

**BUSINESS OF THE CITY COUNCIL
WINDSOR HEIGHTS, IOWA**

AGENDA STATEMENT

Item No. 9


For Meeting of 04/19/10

ITEM TITLE: Consideration of a resolution approving stormwater site plan review program and associated fees

CONTACT PERSON: Marketa George Oliver

SUMMARY EXPLANATION

On March 22, the Council approved ordinance number 10-04, which adjusted stormwater rates and added a section to require a stormwater site plan review. The attached stormwater site plan review program is submitted for Council consideration and recommended to be adopted by resolution. You will also find the permit application and a checklist provided to those needing permits, to make submittals easier.

<p><input checked="" type="checkbox"/> Resolution _____ Ordinance _____ Contract _____ Other (Specify) _____</p> <p>Funding Source _____ <u>NA</u> _____</p> <p>APPROVED FOR SUBMITTAL _____ </p> <p>City Administrator</p>

STAFF/COMMITTEE RECOMMENDATION: The citizens Stormwater Advisory Committee has reviewed this information.

COUNCIL ACTION:

RESOLUTION NO. 10-0419/

**RESOLUTION APPROVING STORMWATER SITE PLAN REVIEW PROGRAM AND
ASSOCIATED FEES**

WHEREAS, the City has been working diligently to meet MS4 Permit requirements for stormwater mandates; and

WHEREAS, the City has been working to build its stormwater program; and

WHEREAS, the City Council recently approved an ordinance mandating a stormwater site plan review program; and

WHEREAS, the attached documents set forth the City's stormwater site plan review program and fee structure.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Windsor Heights, Iowa, that the City adopts the attached stormwater site plan review program and associated fees.

PASSED AND APPROVED THIS 19th DAY OF APRIL 2010.

Jerry Sullivan, Mayor

ATTEST:

Marketa George Oliver, City Administrator/Clerk



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STORMWATER SITE PLAN REVIEW PROGRAM

Complete the attached application form for new multiple-family projects (any structure with more than two (2) units, commercial projects, industrial projects, institutional projects, expansion of any of these structures, accessory buildings for any of these structures, and expansion or installation of parking lots. (Residential projects with one or two units are subject to review through a separate process the City Inspection Department.) Submit the completed application form along with four (4) copies of the site plan and the applicable review fee to:

City of Windsor Heights
1133 66th St.
Windsor Heights, Iowa 50324
Phone: 515-279-3662
Fax: 515-279-3664
Attn: Dave Breese

All building additions and accessory structures that are greater than 120 square feet and associated with commercial, industrial, institutional or multi-family buildings with more than (2) units are subject to the site plan review requirements. For building additions and accessory structures greater than 120 square feet but less than 1,000 square feet or larger, this site plan review process must be completed prior to obtaining a building permit. Please note that while a stormwater site plan review may be required for the above-referenced projects, zoning site plan review requirements are applicable only to those projects identified in the zoning code.

Stormwater Management Plans:

A stormwater management plan and permit are also required for all commercial projects, industrial projects, institutional projects, expansion of any of these, all land disturbing activities and all residential developments with two (2) or more units, within city limits. The Building Inspections Department or Public Works Department will not issue a stormwater permit to disturb lands until a stormwater management plan has been reviewed and approved. If the proposed project requires a stormwater management plan and permit, an application must be completed and four (4) copies of the stormwater management plan and permit application submitted in conjunction with the site plan.

SITE PLAN REVIEW FEES:

Buildings/Additions:

- Multi-Family Residential: \$5/unit (minimum of \$235) (2 or more units)
- Non-Residential \$5/1000 square feet gross floor area (minimum of \$235)
- Residential \$5/1000 square feet gross floor area (minimum of \$195)

Parking Lots:

- New/Expanded Parking Lots: \$5/1000sf (minimum of \$235) (5,000 square feet or more)
- New/Expanded Parking Lots: No review fee (less than 5,000 square feet)

Additional fees may be charged based on actual review time required by staff because of resubmittals, field conditions, complexity of projects, or site plan revisions.

