3
- K value shall not exceed 4,000. Adjacent to residential or sensitive areas a maximum K value of 3,500 should be utilized.
- Generally, footcandles at the property line shall not exceed 0. In some commercial developments it may be appropriate for lighting installation to extend across property lines and staff may recommend approval of a plan with footcandles greater than 0.
- Average footcandles for a commercial site shall not exceed 1.5.
- Average footcandles for a convenience store canopy, automotive sales, or other similar area shall not exceed 2.8.
- Footcandles near pedestrian and bicycle crossings shall be at minimum 1.
- Luminance uniformity shall be a priority and target an average to minimum ratio of 5:1, and a maximum to minimum ratio of 20:1. Some sites may have distinct use areas, for which staff may suggest luminance uniformity be calculated separately from other site areas.
- Flashing or pulsing lights, moving lights, strobe lights or rotating beacons shall be prohibited out-of-doors or visible from the out-of-doors.

PHOTOMETRIC PLANS

Photometric plans shall include the following lighting information in a summary table:

- Manufacturer identifier for each fixture type
- Quantity of each fixture type
- Mounting height of fixture. If the same fixture will be mounted at different heights, list it in the table for each mounting height.
- Minimum footcandles
- Maximum footcandles
- Average footcandles
- Average to minimum footcandles
- Maximum to minimum footcandles
- BUG values
- K value

POLE LIGHTS

- Maximum overall fixture height for pole lights shall be 30 feet. When adjacent to residential property, parks, or other sensitive areas, the overall maximum fixture height shall be 25 feet. The overall height shall be measured from the adjacent grade and include any footing above grade.
- Pole lights shall include a cut-off shield when adjacent to residential areas, parks, or other sensitive sites.
- Manufacturer cut sheets with the specific fixture model identified shall be submitted for review on all new pole light installations and for light kit replacements.
- A photometric footcandle contour map is required for new pole light installations or conversion of existing light kits to LED from other lighting types.

WALL PACK LIGHTS

- Maximum fixture mounting height for wall pack lights adjacent to residential property, public rights-of-way, or other sensitive areas shall be 13 feet. In the event the light is located above a door or similar facility on the building, a height adjustment may be approved by City Council through the site plan approval process.
- All wall pack lights shall be down cast models.
- Manufacturer cut sheets with the specific fixture model identified shall be submitted for review on all new wall pack light installations and for light kit replacements.

ARCHITECTURAL LIGHTING

- Uplighting to accent building form may be permitted through the site plan approval process when the fixture is located on the ground and screened with plant materials.
- Architectural lighting shall not have an exposed light diode or element; all lighting or illumination must be diffused.
- Architectural lighting not included in the site-specific photometric plan shall be dimmable.
- Ground mounted light fixtures must be screened with plantings.
- Manufacturer cut sheets with the specific fixture model identified shall be submitted for review on all new architectural lighting installations and for light kit replacements.
- Lights shall not be located in a manner that will impact a driver’s visibility within the site or on adjacent rights-of-way.
- These requirements are not intended to prohibit incidental string or catenary lighting around outdoor patios or similar spaces.

XIV. LANDSCAPING AND OPEN SPACE

EXISTING LANDSCAPING

- Whenever practical, existing trees and vegetation should be preserved and incorporated into the overall design and layout of sites. Preserved trees can be counted toward up to 50% of the total caliper of required trees. Preserved trees must at a minimum be protected by a snow fence collar around the drip line of the tree during construction. If a tree identified to be preserved dies following construction, the tree must be replaced with equal caliper.
- Healthy trees 3" or larger in caliper shall be included in the site survey. When such trees are removed from the site, they shall be replaced with trees equaling the removed caliper.
- Mitigation of the impacts from Emerald Ash Borer is a high priority. Landscape plans should identify either treatment of healthy ash trees or removal and replacement with alternative tree species.
- When landscaping is removed in violation of an approved site plan or plat, the caliper removed shall be replaced with trees equaling three times the removed caliper. Ash trees that are removed shall be replaced with an equal number of trees on-site; however, no caliper penalty will be applied.

MINIMUM OPEN SPACE REQUIRED

- The following minimum open space is required for the following zoning districts:

R-3	C-1	C-2	C-3	C-4	C-5	M-1	M-2	TC-1	TC-2	TC-3	TC-4
25%	15%	15%	25%	25%	25%	15%	15%	25%	varies	15%	20%

- Additional open space of 290 square feet per excess parking stall is required for parking exceeding the required calculation.
- Additional open space of 29 square feet per parking stall is required if a 9' parking stall width exception is approved.

LANDSCAPE BUFFERS

The more intense land use or zoning district shall provide required landscape buffer unless otherwise agreed to in a Development Agreement. Where adjacent property is down zoned, thereby requiring additional buffer, the rezoned property shall provide the additional required buffer. Required landscape buffers are exclusive of other site open space and planting requirements.

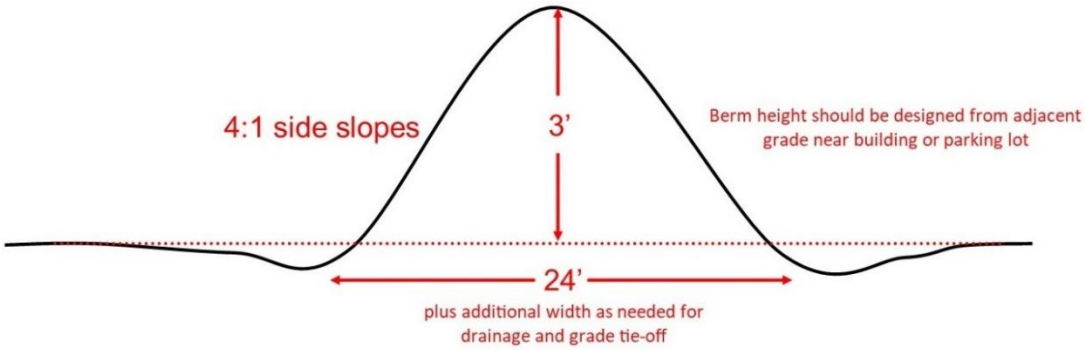
- Minimum buffer dimensions are based on adjacent Zoning District as follows. Minimum 30' buffers are also required for double frontage lots in R or M Districts, and for residential properties abutting arterial streets.

Minimum Buffer Dimensions (feet)									
	R-1, R-2, R-5	R-3	R-4	C Districts	M Districts	TC-1	TC-2	TC-3	TC-4
R-1, R-2, R-5 Districts	--	30	30	50	65	30	--	20	30
R-3 District	30	--	30	50	65	30	--	20	--
R-4 District	30	30	--	50	65	30	--	20	--
C Districts	50	50	50	--	30	--	30	--	--
M Districts	65	65	65	30	--	30	30	30	30
TC-1 District	30	30	30	--	30	--	20	--	--
TC-2 District	--	--	--	30	30	20	--	--	--
TC-3 District	20	20	20	--	30	--	--	--	--
TC-4 District	30	--	--	--	30	--	--	--	--

- Buffer Materials. All buffers shall provide the plantings as prescribed below. Additional buffer plantings or a fence may be required by the City Council on a case-by-case basis. When required, fences shall be constructed of substantial support elements, including, but not limited to brick, poured concrete, and stone. Steel posts shall not be considered appropriate.
- In some circumstances where utilities, stormwater facilities, or other conflicts exist, buffer trees may be located adjacent to the required buffer area. In these instances, larger caliper plantings will be required within the buffer area to off-set the relocated tree caliper.
- Whenever practical, existing trees and shrubs should be preserved and incorporated into the overall design of the buffer. Existing trees can be included toward the total number of required trees.

Buffer Material Requirements per 30 linear feet of buffer					
20 feet	1 Overstory	1 Evergreen	1 Ornamental	3’ berm	9 shrubs
30 feet	1 Overstory	2 Evergreen	1 Ornamental	3’ berm	--
50 feet	1 Overstory	3 Evergreen	2 Ornamental	3’ berm	--
65 feet	2 Overstory	4 Evergreen	2 Ornamental	3’ berm	--

- Buffer Easement. Buffers are typically required to be established as an easement approved by the City Council and recorded with the County.
- In limited circumstances, City Council may reduce the required buffer through the Site Plan or Development Plan approval process.



