



Development Guide

2023 Edition

DEVELOPMENT GUIDE

Table Of Contents

CHAPTER 1

Introduction 1-1

CHAPTER 2

Getting Started 2-1

CHAPTER 3

Land Development Review 3-1

CHAPTER 4

Private Development Inspection 4-1

CHAPTER 5

Water Main Inspection 5-1

CHAPTER 6

Big Cedar Industrial Center 6-1



CHAPTER 1

Introduction

Forward

The City of Cedar Rapids is committed to being a helpful and enthusiastic partner in land development. Continuing changes in the way Development Services are provided is an indication of the importance Cedar Rapids places on development.

In 2013, the City Manager's office created the Development Services Division. The department combined plan reviewers from other departments to create a one-stop shop for land development reviews and approvals.

The organization is designed to be more responsive to customers and more effective and efficient with internal communications. Development Services is structured such that a person wanting to build in Cedar Rapids can conduct business within one department, under the leadership of one manager.

Our goal is to provide high-quality customer service. Part of that effort involves helping you understand what is required for land development, and how to navigate through the various points of reviews and approvals that may be required for your project.

The Development Guide addresses many facets of land development review and approval. The Guide includes sections on land development, building permits and construction inspection within the City of Cedar Rapids, as well as timelines and fee schedules.

Throughout the Guide are high level flow charts to aid in determining which processes will be needed for individual projects.

If unsure of where to start, contact (319) 286-5780 or developmentservices@cedar-rapids.org if you need assistance. We look forward to working with you in the continuing development of Cedar Rapids.

Purpose

This Guide provides an overview of City reviews and approvals, describes what circumstances trigger a particular review and provides flow charts showing the order that must be completed before proceeding to further reviews. It is not intended to provide every technical detail or requirement of each review that makes up the development review.

The City of Cedar Rapids policies, standards and regulations on land use, property development and building construction review are designed to ensure the health, safety, and welfare of its citizens, while protecting the rights and privileges of property owners. The development review process is the City's administrative means to enforce these policies, standards, and regulations efficiently and consistently.

The amount of time required to approve your project will depend on the scope and quality of your development plans and the current circumstances of your property. At the earliest stages of planning, you should be aware of which of these steps will be required. You should also know when each process should be initiated, information will be required, departments involved, schedule and cost.

CHAPTER 2

Getting Started

Development Coordination

Location

Development Services Division
 Cedar Rapids City Services Center
 500 15th Avenue SW, 2nd Floor
 Hours: Monday - Friday, 7:30 a.m. to 4:30 p.m. (319) 286-5780

Purpose

It is important that you remain informed and can obtain ready assistance through your development review. Development coordination services were established to provide project coordination for projects, troubleshooting, problem solving, and problem intervention. To facilitate this, a case manager is assigned to each project.

Your case manager will help you determine what reviews you will need to successfully complete your project. The more information you can provide the better, but at a minimum you need to provide guidance on the type of project and the intended location.

Development and Construction Submission Timeline

Table 2-1 and Figure 2-2 can help with project planning and determine which processes will be needed for your project. Links to applicable applications and forms are provided for your convenience.

Building Services Permit Counter

Location

Building Services Division
 Cedar Rapids City Services Center
 500 15th Avenue SW, 2nd Floor
 Hours: Monday - Friday, 7:30 a.m. to 4:30 p.m. (319) 286-5831

Purpose

This counter streamlines the construction and development application and reviews and allow individuals to conduct most of the related transactions at one convenient location. Permits to perform the following types of construction work may be obtained at the permit counter.

- Building (foundation and superstructure)
- Plumbing, mechanical and electrical (MEP or Trade)
- Certificates of Occupancy
- Demolition
- Floodplain
- Fences
- Signs
- Work in right-of-way

Additional Services Available Include:

- Schedule inspections
- Contractor Registration
- Plat and Addressing Information

Online Submittal

The City of Cedar Rapids encourages customers to use the Cedar Rapids File Transfer Protocol (FTP) site or email submittals for files smaller than 20 mb so that staff can accept, review and approve land development plans electronically, saving you time and money. Electronic reviews are available for all processes discussed in this Guide.

The following is the link and instructions for internal and external public customers to the City's FTP site for e-mails/files too large to receive by email: <https://FTP.Cedar-Rapids.Org/Login.Html>

Customers may be registered with the City's IT department to have company folders on the City FTP site. These customers should be able to login with their registered username and password to submit files to the FTP site. When members of the public login they use "public" for username and password.

Table 2-1. Processes and Timelines

Process	Guide Page	Timeline	Fee	Link 1	Link 2
Concept Plan	3-1	15 Days	\$0	N/A	N/A
Annexation	3-2	90-120 Days	\$200	Annexation Application	
Rezoning & Future Land Use Map Amendment (FLUMA)	3-4	60 Days	FLUMA \$100 Rezoning \$200	Rezoning Application Packet	Future Land Use Amendment Application
Platting	3-7	60 Days	Preliminary Plat \$175 Final Plat \$175 Plat of Survey \$175	Final Plat Submittal Checklist	
Administrative Site Development Plan	3-13	60 Days	\$0	Site Development Plan Application Packet	
Conditional Use	3-15	30 Days	\$350	Conditional Use Application	
Major Design Exception / Variance	3-17	30 Days	1 & 2 Family Dwellings \$125 All Others \$350	Major Design Exception Application Packet	Variance Application
Vacation/ Encroachment	3-18	90 Days	Application Fee: Public Property \$1000 Easement \$500	Vacation Application	
Building Permits	3-21	2-4 Weeks	Based on valuation	Permit Applications And Handouts	
Certificate of Occupancy	3-22	Varies	\$0	Checklist	
Floodplain Permit	3-23	30 Days	\$125	Application	Floodplain Permitting Flowchart
Sign Permit	3-23	5 Business Days	\$50 - \$300	Application	
Traffic Impact Studies or Statement		30 Days	\$0	Traffic Impact Analysis Template	Traffic Impact STATEMENT Template
Major Erosion Control Permit		30 Days	\$200	Major Erosion Control Permit Application	

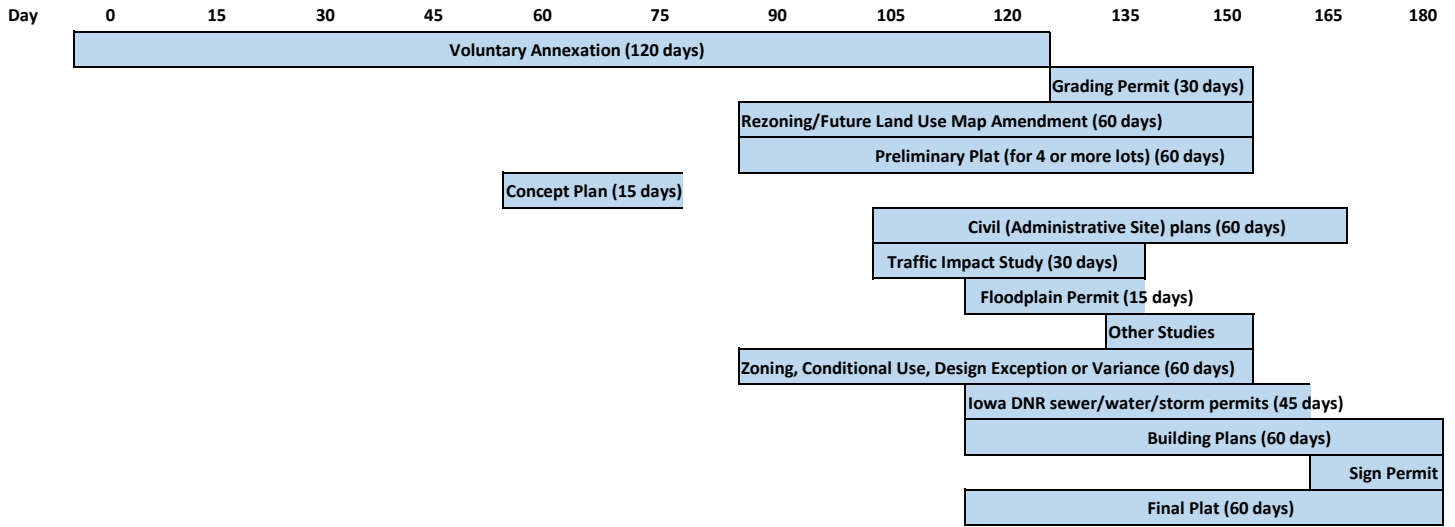
Other Agency Processes Not Included Above

- Wetland Delineation and Corps of Engineers permitting if applicable. (60-180 days)
- FEMA floodplain map revisions if applicable. (90-150 days)
- Iowa DNR industrial-related permitting. (30-60 days)
- Iowa DNR water and wastewater permitting. (30-60 days)
- Owner's reviews, coordination with franchise utilities.
- Air Quality permit - Linn County Public Health. (30-60 days)
- Fire Marshal review of storage for petroleum products and hazardous materials.

Connection Fees

- Sanitary sewer connection - \$1,000 per acre, or \$0 if applicant is constructing public sewer.
- Water main connection - \$800 per acre, or \$0 if applicant is constructing public water main.

