

# Residential Individual Lot Site Plan Requirements



110 N. Poplar Street | West Branch, Iowa 52358  
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Subdivision Name / Lot # _____	Owner _____	
1 <sup>st</sup> Review _____	2 <sup>nd</sup> Review _____	Date Approved _____
Project Name _____	Project Location / Address _____	
Reviewer _____	Designer _____	
Contact _____	Phone _____	Fax _____
* This section to be filled in by the City of West Branch Building Department		

## What is a site plan?

- A site plan is a scaled drawing or map showing what improvements you intend to make on your property. A site plan is required for the city to review proposed work and evaluate possible impacts to other residents or city property. Site plans should be in a minimum 1"-20' scale.

## Do I need to submit a site plan?

- Review the checklist on the opposite side of this page with city staff and check the fields that apply to your project. If you fall into tier 0, no site plan is required. Tier 1 will require a site plan that you may be able to prepare yourself. Tier 2 will likely require the assistance of an engineer to develop a site plan.

## Where can I get help developing a site plan?

- If you fall into tier 1, talk with city staff if you do not understand what you need to provide on your site plan.
- If you fall into tier 2, consult with the project designer or builder to see if they have a civil engineer they work with regularly. You can also search for local consultants with experience in residential site plans. City staff may be able to provide a listing of consultants that have previously worked on similar projects.

## How does a site plan help me?

- A detailed site plan will show the city and your neighbors what you intend to build within your lot. Site plan reviews can help avoid future issues with drainage, disputes over land use, and avoid costly re-work if the construction is completed incorrectly. A site plan will be reviewed post construction to confirm the project was built as it was designed so the homeowner, neighbors, and the city can ensure all interests are protected.

## Residential Site Plan Tier Description and Requirements

### Tier 0 – No site plan required: criteria (no requirements – no plan)

- Landscaping work that does not change the direction, speed or location of water flow within a property. (ex. gardens, plantings, playground equipment)

### Tier 1 – Site plan required, homeowner can prepare: criteria

- Landscaping work that changes the direction, speed or location of water flow within a property with no offsite impact.(ex. retaining walls within property, storm water BMP's, patio, driveway or sidewalk paving)
- Building or deck construction that does not change the direction, speed or location of the water leaving a site. (ex. interior renovations, any addition with gutters that drain to existing downspouts and no change on grading, deck addition or renovation in existing location with no grading changes)
- A new structure that is not installed in a drainage way, utility easement, or lot setback and will not affect drainage (direction, speed or location) within a property. (ex. shed, pool, fence)
- A new structure that impacts a drainage direction, speed or location within a site, utility easement, or lot setback with no offsite impact. (ex. building addition accross current drainage way within site, shed with re-grading, building addition that adds downspouts but does not change the general drainage direction)

#### Tier 1 Requirements:

- Site Diagram or sketch showing proposed work.
- Address, lot number, subdivision name
- North arrow, street names, locations of ROW
- General drainage direction and slope post construction
- Locations of effected utilities, easements and setbacks
- Proposed new work within the site with critical elevations called out.

### Tier 2 – Site plan required, engineer should prepare: criteria

- Landscaping work that changes direction, speed or location of water flow leaving a property (ex. Retaining wall near property line, storm water BMP near property line, paving with slope changes near property lines, grading within setbacks)
- A new structure that impacts drainage direction speed or location leaving a property (ex. New construction, addition requiring re-grading in setbacks, deck or patio construction that changes direction, speed or location of drainage on an adjacent property)

#### Tier 2 Requirements:

- All Tier 1 criteria.
- Scaled drawing with lot dimensions and impermeable/ permeable areas
- Show all utility easements, existing utilities and connections including storm water exit points from the site
- Show flow arrows, slopes, FFE, bench marks, flood plains, and MLO's that apply
- Retaining wall details and designs that apply
- Tree locations & impacts that apply, new plantings