



Site Plan/Landscape Plan Application

Date submitted: _____

Board review date: _____

Property Owner: _____

County Parcel Number: _____

Property Address: _____

Property zoning: _____

Legal description: _____

Site plan prepared by: _____

Address: _____

Please remit the following with the application:

- ☐ Site plan review fee: \$100 + reimburse City for any cost (legal and engineering) and \$50 for amendments to the original site plan.
- ☐ Preliminary Site plan-- 3 full sets and 5 half sets

Once the site plan is approved, please remit:

- ☐ Final site plan (signed): 4 full sets and 5 half sets

I understand that the City of Huxley requires a site plan prior to issuance of any building permits within any zoning districts except R-1 and R-2. The site plan must include the 36 points as noted on the checklist and it must be presented at least 15 days prior to the Planning and Zoning scheduled meeting. The site plan will be subject to City Engineer review at the expense of the developer. I hereby understand these conditions and agree to comply with all City of Huxley Code requirements.

Signed: _____

Date: _____

(City use only)

Date of P&Z Meeting: _____

City Council Meeting date: _____

Fee Check Number: _____

Receipt number _____

Decision of the board:

Decision of the council:

Required site plan information

Site plans which are submitted for review shall be drawn to a scale of one inch equals fifty feet or larger and shall include as a minimum the following item of information.

1. Name by which the development or improvement shall be called;
2. Name and address of the owner of the property;
3. Site plan applicant's name, if applicant is other than the property owner, state exact interest in the property;
4. Name and address of person or firm preparing the site plan;
5. Address of the site;
6. Legal description of the site;
7. Present zoning classification of the site, if site has more than one zoning classification, then include boundary lines;
8. Proposed zoning of the site;
9. Development schedule with approximate starting date, staging of development and completion dates;
10. Total area of the proposed site;
11. Total number and types of all buildings;
12. Number of stories of each existing or proposed building;
13. Total floor area of each building;
14. Total number and types of dwelling units;
15. Estimated number of employees for each proposed use which applicable;
16. Total number of parking spaces proposed in site plan;
17. Date of preparation, north point and scale;
18. A vicinity sketch at a suitable scale showing the general location of the property, existing land uses adjoining the property, and adjacent existing facilities, such as buildings, parking lots, etc. within five hundred feet of the proposed development;
19. A certification by a licensed land surveyor shall be on or accompany site plan, showing that the dimensions and bearings on the property lines are accurately shown;
20. All existing utilities shall be shown. Location, size and capacity of existing public utilities;
21. Proposed connections to existing utilities;
22. Existing buildings, right-of-ways, street improvements, railroads, easements, drainage courses, streams and wooded areas shall be shown;
23. Building set-back lines required by the zoning district and the average set-back of buildings within two hundred feet of the proposed building where applicable;
24. Location, grade and dimension of all existing and proposed paved surfaces and of abutting streets;
25. Traffic circulations and parking plans showing the location and dimensions of all existing and all proposed parking stalls, loading areas, entrances and exit drives, dividers, planters and frontage roads, and other similar permanent improvements;
26. Location, height and type of any existing and proposed signs;
27. Location and type of any existing or proposed lighting;
28. Location of existing trees six inches or larger in diameter;
29. Location, amount and type of proposed landscaping, fences, walls or other screening; provide elevation and prospective drawings for all landscaping, walls and fences used for screens;
30. Location and size of all solid waste enclosures. Provide elevation drawings for all solid waste enclosures;
31. All existing and proposed sidewalks and pedestrian traffic facilities;
32. Existing and proposed contours at an interval not to exceed two-foot intervals, provided that at least two contours shall be shown. All contour elevations shall be based upon U.S.G.S datum. List the description and elevation of benchmark;
33. Proposed elevation drawings of structure and improvement;
34. Site plan shall include a drainage plan to show the area, slopes and runoff calculations of the site. This plan shall also indicate the connections to existing storm sewers or drainage ditches and the course surface water shall take for exit from property;
35. Limits of one-hundred-year flood plain, if applicable
36. Type, location and cross sections of all proposed paved surfaces. (ord. 222 1(part), 1987: prior code 29,408)

Chapter 168

LANDSCAPE PLAN REVIEW

168.01 Purpose	168.06 Maintenance
168.02 Interpretation and Definitions	168.07 completion of landscaping
168.03 Landscape plans required	168.08 Enforcement
168.04 landscape design elements	168.09 recommended trees
168.05 new plant material	168.10 shrubs

168.01 PURPOSE. This chapter is intended to provide uniform standards for the development and maintenance of landscaping on private property and public right-of-way. Landscaping improves livability of residential neighborhoods; it enhances the appearance and customer attraction of commercial area; it increases property value; it improves the compatibility of adjacent uses; it screens undesirable views; and it can reduce air and noise pollution. The intent of these regulations is to achieve a reasonable balance between the right of individuals to develop and maintain their property in a manner they prefer and the right of the City residents to live, work, shop and recreate in pleasant and attractive surroundings. The results of this effort will be the strengthening of the economic stability of the City's business, cultural and residential areas. The intent is to also regulate plantings within the public right-of-way. In addition, the intent of this chapter is to prevent plantings which would jeopardize the safety of vehicles, property and, most importantly, people. It is not the intent of this chapter to regulate existing developed private property except in areas as stated within this chapter.