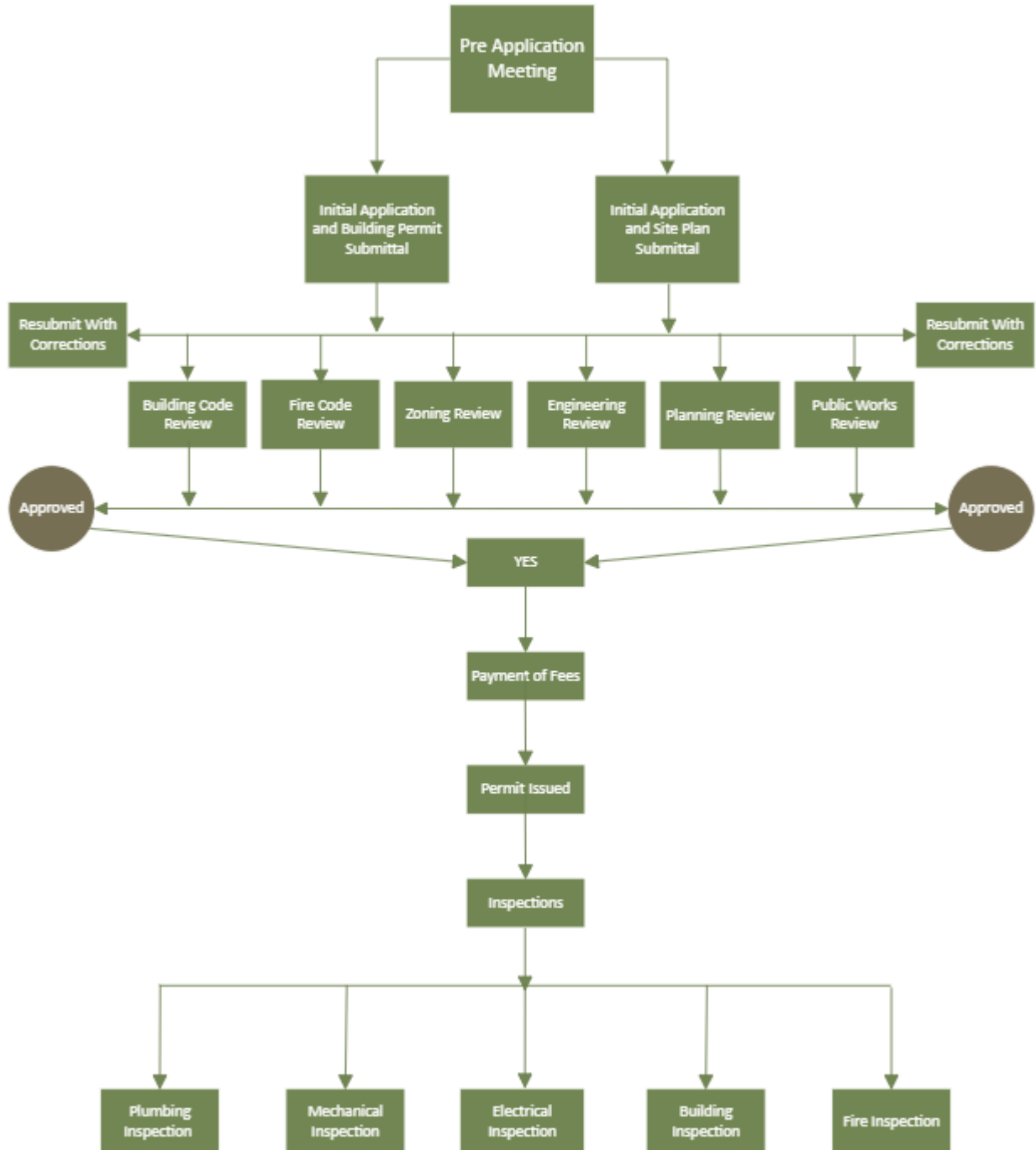
Figure 2-2. Example Review Schedule



This example schedule demonstrates the City’s ability to complete reviews concurrently in a compressed timeline within 180 days. This is only an example - the applicant is responsible to complete their own project schedule. Please consult with a private design professional if unsure of how to prepare a schedule. See below for some schedule rules-of-thumb.

If your site	What still needs to be done?	Expect review to take
Has not been annexed	Annex, rezone, platting, plans	150-180 days
Has been annexed	Rezone, platting, plans	90 days
Has been zoned	Platting and plans	60 days
Has been platted	Construction plans	30 days

Figure 2-3. Plan Submittal Process



CHAPTER 3

Land Development Review

Concept Plan

Concept Reviews were created so applicants can provide a high-level overview of their project, ask questions and receive comments from staff before spending significant time and money preparing detailed construction plans.

Concept reviews allow applicants to discuss their ideas for developing land in Cedar Rapids and have the appropriate staff available to answer any questions. A detailed plan is not required with Concept Plans, but the more information that can be made available, the more input staff will be able to give.

Location

Cedar Rapids City Services Center

500 15th Avenue SW, 2nd Floor

Hours: Monday - Friday, 7:30 a.m. - 4:30 p.m.

(319)286-5870 or developmentservices@cedar-rapids.org

Information to provide

- Concept Plan

Deadline

Concept plans may be submitted at any time.

City Departments involved

- Development Services
- Public Works Traffic Division
- Fire Marshal

How long it will take

From the time a submittal is received, responses will be returned to applicants within 15 days.

Annexation

Annexation is the process of bringing property into the City limits. It is one of the primary means by which cities grow. Cities annex territory to provide urbanizing areas with municipal services and to exercise regulatory authority necessary to protect public health and safety. Annexation is also a means of ensuring that current and future residents and businesses outside a City's corporate limits who benefit from access to the City's facilities and services share the tax burden associated with constructing and maintaining those facilities and services.

The City reviews all Annexation requests to ensure the land meets the City's goals for growth, no county islands are created, irregular corporate limit lines are not created, and public services are available to the area. The state allows Annexations of non-consenting properties to take place if 80% of the land being annexed is voluntary. City owned properties and road right-of-way can't be counted as part of the 80%. All territory annexed into the City of Cedar Rapids is assigned an agricultural zone district classification after Annexation. Annexations are considered at a City Council public hearing and approved by resolution. Next, the state's City Development Board conducts a public hearing on the second Wednesday of each month. If the state approves, annexations are recorded within 30 days of approval. There are five types of Annexations including:

- Voluntary- Outside an urbanized area.
- Voluntary- Outside an urbanized area with non-consenting property owners.
- Voluntary- Within an urbanized area.
- Voluntary- Within an urbanized area with non-consenting property owners.
- Involuntary

Location

Cedar Rapids City Services Center
500 15th Avenue SW, 2nd Floor
Monday - Friday, 7:30 a.m. - 4:30 p.m.
(319)286-5836 or
developmentservices@cedar-rapids.org

Information to provide

- Application for Voluntary Annexation.
- Exhibit showing the area proposed for Annexation.
- Legal description of the area to be annexed.

City Departments involved

- Public Works
- Utilities
- Community Development
- Police
- Solid Waste
- Development Services
- Fire Marshal

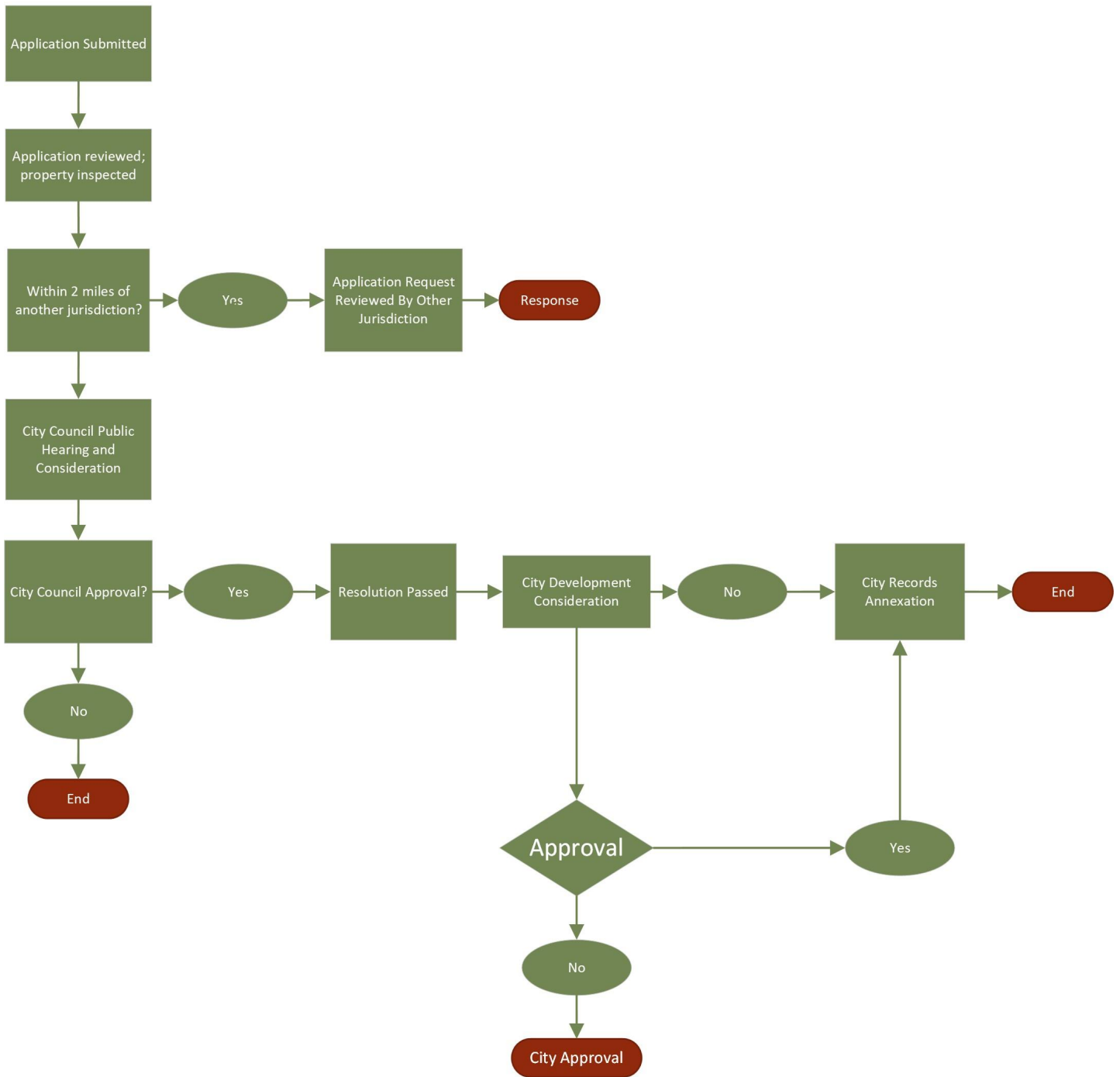
How the annexation process works

See Figure 3-1.

How long it will take

Depending on the type of Annexation from the time a complete application is submitted, completion averages 90-120 days.

Figure 3-1. Annexation



Rezoning & Future Land Use Map Amendment

A property owner can apply to rezone property to change the land use from what is permitted under its existing zoning district. Rezoning changes to the Official Zoning Map and provides flexibility consistent with the community's goals. The Future Land Use Map of the Comprehensive Plan may be amended through a similar procedure to rezoning, except approval of the amendment occurs resolution rather than an ordinance.

The City uses two documents to guide land use, the Zoning Ordinance (Chapter 32 of the City's Municipal Code) and the Comprehensive Plan known as Envision CR, which contains the Future Land Use map. Changes to land use can be done through Rezoning or Future Land Use Map Amendment (FLUMA).

Location

Cedar Rapids City Services Center

500 15th Avenue SW, 2nd Floor

Hours: Monday - Friday, 7:30 a.m. - 4:30 p.m.

(319) 286-5836 or developmentservices@cedar-rapids.org

Information for rezoning

- Rezoning application
- Location map
- Legal description of the subject property
- Site plan (if required)
- Building elevations (if required)
- Courtesy mailing labels (for all properties within a 300-foot radius)

Future Land Use Map Amendment

- Future Land Use Map Amendment Application
- Location map
- Legal description of the subject property
- Courtesy mailing labels (for all properties within a 300-foot radius)

Deadline

A meeting schedule and deadlines will be provided by your case manager.

City Departments involved

- Traffic Engineering Division
- Development Services
- Community Development

How rezoning & Future Land Use Map Amendment processes work

See Figures 3-2 & 3-3

How long it will take

From the time a complete application is received, completion averages 60 days. Both processes can be run concurrently.

