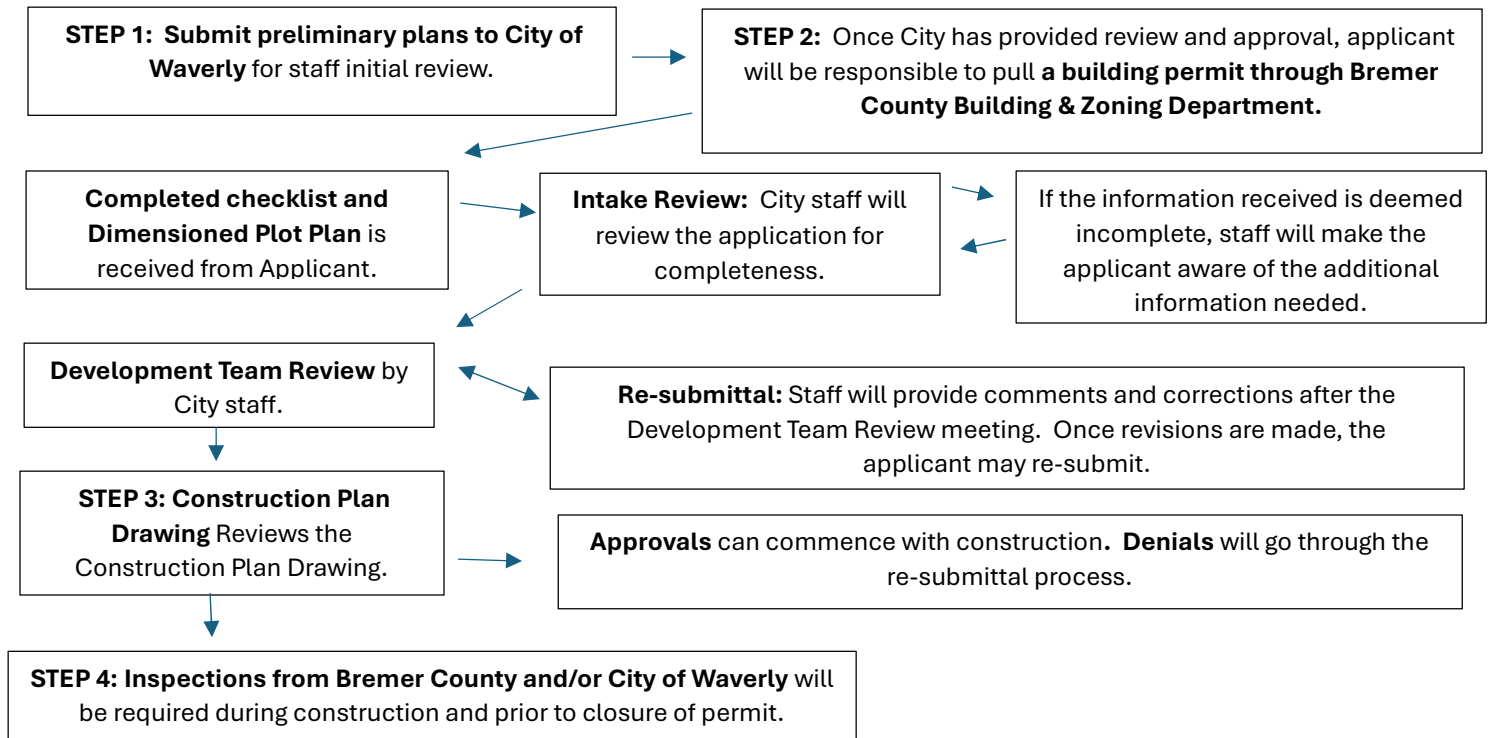


# COMMERCIAL AND INDUSTRIAL PROPERTY DEVELOPMENT CHECKLIST



## COMMERCIAL AND INDUSTRIAL CHECKLIST PROCESS



**Supply this sheet with Building Permit Application and Dimensioned Site Plan to the Zoning Office:**

Address of Property: \_\_\_\_\_ Owner: \_\_\_\_\_

Owner Phone Number: \_\_\_\_\_ Owner Address: \_\_\_\_\_

Owner's Email: \_\_\_\_\_

Contractor: \_\_\_\_\_ Contractor Phone Number: \_\_\_\_\_

Contractor Address: \_\_\_\_\_ Email: \_\_\_\_\_

Anticipated Construction Start Date (at least five (5) days after today's date): \_\_\_\_\_

Today's Date: \_\_\_\_\_ Zoning District: \_\_\_\_\_ *(If unknown, call Zoning Office 319-352-9208)*

### Checklist for Applicant:

- The items on the next page shall be demonstrated to the Zoning Office along with a **Dimensioned Plot Plan** accompanied by a completed Building Permit Application for Review.  
*(Mark N/A if not applicable to your proposal. Expect 7-10 business days for review.)*