168.02 INTERPRETATION OF DEFINITIONS. As used in this chapter, the word "used" includes "designed and intended or arranged to be used or occupied"; and the word "person" includes a firm, association, organization, partnership, trust, foundation, company or corporation as well as an individual. Also for the purpose of this chapter, the following words are defined in addition to all words defined in chapter 165 of this Code of Ordinance (Zoning Ordinance):

1. "Berm" means an earthen mound designed to provide visual interest, screen undesirable views, and/or decrease noise.
2. "Deciduous trees" means generally those trees which shed their leaves annually, such as Ash, Sycamore, Willow, etc.
3. "Evergreen trees" means generally those trees which do not shed their leaves annually, such as Pine, Spruce, Juniper, etc.
4. "Grass, native" means species of perennial grass other than those designated as noxious weeds by the State of Iowa Department of Natural Resources.
5. "Grass, turf" means a species of perennial grass grown as permanent lawns or for landscape purposes as distinguished from those species grown for agricultural or commercial seed purposes.
6. "Ground cover" means landscape materials, or living, lowgrowing plants other than turf grass, installed in such a manner so as to form a continuous cover over the ground surface.
7. "Landscape easement" means that portion of land dedicated to the City of residential zoning districts by the owner of the property for planting and maintenance of required street trees.
8. "Landscape material" means such living material as trees; shrubs; ground cover/vines; turf grasses; and non-living material such as rocks, pebbles, sand, bark, brick pavers, earthen mounds (excluding pavement); and/or other items of a decorative or embellishment nature such as fountains, pools, walls, fencing, sculpture, etc.
9. "landscape buffer" means an area of landscaping separating two (2) distinct land uses, or a land use and a public right-of-way, and which acts to soften or mitigate the effects of one land use on the other.
10. "Landscaped open spaces" means all land area within the property lines not covered by building or pavement.
11. "Landscaping" means the modification of the landscape for an aesthetic or functional purpose. It includes the preservation of existing vegetation and the continued maintenance thereof together with grading and installation of minor structures and appurtenances.
12. "Multi-family structures" means any structures with three (3) or more dwelling units.
13. "Screen" means an area of planting which provides an effective visual barrier.

14. "Shrub" means any self-supporting, woody plant of species which normally grows to an overall height of less than fifteen (15) feet in this region.
15. "Street tree planting area" means the area of development site that lies between the street right-of-way line and the edge of the street curb parallel to the street. This land is publicly owned but is often used for street planting and maintenance.
16. "street tree" means any tree located within the City right-of-way or landscape easement on either side of all streets, avenues, or ways, or within fifteen (15) feet of the street pavement in a development with private streets, as described in Chapter 151 of this Code of Ordinance.
17. "Tree" means any self-supporting, woody plant of a species that normally grows to an overall minimum height of ten (10) feet in this region.
 - A. "Large trees" means generally those species of trees that reach a height of fifty (50) feet or taller at maturity.
 - B. "Medium Trees" means generally trees thirty-five(35) feet to fifty (50) feet in height at maturity.
 - C. "Small Trees" means generally trees thirty-five (35) feet or less in height at maturity, including ornamental flowering trees and "patio" trees.
18. "Yard Tree" means any trees which are not a street tree as defined in the appropriate subsection.