Figure 3-2. Rezoning

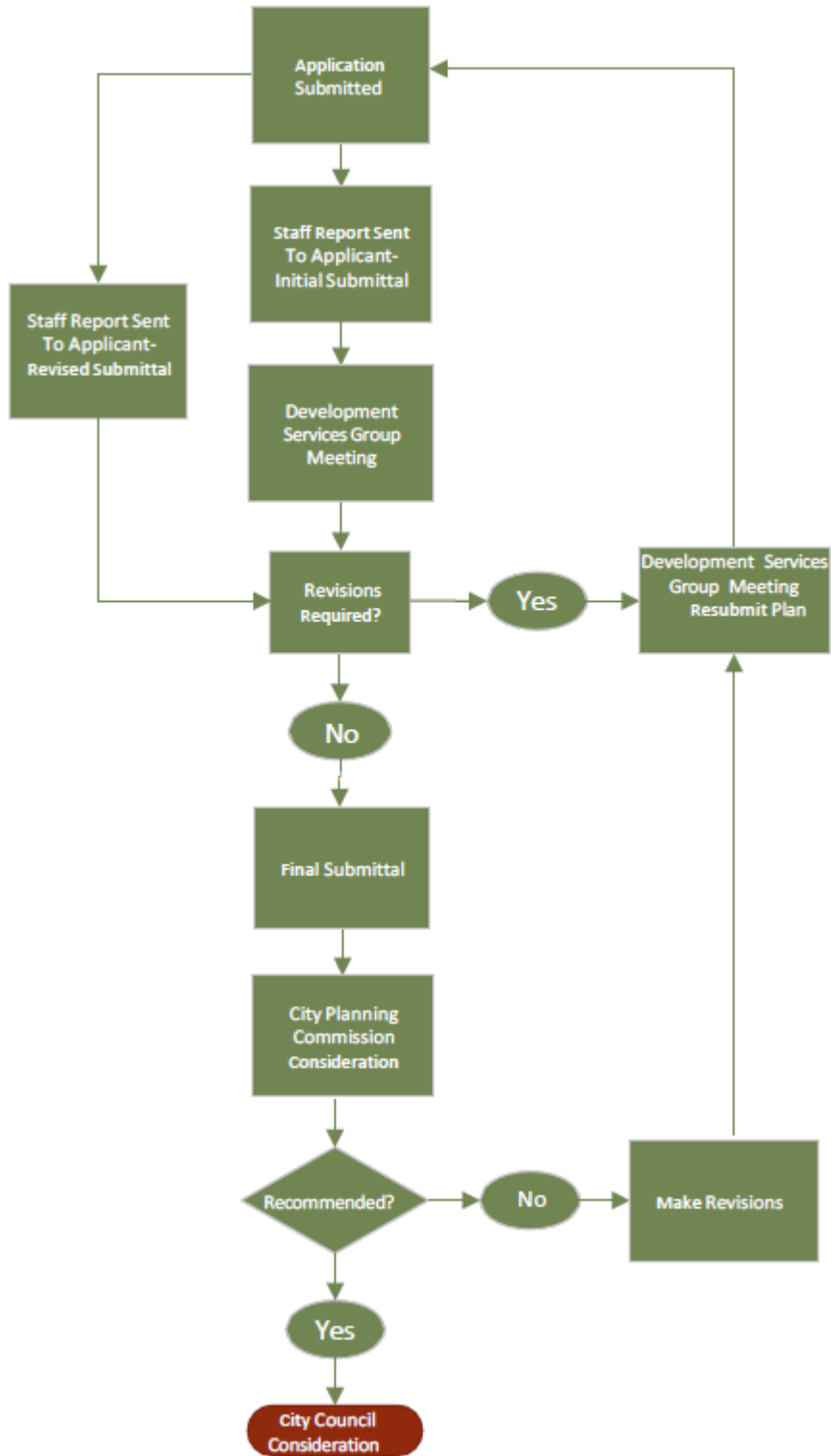
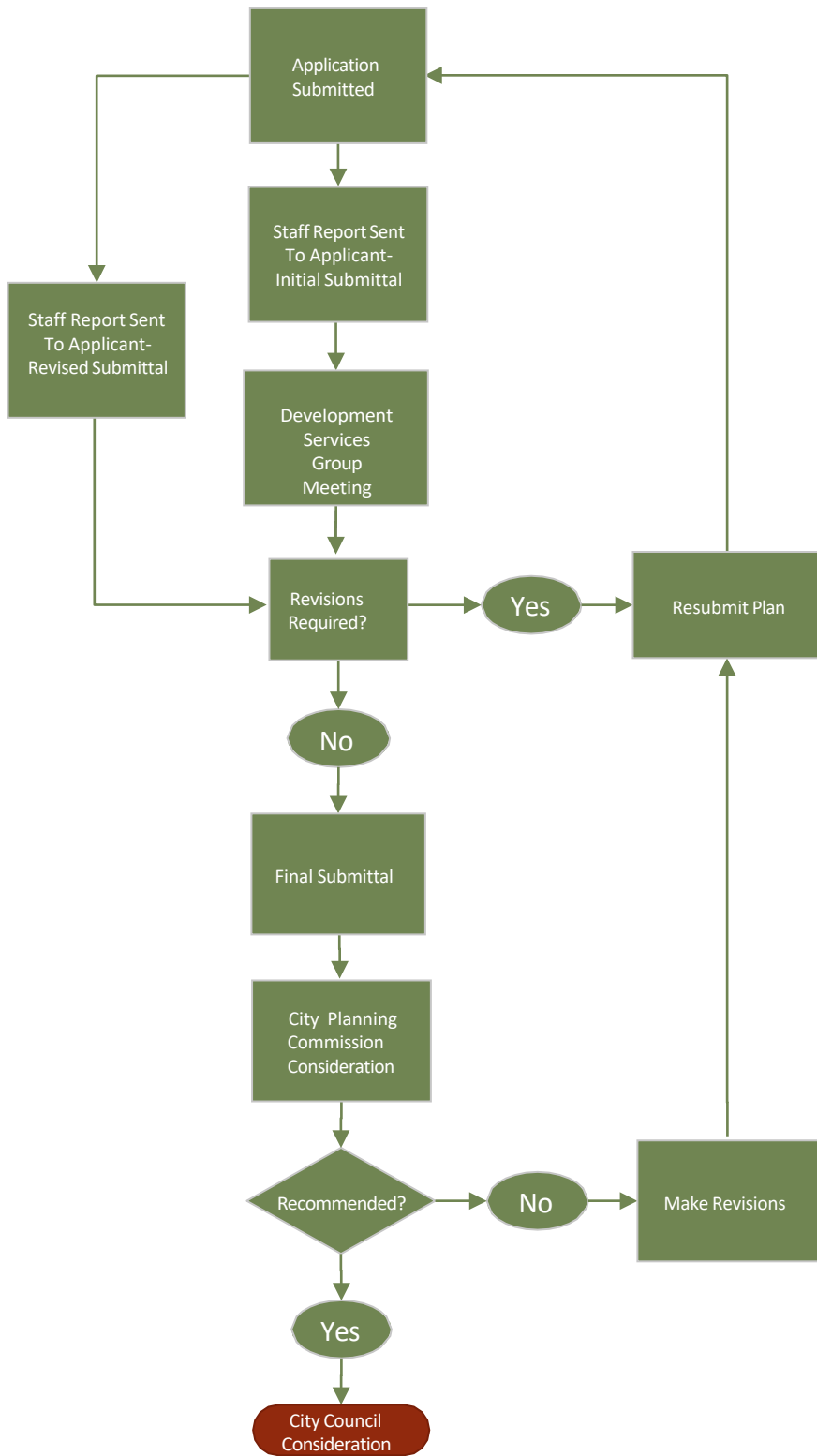


Figure 3-3. Future Land Use Map Amendment (FLUMA)



Platting

Platting is the process of subdividing land and constructing public infrastructure in a subdivision. A plat is a legal document by which land is subdivided and property lines established. A building site within a platted lot is generally required before a building permit or certificate of occupancy can be issued.

The two major components of platting are the Preliminary Plat approval and the Final Plat approval. Subdividing more than four lots is considered a Major Preliminary Plat. Major Preliminary Plats are approved by the City Planning Commission. Subdividing four or less lots is considered a Minor Preliminary Plat. Minor Preliminary Plats are approved by Development Services.

On occasion, a building or foundation permit may be issued after the Preliminary Plat has been approved, but before approval of a final plat. However, a certificate of occupancy will not be issued until the final plat is approved and recorded.

Location

Cedar Rapids City Services Center
500 15th Avenue SW, 2nd Floor
Monday - Friday, 7:30 a.m. - 4:30 p.m.
(319) 268-5780 or developmentservices@cedar-rapids.org

Information to provide

- Petition for Preliminary Plat
- Legal description of the subject property
- Preliminary plat of the proposed subdivision
- Acceptance of Conditions form (provided after initial review)

Final Plats: If the applicant desires to proceed with the division of land, the following information shall be submitted:

- Final Plat in substantial conformance with the approved preliminary plat
- Final Plat Check Submittal
- Final Plat Approval Submittal

Deadline

A meeting schedule and deadlines will be provided by your case manager.

City Departments involved

- Public Works
- Development Services
- Solid Waste
- Fire Marshal

How the platting process works

See Figures 3-4, 3-5 and 3-6.

How long it will take

From the time a complete application is received, platting averages 60 days.