Berm Typical. Berms should typically be designed to 3'-4' in height with 4:1 side slopes. Berm height should be designed from the finished grade of the site near the building or parking lot. In most circumstances, the berm width will be 24'-32', plus additional area as needed for drainage and to tie-off grading.

MINIMUM SITE TREES REQUIRED

Tree plantings on sites developed prior to September 7, 2000 should be incrementally increased with requests for minor site changes. When a site is redeveloped or has modifications affecting 25% or more of the developed site area, it shall meet the current tree planting requirements.

- Commercial, Manufacturing, and Multi-Family projects require a minimum of 1.5 trees per 1,000 square feet of required open space.
- Single-Family and Townhome developments require two trees per dwelling unit. Street trees required along designated Parkway streets do not count toward the two required trees per dwelling unit.
- Minimum 50% of required site trees shall be overstory deciduous trees.
- Minimum 25% of required site trees shall be evergreen trees. Exceptions may be made for single-family and townhome developments, and other sites with unique needs.
- The remaining 25% of site trees may be comprised of overstory deciduous, evergreen, or ornamental trees.

PARKING OPEN SPACE AND LANDSCAPING

- Landscape islands are required for all rows of parking. At minimum 50% of landscape islands must include a deciduous overstory tree. The remaining 50% may utilize either overstory or ornamental trees. These trees count toward minimum site trees required. Tree health and longevity should be prioritized when designing landscape islands. Creativity is encouraged to heighten the green infrastructure of a site particularly related to landscape islands that support the future tree canopy.
- All site areas not dedicated to buildings, parking, pedestrian circulation, patios, or other approved hard surface require appropriate landscape treatment. These areas shall be landscaped with preserved site vegetation, sod, shrubs, native plantings, ground cover, or similar. Pavement, gravel, or other similar treatment shall not be considered appropriate.
- All stalls along the perimeter of the parking area require screening from general public view. The screening should be designed to shield and control automobile lighting by incorporating natural landscape and topography. Permanent earthen berms of approximately 2' in height are required in most circumstances.

- The setback between the parking area and the public right-of-way shall be landscaped with a minimum of one overstory deciduous tree per 40 linear feet of frontage, exclusive of driveways. Trees may be planted individually or in clusters.

MINIMUM PLANTING SIZES

At time of planting, the following minimum sizes shall be utilized for site trees, parking lot trees, and buffer trees:

- Overstory: 2 ½" caliper DBH. In some circumstances, 2" caliper may be allowed due to selected species and plant availability.
- Evergreen: 6' height at time of planting
- Ornamental: 1 ½" caliper DBH

LANDSCAPE SCREENING

- All ground mounted mechanical units, such as air-conditioning condensers, heat pumps, ventilation units, computer cooling equipment, exterior coolers, etc., shall be screened.
- Enclosures for dumpsters, grease traps, and other similar outdoor areas shall be screened with plantings.
- Utility structures and equipment visible from the public rights-of-way shall be screened with plantings.
- Landscape plantings used for screening shall be predominantly evergreen and/or provide seasonal interest year-round. A minimum height of approximately 48" at maturity should be provided.

BUILDING FOUNDATION AND SIGN PLANTINGS

Planting areas shall be included around ground mounted signs and building foundations visible to the general public or residential neighbors. Species diversity shall be provided. When selecting species, year-round interest should be accounted for.

SPECIES DIVERSITY

No site shall be dominated by a single species or genus of trees or other landscaping. For projects installing under 20 trees at least 2 genus of each tree category (deciduous, evergreen, ornamental) is required. For projects installing 20 or more trees, no genus shall account for more than 20% of the trees on-site. Preference shall be given to native plants, including native hardwood trees.

XV. ARCHITECTURAL STANDARDS

These architectural standards apply to all commercial and multi-family new buildings, building additions, expansions, exterior renovations and remodels within the City of Clive. Deviations from these standards may be granted at the full discretion of the City to ensure the employment of good design principals, quality building materials and harmonious aesthetics with the existing building or neighborhood, as well as the overall aesthetic style of the City.

ARCHITECTURAL ELEMENTS

It is the desire of the City of Clive that commercial and multi-family buildings employ façade articulation techniques in the building design. Façade articulation should emphasize architectural elements that add visual interest and divide the mass of a large building into smaller, identifiable parts. Common examples of façade articulation include windows and entries, vertical accent columns, changes in materials or colors, roofline modulation, and vertical building modulation or step backs.

- Commercial and multi-family buildings shall incorporate architectural design elements, materials, and colors into the side and rear building elevations similar to those used in the front building elevation percentages. Approved materials are listed in the Exterior Materials section of this chapter.

- Commercial and multi-family buildings shall incorporate architectural design elements, materials, and colors to differentiate between building stories for projects that exceed two stories or 30 feet in height.

- Roof mounted mechanical units, satellite dishes, venting, or other similar equipment on commercial and multi-family buildings shall be screened from the public view by the extension of a parapet wall or other roof structure. In the case where the parapet wall cannot feasibly screen the roof mounted equipment, point-in-place screening shall be required. Such screening shall have similar design features as the building including material, shape, and color considerations. Wooden fences shall not be considered appropriate.

- Commercial and multi-family buildings shall incorporate façade modulation in all building elevations. Commercial and multi-family buildings shall incorporate at least one (1) dimensional architectural element for any blank expanse of wall 50 feet measured linearly and 30 feet vertically per façade. For portions of buildings that generally do not have public views, access, or circulation, a blank expanse of wall shall be allowed up to 75 feet measured linearly and 30 feet vertically per façade. These elements will be proportionate to the building façade and should be utilized to reduce the perceived scale of the building. These following elements can be utilized:

    - Color, texture, or material change in conformance with the exterior materials section of this document.
    - A vertical architectural treatment a minimum of 12 inches in width.

- A horizontal architectural treatment or architectural banding a minimum of 12 inches in height.
- Pop-outs and/or offsets measuring at least four feet in depth.
- Columns or pillars.
- Variations in roof forms and height, such as decorative parapet arched, gabled, stepped, etc. or cornice treatments.
- Awnings with a minimum projection of 24 inches.
- Deep-set windows with mullions or decorative glazing.
- Covered walkways.
- Additional architectural details, such as tile accents, built-in planters, reveals, etc. are encouraged; however, these features are not sufficient to meet the intent of the façade modulation when used on their own.
- Other façade treatments as approved through the site plan review process.

- Additional landscape screening of large walls may also be required.

- Vertical Clearance. Canopies or other architectural features must be designed with adequate vertical clearance for site circulation. Staff may require additional clearance if determined to be necessary. Canopy signage indicating clearance may be required.

ARCHITECTURAL ELEMENTS: ACCEPTABLE EXAMPLES

Pop-outs and offsets 4 feet or greater





Vertical Architectural Treatments





Color, Texture, and material Changes





Architectural Banding



Awnings





Decorative parapet arched, gables, stepped, etc. or cornice treatments



Covered walkways





Varied roof forms or height





Deep-set windows with mullions or decorative glazing



Columns or pillars



ARCHITECTURAL ELEMENTS: LACK OF ARCHITECTURAL TREATMENT EXAMPLES



Vertical or horizontal expanse that exceeds prescribed maximum without acceptable architectural treatment.



EXTERIOR MATERIAL SELECTION

The building's exterior material selection shall be compatible with other buildings and structures in adjoining developments. All materials must be utilized in the application as intended by the manufacturer and follow proper installation requirements and standards, including management of water migration and installation of appropriate substrate material.

The city may recategorize a building material provided below or may categorize a building material not listed below if it finds that the material is similar or of higher quality to the other materials in the same category with regard to durability, quality, and appearance. Building materials are categorized into 3 classes: Primary, Secondary, and Trim/Accent.

PROHIBITED MATERIALS

In general, the use of metal panels, sheet metal, or fluted concrete blocks or panels will not be considered an acceptable exterior building or accessory building material in any residential or commercial district. This is not intended to prohibit the use of ACM, MCM, architectural concrete blocks, or similar architectural panel products.

