



FBZ- Minor Improvement Plan Application Requirements

Submittal Checklist

The following items will need to be included in any Minor Improvement Plan review submittal.

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—include criteria. 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"/>	Minor Improvement Plan showing all Plan Content Requirements below

Plan Contents

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

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"/>	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"/>	Location and dimensions of property lines
<input type="checkbox"/>	Legend indicating the following information regarding the project site: <ul style="list-style-type: none"> o Owner name and address o Applicant name and address o Acreage/square footage of lot o Square footage of all buildings

Standard 2.3 Building Type	
<input type="checkbox"/>	Identify the Sector designation for the property (See 2.2 in FBC)
<input type="checkbox"/>	Illustrate and dimension the existing and proposed building footprint
<input type="checkbox"/>	Identify the Building Type in the plan's tabular data (See 2.3 in FBC)
<input type="checkbox"/>	Label the distances between all structures and all property lines
<input type="checkbox"/>	Label number of stories and building height

Standard 2.4 Frontage	
<input type="checkbox"/>	Label the Frontage Type in the plan's tabular data (See 2.4 in FBC)
<input type="checkbox"/>	Include building elevations for all sides of the structure
<input type="checkbox"/>	Identify facade materials, including glass



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<input type="checkbox"/>	Label the percent glazing (glass) within between 18”- 10’ of the façade
<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

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.

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.

Review Criteria

FBZ MINOR IMPROVEMENT PLAN REVIEW CRITERIA:

All Form Based Zone (FBZ) minor improvement plans will be reviewed using the Downtown Colorado Springs Form-Based Code. A submittal which does not meet Section 2 Standards must either be modified or request a Warrant described in Section 5.4 of the Form-Based Code.