Form-Based Zone Development Plan Application Requirements

This checklist is intended to assist in preparing a complete plan that will address all City development standards, requirements, and review criteria. The following information must be included with the plan submittal. If justified, the City may except any requirement. The Land Use Review Division may require additional information in accordance with City Code Section 7.5.403: *All documents should be neat and legible; inaccurate, incomplete, and poorly completed documents may be rejected.*

Link to complete Form-Based Code: https://coloradosprings.gov/document/formbaseddesigncode5-11-121.pdf.

Please submit via the Planning Department's online submittal system.

Submittal Checklist

General Requirements

- ☐ Pre-Application Meeting Summary from the assigned City Planner (if completed)

- ☐ General Applicant and Owner Acknowledgement Form

- ☐ Project Statement identifying the following:
  - A clear description of the proposed project;
  - A justification based on the review criteria addressing why the proposed project should be approved; and
  - An issue list stating how each of the pre-application issues, as communicated to the applicant/owner by the reviewing planner, has been addressed in the proposed plans.

- ☐ Mineral Estates Owner Notification Certification (Public Hearing Items ONLY)

- ☐ Form-Based Zone Development Plan showing all "Plan Content Requirements" listed below

- ☐ Preliminary or Final Landscape Plan (included in Plan Set)

Reports and Studies

- ☐ Geologic Hazard Study (see item 3 Subdivision Policy Manual)

- ☐ Drainage Reports (see item 4 Subdivision Policy Manual)

- ☐ Traffic Impact Analysis

- ☐ Submittal of the Hydraulic Grade Line (HGL) Request to Colorado Springs Utilities (CSU).
  Submit your request and map online prior to application submittal (log-in to CSU hub required).

- ☐ Submittal of the Wastewater Master Facility Form (WWMFF) to Colorado Springs Utilities (CSU)
  Submit your request and map online prior to application submittal (log-in to CSU hub required).

Plan Content Requirements

Overall Page Layout – the plan must include the follow basic information and organization

- [ ] Provide an area for the Land Use Review record number in the lower right-hand corner of all sheets

- [ ] Provide an area for the approval stamp in the same location on each page

- [ ] Note the sheet number in the lower right-hand corner (i.e., 1 of 10, 2 of 10, etc.)

- [ ] Indication of standardized scale, both fractional and bar (i.e., 1" = 20')

- [ ] North Arrow

- [ ] Vicinity Map (does not have to be to scale). The map should show the proposed site outlined with the existing adjacent
streets within the neighborhood

- [ ] Conditions of record, past variances or conditional use approvals that affect the proposed project (if applicable)

- [ ] Floodplain boundaries (if applicable)

- [ ] Existing and proposed topography at two-foot (2') contour intervals

- [ ] Legend indicating the following information regarding the project site:
  - Owner name and address
  - Applicant name and address
  - Other consultants, designers or architects
  - Acreage/square footage of lot
  - Square footage of all buildings

Standard 2.3 Building Type

- [ ] Identify the Building Type in the plan's tabular data (See Section 2.3 in FBC)

- [ ] If multiple buildings are existing / proposed, label the Building Type for each structure

- [ ] Identify the Sector designation for the property (See Section 2.2 in FBC)

- [ ] Illustrate and dimension the existing and proposed building footprint

- [ ] Label the distances between all structures and all property lines in feet.

- [ ] Show at least partial building location on adjacent properties to ensure that Standard 2.3.4.1 - Building Alignment - is met

- [ ] Label number of stories and building height in feet from finished grade

Standard 2.4 Frontage

- ☐ Label the Frontage Type in the plan's tabular data (See Section 2.4 in FBC)
- ☐ Label the finished floor elevation
- ☐ Include building elevations for all sides of the structure
- ☐ Identify facade materials, including glass
- ☐ Label the percent of glazing between 18"-10' above adjacent grade for all front facades
- ☐ Provide notes that describe any proposed interior window treatments, tinted or reflective glass, or other design elements that decrease the transparency of the glazing
- ☐ Illustrate and provide details of any exterior on-site lighting. Some projects may require a photometric plan

Standard 2.5 Uses

- ☐ Identify the proposed building use in the plan's tabular data; this must be specific to both the ground floor and upper levels
- ☐ If residential units are proposed, document the number of units and label accessory or amenity areas