MINIMUM MATERIAL REQUIREMENTS

The minimum material requirements shall be as follows; however, in the event a development proposes a specific design theme, the City Council may approve alternative design standards through the Site Plan or Development Plan approval process. All percentages shall be calculated on the total exterior surface area exclusive of glazed surfaces. Calculation breakdown shall be provided for each building façade individually and as a total area and percentage.

- Attached Dwelling Residential structures in any zoning district shall incorporate at minimum 20% primary materials.
- Multi-Family Residential structures shall incorporate at minimum 50% primary materials.
- C-1 and C-2 Districts. All facades of buildings facing a public right-of-way, visible from adjacent residential development, or generally accessible to the public as part of typical site circulation shall be consistent with the C-3 and C-4 District requirements below.
- C-3 and C-4 Districts. Structures shall incorporate at a minimum 60% primary materials on all facades. Trim/accent materials are not to exceed 15% of total façade materials.
- M-1 and M-2 Districts. All facades of buildings facing a public right-of-way, visible from adjacent residential development, or generally accessible to the public as part of typical site circulation shall be consistent with the C-3 and C-4 District requirements above.
- TC Districts. Refer to the adopted *NW 86th Street Corridor Design Guidelines* for commercial projects within the Town Center Zoning Districts.
- PUD Districts. Requirements for PUD Districts will be determined on a case-by-case basis and included in the associated Zoning Change and Development Agreement.
- In the case of existing buildings that are not within the architectural standards at the time of reinvestment or modifications to the exterior, steps shall be taken to meet the requirements of

the underlying zoning district as identified above. In unique circumstances, the City Council may approve deviations from the standards.

Exterior Material Class Tables

	Material Type	Primary	Secondary	Trim/ Accent	Description
MASONRY & STONE	Brick, Facing	✓			Fired brick meeting the standards of ASTM C216 within appropriate weathering index
	Brick, Thin Veneer	✓			Fired brick meeting the standards of ASTM C1088 within appropriate weathering index
	Brick, Paneling			✓	Prefabricated panels of thin veneer brick
	Brick, Other			✓	Brick materials intended for exterior installation, but not meeting the requirements of ASTM C216 or ASTM C1088 within appropriate weathering index
	Stone, Natural	✓			Natural stone selected and installed meeting the standards of ASTM C1528 and ASTM C1242
	Stone, Architectural Cast	✓			Highly refined architectural precast concrete masonry unit intended to simulate natural-cut stone with mortared joints and meeting the requirements of ASTM C1364 and ASTM C666
	Stone, Manufactured		✓		Manufactured stone selected and installed meeting the standards of ASTM C1670 and ASTM C1780
	Stone, Architectural Paneling			✓	A highly refined architectural precast concrete masonry unit intended to simulate natural-cut stone without mortared joints

	Stone, Other			✓	Stone materials intended for exterior installation, but not meeting the requirements of other listed stone materials
	Terracotta rainscreen panels	✓			Fired clay panels with a rainscreen wall anchoring system
	Stucco, genuine		✓		Traditional Portland cement-based stucco meeting the requirements of ASTM C926, ASTM C1063 and ASTM C1787

	Material Type	Primary	Secondary	Trim/ Accent	Description
METAL	Architectural quality, composite metal wall panel systems	✓			High quality composite metal panels for decorative surface application, e.g. Alucobond
	Architectural quality, insulated metal wall panel systems	✓			High quality insulated metal panels for decorative surface application with concealed fasteners, e.g. Centria Formawall Dimension Series
	Architectural quality metal wall panel systems, concealed fastening			✓	High quality metal panels for decorative surface application with concealed fasteners, e.g. Firestone Delta
	Architectural quality metal wall panel systems, exposed fastening			✓	High quality metal panels for decorative surface application with exposed fasteners, e.g. Firestone Omega
	Metal (panels, siding, and trim)			✓	Standard metal siding and panels, painted or coated for exterior application

	Material Type	Primary	Secondary	Trim/ Accent	Description
CONCRETE AND CONCRETE MASONRY UNITS	Burnished/ ground-faced block		✓		Architectural concrete modular blocks, smooth finish with large aggregates visible or polished finish with mortared joints meeting the requirements of ASTM C90
	Patterned or shaped block		✓		Architectural concrete modular blocks, face surface has pattern or shape, not flat, with mortared joints meeting the requirements of ASTM C90
	Split-faced block		✓		Architectural concrete modular blocks, rough, split-faced finish, with mortared joints meeting the requirements of ASTM C90
	Smooth/ flat-faced block		✓		Architectural concrete modular blocks, plain, flat finish, with mortared joints meeting the requirements of ASTM C90
	Cast-in-place concrete		✓		Architecturally designed cast-in-place concrete with a high quality patterned, textured, or smooth surface created by board forms or decorative concrete form liners meeting the cast stone requirements of ASTM C1364 and masonry cement standards within ASTM C91. May be painted.
	Site cast and precast concrete panels		✓		Site cast and precast concrete panels with a plain, smooth finish meeting the cast stone requirements within ASTM C1364, and masonry cement standards within ASTM C91. May be painted.

	Material Type	Primary	Secondary	Trim/ Accent	Description
GLASS	Clear glass (windows, curtain walls, paneling systems)	✓			Clear glass with no visible tint, reflective coating, coloring, or other covering (not including low-e or UV coatings or treatments) meeting the requirements of ASTM C1036
	Spandrel Glass		✓		Opaque glass panels with a fire-fused ceramic grit paint; typically used between vision areas of windows to conceal structural columns floors and shear walls meeting the requirements of ASTM C1036
	Glass Blocks/ Bricks		✓		Hollow translucent block of varying shapes and sizes made entirely from glass.
	Translucent wall panel and skylight systems		✓		Polycarbonate panels in a concealed aluminum support system, e.g. CPI Daylighting UniQuad
	Mirrored, opaque, tinted, or color applied glass			✓	Glass with a a reflective, tinted, or colored coating or finish, or otherwise treated to produce a tint that reduces its opacity

	Material Type	Primary	Secondary	Trim/ Accent	Description
OTHER MATERIALS	Architectural quality fiber cement wall panels textured to resemble stone or metal		✓		The highest quality fiber cement wall panel systems textured to resemble stone or metal with concealed fasteners meeting the requirements of ASTM C1186, e.g. Nichiha
	Cement fiber board		✓		Cement panels reinforced with cellulose fibers meeting the requirements of ASTM C1186
	Exterior Insulation and Finish System (EIFS)		✓		Polystyrene foam covered with a synthetic stucco meeting the requirements of ASTM C1397
	Wood panels and siding			✓	Authentic hardwood or exterior rated, rot-resistant wood paneling and siding
	Shou Sugi Ban			✓	Wood that is charred and coated with a natural oil to make it both attractive and weather resistant
	Composite wood panels, siding, and trim			✓	Composite or other synthetic wood types, e.g. LP SmartSide
	Vinyl and PVC panels, siding, and trim			✓	Exterior siding and trim that is made from a synthetic resin or plastic.
	Ceramic			✓	Non-load bearing ceramic tile adhered to a wall surface or wall anchoring system

EXTERIOR COLOR SELECTION

The building's exterior color scheme shall utilize primarily muted, neutral, or earth tone colors. The primary use of bright, intense, or extreme colors not consistent with the adjoining developments shall not be permitted in any zoning district. This regulation is not intended to prohibit the use of these colors for specifically approved architectural detailing reviewed through the Site Plan or Development Plan approval process.

BUILDING ORIENTATION

The orientation of any proposed building shall be scrutinized to mitigate the visual and audible impact of service areas, loading areas, or similar operations on the adjoining properties and general public.

- Buildings shall be designed and oriented so loading docks, service areas, non-residential overhead doors, or similar operations are not directed toward public rights-of-way or adjacent residential developments when feasible.
- If it is not feasible to design and orient loading docks, service areas, non-residential overhead doors, or similar operations away from public rights-of-way or adjacent residential developments, additional landscape buffering, screening walls, fences, and setbacks may be required through the Site Plan approval process.

