

Commercial and Industrial Property Development Checklist

City of Waverly Zoning Office

200 1st St. NE, Waverly, Iowa, 50677

Phone: (319) 352-9208 Fax: (319) 352-5772

Supply This Sheet with Building Permit Application And Dimensioned Site Plan to the Zoning Office

Address of Property: _____ Owner: _____

Owner Phone Number: _____ Owner Address: _____

Contractor: _____ Contractor Phone Number: _____

Contractor Address: _____

Today's Date: _____

Anticipated Construction Start (at least five days after today's date): _____

Zoning District: (Call Zoning office at 319-352-9208 if unknown) _____

Checklist for Applicant:

Step One: The Following Items Shall be demonstrated to the Zoning Office along with a Dimensioned Plot Plan accompanied by a Completed Building Permit Application to for Review:

(Mark n/a if not applicable to your proposal and expect approximately 3-5 business days to review)

- ✓ **Verified Proposed Use is Allowed within Zoning Designation.** (Contact Zoning Office at 319-352-9208 to Verify Information and to Arrange for Meeting if Necessary). _____
- ✓ **For Developments Greater Than One Acre in Size,** applicants must think about how to stabilize the disturbed surface area and obtain approval of a National Pollutant Discharge Elimination Systems (NPDES) Permit through the Iowa Department of Natural Resources to account for storm water or snow melt run-off from a cleared construction site greater than one acre. This shall be supplied at the time of application for construction of any proposed project. _____ (Contact IDNR first at (515) 281-7017 to obtain "General Permit No. 2" or Public Works at 319-352-9065 for requirements)
- ✓ **Water, Sewer Service and Storm water Connections** to service the property have been verified through the Waverly Public Works Office. (Contact Public Works at 319-352-9065 for requirements)_____
- ✓ **Setbacks** from Front, Side and Rear Property lines shown on dimensioned plot plan. _____ (must be dimensioned or it will be rejected)
- ✓ **Height** of Structure(s) shown/indicated on plot plan. _____ (check with Zoning office or zoning code section 100 as zoning designation would dictate allowable height) _____

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- ✓ **Proposed Driveway(s)** with dimensions at curb and property lines shown. _____
(Contact Public Works at 319-352-9065 for permit in order to complete driveway approach work in the right of way. If locating on a State Highway, Such as 4th St. SW (Bus. Hwy. 218) or Bremer Ave. (Hwy 3.), you will want to contact Iowa Dept. of Transportation at 319-235-1832)
- ✓ **Sidewalk Connections** with dimensions of sidewalks shown. _____
(Check with Zoning office on connectivity for area)
- ✓ **Parking Lot Number of Spaces** has been verified for proposed usage with Zoning office and clearly shown on the plan. _____
(Check with Zoning office or zoning code section 100.19)
- ✓ **Parking Lot Surface** will be designed so as to be set back at least five (5) feet from right of way line. _____
(In addition to being set back five (5) feet from any adjoining “R” district and effectively screen planted. (Check with Zoning office or zoning code section 100.19.04)
- ✓ **Parking Lot Surface** will be surfaced with an asphaltic or Portland cement binder pavement or such other equivalent surface so as to provide an all dust free surface, shall be so graded and drained as to dispose of all surface water accumulation within the area, and shall be so arranged and marked as to provide for orderly and safe loading or unloading and parking and storage of self-propelled vehicles. (Check with Zoning office or zoning code section 100.19.04) _____
 - **Note:** Waverly does charge a fee for all parking lot surfaces created at the fee of \$10 per 1,000 square feet of paved area (effective March 2011). This excludes all approach work in the right-of-way, sidewalk work along buildings and non-paved islands. Make check payable in calculated amount to “City of Waverly” when dropping off completed site plan to the Zoning Office. Contact the Zoning Office with any questions on this requirement.
- ✓ **Lighting** used to illuminate any off-street parking area, including commercial parking lot, shall be so arranged as to reflect the light away from adjoining premises in any “R” district. _____
- ✓ **Any Proposed Signage** on the property will require a separate permit and one may show any proposed free-standing signage on the property. _____
 - **Note:** Waverly does charge a fee for all signs erected at the fee of \$5 for under 40 s.f., \$10 for 40-100 s.f., \$25 for over 100 s.f. Contact the Zoning Office with any questions on this requirement. This may be applied for at a later time.

Step Two: Once Reviewed, the Zoning Office will Follow Up If Necessary and Instruct the Applicant to Proceed with Construction Plan Drawing. The Plans will be dropped off to the Zoning Office and Submitted to the Bremer County Building Inspections Office, the Acting Building Inspector For Waverly.

- For Any Questions Regarding Construction Plan Requirements and Fees, Contact Bremer County Building Inspections Office at 319-352-0332

Step Three: After Review (and Consultation with Applicant if Necessary), the Building Inspector will Approve Construction Plans and Construction May Commence.

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For More Information:

City of Waverly Contacts

- **City of Waverly Zoning Office** (Land Use, Property Layout, Parking Lot and Landscaping): www.waverlyia.com , 319-352-9208
- **Bremer County Building Inspections Office** (Building Construction Standards and Review of Construction Plans): www.waverlyia.com, 319-352-0332
- **City of Waverly Public Works Office** (Water, Sewer, Driveway, Storm water Management Questions): www.waverlyia.com, 319-352-9065
- **Waverly Economic Development Office** (Financial Incentive Availability for Project): www.waverlyia.com, 319-352-9210
- **Waverly Light and Power** (Power Supply and Connectivity): <http://wlp.waverlyia.com> , 319-352-6251

State of Iowa Contacts

- **Iowa Department of Natural Resources** (For Surface Area Grading and Drainage Permitting Requirements): www.iowadnr.gov, 515-281-7017