Figure 3.4- Major Preliminary Plat

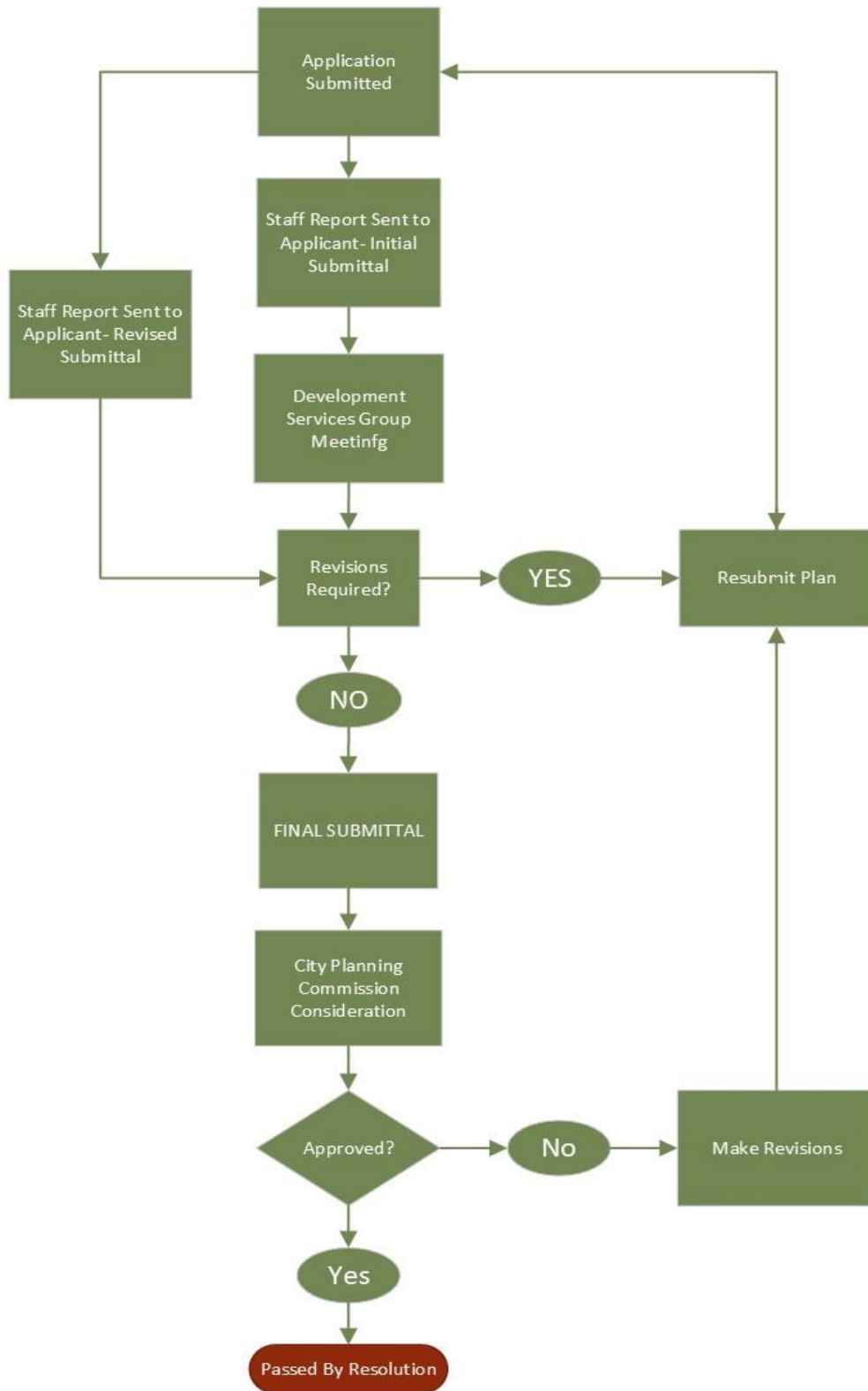


Figure 3.5- Minor Preliminary Plat

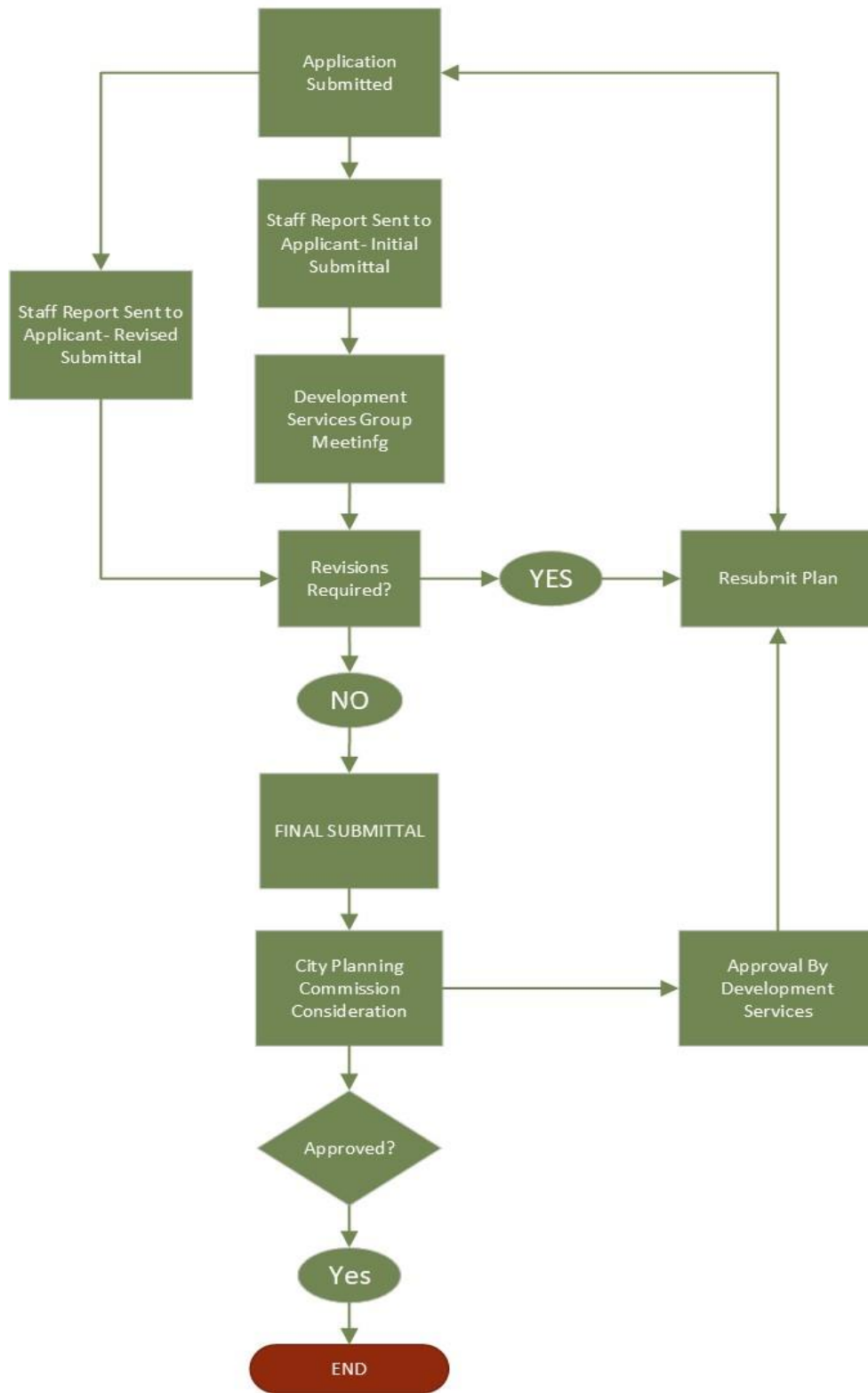
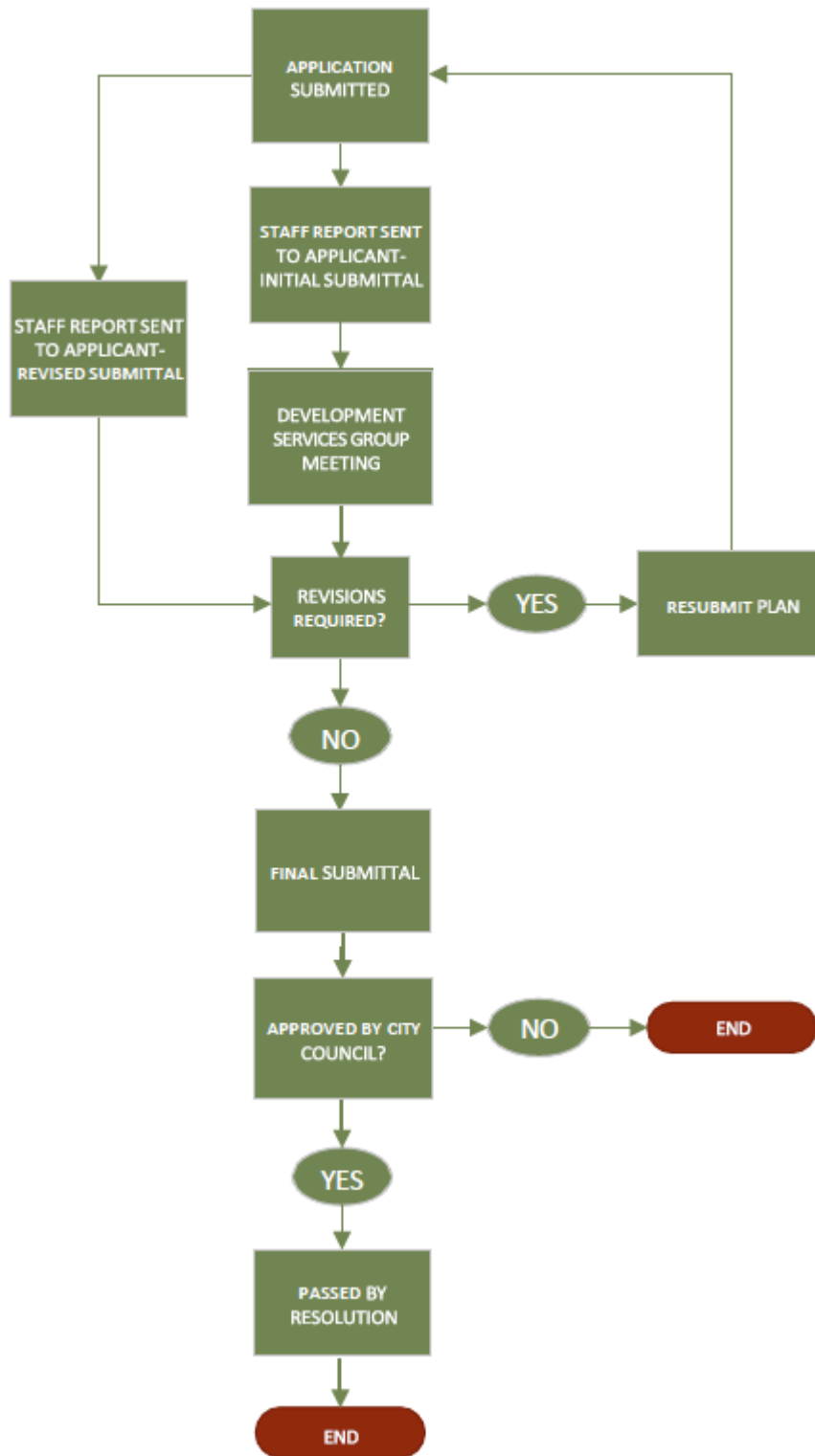


Figure 3-6- Final Plat



Plat of Survey

An alternative to preliminary and final plats is a Plat of Survey for the following purposes:

- Convey property ownership prior to future development.
- Vacate public right-of-way.
- Make property line adjustments.
- For a single division of land where no public improvements or dedication of right-of-way is required. If right-of-way dedication is required, the dedication shall be completed by acquisition plat prior to City approval of the Plat of Survey.
- As required by the Linn County Auditor to address questions regarding the ownership of land. In this case, the Linn County Auditor shall provide written notice of the requirement for a Plat of Survey to the City Clerk.
- Other situations as determined appropriate.

When an initial request is made, City staff will verify whether a Plat of Survey process is appropriate and will inform the applicant as to whether the Plat of Survey can proceed or if final platting is required instead.

Location

Cedar Rapids City Services Center
500 15th Avenue SW, 2nd Floor
Hours: Monday - Friday, 7:30 a.m. - 4:30 p.m.
(319) 286-5780 or developmentservices@cedar-rapids.org

Information to provide

- Plat of Survey request letter
- Plat of Survey in conformance with the State Code and the City Subdivision Ordinance.

Deadline

Plats of survey may be submitted at any time.

