

City of Sioux Center  
**Application for Major Site Improvement**

Property Address (if applicable) \_\_\_\_\_

Subdivision (if applicable) \_\_\_\_\_

Current Zoning \_\_\_\_\_

**Contractor or Designer's Name** \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Registration/License Number \_\_\_\_\_

**Developer's Name** \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

**Owner's Name** \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

**Brief Description of Work:** \_\_\_\_\_

**Intended Use of the Property:** \_\_\_\_\_

**Type of Project:** (examples: new commercial or multi-family building, major additions to commercial or multi-family sites, new subdivision, parking lots, change in use of a property or building, etc.) \_\_\_\_\_

## Application Regulations

Designer or Owner will need to provide a plan that is drawn to scale and provides but not limited to the following information:

- Property dimensions
- Any private drives and alleys
- Public streets and driveways including curb cuts
- Parking space information, islands, and signage
- Accessibility accommodations and routes
- Utility services and sizes
- Utility easements and access easements
- Storm water drainage and detention
- Existing & temporary structures
- Site signage and directional signs
- North arrow

The City is not responsible or liable for the following:

- To locate or survey the parcel on which construction is planned.
- To identify or confirm dimensions, corners, or curves of a plated lot
- To identify or confirm dimensions, location, duration of any easement
- To calculate and design storm water detention, retention, or allowable run off
- To design or confirm ADA compliance
- To design or confirm compliance with subdivision covenants
- To design or verify building and finish grade elevations in relationship to streets, sidewalks and adjacent property owners

Applications must include an electronic copy of the plans as well as one hard copy

Any additional information that has been requested by the City of Sioux Center

If application is for the design of a new subdivision the plans must be drafted by a licensed and registered civil engineer and provide the information listed in Article 4 "Final Plat Date" as listed in the Subdivision Regulations Ordinance section of the Sioux Center Code of Ordinances

**Process for Major Site Plan Approval:** 1.Completed submission (including fee) to the Building Department 2.Internal review by city and utility staff 3.Planning & Zoning Commission review and approval (if required) 4. City council review and approval (if required)

I, \_\_\_\_\_, **have read the Application Regulations and agree to adhere to them.**  
(name)

**Application Fee is \$50** (due at time of submittal)

**\*\* A completed application with required documentation and filing fee must be submitted\*\***

**\*\*Incomplete submittals will not be processed.\*\***

