



# FBZ - Development Plan Application Requirements

**REVIEW CRITERIA:** All Form Based Zone (FBZ) development plans must conform with those standards included in Section 2 of the Downtown Colorado Springs Form-Based Code. A submittal which does not meet specific Section 2 Standards must either be modified or request a Warrant described in Section 5.4 of the Form-Based Code.

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

Applicant	Planner
<input type="checkbox"/> <b>General Development Application Form</b>	<input type="checkbox"/>
1 copy of a <b>Project Statement</b> identifying the following:	
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"/>
2. A Justification based on the review criteria addressing why the proposed project should be approved; and	<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"/> <b>Mineral Estate Owner Notification Certification Affidavit</b> (Public Hearing Items ONLY)	<input type="checkbox"/>
<input type="checkbox"/> A <b>legal description</b> of the proposed project	<input type="checkbox"/>
<input type="checkbox"/> 2 copies of a <b>Geological Hazards Report</b>	<input type="checkbox"/>
<input type="checkbox"/> 2 copies of a <b>Drainage Report</b> , prepared by a qualified engineer will be required unless waived	<input type="checkbox"/>
<input type="checkbox"/> 2 copies of a <b>Traffic Study</b> prepared by a qualified engineer will be required unless waived	<input type="checkbox"/>
<input type="checkbox"/> Submittal of the <b>Hydraulic Grade Line (HGL) Request Form</b> to Colorado Springs Utilities (CSU) Email completed form and map to <a href="mailto:waterplanning@csu.org">waterplanning@csu.org</a> or fax to 719-668-5651 prior to application submittal.	<input type="checkbox"/>
<input type="checkbox"/> Submittal of the <b>Wastewater Facilities Master Report</b> to Colorado Springs Utilities (CSU) Email completed form and map to <a href="mailto:wwmasterplansubmit@csu.org">wwmasterplansubmit@csu.org</a> prior to application submittal.	<input type="checkbox"/>
<input type="checkbox"/> 1 copy of a <b>Form Based Zone Development Plan</b> showing all "Plan Content Requirements" listed below	<input type="checkbox"/>
<input type="checkbox"/> <b>Preliminary or Final Landscape Plan</b> (included in Plan Set)	<input type="checkbox"/>
<input type="checkbox"/> 1 copy of the <b>Pre-Application Meeting Summary</b> from the assigned City Planner	<input type="checkbox"/>
<input type="checkbox"/> All plans, documents, and reports uploaded to <b>Dropbox folder</b> (Planner to send folder invite link through email)	<input type="checkbox"/>

**PLAN CONTENT REQUIREMENTS:** 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"/>
<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"/>
<input type="checkbox"/> Legend indicating the following information regarding the project site:	<input type="checkbox"/>
<input type="checkbox"/> Owner name and address	<input type="checkbox"/>
<input type="checkbox"/> Applicant name and address	<input type="checkbox"/>
<input type="checkbox"/> Acreage	<input type="checkbox"/>

**PLAN CONTENT REQUIREMENTS:** *Continued from previous page.*

Applicant	Planner
<input type="checkbox"/> Square footage of all buildings	<input type="checkbox"/>
<b>Standard 2.3 Building Type</b>	
<input type="checkbox"/> Identify the Building Type in the plan's tabular data	<input type="checkbox"/>
<input type="checkbox"/> Illustrate and dimension the existing and proposed building footprint	<input type="checkbox"/>
<input type="checkbox"/> If multiple buildings are proposed, label the Building Type for each structure	<input type="checkbox"/>
<input type="checkbox"/> Identify the Sector designation for the property	<input type="checkbox"/>
<input type="checkbox"/> Label the distances between all structures and all property lines	<input type="checkbox"/>
<input type="checkbox"/> Show at least partial building location on adjacent properties to ensure that Standard 2.3.3.1 - Building Alignment - is met	<input type="checkbox"/>
<input type="checkbox"/> Label number of stories and building height in feet from finished grade	<input type="checkbox"/>
<b>Standard 2.4 Frontage</b>	
<input type="checkbox"/> Label the Frontage Type in the plan's tabular data	<input type="checkbox"/>
<input type="checkbox"/> Label the finished floor elevation	<input type="checkbox"/>
<input type="checkbox"/> Include building elevations for all sides of the structure	<input type="checkbox"/>
<input type="checkbox"/> Identify facade materials, including glass	<input type="checkbox"/>
<input type="checkbox"/> Label the percent glazing within the lower-most 10' of the facade	<input type="checkbox"/>
<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 structure	<input type="checkbox"/>
<input type="checkbox"/> Illustrate and provide details of any on-site lighting	<input type="checkbox"/>
<b>Standard 2.5 Uses</b>	
<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	<input type="checkbox"/>
<b>Standard 2.6 Parking</b>	
<input type="checkbox"/> Label the number of stalls required (if any) in the plan's tabular data	<input type="checkbox"/>
<input type="checkbox"/> If the parking reduction factors described in section 2.6.1 are utilized, include the reduction calculations	<input type="checkbox"/>
<input type="checkbox"/> Label the number of stalls provided in the plan's tabular data	<input type="checkbox"/>
<input type="checkbox"/> Illustrate the location of all parking stalls	<input type="checkbox"/>
<input type="checkbox"/> Provide dimensions of provided parking stalls, drive aisles, and access points	<input type="checkbox"/>
<input type="checkbox"/> Corner visibility triangles may be requested to verify traffic safety	<input type="checkbox"/>
<b>Standard 2.7 Block Standards</b>	
<input type="checkbox"/> Provide the existing and proposed (if applicable) legal description of the property in the plan's tabular data	<input type="checkbox"/>
<input type="checkbox"/> Label all existing and/or proposed lots and tracts. If tracts are included, provide notes regarding their use, ownership and maintenance.	<input type="checkbox"/>
<b>Standard 2.8 Public Spaces</b>	
<input type="checkbox"/> 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.	<input type="checkbox"/>
<input type="checkbox"/> Dimension the width of the Pedestrian Way and Amenity Zone	<input type="checkbox"/>
<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"/>
<b>Standard 2.9 Signage</b>	
<input type="checkbox"/> If known, illustrate location, size, design, materials and other information regarding any proposed signage	<input type="checkbox"/>

**PLAN CONTENT REQUIREMENTS:** *Continued from previous pages.*

Applicant

Planner

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

**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 ADA Standards 206.4.1)**
- Provide ADA accessible parking stalls (location and quantity with adjacent aisles and signage include clear identification of the ADA route from stalls to designated ADA building entry.
- Provide ADA accessible ramps along 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.