



Permit #: \_\_\_\_\_  
 Receipt #: \_\_\_\_\_  
 Fee: \$ \_\_\_\_\_

**CITY OF NEW HAMPTON, IOWA**  
**PARKING LOT CONSTRUCTION PERMIT APPLICATION AND APPROVAL**  
**(For Off-Street Parking, Loading & Unloading Areas)**

**Applicant Information:**

Owner of Property:
Mailing Address:
Telephone Number:
Email Address:
Applicant (If not owner):
Telephone Number:
Email Address:
Contractor:
Mailing Address:
Telephone Number:
Email Address:

**Parking & Surface Information:**

Type of Work: <input type="checkbox"/> New Parking Lot <input type="checkbox"/> Improvement to Existing Parking Lot <input type="checkbox"/> Loading/Unloading <input type="checkbox"/> Display of Merchandise Area <input type="checkbox"/> Other, Explain:		
Purpose or Function the Parking Lot is Serving:		
Type of Surface: <input type="checkbox"/> Concrete <input type="checkbox"/> Asphalt <input type="checkbox"/> Gravel <input type="checkbox"/> Other, Explain:		
Number of Parking Spaces Provided:	Required:	
Number of Handicap Spaces Provided:	Required:	
Square Footage of Parking Lot (including driveway and aisles):		
Parking Lot Setbacks:	Front:	Side:
	Side:	Rear:
Is the property greater than one (1) acre in size: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Do you have a Stormwater Management Plan: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Where is Stormwater run-off going or discharged to, Explain:		
Is Parking Lot Located across the Street from Function it is Serving (If Yes, explain what safety measures you plan to incorporate to protect citizens, employees or customers.): <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Note:</b> Call Iowa One Call at 800-292-8989 for protection against underground utility damage.		
<b>*See Attached Checklist for Parking Lot Requirements or review the City's Zoning &amp; Subdivision Ordinance.</b>		

**Acknowledgement and Certification of the Applicant and/or Owner:**

I/We understand this application, and that it with required attachments, constitutes our complete parking lot construction permit application for the installation or improvement of a parking lot stated above. I/We certify that the information we have provided to the Zoning Administrator is complete, accurate, and true to the best of our knowledge. A detailed and accurately scaled parking lot layout clearly showing the location of parking spaces and aisles, all conform to the standards outlined within the City Zoning & Subdivision Ordinance. Any intentional falsification or change in the information contained in this application, or to the attached information, shall cause: this application to become null and void and any approval granted herein to be revoked.

An applicant who is issued a parking lot construction permit is bound, by acceptance of the permit, to commence the construction for which the permit is issued and is bound to finish said construction within twelve (12) months from and after said date of issue. A parking lot construction permit issued under the City Zoning & Subdivision Ordinance shall be valid for a period of twelve (12) months from and after the date of issue of said permit. Upon expiration of a permit, the holder shall make a new application for a new permit under the provisions of this chapter and shall otherwise go through the same procedure as required for issuance of the original zoning permit. The fee for the second permit, as in the case of the original permit fee, shall be set by resolution by the City Council.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Applicant Signature (if not the owner)

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Approval of the City:**

Based on the information provided in this application, and attested to, by the applicant, I have reviewed the request and hereby approve of this application and permit for compliance on behalf of the City of New Hampton, Iowa.

