

Section 5: Development Plans

5.1 Purpose of Development Plans

The purpose of this section is to:

- A. Designate development proposals that require the submission of a Development Plan;
- B. Establish plan documentation and supporting information that must be submitted to allow for the review and action on a Development Plan.
- C. Establish requirements that must be satisfied before the Plan Commission or the Zoning Administrator may approve a Development Plan.

5.2 Intent of Development Plans

- A. The intent of requiring Development Plan submission and review is to:
 1. Promote and encourage quality development which has a positive impact on surrounding land uses and the overall community;
 2. Allow for public, Plan Commission, and Town staff review of and input on certain development applications. This input may include comments, recommendations, and/or requirements on the following:
 - a. The compatibility of the proposed development with surrounding zoning and land uses;
 - b. The availability, coordination, and adequacy of water, sanitary sewer, storm water drainage, and other utilities and/or facilities proposed to serve the development;
 - c. Traffic and transportation safety, roadway capacity, and traffic congestion in the immediate vicinity of the proposed development site;
 - d. Proposed entrance locations, street facilities, roadway improvements, and internal traffic circulation patterns;
 - e. Proposed signage, pedestrian circulation facilities, recreation space and facilities, outdoor lighting, landscaping, buffering, and screening;

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8. Any proposed addition to an existing public/institutional structure which increases the gross floor area of the structure by over 10%.
 9. New off-street parking areas, expansion of existing off street parking areas, creation of new entrances and/or exits for existing off street parking areas.
- D. New utility applications including, but not limited to:
1. Communication Towers
 2. Public Water Wells
 3. Sewage Lift Stations
 4. Telephone Switching Stations
 5. Utility Substations
- E. Other uses similar to those described in Section 5.3 shall require Development Plan approval as determined by the Zoning Administrator.
- F: Development plans shall be required for the uses described in Section 5.3, in all zoning districts as established in Section 3 of this Ordinance.

5.4 Development Plan Meeting

Before applying for an Improvement Location Permit for which a Development Plan is required, the applicant shall arrange a meeting with the Zoning Administrator. The purpose of this meeting is: (1) to acquaint the applicant with the standards, procedures, and requirements of this section, the comprehensive plan, and other applicable plans, ordinances, and laws, (2) to review the intent of the Development Plan procedures and application requirements, and (3) to make the applicant familiar with any potential issues or problems regarding the specific site or surrounding area.

The applicant shall bring a scaled Development Plan of the proposed development to the meeting. The Development Plan should show the location of proposed uses and major buildings, layout and classification of roads, all entrances and exits, and any environmental sensitive areas. Also, the applicant shall bring a chart detailing the phasing and a time frame for development.

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- E. A list of names, addresses and tax assessment parcel numbers of all property owners located adjacent to and directly across the street, alley, or railroad right-of-way from the subject property;
- F. One (1) copy of a boundary survey prepared by a registered land surveyor.
- G. Any development plan proposal that includes the subdivision of land into lots will be considered a subdivision proposal and shall be submitted under the direction of the subdivision control ordinance.
- H. Ten (10) copies of the Development Plan, labeled draft, illustrating the following:
 - 1. A vicinity map;
 - 2. Date, north arrow, scale and proposed name of the development;
 - 3. Plans drawn to scale showing actual dimensions and shape of the lot to be built upon;
 - 4. The exact sizes and locations of all buildings, wells and septic systems already existing, if any;
 - 5. The location and dimensions of the proposed building(s) or alteration;
 - 6. Building setback distances from all property lines, and from existing and proposed right of ways;
 - 7. Location of floodplain boundaries and/or wetlands, or potential wetlands as indicated on the National Wetland Inventory maps;
 - 8. Drainage outlets;
 - 9. The location of all streets and driveways;
 - 10. Ingress and egress points;
 - 11. Utility lines and easements;
 - 12. Parking and loading areas;

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- J. If the applicant fails to meet the filing requirements of Subsection 5.5 above within six (6) months of the pre-submission Development Plan meeting, the applicant shall reschedule a new pre-submission Development Plan meeting in order to continue the project.

5.6 Required Review Meeting

The purpose of the Required Review Meeting is to give the Zoning Administrator and Checkpoint Agency Representatives an opportunity to review and recommend revisions to the Development Plan and to discuss these recommendations and revisions with the applicant and applicant's representative. The required review meeting shall be held and concluded before a Development Plan is considered submitted for consideration.

Prior to scheduling the Required Review Meeting, the Zoning Administrator shall review the Development Plan in order to determine if the information, documents and data required by this ordinance are contained in the Development Plan. If the Development Plan is incomplete, the applicant shall be provided a written notice of deficiencies and the Required Review Meeting shall not be held until the deficiencies have been satisfactorily addressed. The Required Review Meeting shall be held as soon as possible following a determination by the Zoning Administrator that the Development Plan is ready for review. Written notice shall be sent to the applicant, the applicant's representatives, the checkpoint agencies, and the Plan Commission stating the time and place of the Required Review Meeting.

Following the completion of the Required Review Meeting, the Development Plan is ready for submission.

5.7 Development Plan Submission Requirements

A Development Plan shall be submitted to the Plan Commission for the Public Hearing Process no later than six months following the conclusion of the Required Review Meeting. The submission shall include a complete Development Plan with ten sets of drawings, labeled The Development Plan, seven of which may be reduced in size. These drawings must meet all of the elements of the Development Plan as required by this ordinance and incorporate the revisions and the recommendations made at the Required Review Meeting.

If the applicant fails to meet the Development Plan submission requirement within six months of the Required Review Meeting, the Improvement Location Permit application and the Development Plan Submission shall be considered withdrawn and void. Thereafter, if the applicant wishes to continue the project, the applicant must begin again with Section 5.5 of this Ordinance.

The Zoning Administrator shall review the Development Plan submission for technical conformity with the Zoning Ordinance.

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of the Commission. Distribution of the plan sets shall be as follows: One (1) set shall be retained by the Plan Commission, and two (2) sets shall be returned to the applicant.

- D. An applicant, whose submitted plan has been disapproved by the Commission, as provided in this ordinance, may not submit another plan for the same property for a period of one (1) year after the date of signed findings for said disapproval.