

THE MASON CITY DEVELOPMENT REVIEW PROCESS

Creating and Submitting a Concept Plan



The first, required step in the Mason City Development Review process is to create and submit a concept plan. Why do we require the builder to do this?

- We want to help the builder to have a successful review and a successful project.
- The concept plan review allows the builder and the City to explore the project in light of the Zoning Ordinance and other applicable requirements.
- It helps the builder to better understand the requirements so that the plan complies with them.
- It saves the builder money, through an initial, free review of a simpler, easily produced concept plan. The Development Review Committee (DRC) can point out issues that will save money later when architects, landscape architects, engineers, etc. get involved with creating the site and building plans.
- It helps the City staff by giving us an initial review of the development concept so that we can be of greater assistance as the project proceeds towards construction.

From Chapter 7 of the Mason City Zoning Ordinance:

Section 12-7-4 Concept Plan Review

The following information shall be required for concept plan review by the DRC:

1. Narrative description of the application including reason for request, unique features of the application (if any), tentative timeline of the request, and any other relevant factors that describe or clarify the site plan.
2. A concept plan, drawn to scale, showing the location of the site, existing and proposed buildings, setbacks, access to streets, parking area and general site and topographic conditions in sufficient detail to illustrate the project and show how the requirements of this Title are or will be met.

The concept plan may be, but is not required to be, created by a professional (such as a surveyor, architect, engineer, etc.) and may even be hand-drawn if it is to a readable scale. You can obtain a scaled base map/aerial view of your property from the Cerro Gordo County website* to use as a base for your plan. The concept plan should include the items listed in Section 12-7-4 as listed above, along with any other information that will help to illustrate your project. You can include the required narrative information on the plan drawing if you like, or provide it in a separate document.

An example of a concept plan is shown on the reverse.

There is no cost for concept plan review. The DRC will determine if the concept plan requires a minor site plan (final review by the Administrative Officer for very simple projects; a \$20 fee is required) or a major site plan (typical projects – the plans must be prepared by site plan professionals; a \$100 fee and review by the DRC at a future meeting is required).

The concept plan must be submitted by 4:30 PM on any Thursday to be included on the next available DRC agenda. Complete plans submitted by the deadline will be considered by the DRC on the second Tuesday following the deadline (at 10:00 AM, in City Hall). Plans should be submitted electronically (Adobe .pdf format preferred) to DevelopmentReview@masoncity.net. Electronic versions must be clearly printable at 11" x17". If you are unable to submit the plans electronically, bring a copy to the Development Services Department, 3rd floor of City Hall, during business hours, prior to the Thursday deadline.

Questions? Contact the Development Services Department at (641) 421-3626.

* Go to <http://www.co.cerro-gordo.ia.us/GIS/> and follow the instructions. Contact the Cerro Gordo County GIS Department at (641) 421-3155 for assistance, if needed; City staff may also be able to assist.

CONCEPT PLAN EXAMPLE

This drawing is meant only as an example; your concept plan will be unique to your project and may require more or less detail than shown here, in order for your concept plan to meet the requirements of Section 12-7-4. Contact the Planning and Zoning Division for assistance; we are happy to help!