168.03 LANDSCAPE PLANS REQUIRED. The landscape plan requirements are as follows:

1. a preliminary landscape plan shall be submitted in support of all preliminary plans. A final landscape plan shall be submitted in support of all final plans. These landscape plans shall be designed and signed by a registered landscape architect/landscape professional (landscape business minimum of three years) and must be approved by the Planning and Zoning Commission.
2. New residential subdivisions will show requirements for all lots to have approved trees planted within one year after structure is completed. As a minimum for each lot, an approved tree must be planted in the front or front side yard and rear yard or rear side yard. Said requirements shall be part of the subdivision covenants.
3. a landscape plan is required for all residential (except single and two-family dwellings), commercial, professional office and industrial developments, redevelopments, additions or changes in usage. When same is adjacent to a residentially zoned area, a landscape plan showing a landscape buffer between the different zoned areas is required. All preliminary and final landscape plans shall have the following information:
 - A. North point scale.
 - B. Topographic information and final grading adequate to identify and properly specify planting for areas needing slope protection.
 - C. The location, size and surface of materials of all structures and parking areas.
 - D. the location, size, and type of all above-ground and underground utilities and structures with proper notation where appropriate, as to any safety hazards to avoid during landscape installation.
 - E. The location, type, size and quantity of all proposed landscape materials, along with common and botanical names of all plant species. The size, grading, and condition shall be specified according to American Association of Nurserymen Standards.
 - F. The location, size and common name of all existing plant materials to be retained on site.
 - G. Mature sizes of plant material shall be drawn to scale and called out on plan by common name or appropriate key.
 - H. the location of all trees ten-inch caliper or larger measured ten inches above ground level on site.
 - I. The location of all significant stands of trees on the site.
 - J. Documentation to show that loading spaces and all above-ground utility structures and ground-mounted mechanical equipment shall be adequately screened. This includes building-mounted utility and mechanical equipment.

168.04 LANDSCAPE DESIGN ELEMENTS. The following basic design elements shall be used in the preparation of a landscape plan.

1. Landscaping shall be used to provide an interesting open space and to break the visual impact of parking areas.

2. Encourage trees and landscape vegetation to screen unsightly views, soften hard architectural lines, frame buildings and views, and buffer between contrasting or lower land areas.
3. Planting design shall coordinate appropriate new plant materials and other environment requirements.
4. The overall quality of existing landscape material shall be considered and treated in the planting design in a similar manner to new landscape material.
5. Service areas and facilities shall be screened from major points of pedestrian access of all buildings and from the public right-of-way.
6. Landscape materials shall be selected and arranged to prevent blocking or obscuring night lighting or pedestrian ways at any stage of growth.
7. Plantings at intersections or driveway entrances off a public or private street shall be arranged to allow a permanent safe sight distance. No plantings, with an ultimate mature height, or decorative or permanent structure exceeding eighteen (18) inches shall be placed within the required sight-distance landscape setback triangle. For the purpose of these regulations, the required "sight-distance landscape setback triangle" is defined as follows: at an intersection of two streets, or of a street and driveway or alley, each lot at the intersection shall have a sight-distance landscape setback triangle, with two sides of the triangle being lines extending back along each of the curb lines, commencing at the intersection of the curb lines at the lot corner adjacent to the intersection, and ending at a point 30 feet from the intersection of the two curb lines, and with the third side of the triangle being the line adjoining the end points on each of the other two lines.
8. If plantings or other amenities occur that are determined to be a safety hazard due to restrictions of sight distance, property owner shall be notified by the Public Works Director, Zoning Administrator, or Police Chief to abate the hazard. Said notification shall be such as to give the property owner sufficient time to abate the hazard. If the hazard is not abated after proper notification, the Public Works Director, Zoning Administrator or Police chief shall cause said hazard to be removed and removal and administrative cost shall be borne by property owner.
9. Trees and shrubs shall not be planted under existing or planned utility lines when their ultimate height will interfere with the lowest line.
10. Trees and shrubs shall not be planted over underground drainage lines and shall be placed far enough away from the storm and sanitary sewers and water lines to avoid roots entering the lines.
11. Boundary landscaping may be required along all property lines.
12. the design shall serve to preserve, protect, and enhance existing trees and natural landscape areas on the site.

168.05 NEW PLANT MATERIAL. The installation size and regulations for all new landscape materials are as follows:

1. Medium and Large Deciduous Shade Trees- one (1) to 1 1/2 -inch caliper, as measured six inches above the ground as specified by the American Association of Nurserymen.
2. Small Deciduous or Ornamental Trees- Six (6) to eight (8) feet in height as specified by the American Association of Nurserymen, with the exception of true dwarf species.
3. Conifers- Five (5) to six (6) feet in height
4. Upright Evergreen Trees- Five (5) to six (6) feet in height as specified by the American Association of Nurserymen, except for true dwarf varieties.
5. Shrubs (Deciduous and Conifer, including Spreader and Globe tree Forms)- Size optional as determined by applicant.
6. Primary Lawns- those essential to the use and appearance of a home or development and usually intended for regular mowing; shall be planted according to good local horticultural practices with locally acceptable lawn grasses by seeding, sodding, plugging or sprigging in a manner which will result in a satisfactory stand of permanent grass. Where the area is not to be moved, an acceptable permanent ground cover may be used.
7. Secondary Lawns- those consisting of large open spaces maintained as meadows and only occasionally mowed and rear areas of developments, where fine quality lawns are of secondary importance, shall be planted with grass or other ground cover appropriate to the location and intended use.
8. Ground Cover- ground cover plants shall be of good quality, appropriate form, growth habit, and ultimate size to fulfill intended use.
9. Restricted Location- no trees or shrubs shall be planted within the public or private street right-of-way without a permit approved by the Public Works Director.