City Departments involved

- Development Services

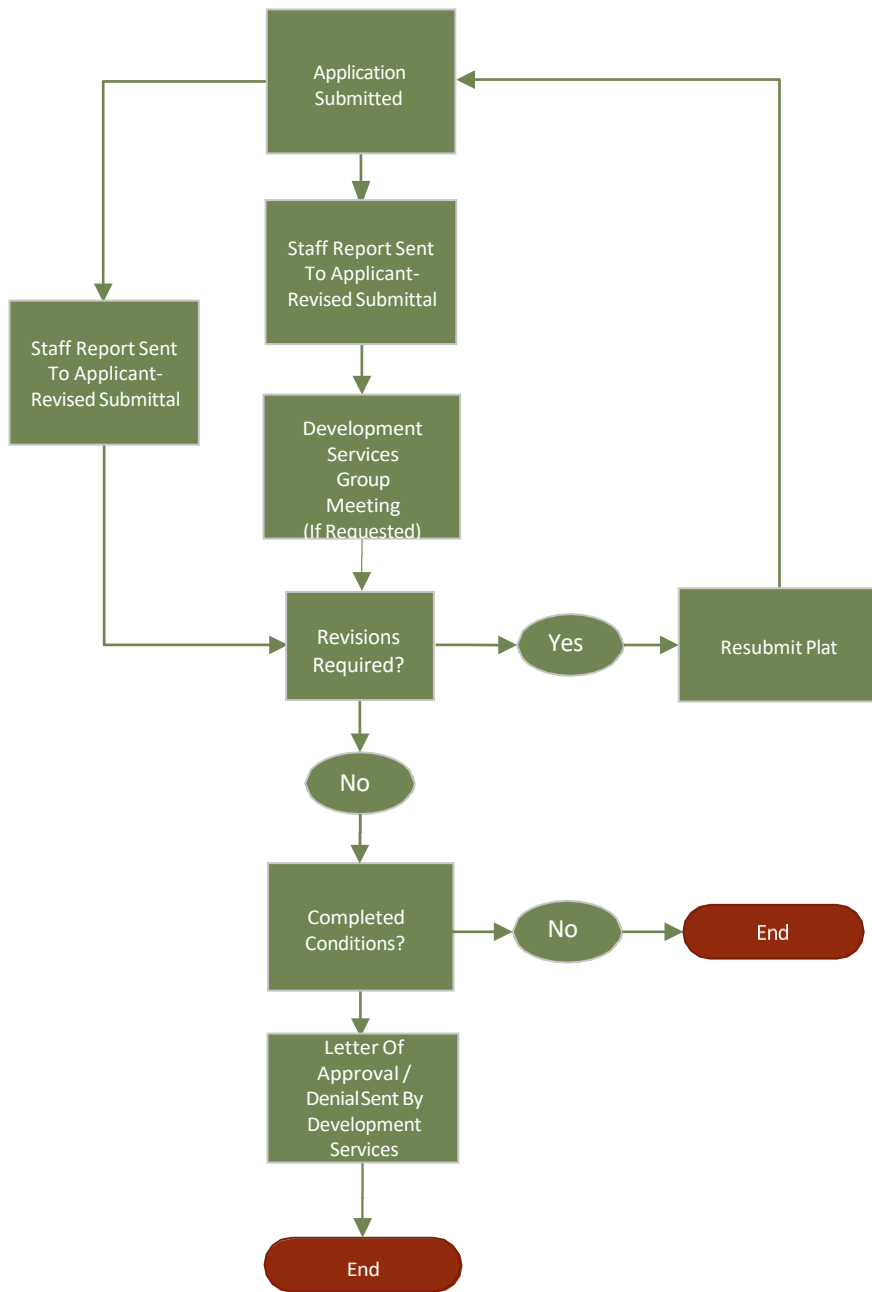
How the platting process works

See Figure 3-7.

How long it will take

Review averages 15 days.

Figure 3-7. Plat of Survey



Administrative Site Development Plan

The Administrative Site Development Plan is the civil/site plan of improvements certified by a Professional Civil Engineer licensed in the State of Iowa. Administrative Site Development Plans are reviewed to confirm that proposed site work will conform to the City's Zoning Ordinance and Design Standards. Prior to submitting an Administrative Site Development Plan the applicant may submit a Concept Plan.

Location

Cedar Rapids City Services Center
500 15th Avenue SW, 2nd Floor
Monday - Friday, 7:30 a.m. - 4:30 p.m.
(319) 286-5780 or developmentservices@cedar-rapids.org

Information to provide

- Site plan application
- Administrative Site Development Plan
- Related documents such as drainage report and traffic study

Deadline

The Administrative Site Development Plan may be submitted at any time.

City Departments involved

- Public Works Traffic Division
- Public Works Erosion Control
- Solid Waste Department
- Development Services
- Fire Marshal
- Forestry Division
- Solid Waste

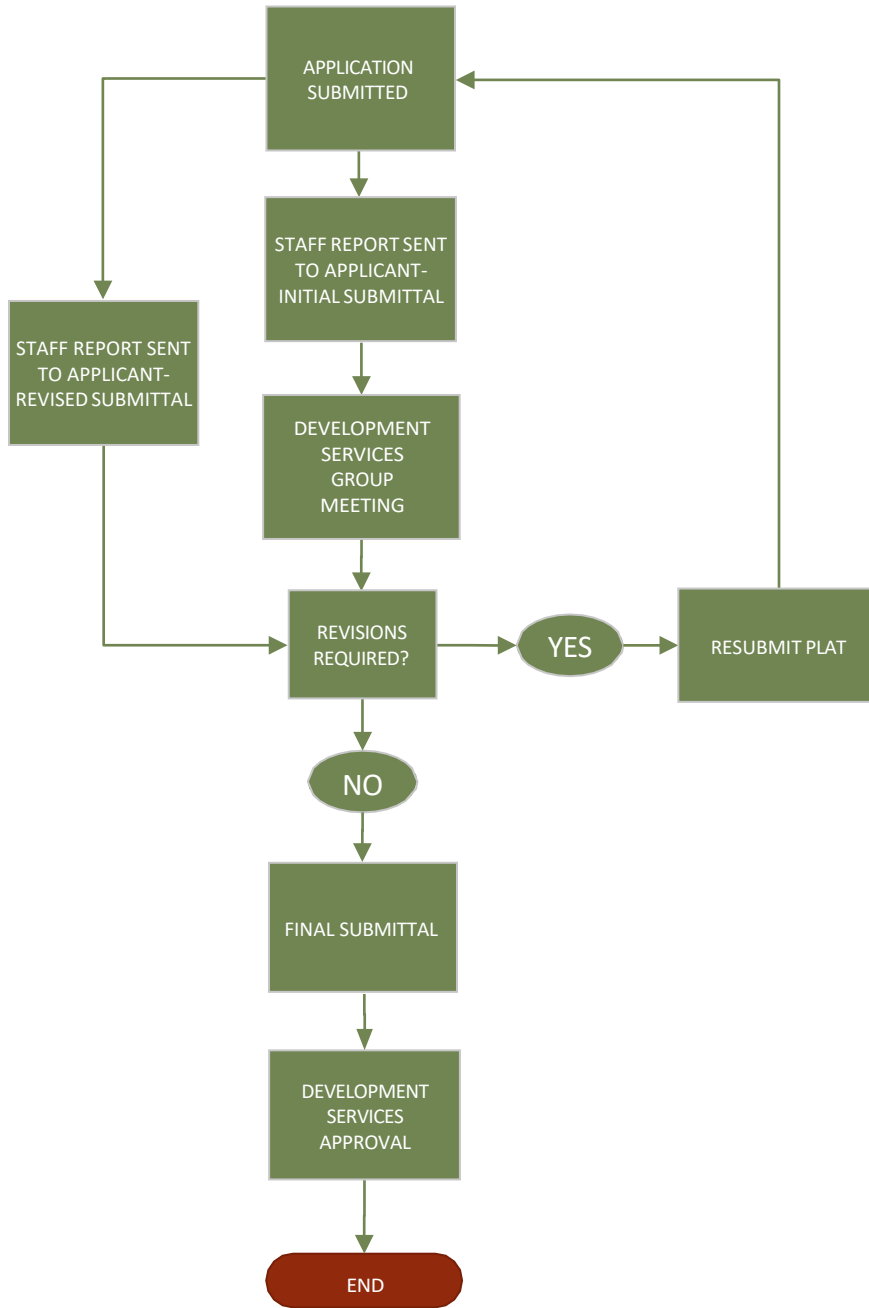
How The Administrative Site Development process works

See Figure 3-8.

How long it will take

Administrative Site Development Plan review takes up to 60 days.

Figure 3-8. Administrative Site Development Plan



Conditional Use

Conditional Uses have a unique characteristic that requires careful review of their location, design, configuration, and special impact to determine if their establishment may be allowed. Their appropriateness in a particular location depends upon the public need, benefit and local impact meeting the intent and purpose of the Zoning Ordinance.

Activities that require a Conditional Use approval are listed in the zoning ordinance. Staff may require the applicant to hold a neighborhood meeting to address any concerns. Conditional Uses are approved by the Board of Adjustment.

Location

Cedar Rapids City Services Center
500 15th Avenue SW, 2nd Floor
Monday - Friday, 7:30 a.m. to 4:30 p.m.
(319) 286-5836 or developmentservices@cedar-rapids.org

Information to provide

- Conditional Use Application
- Site plan (as required)
- Courtesy mailing labels (for all properties within 300-foot radius)

Deadline

The deadline for submitting the above required items is 12:00 p.m. on the Tuesday two weeks prior to the Board of Adjustment meeting.

City Departments involved

- Public Works Traffic Division
- Development Services
- Building Services
- Fire Marshal

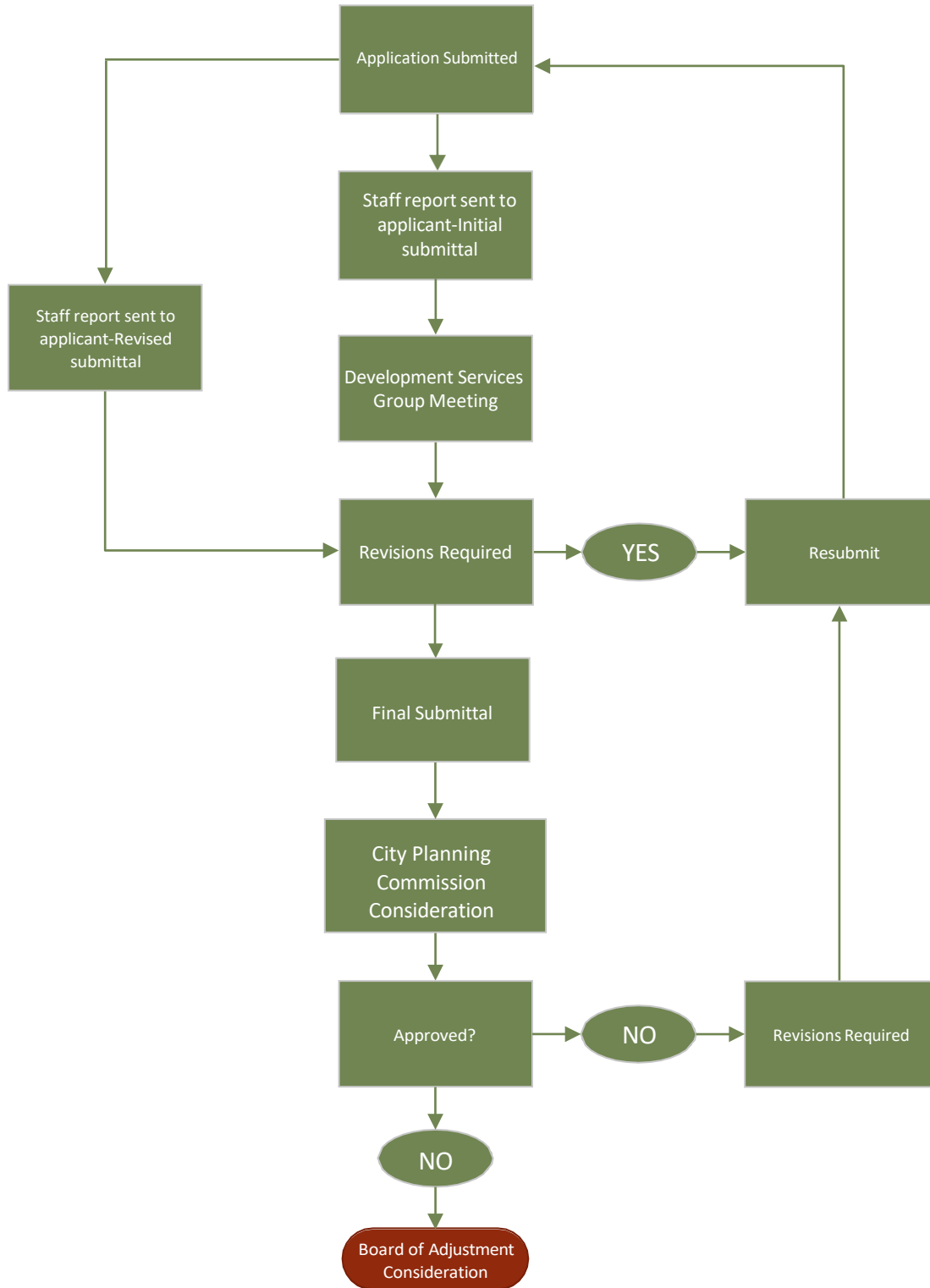
How the Conditional Use process works

See Figure 3-9.