Stormwater Management Plan/Permit Fees:

The stormwater management fee includes two components: the plan review fee and permit fee. The plan review fee is for review of submitted stormwater management plan and the permit fee is for administration of the permit to allow land disturbing activities.

- Plan Review Fee: \$2.75/acre (minimum of \$75)
- Permit Fee: \$5.50/acre (minimum of \$75)

PROCESS:

Only complete submittals will be processed (completed application form, correct number of copies and check for required fees payable to “City of Windsor Heights “). All information on the application form must be completed, including the applicant’s checklist column for each category. Please be advised that the items included in the checklist do not necessarily constitute a complete application. Depending on the nature of the project, additional items may be required by one or more City department(s) to complete the review of the project. For large-scale or complex projects, it is suggested that a pre-application meeting be scheduled with City staff to identify issues prior to preparation and submittal of site plan. For more information on pre-application meetings contact Dave Breese at 515-778-2774 or dbreese@windsorheights.org. Applicants will be notified within six (6) working days if an application is incomplete.

The City Building Inspections Department will receive and route plans to the following departments and divisions: Building Inspections; Public Works Department; Fire Department; and Planning and Zoning Division.

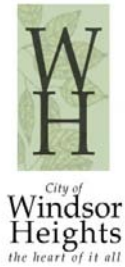
Upon receipt of a complete application and all submittal requirements, it is anticipated that review will take approximately ten (10) working days; however, a complex project may require additional review time. If site plan revisions are required, additional review time will also be required.

The City will provide a unified comment letter to the applicant or designated contact person, with a copy forwarded to the Building Inspections Department as well as other departments and divisions. The City of Windsor Heights accepts no responsibility for any losses, incurred costs, or damages of any kind by approval or disapproval of a site plan.

If any changes are being considered for an approved site plan, including but not limited to changes to the parcel size, building size or location, access, sidewalks, City utilities and connections, hydrants locations, grading or drainage or landscaping, please contact Dave Breese/ City Inspector at 515-778-2774 to determine if a revised submittal will be required.

REQUIRED PERMITS:

Building Permits: The City Inspector will not issue a building permit until the site plan has been reviewed and approved by these departments. The issuance of a building permit is separate from this site plan review application. The City Inspector requires a separate Building Plan Review Application that may run concurrently with the Site Plan Review Application. For more information regarding the Building Plan Review Application contact Dave Breese/ City Inspector at 515-778-2774.



APPLICATION FOR SEDIMENT AND STORMWATER PLAN APPROVAL

PROJECT OR CONTRACT NUMBER: _____

PROJECT DESCRIPTION: _____

PROJECT LOCATION/ADDRESS: _____

PROJECT DISTURBED AREA IN ACRES: _____

EXPRESSED AS ACRES AND TENTHS OF ACRES (i.e. 2.1, 2.2, 2.3 etc. acres)

OWNER/DEVELOPER NAME: _____

OWNER/DEVELOPER ADDRESS: _____

OWNER/DEVELOPER PHONE #: () _____ FAX #: () _____

CONSULTANT/ENGINEER NAME: _____

CONTACT PERSON/PROJECT ENGINEER: _____

CONSULTANT/ENGINEER ADDRESS: _____

STREET

CITY

ZIP

CONSULTANT/ENGINEER PHONE#: () _____ FAX#: () _____

FOR OFFICE USE ONLY

- DESIGN PLAN
- PLAN
- CHECKLIST

FEE PAID \$ _____ APPROVED BY _____

PERMIT # _____

DATE

TITLE

OWNER/DEVELOPER CERTIFICATION

“I/We certify that the information on this form and the attached plans is true and accurate to the best of my/our knowledge.”

“I/We understand that the City of Windsor Heights may request information in addition to that set forth as may be deemed appropriate in considering this application.

