



City of Council Bluffs, Iowa  
209 Pearl Street  
Council Bluffs, Iowa 51503  
Phone: 712-328-4629 Fax: 712-328-4915

**APPLICATION – DEVELOPMENT PLAN**

- PLANNED COMMERCIAL DEVELOPMENT PLAN (PC)**
  - ADOPTION**
  - AMENDMENT**
- PLANNED RESIDENTIAL DEVELOPMENT PLAN (PR)**
  - ADOPTION**
  - AMENDMENT**
- PLANNED INDUSTRIAL DEVELOPMENT PLAN (PI)**
  - ADOPTION**
  - AMENDMENT**

A pre-application meeting is required prior to submittal

**A. General information**

1. Applicant:  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone/Fax/E-Mail Address: \_\_\_\_\_  
Status: Property Owner \_\_\_\_\_ Legal Option Holder \_\_\_\_\_ Contract Purchaser \_\_\_\_\_ Auth Agent \_\_\_\_\_
  
2. Property Owner: (If not the same as applicant above)  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone/Fax/E-Mail Address: \_\_\_\_\_
  
3. Represented by:  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone/Fax/E-Mail Address: \_\_\_\_\_  
Status: Property Owner \_\_\_\_\_ Legal Option Holder \_\_\_\_\_ Contract Purchaser \_\_\_\_\_ Auth Agent \_\_\_\_\_
  - An application may be filed only by the owner(s) of the property or by a person authorized by the owner. Proof of that authorization must accompany the application.
  - If more than one property owner is involved, please attach additional names and addresses to this application.
  - I certify that the information presented with this application is true and correct to the best of my knowledge.

---

Signature

Print Name

Address

---

Signature

Print Name

Address

Please note that your application will not be accepted or there may be a delay in processing by the Community Development Department if any of the required information or materials are missing or improperly presented. In order to ensure that a complete application is provided and to avoid unnecessary delays in processing, please submit all required materials, i.e. signed application, fees, exhibits and/or site plans, special studies if applicable. If you have any questions regarding this application or required materials, please contact the Community Development Department at (712) 328-4629 between 8:00 a.m. and noon or between 1:00 p.m. and 5:00 p.m., Monday through Friday. Municipal Code available on line at [www.councilbluffs-ia.gov](http://www.councilbluffs-ia.gov).

**B. Project Information: See also Chapter 15.18 (PC), Chapter 15.28 (PR) or Chapter 15.19 (PI) of the Municipal Code - for specific requirements.**

1. Development Name: \_\_\_\_\_
2. Address or location of property: \_\_\_\_\_
3. Legal Description: (attach survey if necessary) \_\_\_\_\_  
\_\_\_\_\_
4. Land Area: \_\_\_\_\_ (acres)
5. Zoning: Current: \_\_\_\_\_ Proposed: \_\_\_\_\_
6. Land Use: Current: \_\_\_\_\_ Proposed: \_\_\_\_\_
7. Letter of Intent stating proposed uses, improvements necessary to serve the development, construction period and phasing.
8. Fully dimensioned site/development plan signed and sealed by the professional preparing the plan, including the following:
  - a. Location map showing the proposed development and its relationship to existing subdivisions, streets, schools, parks and commercial areas.
  - b. All established floodway or floodway fringe encroachment areas.
  - c. Soils and drainage report prepared by an engineer with a suitability recommendation.
  - d. Existing and proposed contour intervals of not more than 5 feet.
  - e. Location and width, name, grade and typical cross sections of all proposed streets and pedestrian ways within the development.
  - f. Location, width and names of other public ways, railroad right-of-way, utility and other easements existing and proposed within the development and within 200 feet.
  - g. Traffic study, if required.
  - h. Layout, number and dimensions for proposed lots.
  - i. Location of all existing and proposed structures, parking areas, vehicular and pedestrian access and their relationship to the public street.
  - j. Proposed landscaping plan.
  - k. Proposed signage plan.
  - m. Architectural drawings, renderings or other documents illustrating building design and materials.
  - n. Photographs, drawings and/or other supplemental information as requested by the Community Development Department to fully describe the site.
9. 10 copies and one reduction, (no larger than 8½” x 11” or 8½” x 14”) with an electronic copy of the proposed development.
10. Include nonrefundable filing fee: \$400.  
Please make check payable to the Council Bluffs City Clerk.

---

**For Office Use Only**

Case Number: \_\_\_\_\_

Planning Commission: \_\_\_\_\_

Published: \_\_\_\_\_

Action: \_\_\_\_\_

Date Complete Application Received: \_\_\_\_\_

City Council: \_\_\_\_\_

Published: \_\_\_\_\_

Action: \_\_\_\_\_

Associated Case Numbers: \_\_\_\_\_

Check Number/Amount: \_\_\_\_\_

Comment(s): \_\_\_\_\_