



## Building Permit Packet for Commercial, Multi-family, Industrial, and Institutional uses

### The following information is required for review of a building permit:

- A complete building permit application;
- A complete site plan for zoning review as detailed below;
- A review by the Site Plan Review Board is required for multi-family, governmental, institutional uses, and churches, and projects, which are located in the CBD, Central Business District (downtown). Contact Zoning at 641-754-5756 for meeting information.

***\*\*If you are unable to complete the required information please contact the appropriate persons/professionals who can assist you in completing the required paperwork\*\****

### Standard Site Plan Requirements:

**It is important that site plans contain all the necessary information for quicker review by staff. If all information is not provided, the application may take longer to process.**

### **Standard site plans must include the following information:**

- \_\_\_ Date of preparation and north arrow;
- \_\_\_ A scale no larger than 1" = 10' and no smaller than 1" = 100';
- \_\_\_ Name, address, and phone number of the owner of record of the property, applicant, and the person(s) or firm preparing the site plan;
- \_\_\_ All property lines;
- \_\_\_ Location and dimensions of all existing structures, driveways, and entrances;
- \_\_\_ Location and dimensions of proposed developments, including height.
- \_\_\_ A storm water management plan, which details the direction of surface flow, any detention and/or retention areas, and any outlet control structures and devices. Additional information may be required if deemed necessary by the City Engineer.
- \_\_\_ Where applicable, elevation views of existing and proposed structures from all directions. These elevation views shall indicate shape, height, type and color of materials. All drawings shall be to scale, with the scale indicated.

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**Additional Site Plan Information Required:**

All commercial, multi-family, and industrial developments and redevelopments of buildings 120 square feet or larger, and any development which increases water runoff shall include the following additional information:

- a) Location and dimensions of all existing paved surfaces and all abutting streets. The grade shall be shown if deemed necessary by the City Engineer or Zoning Administrator;
- b) The complete traffic circulation and parking plan including the location and dimension of all existing and proposed parking spaces, loading areas, entrance and exit drives, curb cuts, pedestrian walkways, dividers, curbs, islands, and other similar parking and drive improvements.
- c) Existing and proposed location of all outdoor trash and dumpster areas and method of screening such areas. Dumpster locations shall be screened, and shall not be visible from public streets and shall not be located in the right-of-way;
- d) Location and type of all existing and proposed signs and of all existing or proposed lighting of the property which illuminates any part of the required yard;
- e) Location of existing trees 6" or larger in diameter, any rock outcrops, landslide areas, springs and streams, and other water bodies, any areas subject to flooding;
- f) Location, amount, and type of any proposed landscaping fences, walls, or other screening as required by the zoning regulations;
- g) Soil tests, traffic impact studies, utility capacity analysis, and similar information if deemed necessary by the Zoning Administrator or City Engineer to determine the feasibility of the proposed development;
- h) Location and type of all plants, grass, trees, or ground cover to be used in the landscape. Shall indicate the number of each size and species of tree and shrub. Type of ground cover and form or erosion control shall be illustrated; and
- i) Location of the nearest and all proposed fire hydrants.

**Review by Site Plan Review Board:** A site plan review is required for all multi-family, governmental, institutional uses, and churches, or projects which are located in the CBD, Central Business District (downtown):

- a) There is a development or redevelopment as defined in Chapter 3;
- b) There is a change in the distinguishing traits or primary features of the use of a building or land as evidenced by increased parking requirements, change in occupancy designation, change in outside storage, or other features;
- c) There is a change in the predominant, primary architectural features or materials of existing buildings, such as changes to horizontal or vertical elements of exterior walls, building trim, roof shape or composition, detailing, building height or roof line, parapets, or a significant change in signage.

**Contact List**

**Building Official: 641-754-5737**

**Zoning Official: 641-754-5756**

**Public Works Director: 641-754-5734**

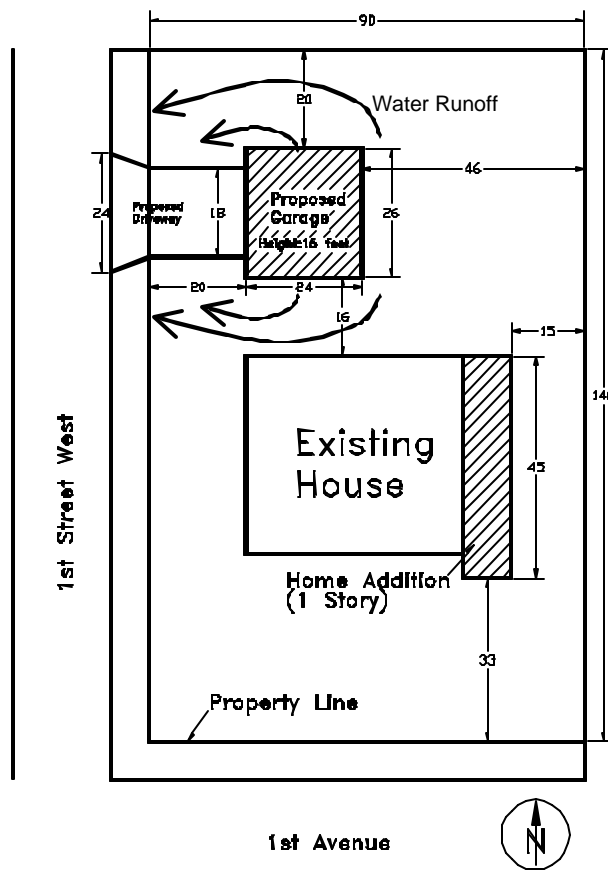
# Site Plan Required

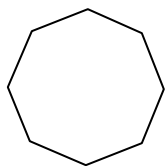
## 1. Standard Site Plan Requirements:

