

APPLICATION REQUIREMENTS



FBZ - Conditional Use

Edited 6/29/15

REVIEW CRITERIA: The Downtown Review Board may approve and/or modify a conditional use application in whole or in part, with or without conditions, only if all three (3) of the following findings are made:

- A. Surrounding Neighborhood: That the value and qualities of the neighborhood surrounding the conditional use are not substantially injured.
- B. Intent of Zoning Code: That the conditional use is consistent with the intent and purpose of this Zoning Code to promote public health, safety and general welfare.
- C. Comprehensive Plan: That the conditional use is consistent with the Comprehensive Plan of the City.

PLAN SUBMITTAL CHECKLIST: The following items will need to be included in any Conditional Use review submittal.

<u>Applicant</u>	<u>Planner</u>
<input type="checkbox"/> General FBZ Development Application Form	<input type="checkbox"/>
Project Statement identifying the following: (<i># TBD by Planner</i>)	
<input type="checkbox"/> 1. A clear description of the proposed development. If this is an amendment, describe the changes proposed from the currently approved plan;	<input type="checkbox"/>
<input type="checkbox"/> 2. A Justification based on the review criteria addressing why the proposed project should be approved; and	<input type="checkbox"/>
<input type="checkbox"/> 3. 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 approved development plan.	<input type="checkbox"/>
<input type="checkbox"/> A copy of a black line of the proposed project, reduced to 11" x 17", or a .pdf	<input type="checkbox"/>
<input type="checkbox"/> A legal description of the proposed project	<input type="checkbox"/>
<input type="checkbox"/> 4 copies of a Geo-Technical Hazards Report	<input type="checkbox"/>
<input type="checkbox"/> 4 copies of a Drainage Report , prepared by a qualified engineer will be required, unless waived in writing by the Engineering Development Review (EDRD).	<input type="checkbox"/>
<input type="checkbox"/> 4 copies of a Traffic Study prepared by a qualified engineer will be required, unless waived in writing by the Engineering Development Review (EDRD).	<input type="checkbox"/>
<input type="checkbox"/> 2 copies of a Wastewater Facilities Master Report	<input type="checkbox"/>
<input type="checkbox"/> Conditional Use Development Plan showing all "Plan Content Requirements" listed below (<i># TBD by Planner</i>)	<input type="checkbox"/>
<input type="checkbox"/> Preliminary or Final Landscape Plan (included in Plan Set)	<input type="checkbox"/>
<input type="checkbox"/> A copy of the Pre-Application Meeting Summary from the assigned City Planner	<input type="checkbox"/>
<input type="checkbox"/> Mineral Estate Owner Notification Certification Affidavit	<input type="checkbox"/>

PLAN CONTENT REQUIREMENTS: The content of the development plan must include the following information.

General Information

<input type="checkbox"/> Provide an area for the Land Use Review file number in the lower right-hand corner of all sheets.	<input type="checkbox"/>
<input type="checkbox"/> Note the sheet number in the lower right-hand corner (i.e. 1 of 10, 2 of 10, etc.)	<input type="checkbox"/>
<input type="checkbox"/> Indication of standardized scale, both fractional and bar (i.e. 1" = 20')	<input type="checkbox"/>
<input type="checkbox"/> North arrow	<input type="checkbox"/>
<input type="checkbox"/> 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.	<input type="checkbox"/>
<input type="checkbox"/> Conditions of record, past variances or conditional use approvals that affect the proposed project (if applicable)	<input type="checkbox"/>
<input type="checkbox"/> Floodplain boundaries (if applicable)	<input type="checkbox"/>
<input type="checkbox"/> Existing and proposed topography at two foot (2') contour intervals	<input type="checkbox"/>

PLAN CONTENT REQUIREMENTS: *Continued from previous page.*

Applicant

Planner

Legend indicating the following information regarding the project site:

Owner name and address

Applicant name and address

Acreage

Square footage of all buildings

Standard 2.3 Building Type

Identify the Building Type in the plan's tabular data

Illustrate and dimension the existing and proposed building footprint

If multiple buildings are proposed, label the Building Type for each structure

Identify the Sector designation for the property

Label the distances between all structures and all property lines

Show at least partial building location on adjacent properties to ensure that Standard 2.3.3.1 - 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

Label the finished floor elevation

Include building elevations for all sides of the structure

Identify facade materials, including glass

Label the percent glazing within the lower-most 10' of the facade

Provide notes that describe any proposed interior window treatments, tinted or reflective glass, or other design elements that decrease the transparency of the structure

Illustrate and provide details of any on-site lighting

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

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

Corner visibility triangles may be requested 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 improvement within the Public Roadside adjacent to the project. This includes, but is not

limited to, landscaping, parking meters, 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 and Amenity Zone

PLAN CONTENT REQUIREMENTS: *Continued from previous pages.*

Applicant

Planner

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|--|--------------------------|
| <input type="checkbox"/> Illustrate and label all existing and proposed utility infrastructure | <input type="checkbox"/> |
| <input type="checkbox"/> Include a landscape sheet providing standard landscaping information such as existing and proposed landscape materials and locations, species information, planting details, etc. | <input type="checkbox"/> |

Standard 2.9 Signage

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|--|--------------------------|
| <input type="checkbox"/> If known, illustrate location, size, design, materials and other information regarding any proposed signage | <input type="checkbox"/> |
| <input type="checkbox"/> 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. | <input type="checkbox"/> |

Section 3 Density Bonuses

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| <input type="checkbox"/> 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. | <input type="checkbox"/> |
| <input type="checkbox"/> Include a density bonus table describing the types of points earned, the number of points earned, and the number of additional floors earned. | <input type="checkbox"/> |

Section 4 Design Guidelines

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| <input type="checkbox"/> 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. | <input type="checkbox"/> |
| <input type="checkbox"/> Architectural Detail - building elevations should provide enough detail to evaluate the articulation of the facade. | <input type="checkbox"/> |
| <input type="checkbox"/> 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. | <input type="checkbox"/> |
| <input type="checkbox"/> Pedestrian Access - illustrate and label all points of pedestrian access | <input type="checkbox"/> |
| <input type="checkbox"/> Transition - if the site is at the edge of the FBZ, the plan must illustrate the recommended 2:1 building plane | <input type="checkbox"/> |
| <input type="checkbox"/> Services - illustrate the location of all utilitarian features. Provide details for the screening materials and dimensions to ensure this guideline is met. | <input type="checkbox"/> |
| <input type="checkbox"/> Drive-Thru - if a drive-thru is proposed, provide the following information: | <input type="checkbox"/> |
| <input type="checkbox"/> Access points | <input type="checkbox"/> |
| <input type="checkbox"/> Menu board locations | <input type="checkbox"/> |
| <input type="checkbox"/> Pick-up window locations | <input type="checkbox"/> |
| <input type="checkbox"/> Screen wall location, size and materials | <input type="checkbox"/> |
| <input type="checkbox"/> Parking - illustrate parking location and the location, dimensions, and materials of all parking lot screening, if any. | <input type="checkbox"/> |
| <input type="checkbox"/> 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. | <input type="checkbox"/> |
| <input type="checkbox"/> Historic Resources - the property includes or affects a contributing historic resource, provide notes and other documentation as necessary to fully evaluate this guideline. | <input type="checkbox"/> |