ENCLOSURES

Enclosures for dumpsters, grease traps, and other similar outdoor areas shall be constructed of substantial materials similar in appearance to those used in the building construction. Wooden fencing shall not be acceptable for enclosures. Enclosure gates shall be constructed with metal framing and may use wood or materials to create a similar aesthetic within the frame. Concrete-filled pipe bollards are recommended for the protection of the structure. Enclosures shall be located to minimize the visual and audible impact on adjacent properties. See Section XIII Landscaping and Open Space for screening requirements.

RETAINING WALLS

Retaining walls are required where slopes steeper than 3:1 are present, except along banks of major drainage ways. Retaining walls should incorporate readily available natural materials, masonry, or modular concrete products. Retaining walls above a height of 4-feet located in a portion of the site generally accessible to the public shall be tiered to maintain a pedestrian scale and accommodate landscaping between walls. Retaining walls that are not laterally supported at the top and that retain in excess of 48" of unbalanced fill shall be designed in accordance with accepted engineering practices to ensure stability against overturning, sliding, excessive foundation pressure and water uplift. Retaining walls shall be designed for a safety factor of 1.5 against lateral sliding and overturning.

XVI. SITE CIRCULATION AND PARKING

PEDESTRIAN CIRCULATION

- Internal site sidewalks have a minimum width of 5’ and shall be constructed of minimum 4” PCC. When adjacent to parking stalls and subject to vehicle overhang, the minimum width shall increase to 6’. Pedestrian access from the public sidewalk(s) to the building entrance and internal sidewalks should be provided. Staff recommends use of truncated domes on all internal sidewalk crossings to ensure compliance with ADA.

- P.C.C. stoops shall be provided at all required exterior doors where no sidewalk is accessible, consistent with IBC requirements.

VEHICULAR CIRCULATION AND PARKING

All sites must provide sufficient vehicular maneuverability for the proposed and existing development within the area. Sites must be designed to accommodate emergency vehicles, trash trucks, delivery vehicles, etc. Additionally, parking lots and drives shall be graded to contain water on site and shall not be permitted to drain onto public streets. Parking lots must be designed to direct stormwater away from trash enclosures and other similar areas on-site. The following design standards apply to parking lots:

- Provide appropriate spacing for access drives in conformance with the recommendations of the Institute of Transportation Engineers.

- An integral 6” PCC curb with gutter is required around the perimeter of all parking areas and landscape islands. Sidewalks with footings may be allowed in lieu of curbs where appropriate. At grade entries with bollards may be approved where appropriate; wheel stop blocks are not acceptable. In situations where a 6” curb is not used stormwater must drain away from the sidewalk or structures.

- Generally, minimum parking stall width is 10’. Chapter 14 of the Zoning Ordinance includes some exceptions allowing 9’ width for certain office uses. Consult with staff if you would like to pursue these exceptions.

- Typical Parking stall length is 19’. When terminating into open space or a 6’ wide or larger sidewalk, stall length should be reduced to 17’.

- Landscape Islands. Each row of parking requires a terminating landscape island to protect parked vehicles, confine moving traffic to driveways, and provide space for landscaping. No more than 15 parking stalls may be in a row without additional landscape islands. All landscape islands have a minimum width of 10’ to support required plantings.

- Parking Lot Aisles and Lanes. The minimum width of a two-way aisle is 24’. The minimum width of a one-way aisle is 16’. Proposed one-way aisles shall be signed accordingly. The need for a drive-by lane at commercial buildings, such as near bank canopies, will be reviewed by staff on a case-by-case basis. The need for a drive-by is assessed based on emergency access and general traffic circulation.

- Parking Lot Setbacks are as follows:

Minimum Parking Lot Setbacks

Zone	Front Yard	Rear Yard	Side Yard	Residential Adjacent
C-1 and C-2	10’	5’	5’	15’ + Screening
C-3, C-4, and C-5	15’	10’	10’	15’ + Screening
M-1 and M-2	10’	5’	5’	15’ + Screening
R-3 and R-4	15’	10’	10’	15’ + Screening

Note the setback requirement is not inclusive of landscape buffer requirements between zoning districts.

- Accessible Parking. Parking for persons with disabilities shall be designed and provided consistent with State requirements and the U.S. Access Board Guide to ADA Accessibility Standards. Specifically, sidewalk drops or ramps within the internal sidewalk shall be included when possible, to minimize individuals traveling behind parking spaces to reach the accessible route. Designated parking spaces shall be located on the shortest accessible route to an accessible building entrance. Minimum requirements for accessible parking and access shall not be the only pedestrian site circulation considerations through the Site Plan or Development Plan approval process.
- Additional Parking. Parking counts exceeding the minimum required parking in Chapter 13 of the Zoning Ordinance by 25% must submit documentation to demonstrate need. In all cases, projects with parking stalls beyond the minimum required shall provide additional open space equal to 290 square feet per additional parking stall.
- Pavement Materials. The following minimum pavement materials and thicknesses must be used. A certified geo-technical report and pavement determination per SUDAS may be provided to substantiate a reduction in the minimum thickness for an appropriate pavement life cycle. Permeable pavement may be approved in appropriate situations.

Minimum Pavement Thickness

	P.C.C.	A.C.C.
Parking Areas	5”	6”
Driveways	6”	7”
Truck Routes	7”	8”

LOADING AREAS

- Loading Stalls Required. Commercial and manufacturing uses having over 10,000 square feet of building area are required to provide a 10’ by 35’ loading stall. One stall is required for the first 10,000 square feet, and one additional stall is required for each 20,000 square feet of additional building area.

- Loading Stall Location. The stalls must be fully accessible from the internal driveway system and apart from any parking stall or driveway. In no case will a loading zone be designed such that access is directly from a public street.
- Loading Docks. Loading areas and overhead doors shall be designed and oriented consistent with Section XIV Architectural Standards.
- Screening. When oriented toward adjoining properties, loading areas shall be screened by means of landscaping, berms, and/or fencing.

PARKING LOT LANDSCAPING

See Section XII Landscaping and Open Space for requirements.

PRIVATE STREETS

Private streets may be allowed in R-3, R-4, or PUD Zoning Districts where these streets will be permanently maintained by a Homeowner's Association. All private streets shall be constructed to the same standards as public streets, including provision of streetlights, construction drawings, and performance of construction observation by the City Engineer.

The following exceptions may be allowed on private street subject to approval of the Site Plan and Declaration of Restrictions and Covenants:

- Based upon the location and number or driveways, a drop curb may be allowed.
- A 20' wide b/b street may be allowed if all parking is off-street in designated parking stalls. Private street design must conform to the Uniform Fire Code.
- A 5' wide, 4" thick P.C.C. sidewalk is required on at least one side of all private streets. The private sidewalk shall provide access to a public sidewalk and be designed consistent with PROWAG standards.
- The minimum building setback from private streets shall be 25' from back of curb.
- A public ingress/egress easement shall be required over the private street.
- Requirements for private maintenance, including snow removal, shall be clearly spelled out in the legal documents accompanying the Site Plan or Development Plan.

PUBLIC STREETS IN TOWNHOME PROJECTS

If a townhome project proposes to provide access to garages directly off a public street rather than a private street, driveway access will be restricted to a shared driveway. At a minimum, two units will share one driveway within the public right-of-way, which can then split into individual drives to two or more garages. This requirement will be stipulated in the legal documents accompanying the Site Plan or Development Plan.

XVII. UTILITY STANDARDS

WATER MAINS AND SERVICES

- Water Main Extension. Water mains should be extended to the boundaries of the site if the adjacent property has not yet been serviced, or to complete required water main loops. Extensions shall be in conformance with the most recent water system study and model. In the case of large sites or groups of buildings in one site, the water main shall be looped to maintain adequate water flow and pressure. Dead-end mains are discouraged; however, if deemed necessary, dead end mains will require a blow off hydrant of 2" or larger be placed on the end of the line. Testing will be in accordance with SUDAS and the City of Clive.

