CITY OF CLIVE
1900 NW 114th Street
Clive, IA 50325-7077
Phone (515)223-6221
Fax (515) 457-3091

APPLICATION FOR DEVELOPMENT REVIEW PRELIMINARY PLAT

DATE SUBMITTED	
PROJECT TITLE	
ADDRESS	
LOT #	SUBDIVISION

APPLICANT INFORMATION

APPLICANT NAME	
ADDRESS	
CITY, STATE, ZIP	
PHONE	
FAX	
E-MAIL ADDRESS	

Acceptance of Applicant

I, the undersigned, certify that the information on this application to the best of my knowledge, is true and correct. I further certify that I have a legal interest in the property in question, and/or that I am legally able to represent all other persons or entities with interest in this property.

In addition to the application fee, I understand I am responsible for all development review costs invoiced on a Monthly basis for services performed by City staff or City consultants on my behalf.

Print Applicant's Name

Applicant's Signature Date

DEVELOPMENT TEAM

Project Manager	
Address	
Phone	Fax
E-Mail Address	
Attorney/Other	
Address	
Phone	Fax
E-Mail Address	

Please provide seven folded copies (24"x36" maximum) of all plans. In addition, a digital copy (.pdf format preferred) of all plan sheets shall be provided.

In order for a submittal to be determined as complete, the following basic information should be provided:

	Submitted	Accepted
Site Survey	☐	☐
Dimension Plan	☐	☐
Grading Plan	☐	☐
Utility Plan	☐	☐
Landscape Plan	☐	☐

For additional detail on the type of information necessary for each of the items above can be found on the back of this form or by contacting the Community Development Department.

Additional Information:

Application Approval

☐ **Approved**
☐ **Denied**

Planner or Authorized Representative Date

PRELIMINARY PLAT SUBMITTAL REQUIREMENTS
FOR DEVELOPMENT REVIEW

The complexity of the proposed preliminary plat will dictate whether all of the items below are needed for a complete submittal. If there are any questions as to which items are needed, please contact the Community Development Department prior to submitting.

Site Survey - All of the existing site features, including property lines (including metes and bounds), right-of-ways, streets, buildings and structures, driveways and parking lots, public and private sidewalks, landscaping, utilities, topography, easements (including book and page) and legal description should be provided.

Dimension Plan - All proposed lots (including right-of-way and parkland dedication) should be accurately shown to scale and dimensioned (including lot areas). Additionally, narrative information such as property owner, legal description, vicinity sketch, property zoning, and benchmark should be included.

Grading Plan - Existing and proposed topography should be provided at a maximum interval of 5-feet. Although the anticipated grading is conceptual, additional detailing of unique conditions along waterways/creeks/ditches or areas that may require significant retaining walls may be required.

Utility Plans - Existing and proposed utilities should be accurately shown on the preliminary plat. Although conceptual, utilities should be shown to all proposed lots and sized to accommodate the demand generated by the project and any upstream loading. Stormwater management facilities should be shown and a preliminary drainage report may be required.

Landscape Plan - Existing and proposed landscape features should be accurately shown (required street trees and buffer plantings). A general indication on the types of trees and minimum installed sizes should be included.