“I/We will abide by the conditions of this approval as issued.”

“I/We hereby certify, grading, construction and/or development will be done pursuant to the approved plan, and that all responsible personnel involved in the land disturbing activities will have the appropriate certification for Stormwater Management.”

“I/We hereby authorize the right of entry for periodic on site inspections by the City of Windsor Heights, Iowa Department of Natural Resources, and Environmental Protection Agency compliance personnel and/or agents.”

Owner/Developer Signature

Date

Owner/Developer Name and Title (printed or typed)

DESIGNER CERTIFICATION

“ I hereby certify that, to the best of my knowledge, information, and belief , this plan has been designed in accordance with the current Erosion and Stormwater regulations of the City of Windsor Heights.”

Designer Signature

Date

Designer Name and Title (printed or typed)

AGENT AUTHORIZATION*

(* If this authorization form is completed with application, all future correspondence may be signed by the duly authorized agent.)

I, _____, hereby designate and authorize the following identified agent to act on my behalf in the processing of this application and to furnish any information that is requested.

AGENT NAME: _____

AGENT ADDRESS: _____

AGENT PHONE #: () _____ FAX #: () _____

OWNER/DEVELOPER SIGNATURE DATE

AGENT SIGNATURE DATE



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City of Windsor Heights Stormwater Site Permit Checklist

The following checklist can be used to meet the requirements of items #1, 2 & 3 on the back of the Stormwater Site Plan Permit Application Form. In order to be deemed a complete application, all items listed on this checklist shall be provided to the City. The city's stormwater management department requires a permit for all commercial, industrial, and institutional projects, expansion of any of these, all land disturbing activities and all residential developments with two (2) or more units within city limits.

1. Involves the grading, removal of protective ground cover or vegetation, excavation, land filling or other land disturbing activity which affects an area of 120 square feet or more;
2. Involves the excavation or filling or a combination of excavation and filling which affects 400 cubic yards or more of soil, sand or other excavation or fill material;
3. Involves the laying, repairing, or enlarging of an underground utility, pipe or other facility, or the disturbance of road ditch, grass swale or other open channel for a distance of 300 feet or more;
4. Involves the construction of any new public or private road or access lane /drive;
5. Disturbs a slope of 20% or greater;
6. Other projects that may cause an adverse impact to an environmentally sensitive area or other property.

All items on this list must be included with the application to be deemed a complete application

Item # 1

Please provide in a narrative format the following items:

- ____ 1. A narrative describing the proposed land disturbing activity.
- ____ 2. A narrative describing the construction timeline and sequencing of grading activity.
- ____ 3. List temporary Best Management Practices (BMP's) to be used to minimize off-site impacts during the construction phase.
- ____ 4. A narrative describing the proposed methods to stabilize the site following completion of construction.

Item # 2

Please provide on a survey map or scaled site plan drawing of sufficient clarity the following items:

- _____ 1. A north arrow and scale of 1 inch equals no more than 100 feet.
- _____ 2. Boundary of the proposed land disturbance.
- _____ 3. Direct of flow for runoff entering and leaving the disturbed area.
- _____ 4. Upslope drainage area entering the disturbed area.
- _____ 5. Location of proposed Best Management Practices (BMP's).
- _____ 6. Existing and proposed slopes.
- _____ 7. Existing and proposed ground cover.
- _____ 8. Existing and proposed buildings, roads, access drives, property boundaries.
- _____ 9. Existing and proposed drainage ways, water bodies, trees and culverts.
- _____ 10. Any other structure or structures within 50 feet of the proposed land disturbance.

Item # 3 (for Utility Installation)

- _____ 1. Delineate where utilities will be installed.
- _____ 2. Show location of the open cut and the topography in the area.
- _____ 3. List the total lineal feet to be installed and the lineal feet to be installed by open cut.

Item # 4 (other)

- _____ 1. Other items or information as deemed necessary by the City Inspector.