- Water Main Materials. Watermain will be a minimum of 8" and will be C900 class 235 PSI DR 18 PVC or Ductile Iron pressure class 300 PSI. All fittings shall be Ductile iron MJ fittings with restraining clamps. Restraining clamps do not replace other forms of restraints such as thrust blocks and/or piling. Live tap tees 6" or larger shall be made of stainless steel and have a MJ joint connection. All fasteners used shall be stainless steel or coated for rust prevention. All ductile iron pipe and fittings shall be wrapped in plastic, blue in color.

- Location or Tracer wire. Tracer wire shall be placed along centerline of pipe and attached a minimum of once per pipe sections. Wire ends shall be terminated at a hydrant in a Tri-view with a separate ground wire. Triview will be placed on the back side of the hydrant and will be a minimum of six (6) inches below the operating nut of the hydrant. Tracer wire will be a continuous wire from one above-ground Tri-view to the next above-ground Tri-view and not be cut anywhere below grade. Tracer wire shall be AWG copper minimum of 12 gauge and solid with low density Poly ethylene insulation material and blue in color. Ground wire shall be AWG copper 12 gauge and solid with low density Poly ethylene insulation material, black in color, and connected to a copper ground rod 5/8" diameter and 4' feet long. Alternative ground rods consistent with SUDAS and approved by the City of Clive may be installed.

- Service Connection. All pipe shall include manufacture labeling of size and material. All water service pipes less than 4" shall be copper. All service lines 4" and larger shall be C900 class 235 PSI DR 18 PVC or Ductile Iron pressure class 300 PSI. Proposed water lines shall be connected to the existing tee or service stub, if available. All service corporation taps will be at the 10 or 2 O'clock positions. The Clive Water Department Rules and Regulations shall be followed in cases where a water main must be tapped, and the tapping sleeve and valve must be labeled. All shut off valve boxes on 4" or larger pipe shall be located in a 12" by 12" square concrete pad, 15" round concrete pan, or sidewalk, and so the domestic water can be turned off while maintaining flow to the fire connection All Service valve stop boxes shall have a Stainless-Steel rod and cotter pin within a 1 ¼" extendable upper section stop box with a pentagon cap. If stop box is placed in any type of paving it shall be sleeved where it extends through the paving.

- Service to Multi-Family Dwellings. Individual service lines and meters shall be provided for each townhome unit. Combined service lines may be used for apartments or apartment-style condominiums, with only one meter for the entire building. If combined water services are used, all water bills for the entire complex shall be sent to and paid for by one responsible party.

- Fire Hydrants. Fire hydrant coverage shall be in accordance with the adopted Uniform Fire Code and local amendments. Hydrants are required to be Waterous or Clow products, 250 psi, open left. Hydrants shall be set 3.5' from the water main. Proposed hydrants within private sites should be located in an accessible location. Hydrants shall be painted yellow in color and have chains removed. Fire hydrants that will provide the pressurized connection to the sprinkler system must be situated such that access is not restricted to the site while the fire truck is connected.
- Sprinkler System. The FDC for sprinkler systems shall be situated in an accessible location. A 110 candela weatherproof strobe light must be mounted above the FDC.
- Irrigation system shall be installed in accordance with Section 7-1-17 of the Clive City Code.
- Water Meters and Backflow Devices. All water meters and backflow devices shall be located in a structure that will house and protect the meter and backflow from the elements and freezing.
- Demolition and Abandonment. Existing service lines that are no longer necessary must be abandoned at the corporation on the water main. Corporation shall be turned to the off position, and the abandoned line shall be removed from corporation and a coupon installed where abandoned line was removed from corporation and the curb stop and curb box removed. Abandonment of larger services with T fitting will be cut out, removed, and a new section of main installed with solid sleeves. Remove the valve box.

SANITARY SEWER LINES AND SERVICES

- Sanitary Sewer Extension. All sewer main extensions into other plats or properties shall be plugged with a 3' pipe and cap and located with tape and wood 2x4 to the ground surface or a manhole as noted on plans. Connections into existing manholes must be core drilled into manhole. Cut in connects shall be made with 441 Style couplings. Testing will be in accordance with SUDAS and the City of Clive.
- Sanitary Sewer Materials. All 8" to 15" sanitary main shall be PVC truss pipe. All sanitary pipe 18" to 27" 15 feet or less shall be PVC solid wall SDR 26. All sanitary main that is 15 feet or more in depth shall be Ductile iron lined pipe specifically designed for sanitary sewer applications. All critical crossings must be Ductile Iron Pipe in accordance with SUDAS. All pipe shall be placed in a rock bed in accordance with SUDAS specifications. All service line shall be 4" or 6" SDR 23.5 pipe in accordance with SUDAS, extended approximately 10' inside property lot lines, and be marked with a marking post that is painted green. Manholes shall be SW-301 type per SUDAS specifications. Manholes shall have the base and invert cast-in-place. Riser section joints shall be tongue and groove with rubber o-ring or profile gasket and eccentric top. Steps are required in all manholes. Adjustable type B casting required in all paved surfaces. New manhole casting shall be 27". Manhole covers shall have a diamond pattern.
- Service Connections. The sanitary sewer service shall be connected to the existing service stub of the sewer main. If a service line was not extended to the property, install a factory wye in the main and 441 couplings. Construction observation of this procedure is required by the City Inspector. No service line will be permitted to connect to a sanitary manhole. Clean-outs are required within 5' of the building foundation, at all bends, and at a maximum spacing of 100 feet. Cleanouts shall be flush with finished grade surfaces.

- Services to Multi-Family Dwellings. Individual 4” service lines shall be provided to each townhome unit. Combined service lines may be used for apartments or apartment-style condominiums only, with a detail provided including appropriate clean-outs for all services and headers. 8” combined service lines, when approved, shall connect to a manhole in the public sanitary sewer line.
- Services to Car Washes. The discharge from all car washes shall connect to the sanitary sewer system. This discharge shall be designed in such a manner that the sanitary sewer system is not overloaded during peak use. Equipment information and design calculations for orifice restrictors and underground retention tanks shall be provided for review by the City Engineer.
- FOG Devices. Grease interceptors and other FOG devices shall be installed per the requirements of the WRA and the City of Clive.
- All floor drains shall connect to the sanitary sewer system. Floor drains for non-residential uses shall have grease traps, oil/water separators, restrictor plates, or similar to ensure the discharge meets the quality and quantity requirements of the Iowa DNR, the WRA, and the City of Clive.
- Demolition and Abandonment. Existing service lines that are no longer necessary must be abandoned at the sewer main. For mains that have previously been lined, the abandoned service will be removed and plugged at the wye. For all other abandonments a section of main will be removed and replaced with new main and 441 couplings.

STORM SEWER LINES AND SERVICES

- Storm Sewer Extension. Storm sewers shall discharge into an existing natural drainage course or to the public storm sewer system. Storm sewers shall be extended to the boundaries of the site if required to provide for proper conveyance of storm water on the subject property or other properties in the drainage basin.
- Storm Sewer Materials. All pipe in Public installations shall be Class 3 RCP pipe unless a higher standard is required by SUDAS or noted in approved plans. Pipe will be placed in accordance with SUDAS specifications. All intakes and Box style manholes shall be Cast-in-Place concrete in IaDOT C or M mix design. All intake casting shall have phase 2 Environmental Symbology. Intake grate shall have vane type grates. Intake inverts shall be cast in place. Subdrains in Public right-of-way shall be Rigid HDPE pipe, openings shall have metal rodent guards. Private installations of storm sewer may utilize 50-year service life HDPE.
- Service Connections. One storm sewer service line, for connection to sump pumps or footing drains, shall be provided for each structure. No service lines will be permitted to connect to a public storm sewer manhole. Sump pumps or footing drains shall not be permitted to drain across sidewalks, streets, or other locations where a safety hazard or damage to public infrastructure may be an issue. Safety hazards include concerns such as free/thaw, moss growth, etc.
- Services to Multi-Family Dwellings. Individual service lines shall be provided to each townhome unit which will connect to individual sump pumps in each unit. Combined service lines may be used for apartments or apartments-style condominiums only.
- Roof Drains. Only roof drains 8” or larger shall be connected directly into a storm sewer manhole, rigid PVC pipe shall be used. Flexible pipe is not allowed. Buildings are encouraged to discharge onto

grassed areas to pre-treat the roof drainage prior to entering the stormwater BMP. Roof drainage shall not be permitted to drain across sidewalks, streets, or other locations where freeze-thaw, moss growth, or other hazardous conditions may be an issue.