How long it will take

From the time a complete application is received, completion averages 30 days.

Figure 3-9- Conditional Use



Major Design Exception or Variance

Property owners have the right to appeal for a “Major Design Exception” or “Variance” when proposed improvements to their property may not meet the requirements of the zoning ordinance. The appeals are reviewed by the Board of Adjustment.

Major Design Exceptions are intended for the Board of Adjustment to use in considering request for regulatory relief from certain specified zoning regulations (primarily dimensional standards) when such relief is reasonably needed to overcome practical difficulties related to the subject property.

The Zoning Ordinance lists seven criteria under which a Variance can be granted. Applicant must prove that all criteria are met to obtain a waiver from code requirements. The Board's decisions are based on information provided by the staff, the applicant, and the public.

Variance criteria include:

- Unique circumstances
- Not exclusively for financial gain
- Hardship not self-created
- Substantial rights denied
- Not special privilege
- Not detrimental
- No other remedy

The Board of Adjustment generally meets on the second Monday of the month in City Council Chambers, 101 First Street, SE.

Location

Cedar Rapids City Services Center
500 15th Avenue SW, 2nd Floor
Monday - Friday, 7:30 A.M. - 4:30 P.M.
(319) 286-5836 Or developmentservices@cedar-rapids.org

Information to provide

- Application for variance or major design exception
- Proof of notification sign posting
- Other information as requested

Deadline

The deadline for submitting the above required items is 12:00 p.m. on the Tuesday two weeks prior to the Board of Adjustment meeting at which the request will be heard.

City Departments Involved

- Building Services
- Development Services

How long it will take

From the time a complete application is received, until the Board of Adjustment hears the appeal, the major design exception or variance processes take about 30 days.

Vacation/Encroachment

Vacation or encroachment permits allow purchase or use of public rights-of-way or public easements.

Vacation is the process where the City agrees to vacate ownership of excess City-owned right-of-way at market value to the applicant. An encroachment permit grants the right to limited use of City-owned right-of-way or public easements for a limited period for a designated purpose.

An encroachment permit may be more appropriate if the applicant's uses are not considered permanent, or if the requested City property is considered necessary, and should remain in public ownership.

Location

Cedar Rapids City Services Center
500 15th Avenue SW, 2nd Floor
Hours: Monday - Friday, 7:30 a.m. to 4:30 p.m.
Real Estate Division (319) 286-5777

Information to provide

- Completed application form
- Written statement for purpose of request for vacation or encroachment of abutting City- owned right-of-way.
- Plat showing the area requested for vacation or encroachment.
- Legal description of the area
- Application fee.

City Departments involved

- Public Works Engineering Division
- Utilities Engineering Division
- Development Services
- Fire Department
- Community Development
- Private Utility Companies

How the vacation/encroachment process works

See Figures 3-10 & 3-11.

How long it will take

From the time a complete application is received, the vacation/encroachment permit process averages 90 days.

Figure 3-10. Vacation

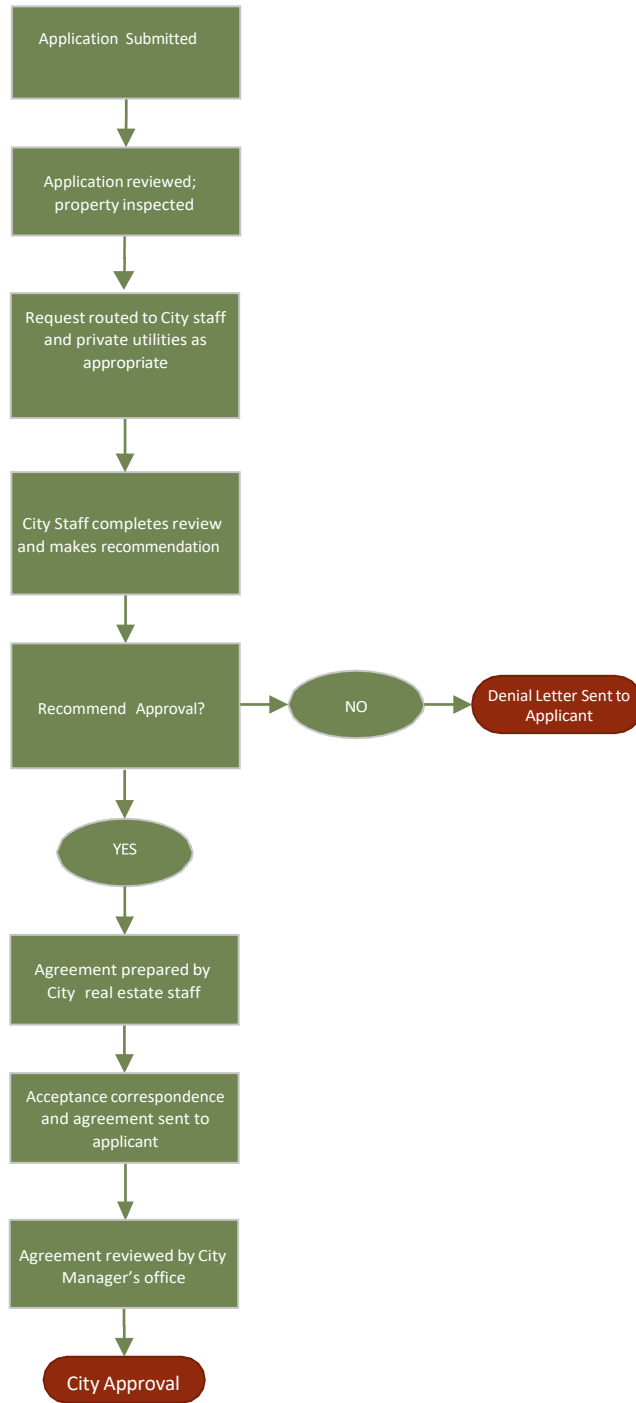
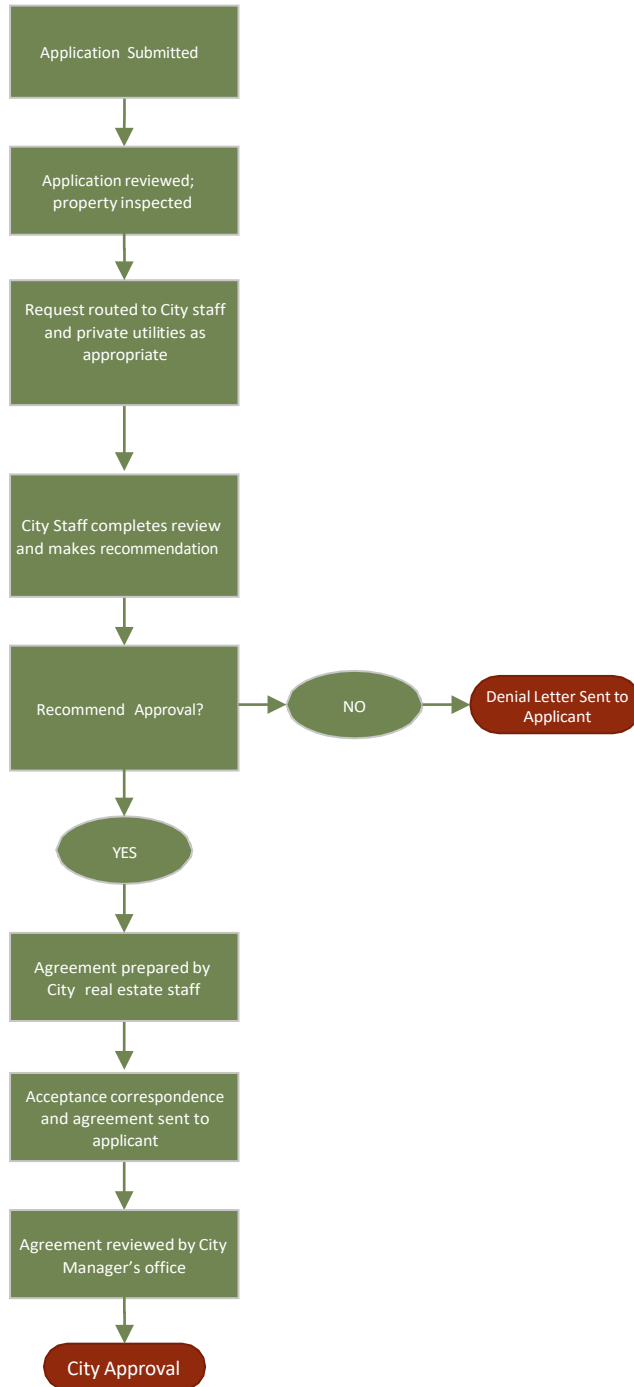


Figure 3-11. Encroachment



Building Permits

A building permit must be obtained for any construction work completed on a building that is regulated by the Building Code. The City has adopted the **2018 editions of the International Building and Fire Codes**. If you are unsure if you need to obtain a permit call (319) 286-5831. Some examples of projects that need a permit are:

- New residential and non-residential buildings
- Basement or lower-level finish (if not done as part of new home construction)
- Additions and remodels
- New and replacement decks
- Window & exterior door replacement
- Accessory structures (garages, etc.) more than 120 square feet
- Building demolition
- Fences and retaining walls

These are the overall steps to receive a building permit. The permit applicant:

1. Determines the location, scope and total budget of the proposed project.
2. If constructing a complex project, is recommended to review concept plans with City staff prior to completing detailed construction plans to anticipate possible zoning or building code issues.
3. May need to prepare detailed civil/site and building construction plans with the assistance of licensed design professionals. This depends on the type and complexity of project.
4. Submits a building permit application, building and site plans.
5. Works with City staff during the permit review process. Site and building plans may be reviewed concurrently.
6. Obtains a building permit when plans are approved.

Information to Provide

- Scope of the work to be covered by the permit and the use of the structure.
- Site plan identifying existing structures and the location of the proposed work and their dimensions to property lines; streets and alleys; and easements (if known). A site plan is not required for siding, re-roofing, window replacement or interior remodeling permits unless there is a change of use involved.
- Plans, diagrams, and specifications as required depending upon the scope and complexity of the project. An Iowa architect's or engineer's seal is required on plans for certain commercial projects.
- Valuation of the construction work to be covered by the permit.

For major new construction, applicants are encouraged to contact Building Services for a pre-application conference. This conference is recommended during the early stages of project design and particularly before preparing detailed plans. Or visit with any of our code specialists (building, fire, zoning, plumbing, mechanical, and electrical). Special Construction Permits may be required for sprinkler systems, fire alarm systems, tanks, spray booths & motor vehicle fuel dispensing permits

How Long It Will Take

Varies depending upon the type of construction, complexity of the project, and completeness of documents submitted with the application. For simple residential work, such as construction of decks, porches or detached garages, re-roofing, and installation of vinyl siding, permits usually are issued over the counter. Commercial projects may take up to several weeks to review.