\_\_\_\_\_  
Signature of Zoning Administrator

Date: \_\_\_\_\_

## Sample Parking Lot Plan (See also **Checklist** on next page)

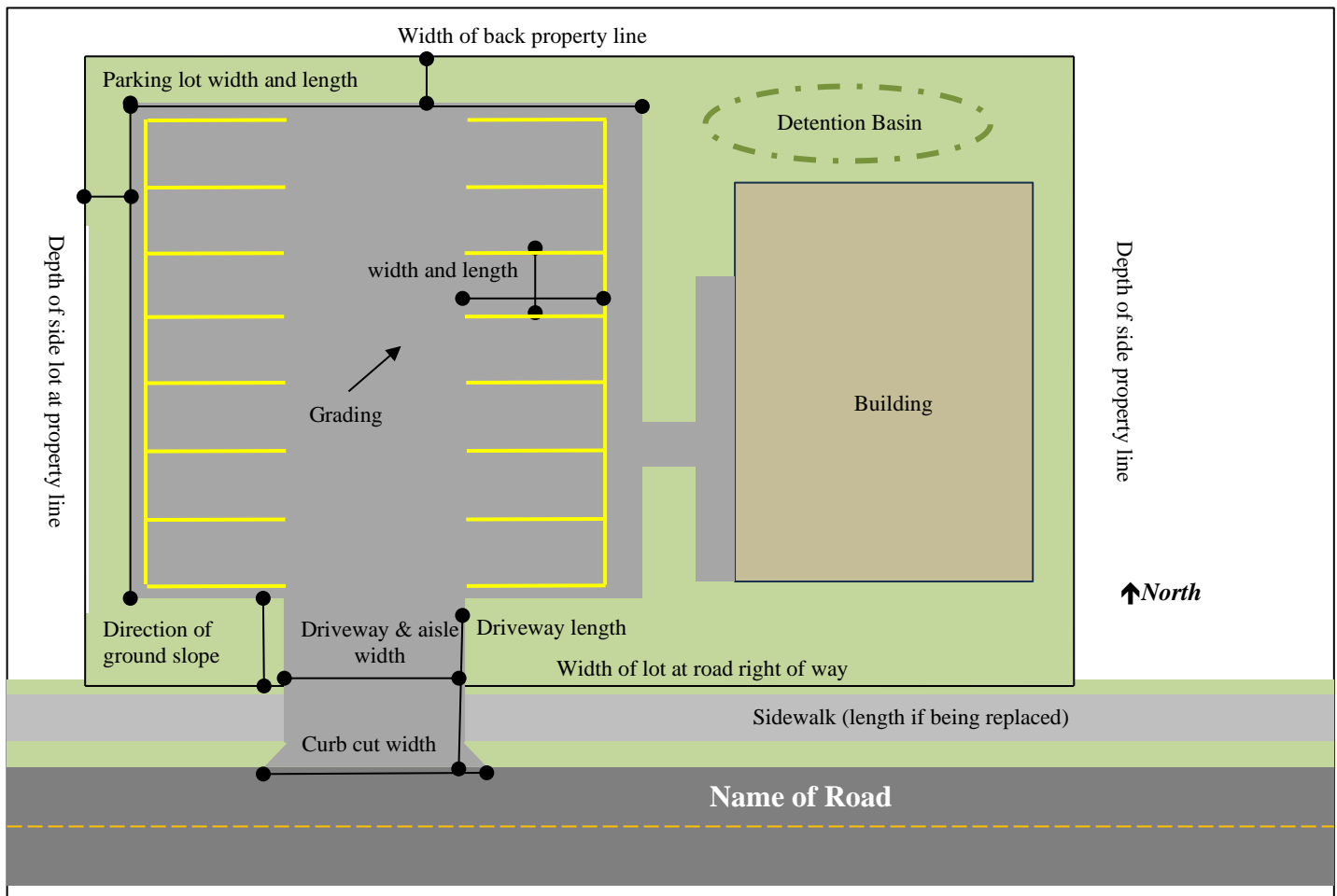
Indicate:

- Existing or proposed buildings.
- Lot size and property lines.
- Driveway length and width.
- Curb cut width.
- Existing or proposed parking lot with dimensions.
- If applicable, loading and unloading areas.
- Number of parking spaces with dimensions (include required handicap spaces).

Also indicate:

- Distance between driveway and lot property line.
- Lighting, signage, barriers and landscaping.
- Direction of ground slope in relation to driveway and parking lot.
- Stormwater detention areas, if required.
- An arrow indicating north.
- Scale

For commercial and industrial properties, as well as multi-family residential properties, all site plans shall be prepared by a licensed professional. Along with the site plan, grading and drainage plans must also be submitted. If property is greater than an acre in size, then the subject property is required to comply with stormwater management standards by submitting a stormwater management plan prepared by a civil engineer.