**Community Development Department**  
200 1<sup>st</sup> Street NE  
P.O. Box 616  
Waverly, IA 50677  
zoning@waverlyia.com  
(319) 352-9208

## COMMERCIAL AND INDUSTRIAL PROPERTY DEVELOPMENT CHECKLIST CHECKLIST



- ☐ **Verified Proposed Use is Allowed within Zoning Designation.**  
*Contact the Zoning Office at [zoning@waverlyia.com](mailto:zoning@waverlyia.com) to verify information and to arrange a meeting if necessary.*
- ☐ **Storm Water Management Plan:** applicants must 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. (*Contact Public Services at [publicservices@waverlyia.com](mailto:publicservices@waverlyia.com) or 319-352-6247 for requirements.*)
- ☐ **Water, Sewer Service and Storm Water Connections** to service the property have been verified through the Public Services Department.
- ☐ **Setbacks** from front, side and rear property lines are shown on the **dimensioned** plot plan.
- ☐ **Height** of structure(s) are shown/indicated on plot plan and follow guidelines for corresponding zoning designation within the Zoning Code Section 100 of the Waverly City Code ([www.waverlyia.com/citycode](http://www.waverlyia.com/citycode)).
- ☐ **Proposed Driveway(s)** with dimensions at curb and property lines are shown.
- ☐ **Sidewalk Connections** with dimensions of sidewalks shown.
- ☐ **Parking Lot Number of Spaces** has been verified for proposed usage with the Zoning Office and are clearly shown on the plan.
- ☐ **Parking Lot Surface** will be designed to be set back at least 5 (five) feet from right-of-way line or property line abutting 'R' District with effective screen planting.
- ☐ **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. *Reference Zoning Code Section 100.19.04*
- ☐ **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 property will require a separate permit and one may show any proposed free-standing signage on the property. Sign Regulations can be found within the Zoning Chapter, Section 100.26 of the city code. ([www.waverlyia.com/citycode](http://www.waverlyia.com/citycode)).

Staff/Development Team Review Date: \_\_\_\_\_

Bremer County Building Permit Issuance: \_\_\_\_\_

## Final Steps:

1. Once the information submitted is reviewed, the Zoning Office will follow-up if necessary and instruct the applicant to proceed with Construction Plan Drawing.
  - Plans will be dropped off to the Zoning Office and submitted to the Bremer County Building and Zoning Office (the acting building inspector for the City of Waverly). *(For any questions regarding construction plan requirements and fees, contact Bremer County Building and Zoning Office at 319-352-0332).*
2. After review and consultation with the applicant (if necessary), the Building Inspector from Bremer County will approve construction plans and construction may commence.
  - **Inspections from Bremer County and the City of Waverly may be required until completion, depending on scope of work. Check with each entity to determine what will be required.**

## FOR MORE INFORMATION:

- **City of Waverly Zoning Office** (*Land use, Property Layout, Parking Lot and Landscaping*):
  - Website: [www.waverlyia.com/zoning](http://www.waverlyia.com/zoning)
  - Email: [zoning@waverlyia.com](mailto:zoning@waverlyia.com)
  - Phone: 319-352-9208
- **City of Waverly Public Works Office** (*Water, Sewer, Driveway, Storm Water Management*):
  - Website: [www.waverlyia.com/publicworks](http://www.waverlyia.com/publicworks)
  - Email: [publicservices@waverlyia.com](mailto:publicservices@waverlyia.com)
  - Phone: 319-352-6247
- **City of Waverly Economic Development Office** (*Financial Incentive Availability for Project*):
  - Website: [www.waverlyia.com/economicdevelopment](http://www.waverlyia.com/economicdevelopment)
  - Email: [economicdevelopment@waverlyia.com](mailto:economicdevelopment@waverlyia.com)
  - Phone: 319-352-9210
- **Waverly Utilities** (*Power Supply and Connectivity*):
  - Website: [www.waverlyutilities.com](http://www.waverlyutilities.com)
  - Phone: 319-559-2000
- **Bremer County Building and Zoning** (*Building Permits, Inspections*):
  - Website: [www.bremercounty.iowa.go](http://www.bremercounty.iowa.go)
  - Phone: 319-352-0332
- **Iowa Department of Natural Resources** (*Surface Area Grading and Drainage Permitting Requirements*):
  - Website: [www.iowadnr.gov](http://www.iowadnr.gov)
  - Phone: 515-281-7017
- **Iowa Department of Transportation** (*Permitting Requirements for driveways and ROW work along State Highways*):
  - Website: [www.eps.iowadot.gov](http://www.eps.iowadot.gov)
  - Phone: 515-239-1101
- **MidAmerican Energy** (*Natural Gas*):
  - Website: [www.midamericanenergy.com](http://www.midamericanenergy.com)
  - Phone: 800-329-6261