- Concrete Flumes and Curb Cuts. Storm sewer intakes shall be provided to collect storm water which shall be conveyed through pipes to the detention pond, public storm sewer, or natural drainage way. Concrete flumes or trickle channels should not be used to convey runoff. Curb cuts should not be used as a cost saving measure rather than constructing an intake, but may be utilized as part of the stormwater management design when appropriate.
- Oil/Water Separators. All uses that provide gasoline or diesel pumping stations shall be designed so that the pump dispenser area drains directly to an oil/water separator which then outlets to the storm sewer system or BMP.
- All projects are subject to the requirements of the most current version of the *Post-Construction Stormwater Management Manual.* All stormwater best management practices (BMPs) require an as-built survey to verify volume and area. BMPs shall be inspected during construction by the Clive Engineering department to ensure property construction. A final inspection is required before acceptance by the City or final closure of a development project (issuance of Certificate of Occupancy or Satisfaction of Agreement to Complete).
- Demolition and Abandonment. Existing service lines that are no longer necessary must be abandoned at the sewer main. For mains that have previously been lined, the abandoned service will be removed and plugged at the wye. For all other abandonments a section of main will be removed and replaced with new main and 441 couplings.

PRIVATE UTILITIES

- All utility lines owned by private utility companies, such as telecommunication and electric, shall be located underground whenever possible.
- In most circumstances, a Public Utility Easement is required at the time of development or redevelopment to accommodate the private utilities outside of the City's rights-of-way.

XVIII. APPENDICES

APPENDIX A. DEVELOPMENT APPLICATIONS

Development applications are required for all proposed development or rezoning requests. The application shall be signed by the property owner/applicant.

The following development applications can be found on the City's website.

- Site Plan/Site Plan Amendment
- Final Plat
- Preliminary Plat
- Plat of Survey
- Construction Drawings
- Variance
- Special Use Permit
- Rezoning

APPENDIX B. DEVELOPMENT AND REZONING SCHEDULES

The annual Development Review Schedule and Rezoning Schedule shall be used only as a reference for possible review and approval dates. The actual schedule shall be determined by the Community Development Director based on the completeness of the submittal, complexity of the request, and current availability of staff resources.

Current schedules can be found on the City's website.

APPENDIX C. NARRATIVE INFORMATION

For each project type, the required narrative information and formatting should be consistent with the following:

PROPERTY OWNER

Owner Name(s)

Address

City, State, Zip

Phone/Fax

Email

DEVELOPER/APPLICANT (provide if different than Property Owner)

Company Name

Project Contact Name

Address

City, State, Zip

Phone/Fax

Email

PLAN PREPARERS (provide for Engineer, Landscape Architect, Surveyor, etc.)

Company Name

Project Contact Name

Address

City, State, Zip

Phone/Fax

Email

OPEN SPACE SUMMARY (this may be provided on the landscape plan only)

Required Open Space: *Provide in square feet and site percentage.*

Total Open Space: *Provide in square feet and site percentage.*

Site Open Space: *Required buffers are excluded from the site open space requirement. Green space within parking areas may be counted toward the open space requirements; however internal impervious surfaces like sidewalks, patios, etc. shall not be counted as open space.*

Buffer Open Space: *Provide in square feet, if applicable.*

Excess Parking Open Space: *Provide in square feet, if applicable. (290 square feet additional for each parking space provided beyond the minimum required)*

CONSTRUCTION/DEVELOPMENT SCHEDULE

Provide the proposed schedule of construction including grading, site utilities, site paving, building construction, landscape improvements, occupancy, and any other major construction items. Also indicate any proposed project phasing.

ZONING INFORMATION SUMMARY

Zone: *Zoning District abbreviation and name (e.g. C-4 Planned Shopping Center Commercial District). Include Floodway and overlay districts (e.g. FF Flood Fringe Overlay). If zoning is a PUD, include the ordinance number and approval date.*

Minimum Lot Area:

Minimum Lot Width:

Minimum Lot Depth:

Front Yard Setback:

Rear Yard Setback:

Side Yard Setback.

Maximum Height:

Minimum Open Space:

DEVELOPMENT INFORMATION SUMMARY

Building Use: *Indicate all proposed uses.*

IBC Occupancy Classification(s):

Lot Area: *Provide in acres and square feet.*

Proposed Building Footprint Area:

Existing Building Footprint Area:

Other New Impervious Area:

Other Existing Impervious Area:

Parking Standard: *Include the parking calculation from the zoning ordinance for each proposed land use (e.g. 3 spaces /1,000 sq. ft. floor area)*

Required Parking:

Provided Parking:

Provided ADA Parking:

Loading Spaces Required: (if applicable)

Loading Spaces Provided: (if applicable)

100-year Flood Elevation: (if applicable)

FIRM INFORMATION

SUBJECT PROPERTY IS LOCATED IN UNSHADED ZONE 'X' (AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN) AS SHOWN ON THE FLOOD INSURANCE RATE MAPS FOR THE CITY OF CLIVE, POLK COUNTY, IOWA, MAP PANEL 19153 [INSERT PANEL NUMBER] WITH AN EFFECTIVE DATE OF 2-1-2019.

SUBJECT PROPERTY IS LOCATED IN UNSHADED ZONE 'A' (AREAS DETERMINED TO BE WITHIN THE 1% ANNUAL CHANCE FLOODPLAIN) AS SHOWN ON THE FLOOD INSURANCE RATE MAPS FOR THE CITY OF CLIVE, POLK COUNTY, IOWA, MAP PANEL 19153 [INSERT PANEL NUMBER] WITH AN EFFECTIVE DATE OF 2-1-2019.

SUBJECT PROPERTY IS LOCATED IN UNSHADED ZONE 'AE' (AREAS DETERMINED TO BE WITHIN THE 1% ANNUAL CHANCE FLOODPLAIN) AS SHOWN ON THE FLOOD INSURANCE RATE MAPS FOR THE CITY OF CLIVE, POLK COUNTY, IOWA, MAP PANEL 19153 [INSERT PANEL NUMBER] WITH AN EFFECTIVE DATE OF 2-1-2019.