# CITY OF NEW HAMPTON REQUIREMENTS

## OFF-STREET PARKING, LOADING & SURFACING REQUIREMENTS

### *Section 704. Off-Street Parking, Loading & Surfacing Standards*

The regulation of off-street parking spaces in this Ordinance is to alleviate or prevent congestion of the public right-of-way and to promote the safety and welfare of the public by establishing minimum requirements for off-street parking of motor vehicles. In all zoning districts, all structures built and uses established hereafter shall provide off-street parking in accordance with the regulations of this Ordinance. When an existing use or structure is expanded, off-street parking shall be provided in accordance with the regulations of this Ordinance for the total area or capacity of such expansion and shall meet all surfacing requirements. Any standards not listed within the Section, shall be subject to the Iowa Statewide Urban Design and Specification (SUDAS) requirements.

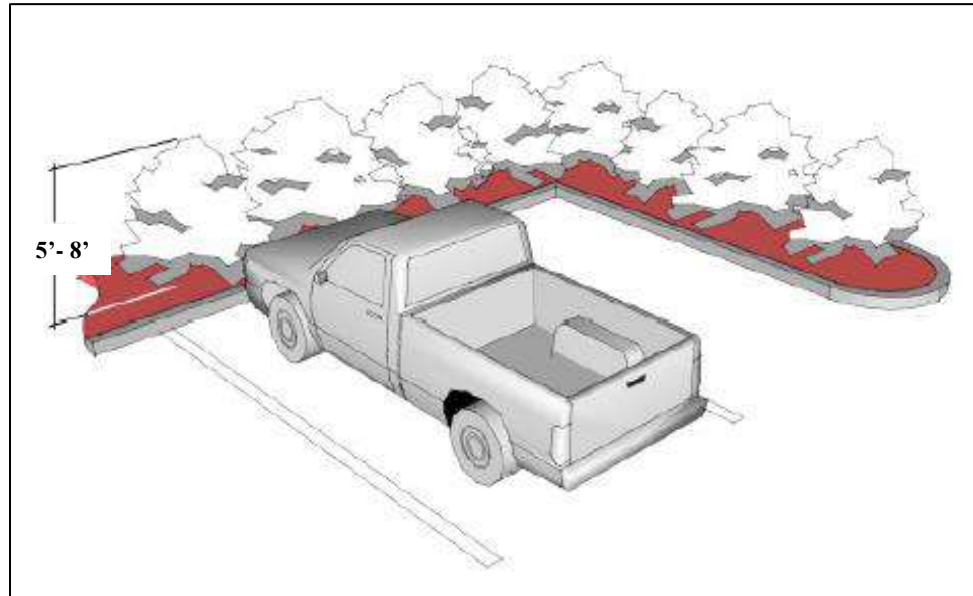
- A. Design and Maintenance. The design and maintenance of parking spaces shall comply with the following:
  - 1. Parking spaces, aisles and driveway dimensions are listed below. A standard parking space shall not be less than nineteen (19) feet in length and eight and one-half (8 ½) feet in width, exclusive of access drives.
    - a. Parallel parking spaces shall be a minimum of twenty-three (23) feet in length.
    - b. Except in the case of single family, two-family, townhouse, and four-plex dwellings, minimum driveway and traffic lane widths shall be developed in compliance with the dimensions listed below:

Angle of Parking	Stall Width	Curb Length Per Stall	Stall Depth	Aisle/Driveway Width
Parallel	8'6"	23'0"	8'6"	14'
30°	8'6"	17'0"	19'0"	14'
45° *	8'6"	12'0"	19'0"	14'
60° *	8'6"	9'6"	19'6"	18'
75°	8'6"	9'0"	19'6"	24'
90° *	8'6"	8'6"	19'0"	24'