Where to Apply for a Fire Construction Permit

Apply in person at Central Fire Station, Second Floor, 716 First Avenue SE. Office hours are from 8:00 am to 4:00 pm. Fire permit fees are listed online based on the type of construction permit required.

Certificate of Occupancy

After a building permit is issued and construction begins, City staff must verify that the site and building were completed according to development and construction requirements. This is accomplished through inspection of the work in progress at varying stages of construction.

After the final inspection has been conducted and before the building can be occupied, a Certificate of Occupancy (CO) must be obtained (you will typically apply for a CO at the time you apply for a construction permit). Temporary and/or partial certificates of occupancy may be issued prior to total completion of the entire building and site work. Contact the building services division for specific details.

Setting an Inspection Appointment

Please call 286-5831 and a permit technician will assist you to schedule an inspection. You will be asked the following information:

- Address to Be Inspected
- Type of Inspection: rough-in or final
- Contact name and phone number
- Permit number

Inspections are scheduled for am or pm only, for the following day or later. If you need a more specific time, you may verify that the morning of the inspection once the addresses are assigned to an inspector.

SAME DAY INSPECTIONS - Every effort is made to accommodate requests for same day, but please keep in mind that we may be short-handed due to staffing and workload. Please schedule as far in advance as possible. Same day requests must be approved by the chief inspector.

NOTE: Please note that leaving a message, even 24 hours ahead, does not guarantee an inspection appointment. You should receive a return confirmation call. If you do not, please check with us to verify that an appointment has been set.

Flood Plain Permit

A Special Hazard Flood Area (SFHA) is a land area susceptible to inundation by a 100-year flood. Development within an SFHA must comply with chapter 32b, floodplain management ordinance. In addition, all development shall comply with all other flood hazard and damage prevention regulations adopted by the City Council, the Iowa Department of Natural Resources, and any other public agency having jurisdiction in this matter. In the event of conflict, the more restrictive provisions shall apply.

All new or substantially improved residential structures shall have the lowest floor, including basement, elevated a minimum of one foot above the 100-year flood elevation, of Base Flood Elevation (BFE).

All new or substantially improved non-residential structures shall have the lowest floor, including basement, elevated a minimum of one foot above the BFE, or together with attendant utility and sanitary systems, be flood-proofed to such a level.

Information to Provide

- floodplain Development Permit Application
- Supporting documents such as site plans, Elevation Certificate, Letter of Map Change, etc. Depending on the specific nature of the work in floodplain.

How Long It Will Take

Allow up to 30 days for review.

Contact: Floodplain Administrator (319) 286-5043

Sign Permit

A sign is any medium, including its component parts, which is used or intended to be used to direct attention to a business, product service, subject, idea, premises, person, or thing. Permits are required for all permanent signs erected, moved, or substantially modified.

Information to Provide

- Sign Permit Application, one form per each sign.
- Location, size, construction method or support.
- For illuminated signs: name of electrical contractor.
- For roof signs: plans that show construction of roof, method for reinforcing roof, method for attaching or anchoring sign and load limits of the sign on roof structure.
- Other information as needed for specific installations.

How Long It Will Take

Varies depending upon the type of construction, complexity of the work, and completeness of documents submitted with the application. For simple installations, permits usually are issued over the counter. More complex applications may take up to 5 business days to process.

Contact: Zoning (319) 286-5836 Or zoning@cedar-rapids.org

CHAPTER 4

Private Development Inspection

Prior To Starting Work:

Right of Way Permit

You are required to obtain a permit for work in the City Right-Of-Way (ROW). The issued permit must be present at the site. Failure to produce permit will result in immediate stop work action.

ROW permits can only be obtained online.

Account Setup:

1. Visit my.cedar-rapids.org/account/login and click “sign up” to create an account
2. email a request to rightofwaypermit@cedar-rapids.org to activate your registration.

Apply for a permit:

Once you’ve created an account, follow these simple steps to apply for a permit.

1. Login at my.cedar-rapids.org/account/login
2. Click on the right-of-way permit icon
3. Follow the system prompts

All work within the ROW affecting traffic shall require a Traffic Control Plan (TCP). A TCP must be submitted during the ROW permit application process and must include the following information:

- Traffic control contractor
- Traffic duration
- Traffic duration type
- Start date
- Streets closed
- Traffic control type
- Closure details
- Functional Classification of street upon which work is being done (Arterial, Collector, Local)

Refer to SUDAS Standard Specifications Division 8, Section 8030 “Temporary Traffic Control” for standard traffic control setups. <https://iowasudas.org/manuals/specifications-manual/#division-8-traffic-control>. Traffic control is the responsibility of the permit holder.

Payment is required before your ROW permit will be processed. Pay by credit/debit card as part of the online application. Cash/check payments are also accepted by mail or in the City Services Center front desk at 500 15th Ave SW, Cedar Rapids, IA. 52404. To ensure payment is completed, please include your ROW permit number as reference with payment.

Applications are typically reviewed, and permits issued within 3 business days if no revisions are required. Should you have further questions on ROW permits you can visit www.cityofcr.com/rightofwaypermits or contact The ROW/Real Estate Division at 319-286-5777 Or [Rightofwaypermit@Cedar-Rapids.Org](mailto:rightofwaypermit@cedar-rapids.org).

Pre-Construction Meeting

Permit holder is required to contact the City Of Cedar Rapids Construction Engineering Office At Constructioneng@Cedar-Rapids.Org or 319-286-5812 to determine if a pre-construction meeting is required for your project.

Should a meeting be required, a copy of the issued ROW permit as well as contact information for the billable party must be submitted to constructioneng@cedar-rapids.org prior to scheduling the preconstruction meeting.

If a pre-construction meeting is required, it must occur no later than 2 business days before work will commence on site.

NOTIFICATION REQUIREMENTS

1. You must notify the private development field technician at least two complete working days in advance of commencing work in the ROW. Work in the ROW includes grubbing, installation of underground utilities (water, sewer, and storm drain), subgrade preparation, and placement of concrete.
2. You must notify Traffic Engineering two business days before any traffic closures and on the day of reopening. Traffic Engineering can be reached at 319-286-5176 or traffic@cedar-rapids.org.
3. You must notify Iowa One Call (IOC) at 1-800-292-8989 or www.iowaonecall.com for utility locates prior to excavation. Iowa One Call requires 48 hours' notice.

INSPECTION REQUIREMENTS

1. All water, storm, and sanitary sewer testing must be completed, reviewed, and accepted by City of Cedar Rapids prior to starting any paving operations.
2. Concrete work requires forms inspections prior to pour and a final inspection after the pour. Concrete placed without a private development field technician present will be rejected unless prior arrangements were made with the private development field technician.
3. Trench compaction is critical. Density/moisture testing is required at intervals and depths per SUDAS. Special care must be taken around manholes and intakes. If the technician suspects methods outlined in SUDAS for backfill were not followed, additional testing may be required to verify compaction.
4. Paving subgrade shall be fully accepted prior to placement of subbase. Follow up proof roll test(s) are required on failing portions of subgrade after repairs are made.
5. Bedding stone for sanitary sewer must be thoroughly compacted under pipe as it enters manhole to ensure pipe flow line doesn't drop below manhole flow line after compaction is completed.
6. All internal and external lift pockets on structures must be grouted flush following final placement.
7. Storm intake fillets shall be angled to a focused flow line. No flat spots or areas for material to build up are permitted.

CONSTRUCTION CHANGES

During a project, it may become necessary to deviate from the plans and specifications. To deviate from the plans and specifications the following must be performed:

1. The contractor is to initiate the change request by contacting the Engineer of Record (EOR).
2. The request shall be submitted to Development Services by the EOR. The EOR must also notify the private development field technician.
3. If the change is deemed significant, a resubmission to Development Services will be required. A drawing must be attached to the request and the reason for the change noted.
4. The request must be approved by Development Services prior to performing the work.

INSPECTION FEES

Invoices for inspection fees are generated monthly by the City of Cedar Rapids finance department. They are then sent out to the billable party (determined at the pre-construction meeting) with a payment term of 30 days.

Per City of Cedar Rapids Municipal Code 13.06 (d) “the construction of improvements may be observed by City staff to verify compliance with the approved plans, technical specifications and details. In addition, materials testing may be performed by the City. The cost of such observation and testing shall be the responsibility of the applicant. The cost shall be the actual cost of the observation and testing to the City up to a maximum of 5% of the construction costs of the improvements. Construction costs will be determined with bids received by the applicant or a civil engineer's cost opinion and reviewed by Development Services Division. The applicant shall be invoiced for these costs monthly on a time and materials basis. All invoiced observation and material testing costs shall be due to the City prior to acceptance of the improvements by the City Council.

If construction occurs prior to the Development Services Division approval of the construction documents, the applicant shall be responsible for those costs to review the construction which has occurred on private and public property, and to correct any items which do not comply with the approved improvements plans”

Payments should be made online through Paymentus (https://www.cedar-rapids.org/pay_bill_online/). The system provides improved payment capabilities, enabling users to manage their bills faster, easier, and more conveniently. Users can quickly register an account, link multiple customer Id's, save their preferred payment method, and subscribe to auto pay or schedule payments for future dates.

Customers in a hurry can also choose to make a one-time, non-registered payment. Payments can be made via echeck/ach, debit or credit card or by linking a verified Paypal or Paypal credit account. The echeck/ach payment method is completely free of charge to users.

UPON COMPLETION OF THE WORK

Contractor must schedule a pre-final inspection with the private development field technician once work is complete. No partial acceptance of any project shall be authorized.

PRE-FINAL INSPECTION

Contractor must notify private development field technician a minimum of 2 weeks prior to date of requested pre-final inspection. All work must be completed and ready for inspection except for dry utilities.

Until pre-final inspection is completed the contractor/developer are responsible for maintenance of the street, including snow removal, street cleaning, and normal maintenance.

Suggested attendees: owner, grading/utility contractor, paving contractor, and City of Cedar Rapids sewer, streets, traffic, and water department representatives.

The following items are required prior to scheduling of the pre-final or the inspection will not take place:

- Sealed as-builts and submitted/sealed right of way quantities submitted by the EOR.

During the inspection the project will be walked. The items to be inspected include, but are not limited to the following:

- A. Concrete Work
- B. Street Name/Traffic Signs
- C. Parkway Grading
- D. Drainage
- E. Landscaping
- F. Utility Access Points

At the completion of the pre-final inspection, a punch list will be generated by the City of Cedar Rapids private development field technician. The punch list will be typed and e-mailed to the contractor. The punch list items shall be completed within 90 days. If a final inspection is not scheduled within those 90 days, a secondary pre-final walk may be required.

FINAL INSPECTION

Contractor must notify private development field technician to schedule. All work must be completed and ready for inspection. The only exception to this is work that can't be completed due to cold weather, such as seeding or sodding.

All work must be visible (not covered by snow or ice) to be inspected.

At completion of the final inspection, if no items were noted as deficient, the project will be accepted, and an acceptance letter will be e-mailed to EOR.