APPENDIX D. SITE PLAN AND CONSTRUCTION DRAWING STANDARD NOTES

1. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE CITY OF CLIVE'S DEVELOPMENT REGULATIONS, POLICIES, AND STATEWIDE URBAN DESIGN AND STANDARDS MANUAL (SUDAS).
2. ONE WEEK PRIOR TO CONSTRUCTION OF ANY PUBLIC IMPROVEMENTS, THE CONTRACTOR SHALL NOTIFY THE CITY OF CLIVE.
3. THE CONTRACTOR AND DEVELOPER'S ENGINEER SHALL ATTEND A REQUIRED PRE-CONSTRUCTION WITH THE CITY PUBLIC WORKS AND ENGINEERING DEPARTMENTS PRIOR TO COMMENCEMENT OF CONSTRUCTION.
4. THE CONTRACTOR SHALL VERIFY THE LOCATION AND PROTECT ALL UTILITIES AND STRUCTURES. DAMAGE TO UTILITIES AND STRUCTURES SHALL BE REPAIRED BY THE CONTRACTOR AT THE CONTRACTOR'S EXPENSE TO THE SATISFACTION OF THE CITY AND THE OWNER.
5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR RECORDING THE AS-BUILT LOCATION OF ALL SANITARY SEWER, SUMP AND WATER MAIN SERVICES AND VERIFYING LOCATIONS ON THE AS-BUILT DRAWINGS.
6. RECONNECT ANY FIELD TILE THAT IS INTERCEPTED DURING UTILITY CONSTRUCTION, LOCATION OF FIELD TILE SHALL BE NOTED ON THE AS-BUILT DRAWINGS.
7. THE CONTRACTOR SHALL BE RESPONSIBLE FOR INSTALLING AND MAINTAINING TRAFFIC CONTROL IN ACCORDANCE WITH THE CURRENT VERSION OF MUTCD.
8. PRIOR TO ACCEPTANCE OF THE PUBLIC IMPROVEMENTS, AS-BUILT RECORD DRAWINGS (HORIZONTAL AND VERTICAL AS-BUILT DATA IN STATE PLANE COORDINATES AND NAVD 88 DATUM) FOR ALL WATER, SANITARY SEWER, STORM SEWER PIPING AND ASSOCIATED APPURTENANCES, AND SITE GRADING WILL BE PROVIDED (VOLUME CALCULATIONS FOR ALL STORM WATER DETENTION FACILITIES SHALL ALSO BE PROVIDED).
9. SIDEWALK AND DRIVEWAY APPROACH INSTALLATIONS SHALL BE INSPECTED BY THE CITY OF CLIVE FOLLOWING A MINIMUM 48-HOUR NOTICE.
10. THE OWNER/CONTRACTOR SHALL REMOVE ALL DEBRIS SPILLED ON CITY OF CLIVE RIGHT-OF-WAY AND ADJOINING PROPERTY IMMEDIATELY.
11. AT NO TIME SHALL EQUIPMENT, CONSTRUCTION MATERIAL AND/OR STOCKPILED FILL BE STORED ON CITY OF CLIVE RIGHT-OF-WAY.
12. THE DEVELOPER IS RESPONSIBLE FOR MAINTAINING ALL EROSION AND SEDIMENTATION CONTROL DEVICES THROUGHOUT CONSTRUCTION.
13. OFF-STREET PARKING AND ACCESS DRIVES SHALL BE PROVIDED PRIOR TO CONSTRUCTION FOR CREWS AND EQUIPMENT.
14. ADDITIONAL EROSION AND SEDIMENTATION CONTROL DEVICES MAY BE REQUIRED BY CITY OF CLIVE INSPECTORS BASED ON ACTUAL FIELD CONDITION.
15. PRIOR TO OBTAINING A CERTIFICATE OF OCCUPANCY/FINAL PLAT APPROVAL, ALL UTILITY STRUCTURES, MANHOLES, VALVES, INTAKES SHALL BE RAISED LEVEL WITH FINISH GRADE.

16. ALL UTILITIES, INCLUDING ELECTRICAL AND TELEPHONE SHALL BE LOCATED UNDERGROUND.
17. ALL DISTURBED AREAS SHALL BE SODDED UNLESS OTHER LANDSCAPING IS IDENTIFIED ON THE SITE PLAN.
18. EXISTING LANDSCAPING SHALL BE PROTECTED WITH TEMPORARY SNOW FENCE DURING CONSTRUCTION.
19. ALL TRASH DUMPSTERS SHALL BE SCREENED FROM VIEW WITH APPROVED STRUCTURE.
20. ALL ROOF MOUNTED MECHANICAL UNITS AND/OR TELECOMMUNICATION DEVICES OR GROUND MOUNTED EQUIPMENT SHALL BE SCREENED FROM VIEW WITH APPROVED STRUCTURE OR LANDSCAPING.
21. ALL TOPSOIL MUST MEET CLIVE POST-CONSTRUCTION STORM WATER MANUAL. TOPSOIL SHALL BE MINIMUM 4" DEPTH, MINIMUM **[2, OR AS INDICATED IN SWMP]**% ORGANIC CONTENT, 6.0-8.0 PH, MAXIMUM 25% FRIABLE CLAY CONTENT, AND FREE OF DEBRIS, HARD CLODS, ROOTS, SOD, STIFF CLAY, HARD PAN, AND STONES LARGER THAN 1".
22. ALL TOPSOIL MUST MEED IOWA DEPARTMENT OF NATURAL RESOURCES GENERAL PERIT #2 REQUIREMENTS TO MINIMIZE SOIL COMPACTION, DEFINED AS WORKING THE SOIL PRIOR TO SEEDING/SODDING SUCH THAT A PENETROMETER CAN BE INSERTED INTO THE UPPER 6 INCHES WITH LESS FORCE THAN 200 PSO. AS AN ALTERNATIVE TO THE PENETROMETER TEST, A SOIL WITH BULK DENSITY LESS THAN 1.49 GRAMS/CUBIC CENTIMETER SHALL BE DEEMED COMPLIANT WITH THIS REQUIREMENT.
23. NO PLANT MATERIAL SHALL BE SUBSTITUTED WITHOUT THE PRIOR WRITTEN APPROVAL OF THE CITY OF CLIVE.
24. NO CHANGES TO THE APPROVED PLAN MAY BE MADE WITHOUT THE PRIOR WRITTEN APPROVAL OF THE CITY OF CLIVE.
25. CONTRACTOR, FINANCING AND/OR PROJECT IDENTIFICATION SIGNS SHALL NOT BE INSTALLED ON THE CITY OF CLIVE RIGHT-OF-WAY.
26. VALVES INCLUDED IN STORMWATER MANAGEMENT FACILITIES SHALL BE CLOSED AT THE TIME OF FINAL INSPECTION AND ISSUANCE OF CERTIFICATE OF OCCUPANCY/APPROVAL OF FINAL PLAT.

APPENDIX E. SANITARY SEWER TYPICAL NOTES

1. ALL SANITARY SEWER SHALL BE PVC TRUSS PIPE WITH CLASS F3 BEDDING UNLESS OTHERWISE NOTED ON PLANS.
2. THE CONTRACTOR SHALL INSTALL SEWER TAPE AT THE END OF EACH SANITARY SEWER SERVICE.
3. ALL INVERTS LOCATED AT AN ELEVATION ABOVE THE CENTERLINE OF THE EXISTING THROUGH PIPE AND LESS THAN 2.0 FEET ABOVE THE MANHOLE FLOOR SHALL HAVE A POURED-IN-PLACE SLOPED INVERT.
4. ALL MANHOLES WITHIN PAVEMENT SHALL HAVE TYPE B ADJUSTABLE CASTINGS AND INTERNAL CHIMNEY SEALS. ALL MANHOLES NOT WITHIN PAVEMENT SHALL HAVE TYPE A NON-ADJUSTABLE CASTINGS AND EXTERNAL CHIMNEY SEALS.
5. ALL 4-INCH AND 6-INCH SANITARY SEWER SERVICES SHALL BE SDR 23.5 IN ACCORDANCE WITH SUDAS AND SHALL BE EXTENDED 10 FEET INSIDE LOT LINES UNLESS OTHERWISE NOTED ON PLANS.
6. MANHOLE STEPS ARE REQUIRED IN ALL SANITARY SEWER MANHOLES.
7. MANHOLE COVERS SHALL HAVE RAISED DIAMOND ROUGHNESS PATTERNS.
8. THE CONTRACTOR SHALL TELEVISE EVERY SANITARY SEWER LINE AND PROVIDE A COPY OF THE DIGITAL REPORT INCLUDING A VIDEO RECORDING UTILIZING A PACP COMPLIANT FORMAT TO THE PUBLIC WORKS DIRECTOR. USING A 500 GALLON TANK AND GARDEN HOSE, THE CONTRACTOR SHALL GRAVITY FLOW WATER DOWN THE PIPE DURING TELEVISING SO DIPS AND SAGS CAN BE IDENTIFIED. THE CITY SHALL NOTIFY THE CONTRACTOR OF ANY NECESSARY CLEANING AND/OR REPAIRS. THE CONTRACTOR SHALL JET CLEAN AND VACUUM ANY SECTION OF PIPE FROM MANHOLE TO MANHOLE WITH MUD OR DEBRIS GREATER THAN 1 FOOT DEEP ALONG WITH ANY DOWNSTREAM SECTIONS AS REQUIRED DUE TO CONSTRUCTION. THESE SEGMENTS SHALL THEN BE RE-TELEVISED TO DEMONSTRATE PIPES ARE CLEAN. REQUIRED TELEVISING SHALL BE AT THE CONTRACTOR'S EXPENSE.
9. SPECIAL SANITARY SEWER CONNECTIONS SHALL BE MADE WITH 441 STYLE WATER MAIN CLAMP.
10. PROVIDE SHOP DRAWINGS FOR MANHOLE STRUCTURES FOR APPROVAL BY CITY PRIOR TO ORDERING OR INSTALLING MANHOLES.