\*Most frequently or commonly used

- B. Off-street parking, driveways, loading and maneuvering areas shall be improved with a bituminous, concrete, class V aggregate base, crushed rock, pavers or pervious paving/paver system. All surfaces shall be durable and dustless. Pervious paving/paver systems shall only be used provided appropriate soils and site conditions exist for the pervious systems to function adequately. All parking, driveways and loading and maneuvering areas shall be graded and drained so as to dispose of all surface water accumulation within the area. Any off-street parking and/or driveways that have class v aggregate, crushed rock or any other similar surfaces shall be bordered by a hardscape edge to prevent leakage or sprawl and shall not leak out into the city street or will be in violation. Examples of hardscape edging may include the following, but are not limited to landscaping block, railroad ties, bolder rock, or a dense evergreen hedge not to exceed five feet (5') in height.
- C. All open off-street parking areas containing more than four (4) parking spaces shall be effectively screened on each side that adjoins any residentially zoned property by a wall, fence

or densely planted compact evergreen hedge not less than five (5) feet, or more than eight (8) feet in height.



- D. Any lighting used to illuminate off-street parking areas shall be downward facing and shall be shielded from all residential properties.
- E. All parking spaces required to serve buildings or uses shall be located on the same lot or in the same zoning district as the building or use, except that such parking spaces may be provided in an adjacent zoning district if such district allows parking lots or parking garages as a permitted use. In no instance shall required off-street parking be located more than six-hundred (600) feet from the use which it serves, measured along lines of public access. Any parking lots serving a building across the street shall be required to have adequate pedestrian crossings at the developer's expense.
- F. Notwithstanding any other provision of this Section, uses located within the Downtown Commercial (DT) District are exempt from all off-street parking and loading requirements.
- G. All new or redeveloped parking areas containing four (4) or more spaces shall comply with the following standards:
  - 1. All parking areas shall be marked by durable painted stripes designating the parking spaces. Any parking space that abuts any wall, building, sidewalk or other object shall have some form of a wheel stop or raised curb. Parking areas of gravel or similar material shall use wheel stops/parking stops to delineate car stalls, and signage as necessary for the direction of traffic. The wheel stops/parking stops may be premanufactured stops (typically made of concrete, rubber, or composite material), six inch (6") tall treated wood timbers, or other functionally comparable items approved by the planning and zoning commission.
  - 2. Setbacks.
    - a. Front, side and rear setbacks of at least two feet (2') from property lines shall be maintained from parking lot areas in all residential districts and at least five feet (5') in all commercial and industrial districts, except in the A-1 and DT Districts.

Setbacks of five (5) feet in the DT Districts shall apply only to those parking areas adjacent to residentially zoned or residentially used property. All setbacks shall be met unless the owner of the property adjoining agrees, in writing, that such parking areas may be erected on the division line of the respective properties. The City of New Hampton will record this parking area agreement with the parking area owner paying the recording fee. If such an agreement cannot be obtained, any desired parking area along a lot line must comply with the necessary setback.

- H. Stormwater runoff from parking lots serving other than single- and two-family dwellings should not be discharged directly into the street; such runoff should be collected internally or discharged to an adjacent drainage way. After providing detention, when required, the collected stormwater may be discharged to the public storm sewer, ditch, or other conveyance if approved by the Public Works Director or the City Council. Stormwater runoff discharged to the street over the back of the curb or through a parking lot entrance, should be minimized. Prior to connecting any stormwater to a public stormwater system, approval shall be granted in writing by the Public Works Director. Lots greater than an acre are subject to Article X: Stormwater Management Ordinance.

#### **Staff Requirements**

Contractor/Owner shall notify staff 24-hours in advance of constructing parking lot to verify size and setbacks. If forms are being setup the same day as pouring concrete, then staff shall be notified the day prior of construction starting so an inspection can occur. Staff will also inspect the final product to confirm it meets all requirements.

Shall contact:

**Casey Mai**  
Public Works Director/Zoning Administrator  
(641)-557-8244  
[nhpublicworksdirector@gmail.com](mailto:nhpublicworksdirector@gmail.com)