Requirements to Obtain DOT Dealers License
for New Vehicle Display and Sales Lots
in C-2, C-3, C-3A, C-3R and all Industrial Zoning Districts

The orderly design and operation of vehicle display lots has recently been under review in an
effort to promote efficient and aesthetic standards under which the display lots can function.
In that regard, the following zoning ordinance amendment was proposed by the Plan and

The attached standards are required to be met prior to a Certificate of Occupancy or a
Dealership License being issued to allow the display and sales of vehicles on property in the
City of Des Moines. Please note that the property must be improved to conform to all
plans and a Certificate of Occupancy must be issued prior to any occupancy or use of
the site. The process of obtaining a Certificate of Occupancy is summarized below;

1. A complete site plan must be submitted conforming to required standards:
   Upon request, an applicant will be issued a zoning determination that the property in
   question is zoned appropriately to potentially be developed as a vehicle display
   and/or sales lot. A comprehensive site plan must then be submitted by a qualified
   design professional which shows how the applicant intends to comply with the
   zoning and site plan standards applicable to vehicle display lots. The relevant
   excerpts from the Site Plan ordinance and Zoning ordinance are attached. Questions
   regarding the site standards may be directed to Phil Poorman at 283-4751 or Joe
   Bohlike at 283-4516.

   In addition, the building use may need to be reviewed to building code standards for
   the proposed use of the structure as a sales office, detail shop and/or service garage.
   Questions concerning any building code requirements may be addressed by calling
   Phil Delafield, Deputy Building Official, at 283-4259.

2. The site plan is presented to the Plan & Zoning Commission: After preliminary
   review by staff the site plan must be presented by the applicant to the Plan and
   Zoning Commission at one of its two monthly meetings. It is recommended that
   complete site plans be submitted for staff review a minimum of 30 days prior to a
   desired Plan and Zoning Committee meeting date. Placement on a meeting agenda
   can be initiated by calling Erik Lundy at 283-4144.

3. Construction of all required improvements is complete: When all site and
   building improvements are complete in conformance to approved plans, a Certificate
   of Occupancy will be issued.

4. Submittal of Certificate of Occupancy to obtain Dealership License: Upon
   issuance of the Certificate of Occupancy the applicant may use the Certificate to
   obtain a Dealership License required by the State DOT to subsequently operate as a
   sales lot. Also note that a sign permit may be required for any alteration of the
   existing signage. A sign contractor licensed by the City should be contacted to
   obtain any sign permits.

Zoning\masterdoc\1\CAR LOT STANDARDS