FBZ - Conditional Use Application Requirements

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.

Applicant		Planner
☐	**General Development Application Form**	☐
☐	1 copy of a **Project Statement** 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; 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.	☐
☐	1 copy of the **Pre-Application Meeting Summary** from the assigned City Planner	☐
☐	A **legal description** of the proposed project	☐
☐	**Reports and Studies** **Requirement for each report is determined at the pre-application meeting or LDTC meeting. All reports to be provided in electronic form via Dropbox link from planner.**	☐
☐	Geologic Hazard Report	☐
☐	Drainage Reports	☐
☐	Traffic Impact Analysis	☐
☐	Submittal of the Hydraulic Grade Line (HGL) Request Form to waterplanning@csu.org or fax to 719-668-5651 prior to submittal. Submittal of the Wastewater Facilities Master Report to wwmasterplansubmit@csu.org prior to application submittal.	☐
☐	**Conditional Use Development Plan** showing all "Plan Content Requirements" listed below *(# TBD by Planner)*	☐
☐	**Preliminary** or **Final Landscape Plan** (included in Plan Set)	☐
☐	**Mineral Estate Owner Notification Certification Affidavit**	☐
☐	All plans, documents, and reports uploaded to **Dropbox folder** (Planner to send folder invite link through email)	☐

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

General Information

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

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
☐	Illustrate and label all existing and proposed utility infrastructure	☐
☐	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	
☐	If known, illustrate location, size, design, materials and other information regarding any proposed signage	☐
☐	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 the ADA Standards 206.4.1.**	☐
☐	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..	☐
☐	Provide ADA accessible ramps all ADA accessible corridors.	☐
	Provide ADA Design 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.	☐