APPENDIX F. WATER MAIN NOTES

1. PIPE MATERIALS SHALL BE AWWA C900 CLASS 150 PVC.
2. INSTALL TRACER WIRE, #12 AWG COPPER CONDUCTOR WITH LINEAR LOW-DENSITY POLYETHYLENE INSULATION MATERIAL, UNDER PIPE AND BRING TRACER WIRE TO SURFACE AT HYDRANT WITH A TRIVIEW TRACER WIRE STATION.
3. CONNECT NEW TRACER TO EXISTING USING APPROVED SPLICE KIT AND PROVIDE A GROUND ROD AT END OF TRACER WIRE FOR LOCATION AND EXTENSION IN FUTURE. THE CITY WILL TEST THE TRACER WIRE PRIOR TO ACCEPTANCE. ANY NECESSARY REPAIRS SHALL BE AT THE CONTRACTOR'S EXPENSE.
4. HYDRANTS SHALL BE SET 3.5 FEET FROM THE WATER MAIN.
5. HYDRANTS, VALVE BOXES AND COVERS SHALL BE SET TO CONFORM TO FINISHED PAVEMENT ELEVATIONS.
6. HYDRANTS SHALL BE WATROUS PRODUCTS, OPEN LEFT.
7. SERVICES SHALL BE 1-INCH COPPER.
8. STOP BOXES FOR 1" THROUGH 2" WATER SERVICE LINES SHALL INCLUDE A STAINLESS STEEL SELF-CENTERING ROD WITH STAINLESS STEEL COTTER PIN WITHIN THE STOP BOX HOUSING WITH A 1.25" EXTENDABLE UPPER SECTION AND LID WITH A 1.25" PENTAGON PLUG. ALL STOP BOX INSTALLATIONS SHALL BE COMPLETED IN SUCH A MANNER THAT THE LID IS ALLOWED TO RISE WITH THE FROST AND LOWER IF DRIVEN OVER WITHOUT DAMAGE TO CURB VALVE. FINISH GRADE OF THE LID SHALL BE LEVEL WITH THE SURROUNDING SURFACE SO AS NOT TO PRESENT A HAZARD TO THE PUBLIC.
9. WATER MAIN TO HAVE 5.5 FEET BURY, TYPICAL EXCEPT AT CRITICAL CROSSINGS.
10. ALL HYDRANTS SHALL BE PAINTED YELLOW IN ACCORDANCE WITH CITY OF CLIVE STANDARDS.
11. ALL HYDRANTS ARE TO HAVE ONE 4" NST (NATIONAL STANDARD THREAD) PUMPER NOZZLE AND TWO 2.5" NST HOSE NOZZLES
12. ALL VALVES SHALL HAVE A VALVE BOX ADAPTER INSTALLED TO MAINTAIN ALIGNMENT.
13. THE CONTRACTOR SHALL REMOVE CHAINS ON ALL HYDRANTS.
14. THE CONTRACTOR SHALL CONTACT THE CITY OF CLIVE WATER DEPARTMENT FOR THE OPERATION OF EXISTING VALVES. WATER VALVES SHALL NOT BE OPERATED BY ANY ENTITY OTHER THAN THE CITY OF CLIVE WATER DEPARTMENT.
15. THE CONTRACTOR SHALL NOT USE WATER UNLESS IT IS PART OF THE PURIFICATION PROCESS OF THE NEW MAIN. WATER NEEDED FOR ANY REASON AFTER BACTERIA TESTING HAS BEEN COMPLETED AND PASSED WILL REQUIRE PRIOR APPROVAL FROM THE CITY OF CLIVE.
16. THE CONTRACTOR SHALL INSTALL TEST PORTS AT LOCATIONS AS DIRECTED BY CITY STAFF DURING CONSTRUCTION TO AID IN DISINFECTION AND TESTING OF THE NEW SYSTEM.

APPENDIX G. STORM SEWER NOTES

1. THE CONTRACTOR SHALL TELEVISE EVERY STORM SEWER LINE AND PROVIDE A COPY OF THE DIGITAL REPORT INCLUDING A VIDEO RECORDING UTILIZING A PACP COMPLIANT FORMAT TO THE PUBLIC WORKS DIRECTOR.
2. ALL INTAKE CASTINGS SHALL HAVE PHASE 2 ENVIRONMENTAL SYMBOLOGY OR TEXT
3. ADDITIONAL RIPRAP MAY BE REQUIRED AT THE FES BASED UPON FIELD REVIEW BY CITY OF CLIVE.
4. PROVIDE SUBDRAIN BEHIND BACK OF CURB ON PUBLIC STREETS AS REQUIRED BASED ON SUBSURFACE MOISTURE CONDITIONS. CONNECT SUBDRAIN TO STORM SEWER INTAKE USING RCP PIPE BENEATH PAVEMENT.
5. ALL INTAKES SHALL HAVE VANE GRATES.
6. 8-INCH FOOTING DRAINS TO BE PVC, SDR 35.
7. FOOTING DRAIN SERVICES TO BE 4-INCH PVC, SDR 35. EXTEND SERVICES 10’ INSIDE LOT UNLESS OTHERWISE NOTED.
8. ALL INTAKES SHALL BE LOCATED A MINIMUM OF 7.5 FEET FROM END OF RETURNS.
9. ALL INTAKES SHALL BE LOCATED A MINIMUM OF 1 FOOT FROM DRIVEWAY FLARES.
10. THE CONTRACTOR SHALL PROVIDE A MINIMUM OF 3’-6” COVER ON ALL STORM SEWER, INCLUDING SUMP SERVICES.
11. ALL INTAKES SHALL BE POURED-IN-PLACE CONCRETE STRUCTURES.

APPENDIX H. STREETS CONSTRUCTION POLICY AND PAVING SPECIFICATIONS

The City of Clive Streets Construction Policy is available at
https://www.cityofclive.com/services/public_works/streets_improvement_plan.php

APPENDIX I. EROSION CONTROL PLANS

Erosion Control Plans are required at the time of Clive Grading Permit submittal. Proper erosion and sedimentation control measures shall be shown on the grading plan including items such as temporary construction drives, staging areas, silt fence, sedimentation basins, etc. For those sites requiring an NPDES Stormwater Discharge Permit, the owner shall be responsible to obtain and meet the requirements of said permit. Erosion Control Plan shall meet the IDNR requirements for a Storm Water Pollution Prevention Plan, including:

- Sedimentation basins, or other equivalent structural practice approved by the City Engineer, shall be provided on the site with a standpipe or similar outlet designed to control sediment discharge from the sediment basin.
- Notes shall be included on the Erosion Control Plan regarding maintenance of all protective devices in good and effective operating condition.
- Notes shall be included regarding the required inspections of the disturbed areas until final stabilization.
- Notes shall be included regarding removal of all protective devices as necessary following final stabilization of the site.

APPENDIX I. RESOLUTION APPROVING THE CLIVE DEVELOPMENT STANDARDS MANUAL

RESOLUTION NO. 2024-029

RESOLUTION APPROVING THE CLIVE DEVELOPMENT STANDARDS MANUAL

WHEREAS, the Clive Development Standards Manual was last updated in 2000; and

WHEREAS, the Clive Development Standards Manual is intended to clarify and supplement the requirements of the City of Clive Zoning Ordinance, City of Clive Subdivision Ordinance, Clive Post-Construction Stormwater Management Manual, and the Statewide Urban Design and Specifications Manual (SUDAS); and

WHEREAS, various City requirements, policies, regulations, and ordinances have been modified since the last Clive Development Standards Manual approval; and

WHEREAS, developments and designs have continued to evolve with new materials and technology since the last Clive Development Standards Manual approval; and

WHEREAS, the City of Clive desires to formally adopt the updated Clive Development Standards Manual.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CLIVE, IOWA:

That the Clive Development Standards Manual set forth in the attached Exhibit A is hereby approved and adopted by the City of Clive.

PASSED AND APPROVED this 1 day of February, 2024.

John Edwards, Mayor

ATTEST:

Matthew Graham, City Clerk