



Planning & Zoning
Pre-Application
Site Plan

Planning & Zoning Department
1700 N. 4th Ave. W.
Newton, IA 50208-1926
641-792-6622 Fax 641-792-0670
www.newtongov.org

Submitted Date _____

Fee: [] less than 1 acre \$75.00
[] 1 acre+ \$100.00

Date Paid _____

Receipt # _____

File #SP _____

As per the Newton Site Plan Ordinance a site plan review is required whenever a person, firm, corporation or other group wishes to develop any tract or parcel of land within all zoning districts, except for: (See §32.0104.1-§32.0104.6 of Site Plan Ordinance). If site plan review is required, a request for a pre-application conference must be submitted to the city planner. A conference shall be arranged within seven (7) days after the submission of this request. The purpose of the conference shall be to acquaint the city staff with the proposed development and to acquaint the applicant with the procedures and requirements of this ordinance as well as any potential challenges that might relate to the development.

Name of Applicant _____ Mailing Address _____ Daytime Telephone _____
Interest in property: [] Owner [] Agent [] Other (explain): _____

Name of Owner (if different) _____ Mailing Address _____ Daytime Telephone _____

- Street Address or Common Description: _____
• Legal Description: _____
• Existing use of property: _____
• Zoning of property: _____ • Size of development [] sq. ft. [] Acres: _____

- ❖ At the time of request the applicant shall furnish two (2) copies of a sketch plan at a scale of 1" = 50" and shall include the following information
[] legal description of the parcel & common address [] zoning district & dimension of parcel
[] location of all existing & proposed buildings & construction type [] proposed off-street parking
[] location of existing & proposed entrances, exits & curb cuts [] right-of-way width for streets abutting site
[] location of existing & proposed utilities, signs, lights, fences, sidewalks, wooded areas, natural drainage ways & other natural features [] proposed & existing landscaping
[] other features that may have an impact on the site (i.e. flood plain, erosion control measures, sink holes, storm water detention facilities, berms & bonds) [] vicinity map
❖ After completion of the conference, a formal site plan shall be prepared and submitted to the city planner accompanied by:
[] A letter from the applicant requesting city review and approval of the site plan.
[] Thirteen (13) legible, at least 11"x17", copies of the site plan for review by city departments.
❖ After City review, the city planner will request:
[] 3 final copies at least 24" x 36"