



FBZ- Conditional Use Development Plan Application Requirements

Submittal Checklist

General Requirements	
<input type="checkbox"/>	General Applicant and Owner Acknowledgement form
<input type="checkbox"/>	Project Statement identifying the following: <ol style="list-style-type: none"> 1. A clear description of the proposed development. (If this is an amendment, describe the changes proposed from the currently approved plan) 2. A Justification based on the review criteria addressing why the proposed project should be approved; and 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"/>	Pre-Application Meeting Summary from the assigned City Planner
<input type="checkbox"/>	A legal description of the proposed project (separate page)
<input type="checkbox"/>	Conditional Use Development Plan showing all "Plan Content Requirements" listed below
<input type="checkbox"/>	Preliminary or Final Landscape Plan (included in Plan Set)

Reports and Studies – Requirement for each report is determined prior to submittal.	
<input type="checkbox"/>	Geologic Hazard Report (See item 3 Subdivision Policy Manual - https://coloradosprings.gov/public-works/page/subdivision-policy-manual)
<input type="checkbox"/>	Drainage Reports (see item 4 Subdivision Policy Manual - https://coloradosprings.gov/public-works/page/subdivision-policy-manual)
<input type="checkbox"/>	Traffic Impact Analysis
<input type="checkbox"/>	Submittal of the Hydraulic Grade Line (HGL) Request Form to Colorado Springs Utilities (CSU) Email completed form and map to waterplanning@csu.org or fax to 719-668-5651 prior to application submittal.
<input type="checkbox"/>	Submittal of the Wastewater Facilities Master Report to Colorado Springs Utilities (CSU) Email completed form and map to wwmasterplansubmit@csu.org prior to application submittal.

Plan Contents

Overall Page Layout	
The content of the development plan must include the following 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"/>	Approval stamp—same vertical space each page.
<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"/>	Indication of standardized scale, both fractional and bar (i.e. 1" = 20')
<input type="checkbox"/>	North arrow
<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"/>	Conditions of record, past variances or conditional use approvals that affect the proposed project (if applicable)
<input type="checkbox"/>	Floodplain boundaries (if applicable)
<input type="checkbox"/>	Existing and proposed topography at two foot (2') contour intervals
<input type="checkbox"/>	Clear description of what the conditional use is for.
<input type="checkbox"/>	Legend indicating the following information regarding the project site:



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	<input type="checkbox"/> Owner name and address
	<input type="checkbox"/> Applicant name and address
	<input type="checkbox"/> Acreage/square footage
	<input type="checkbox"/> Square footage of all buildings

Standard 2.3 Building Type	
<input type="checkbox"/>	Identify the Building Type in the plan's tabular data (See Section 2.3 in FBC)
<input type="checkbox"/>	If multiple buildings are proposed, label the Building Type for each structure
<input type="checkbox"/>	Identify the Sector designation for the property (See Section 2.2 in FBC)
<input type="checkbox"/>	Illustrate and dimension the existing and proposed building footprint
<input type="checkbox"/>	Label the distances between all structures and all property lines in feet.
<input type="checkbox"/>	Show at least partial building location on adjacent properties to ensure that Standard 2.3.4.1 - Building Alignment - is met
<input type="checkbox"/>	Label number of stories and building height in feet from finished grade

Standard 2.4 Frontage	
<input type="checkbox"/>	Label the Frontage Type in the plan's tabular data (See Section 2.4 in FBC)
<input type="checkbox"/>	Label the finished floor elevation
<input type="checkbox"/>	Include building elevations for all sides of the structure
<input type="checkbox"/>	Identify facade materials, including glass
<input type="checkbox"/>	Label the percent glazing between 18"-10' of the facade
<input type="checkbox"/>	Provide notes that describe any proposed interior window treatments, tinted or reflective glass, or other design elements that decrease the transparency of the glazing
<input type="checkbox"/>	Illustrate and provide details of any exterior on-site lighting

Standard 2.5 Uses	
<input type="checkbox"/>	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	
<input type="checkbox"/>	Label the number of stalls required (if any) in the plan's tabular data
<input type="checkbox"/>	If the parking reduction factors described in section 2.6.1 are utilized, include the reduction calculations
<input type="checkbox"/>	Label the number of stalls provided in the plan's tabular data
<input type="checkbox"/>	Illustrate the location of all parking stalls
<input type="checkbox"/>	Provide dimensions of provided parking stalls, drive aisles, and access points; Label if stalls are "compact"
<input type="checkbox"/>	Corner visibility triangles may be requested to verify traffic safety

Standard 2.7 Block Standards	
<input type="checkbox"/>	Provide the existing and proposed (if applicable) legal description of the property in the plan's tabular data
<input type="checkbox"/>	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	
<input type="checkbox"/>	Illustrate existing and proposed improvement 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.



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<input type="checkbox"/>	Dimension the width of the Pedestrian Way, Amenity Zone, and Activation Zone (See Section 2.8.1)
<input type="checkbox"/>	Illustrate and label all existing and proposed utility infrastructure
<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.

Standard 2.9 Signage	
<input type="checkbox"/>	If known, illustrate location, size, design, materials and other information regarding any proposed signage
<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.

Section 3 Density Bonuses	
<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"/>	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	
<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. (See Section 4.1.1)
<input type="checkbox"/>	Architectural Detail - building elevations should provide enough detail to evaluate the articulation of the facade. (See Section 4.1.2)
<input type="checkbox"/>	Double Frontage – buildings on corner lots should provide information about multiple front facades (See Section 4.2.3)
<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. (See Section 4.1.4)
<input type="checkbox"/>	Pedestrian Access - illustrate and label all points of pedestrian access (See Section 4.1.5)
<input type="checkbox"/>	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)
<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. (See Section 4.2.1)
<input type="checkbox"/>	Drive-Thru - if a drive-thru is proposed, provide the following information: (See Section 4.2.2)
	o Access points
	o Drive dimensions
	o Menu board locations
	o Pick-up window locations
	o Screen wall location, size and materials
<input type="checkbox"/>	Parking - illustrate parking location and the location, dimensions, and materials of all parking lot screening, if any. (See Section 4.2.3)
<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. (See Section 4.2.7)
<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. (See Section 4.3)



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ADA Site Accessibility	
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	Provide ADA accessible ramps all ADA accessible corridors.
<input type="checkbox"/>	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.

Review Criteria

FBZ CONDITIONAL USE 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.