

City of Sioux Center
Application for Minor Site Improvement

Property Address _____

Subdivision _____

Lot size _____ 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 include commercial or multi-family building additions, minor additions to commercial or multi-family sites, parking lots expansion, 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:

- Any private drives or alleys
- Accessibility accommodations
- Landscaping and major changes in elevation
- Parking lot calculations and site lighting
- Any changes to utility services
- Storm water retention & detention
- Existing & temporary structures
- Site signage & directional signs
- Any landscaping planned adjacent to the ROW
- North arrow

Applications must include an electronic copy of the plans
Any additional information that has been requested by the City of Sioux Center

Applications will follow this process: 1. Competed 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****