BOND SUBMISSION REQUIREMENTS

Once project has been accepted and the EOR has received the acceptance letter maintenance bonds (paving, sewer, and/or storm sewer) must be submitted to:

Construction Engineering Admin City of Cedar Rapids, Public Works 500 15th Ave SW
Cedar Rapids, IA 52404

- Bonds must have the exact name as the project plans, including phasing if applicable.
- Bonds must be submitted separately for each item included in the project (storm sewer, sanitary sewer, pavement and water main).
- All bonds for a project must be submitted at the same time.
- Bonds must be signed and dated no more than 30 days prior to receipt by the City.
- In the description following the complete project name, bonded quantities must match the engineer's sealed as-builts submitted to the City of Cedar Rapids.
- Pavement bonds must list quantity and thickness of:
 - Portland Cement Concrete pavement and any special additions to paving. i.e., raised crosswalk or speed humps. Excluding subbase.
 - Concrete sidewalks, trail and ADA accessible ramps
- Sanitary and storm sewer bonds must list quantities of:
 - Sanitary mainlines, structures, and inside and outside drops.
 - Storm mainlines, structures, flared end sections, mainline subdrain, and subdrain cleanouts.
- Water main bonds must list quantities of:
 - Public water main, valves, hydrants and services.

Once bonds have been received and approved by City staff, they will be submitted for acceptance by the City Council on the next scheduled City Council meeting. Once accepted by the City Council, the project enters the warranty period listed on the maintenance bonds.

BOND INSPECTION

The City of Cedar Rapids will do a drive-through and televise utilities to check for deficiencies within 6 months of bond expiration. The following steps will be taken for notifications:

- If no deficiencies are encountered, no further action is required, and bonds will expire when bonding period is reached.
- If deficiencies are encountered, these deficiencies must be corrected within the period before the bond expires.
 - Notification will be sent to the contractor regarding deficiencies via e-mail after drive through and televising. A follow up phone call may also occur.
 - If contractor is non-responsive, a certified letter will be sent to the contractor and developer two weeks after the initial attempt to contact.
 - If contractor is again, non-responsive after an additional two weeks, a final certified letter will be sent to the contractor, developer, and bonding company. Corrective action will be taken at this time as outlined in the respective maintenance bonds.

CHAPTER 5

Water Main Inspection

Inspections & Testing

Inspections for public water main extensions and water services shall be provided by the Utilities Department. As water main materials are used and assembled, a visual inspection is required to determine the sanitary condition and suitability of all pipe and appurtenances. This on-site inspection will be provided by the City inspector assigned to the project.

Water mains and large services (3" or larger) over 20 feet in length are required to be disinfected, flushed, filled and pressure tested.

Please Call [319-286-5950](tel:319-286-5950) to request your fill, flush, bacteria test or pressure test work order between 7:30 a.m. and 4:00 p.m.

The inspectors will call your designated contact person to coordinate and to schedule the desired inspection activity.

Please Note the Following:

1. Water main materials, installation and testing must comply with Cedar Rapids Supplemental Specification to Statewide Urban Design and Specifications (SUDAS). This applies to both public and private water mains and large service lines (3" or larger) on the distribution side of the meter.
2. Disposal of highly chlorinated water shall follow local, state & federal codes.
3. Pressure/leakage test are conducted at 150 psi under the direction of the Cedar Rapids Water Utility.
4. All water mains shall be disinfected in accordance with AWWA Standard C 651. **NO WATER MAIN SHALL BE PLACED INTO SERVICE UNTIL ALL SAMPLES HAVE PASSED BACTERIOLOGICAL TESTS.**

Project Start

The Water Engineering Division requests that the contractor contact our office 24 hours before starting a water system improvement project. The telephone call initiates a "project start" work order. This work order gives the City inspector notification that the contractor is prepared to start work.

Please call [319-286-5950](tel:319-286-5950) to request your project start work order between 7:30 a.m. and 4:00 p.m. Other requirements to consider BEFORE calling in for a project start work order:

1. Construction of public and private water system improvements requires an approved plan set on file in the Water Engineering Office, 1111 Shaver Road NE.
2. All permits shall be secured, and fees shall be paid prior to the start of construction.
3. The contractor is responsible to contact Iowa One Call 1-800-292-8989 prior to excavation.
4. The contractor is responsible to contact the City Of Cedar Rapids Construction Engineering office at constructioneng@cedar-rapids.org or 319-286-5812 to determine if a pre-construction meeting is required for project.

Tap Orders

Contact the Utilities Department when ready for a service tap or connection. Please call Water Engineering at [319-286-5950](tel:319-286-5950) at least 24 hours in advance for all taps. This allows time to produce the work orders necessary for requesting the tap from the appropriate department.

For taps 2" and smaller, call the Meter Shop at [319-286-5930](tel:319-286-5930) the day the tap is needed. To have taps made in the morning, place your phone call between 7:30 a.m. and 8:00 a.m. to have taps made in the afternoon, place your phone call between 11:30 a.m. and 12:00 noon.

Taps larger than 2" and up to 12" are made by the Distribution Division and are coordinated through your City water inspector.

Before ordering taps and connections, please consider the following:

- Water main must be in service and all tests passed.
- Lot pins must be in place.
- Prepare the site and make preparatory excavation at the location for the tap. Preparatory work must be in conformance with water department guidelines and osha standards.
- Construct service in conformance with construction details.

Taps larger than 12" must be made by a qualified contractor with authorized water division staff on site.

New Accounts

Please call Customer Service at 319-286-5900 to set up a Cedar Rapids utility billing account. Our representatives are available Monday through Friday from 7:30 a.m.-4:30 p.m. and can discuss any possible requirements to start service. Please visit the following link <https://www.cedar-rapids.org/residents/utilities/water.php> on the City web site to learn more about setting up new accounts, payment options, various procedures and water service provision in general.

CHAPTER 6

Big Cedar Industrial Center

This section answers basic permitting questions about developing in Alliant Energy's Big Cedar Industrial Center. The development area shown in Figure 6-1 below is made up of four sites A1 through A4 over 1,391 acres. The development is located west of Edgewood Road SW and north of 76th Avenue SW.

Figure 6-1. Big Cedar Site Designations



As of the date of this publication, portions of Big Cedar have been annexed to the City and zoned according to Figure 6-2. Newly annexed land begins with an Agricultural zoning and must be rezoned to its highest and best use.

Figure 6-2. Zoning Map

Industrial uses are expected in Big Cedar. The City has two types of industrial zoning districts - Light Industrial (I-LI) and General Industrial (I-GI). According to Chapter 32, Zoning Code:

The Light Industrial (I-LI) district is intended to provide for a variety of businesses, including warehouses, research and development firms, repair shops, wholesale distributors, and light manufacturing. This district may include supporting office and commercial uses where appropriate. The I-LI district is intended to be located away from low- and medium- density residential development.

The General Industrial (I-GI) district is intended to accommodate uses with one or more of the following characteristics: intensive use of property; open uses and/or storage; industrial processes which may involve significant amounts of heat, mechanical and chemical processing, large amounts of materials transfer, extended or multiple shift operation, large scaled structures, etc. Such uses often function best in association with other similar or supportive uses.

When planning your project, please be aware:

- Rezoning is a **60-day** process.
- Development Services may review your civil and building plans while rezoning is under way.

Because Big Cedar is located within five miles of the Eastern Iowa Airport, the development is subject to Airport review. The Airport will assess risks such as aircraft noise (compatibility of the land use), waterfowl (bodies of water), plumes and particulates (cooling towers) and height (flight paths). Figure 6-3 shows the development sites in relation to the Airport's review areas. The Airport reviews in the yellow shaded area for construction heights greater than 100 feet, and always reviews in the red shaded area.

Figure 6-3. Airport Review Areas

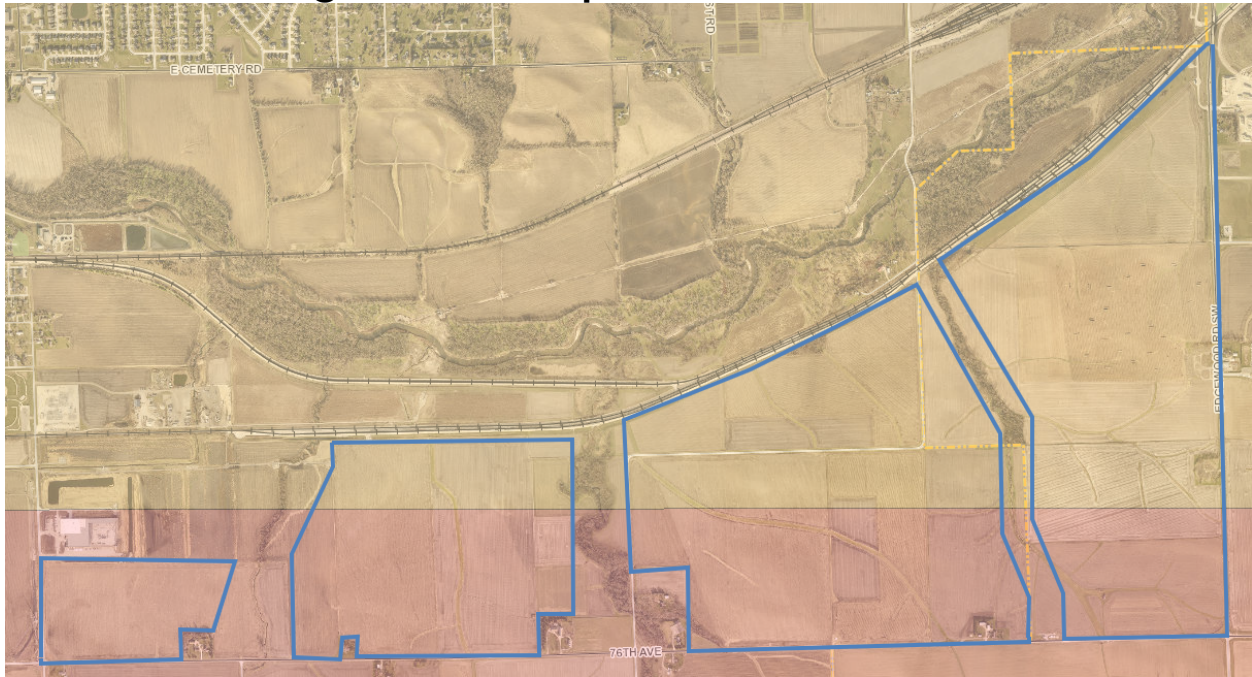


Table 6-4 below answers typical site questions asked about Big Cedar. These include status of annexation and zoning, height and noise limits, and Airport review. See the table notes for further information.

Table 6-4. Site Standards for the Big Cedar Industrial Center

Site	Annexed?	Zoned	Max. Height (1,2)	Sound Level Limit (3)	Airport Review (4)
A1	Yes	I-LI Light Industrial	100'	75 dBA	Yellow shading - Construction > 100 ft requires review Red shading - All construction requires review
A2	Yes	A-AG Agriculture	35'	--	
A3	No	--	--	--	
A4	No	--	--	--	

Table Notes:

1. Maximum heights may be adjusted 10% by staff and up to 50% by the Board of Adjustment. See Chapter 32 Zoning Code.
2. A Rezoning to I-GI General Industrial would permit a maximum height of 150 feet. See Chapter 32 Zoning Code.
3. Sound level limit also applies to emergency generators. See Chapter 56 - Motor Vehicle Noise and Noise Limits from Certain Sound Sources.
4. Plume study may be required for proposed cooling towers.

Air Quality Permits are issued by Linn County Public Health (LCPH). Contact:
 1020 6th Street SE, Cedar Rapids, IA 52401
 Phone: 319-892-6000
 Email: ComplianceReporting-Air@linncountyiowa.gov
 Web: <https://www.linncountyiowa.gov/1429/Air-Quality>