168.06 MAINTENANCE.

The maintenance regulations for all landscaping vegetation are as follows:

1. All landscaping materials depicted on approval landscape or final plans shall be maintained in a neat, clean and healthy condition. This shall include proper pruning, mowing of lawns, weeding, removal of litter and fertilizing.
2. The developer, successor, subsequent owners or their agents shall be responsible for continuous maintenance of all plant materials.
3. The City shall have the authority to require that dead trees, shrubs and plants on commercial or industrial sites be replaced within the next planting season at the property owner's sole cost and expense.
4. The City shall have the right to plant, prune, maintain and remove trees, plants and shrubs within public grounds, parks and right-of-way as may be necessary to ensure public safety.
5. The City shall have the right to prune, maintain and remove trees, plants and shrubs located upon private property which cause an obstruction to public travel along streets, sidewalks, or impair vision of traffic signals or prevent the proper sight distance at intersections. These costs may be assessed to responsible property owner.
6. The City shall have the right to cause removal of any dead or diseased trees, plants, or shrubs on private property within the City, when such trees, plants and shrubs constitute a safety hazard because of site restrictions to vehicle traffic, hazard to life and property, or harbor insects of disease which constitute a potential threat to other trees, plants, or shrubs within the City. The City's Public Works Director, or any authorized representative, will notify in writing the owners of such trees. Said owner at his or her own expense shall do removal within thirty (30) days after date of service of notice. In the event of failure of owners to comply with such provisions, the City shall have the authority to remove such trees and charge cost of removal to the property owner or have same on the owner's property tax notice.

168.07 COMPLETION OF LANDSCAPING. When the final landscape plan is submitted, a date for completion of all plantings and related work shall be included on the plan. Landscaping shall be installed and completed prior to acceptance of the infrastructure or the issuance of a certificate of occupancy. In periods of adverse weather conditions, an irrevocable letter of credit will be accepted for the completion of necessary landscaping, said letter of credit to be equal to one and a half (1 ½) times the cost of the landscaping to be presented to the City Council for approval. Letter of credit will not be released until all planting and finish materials shown on the approved landscape plan are installed and accepted.

168.08 ENFORCEMENT. Regulations for enforcement of the landscape requirements are as follows:

1. When in the opinion of the Public Works Director, or an authorized representative, landscaping has not been installed, maintained, or replaced to comply with the approved final or landscape plan, and then said official shall issue a written order to the alleged violator. The order shall specify the sections of the Code of which the individual is in violation.
2. All landscaping on public or private property shall be subject to periodic inspection by the Public Works Director, or an authorized representative, to detect diseased, dead, or hazardous shrubs, trees, or plants.

168.09 RECOMMENDED TREES. No list of recommended trees is ever complete or static. New species and cultivars are developed and will prove useful, while old standards will be phased out. The following list, taken from Iowa State University Extension Service Bulletin, should provide a broad selection of trees proven to be tough and attractive. The following is a list of trees that are acceptable and not acceptable:

1. Recommended street trees

Acer Plantanoides and Acer Saccharum	Norway Maple, Black Maple, Red Maple, Sugar Maple
Carya ovata	Shagbark hickory
Celtis occidentalis	hackberry
Corylus columna	Turkish filbert
Fraxinus spp.	White ash, European ash, green ash, blue ash

Gleditsia triacanthos Var. inermis	Thornless common honeylocust
Quercus spp.	White oak, swamp white oak, hills oak, shingle oak, bur oak, chinkapin oak, English oak, red oak, black oak
Taxodium distichum	Bald Cypress
Tilia spp.	American linden, littleleaf linden, Redmond linden, European linden
Ulmus "regal"	Regal hybrid elm

2. Unacceptable street trees:

Ginkgo biloba	Female ginkgo (female)
Betula papyrifera	Paper/white birch
Maclura pomifera	Osage orange, hedge apple
Malus spp.	Apples, crabapples
Populous spp.	Poplars, cottonwoods, aspen
Prunus spp.	Cherries, plums

3. Recommended Plant Materials for Detention Areas

Acer rubrum	Red maple
Acer saccharum	Sugar maple
Betula nigra	River birch
Fraxinus quadrangulata	Blue ash
Gymnocladus dioicus	Kentucky coffeetree
Juglans nigra	Black walnut
Quercus bicolor	Swamp white oak
Taxodium distichum	Bald cyprus

168.10 SHRUBS. Shrubs shall not be planted in the street right-of-way. Any other plantings or ground cover planted in the street right-of-way shall not attain a height greater than eighteen (18) inches at maturity, except street trees as permitted by this chapter.