



## FBZ - Minor Improvement Plan Application Requirements

**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.

**PLAN SUBMITTAL CHECKLIST:** The following items will need to be included in any Minor Improvement Plan review submittal.

<u>Applicant</u>	<u>Planner</u>
<input type="checkbox"/> <a href="#">General Development Application Form</a>	<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"/> 1 copy of a <b>Minor Improvement Plan</b> showing all Plan Content Requirements below	<input type="checkbox"/>
<input type="checkbox"/> A 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.

<u>Applicant</u>	<u>Planner</u>
<b>General Information</b>	
<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"/> 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"/> Location and dimensions of property lines	<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"/>
<input type="checkbox"/> Square footage of all buildings	<input type="checkbox"/>

**Standard 2.3 Building Type**

<input type="checkbox"/> Identify the Building Type in the plan's tabular data (e.g. mixed use, live/work, civic, small commercial, etc.)	<input type="checkbox"/>
<input type="checkbox"/> Illustrate and dimension the existing and proposed building footprint	<input type="checkbox"/>
<input type="checkbox"/> Identify the Sector designation for the property (e.g. Central, Corridor, Transition 1, Transition 2)	<input type="checkbox"/>
<input type="checkbox"/> Label the distances between all structures and all property lines	<input type="checkbox"/>
<input type="checkbox"/> Label number of stories of the building height	<input type="checkbox"/>

**Standard 2.4 Frontage**

<input type="checkbox"/> Label the Frontage Type in the plan's tabular data	<input type="checkbox"/>
<input type="checkbox"/> Include building elevations for the front of the structure	<input type="checkbox"/>

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

<u>Applicant</u>	<u>Planner</u>
<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"/>

**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.
- |                          |                          |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|

**Standard 2.9 Signage**

- |  |                          |
|--|--------------------------|
| <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"/> |