

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
- Parking space calculations and site lighting
- Any changes to utility services
- Storm water retention or detention
- Existing & temporary structures
- Site signage & directional signs
- Site access drive ways (temp and permanent)
- 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

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

**Process for Minor 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\*\***