Standard site plans shall include the following information:

- Date of preparation and north arrow;
- A scale no larger than 1" = 10' and no smaller than 1" = 100';
- Name, address, and phone number of the owner of record of the property, applicant, and the person(s) or firm preparing the site plan;
- Property lines;
- Location and applicable dimensions of existing structures and applicable driveways and entrances;
- Location and dimensions of the proposed developments, including height.
- A storm water management plan that details the direction of surface flow, any detention and/or retention areas, and any outlet control structures and devices. Additional information may be required if deemed necessary by the City Engineer.
- Where applicable, elevation views of existing and proposed structures from all directions. These elevation views shall indicate shape, height, type and color of materials. All drawings shall be to scale, with the scale indicated.

## SAMPLE SITE PLAN





North Arrow

Name:

Address:

Date:



**CITY OF MARSHALLTOWN  
DRIVEWAY APPLICATION AND PERMIT**

Zoning: 641-754-5756; Engineering: 641-754-5734 PERMIT # \_\_\_\_\_

***This permit must be filed with the building permit or before altering a driveway or extension. Please respond to all applicable sections.***

**Applicant Information**

Contractor:	Phone:
Property Owner:	Phone:
Address:	
Date:	

**Driveway, Driveway Extension, Curb Cut and Entrance Requirements**

1. No garage or 1 stall garage: 12' driveway allowed + one extension
2. 2 stall garage and larger: 24' driveway allowed + one extension
3. Driveway extension: 10' width of one vehicle allowed
4. Only one driveway is allowed in a front yard per street frontage. No driveway shall be located in front of a dwelling, but must be to the side of the dwelling, except for any dwelling area portions attached to and located above or behind a garage. If the dwelling has an attached garage, the driveway must be located on the same side as the garage. A driveway shall be connected and lead to only one curb cut or entrance.
5. A driveway extension must be contiguous and parallel to the driveway and must be located between the driveway and the side property line in the direction away from the dwelling, if there is sufficient space. If there is not sufficient space, the extension may be located on the opposite side by submitting a variance application to the Board of Adjustment.
6. Driveway and driveway extension surfaces must be concrete, blacktop, asphalt, bricks, gravel, or crushed rock, constructed and maintained in quality, quantity and size to prevent the creation of ruts or deterioration or damage to the driveway, driveway extension or soil beneath from vehicle use.
7. Residential lots greater than 0.5 acres and with a front yard depth greater than 75 feet are exempt from certain driveway and extension regulations. Contact zoning for additional information at 754-5756. A driveway permit is still required to be submitted and approved.
8. All work in the city right-of-way shall be subject to the approval of the City Engineer.
9. It shall be unlawful for any person, firm or corporation to cut or remove any curbing for any purpose without first securing a written permit therefore from the City Engineer.
10. All contractors and individuals working in any portion of the street right-of-way shall be bonded and insured as provided in the code of Marshalltown and on file with the City Clerk.
11. All work shall be in accordance with the current City of Marshalltown specifications.
12. Approaches shall not project across the property line without the written permission from the abutting property owner placed on file with the City Engineer.
13. An inspection shall be requested from the City Engineer's Office (Phone: 754-5734) prior to the contractor placing the surface. Enough advance notice shall be given to provide ample time for the inspector to get to the job site and inspect the work so the contractor can make any changes required, before the surface material arrives.
14. If concrete, asphalt, seal coat or brick surfacing is not used, a minimum of 3" thickness of 3/4" Class A crushed stone or Class C gravel shall be placed.
15. A \_\_\_\_\_ diameter culvert shall be installed as shown on the attached standard.
16. Culvert pipe required under the entrance shall be zinc coated corrugated metal or 1500 D concrete pipe.
17. \_\_\_\_\_ See attached drawing for additional grade and cross section requirements. **(OVER)**

**Please complete following information.**

Include a drawing and dimensions of the lot, including all structures and the driveway and/or extension.

1. Total width of driveway and extension after proposed construction:	
2. Driveway width:	Extension width:
3. Flare width per side:	Width of total curb cut:

I hereby state that I have read and understand the above regulations concerning driveways, driveway extensions, curb cuts and entrances.

Signature of contractor or property owner: \_\_\_\_\_

**For City Use Only**

- Permission is hereby **granted** by the Public Works Director/City Engineer to perform a curb cut or entrance as requested above.

\_\_\_\_\_  
Public Works Director/City Engineer

\_\_\_\_\_  
Date

- Permission is hereby **granted** by the Zoning Officer to install a driveway and/or driveway extension as requested above.

\_\_\_\_\_  
Zoning Officer, City of Marshalltown

\_\_\_\_\_  
Date

- Permission is hereby **denied** for the request because of the following reason(s):

\_\_\_\_\_  
City of Marshalltown

\_\_\_\_\_  
Date

**The following fees are required to be submitted before approval of the permit:**

- \$25.00 Driveway extension with authorization prior to the start of construction.  
 \$50.00 Driveway extension without authorization prior to the start of construction.  
 \$10.00 Entrance/Curb cut.

\_\_\_\_\_ Total