Standard 2.6 Parking

- ☐ Label the number of stalls required (if any) in the plan's tabular data
- ☐ If the parking reduction factors described in section 2.6.1 are utilized, include the reduction calculations
- ☐ Label the number of stalls provided in the plan's tabular data
- ☐ Illustrate the location of all parking stalls
- ☐ Provide dimensions of provided parking stalls, drive aisles, and access points; Label if stalls are "compact"
- ☐ Illustration of corner visibility triangles may be required to verify traffic safety

Standard 2.7 Block Standards

- ☐ Provide the existing and proposed (if applicable) legal description of the property in the plan's tabular data
- ☐ Label all existing and/or proposed lots and tracts. If tracts are included, provide notes regarding their use, ownership and maintenance.

Standard 2.8 Public Spaces

- ☐ Illustrate existing and proposed improvements within the Public Roadside adjacent to the project. This includes, but is not limited to, landscaping, trash receptacles, art/sculpture, benches, bike racks, street lights, fire hydrants, news racks, mail boxes, transit shelters, curb stops, pedestrian ramps, etc.
- ☐ Dimension the width of the Pedestrian Way, Amenity Zone, and Activation Zone (See Section 2.8.1)

☐   Illustrate and label all existing and proposed utility infrastructure

☐   Include a landscape sheet providing standard landscaping information such as existing and proposed landscape materials and locations, species information, planting details, etc.

Standard 2.9 Signage

☐   If known, illustrate location, size, design, materials and other information regarding any proposed signage

☐   If signage details are not known at the time of submittal, include a note acknowledging that sign review and approval is to be processed at a later date.

Section 3 Density Bonuses

☐   If the project is to include a Density Bonus, the plan must include sufficient details of those proposed building elements or actions that justify the additional building height.

☐   Include a density bonus table describing the types of points earned, the number of points earned, and the number of additional floors earned.

Section 4 Design Guidelines

☐   Encroachments - are any encroachments into the public right-of-way proposed? If so, illustrate the extent of the encroachment (horizontally and vertically) and provide documentation of the structural stability of the encroachment. (See Section 4.1.1)

☐   Architectural Detail - building elevations should provide enough detail to evaluate the articulation of the facade. (See Section 4.1.2)

☐   Stepbacks - buildings with stepbacks should provide some information on the footprint size and location at various floors. This information is necessary to evaluate the extent, location and size of the stepback. (See Section 4.1.4)

☐   Pedestrian Access - illustrate and label all points of pedestrian access (See Section 4.1.5)

☐   Transition - if the site is at the edge of the FBZ, the plan must illustrate the recommended 2:1 building plane (See Section 4.1.6)

☐   Services - illustrate the location of all utilitarian features. Provide details for the screening materials and dimensions to ensure this guideline is met. (See Section 4.2.1)

☐   Drive-Thru - if a drive-thru is proposed, provide the following information: (See Section 4.2.2)
- Access Points
- Drive dimensions
- Menu board
- Pick-up window locations
- Screen wall location, size and materials

☐   Parking - illustrate parking location and the location, dimensions, and materials of all parking lot screening, if any. (See Section 4.2.3)

☐ Public Art - if art is proposed as part of the project, supply locations, dimensions and materials of the art. Notes regarding input from the Art Commission of the Pikes Peak Region, if any, should be included. (See Section 4.2.7)

☐ Historic Resources - the property includes or affects a contributing historic resource, provide notes and other documentation as necessary to fully evaluate this guideline. (See Section 4.3)

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ADA Site Accessibility

☐ Provide ADA accessible route from public right-of-way with clear identification of the corridor. Note: 60% of all public entrances must meet the ADA Standards 206.4.1.

☐ Provide ADA accessible parking stalls (location and quantity with adjacent aisles and signage). Include clear identification of ADA route from stalls to designated ADA building entry.

☐ Provide ADA accessible ramps all ADA accessible corridors.

Provide ADA Design Professional Standards notes on plan, per below:

☐ - The parties responsible for this plan have familiarized themselves with all current accessibility criteria and specifications and the proposed plan reflects all site elements required by the applicable ADA design standards and guidelines as published by the United States Department of Justice. Approval of this plan by the City of Colorado Springs does not assure compliance with the ADA or any other Federal or State accessibility laws or any regulations or guidelines enacted or promulgated under or with respect to such laws. Sole responsibility for compliance with Federal and State accessibility laws lies with the property owner.