COLORADO SPRINGS PLANNING

Land Use Review

Development Standards Adjustment Application Requirements

Development Standards Adjustment Application Requirements

This checklist is intended to assist in preparing a complete plan that will address all City development standards, requirements, and review criteria. The following information must be included with the plan submittal. If justified, the City may except any requirement. *The Land Use Review Division may require additional information in accordance with City Code Section 7.5.403* All documents should be neat and legible; inaccurate, incomplete, and poorly completed documents may be rejected.

Please submit via the Planning Department's online submittal system.

Submittal Checklist

General Requirements

☐ General Applicant and Owner Acknowledgement Form

☐ A Project Statement identifying the following:

1. **Request.** A clear description of the proposed development.

   Example - Increase the building height to 60 feet where 50 feet is the maximum allowed in the MX-M district

2. **Code Section.** List the code section related to the request.

   Example - Table 7.4.2-C - Mixed Use Dimensional Standards

3. **Justification.** Explain the justification for the approval of the application.

   Example - To allow an increased height on one portion of the building in order to provide a lower building height (30 feet) and increased buffering closer to lower density residential development.

4. **Compensating Benefit.** Use the review criteria (below) to address why the proposed project should be approved.

   Example - The alternative design would result in a lower than 50-foot height along the side of the development closest to existing residential and the alternative design provides for greater buffering and tree density.

5. **Recommendation** – Recommendation to staff. Final decision to be made by Staff.

   Example - Approval.

☐ A Site Plan that has all items in the "Plan Content Requirements" section

Plan Content Requirements

Overall Page Layout

Include the following information in a legend on the site plan:

☐ North Arrow

☐ Property Address

☐ Name, address, and phone number of applicant/owner

☐ Legal Description

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- ☐ Indication of standardized scale used both fractional and bar scale (i.e., 1” = 20’)
- ☐ Tax Schedule Number
- ☐ Zone district
- ☐ Lot size in square feet
- ☐ Square footage of existing and proposed structures including house, garage, shed, etc.
- ☐ Lot coverage calculation – Show a calculation of the existing and proposed improvements and their respective square footage as a percentage.
- ☐ Front yard lot coverage – show the percentage of the front yard covered by driveway or carport structures.
- ☐ Include a note that states “The development standards adjustment request is to allow _____ where _____ is allowed per City Code _____.”

Site Plan Contents

- ☐ Size and location of all existing easements
- ☐ Setbacks of all existing and proposed structures from property lines
- ☐ Existing and proposed structures and dimensions
- ☐ Other improvements (i.e., driveways, parking areas, sidewalks, curb lines, fences, etc.)
- ☐ Height of all existing and proposed structures. Provide a structure elevation/typical if the request affects building height to any extent.
- ☐ Label the square footage of all structures on the drawing of the structure
- ☐ Property lines and dimensions
  The City does not have to provide property line information; the applicant is responsible to show accurate property lines as part of the application. If there is a question about the location of the property lines, the applicant should hire a surveyor to determine the location of the property lines. The dimensions and property lines shown on the site plan must match the exact location where the structure is built. Structures that are not built according to the provided and approved plan are subject to enforcement action.
- ☐ A vicinity map showing the parcel outlined with the adjacent streets noted

Requirements Only if Applicable

- ☐ Type, dimension, and size of development standard adjustment for signage
- ☐ Elevation drawing of proposed sign for development standard adjustment for signage
- ☐ Number of existing and proposed off-street parking spaces and parking ratio used

Applicability

Which development standards can be adjusted?

The Planning Commission shall have the authority to authorize adjustments to standards in the following Sections of this UDC pursuant to this Section 7.5.525:

- Part 7.4.2 (Dimensional Standards);
- Part 7.4.10 (Parking and Loading); and
- Part 7.4.11 (Building Design and Site Features).

Review Criteria

7.5.525.E Development Standards Adjustment Criteria for Approval:

The Planning Commission may approve or approve with conditions a Development Standards Adjustment if the Planning Commission determines that the proposed alternative design meets the following criteria:

1. The alternative design achieves the intent of the subject standard to the same or better degree than the standard for which a waiver is requested;
2. When considered together with compensating benefits, the alternative design advances the goals and policies of this UDC to the same or better degree than the standard for which a waiver is requested;
3. The alternative design imposes no greater impacts on adjacent properties that would occur through compliance with the specific requirements of this UDC; and
4. The alternative design provides compensating benefits that are reasonably related to the proposed waiver and would not otherwise be required by this UDC or State law. Compensating benefits may include one or a combination of the following:
   a. Benefits to the general public:
      (1) Parks, trails, or other similar public or cultural facilities;
      (2) Public landscape buffers or beautification areas;
      (3) Public art;
      (4) Permanent conservation of natural areas or lands;
      (5) Increased building setbacks;
      (6) Decreased building height; or
      (7) Other benefits as agreed upon by the Planning Commission.
   b. Benefits the users, customers, or residents of the proposed development:
      (1) Green space or public open space, trails, or other similar recreational amenities;
      (2) Upgrades in architectural design;
      (3) Increased landscaping;
      (4) Increased buffering;
      (5) Permanent conservation of natural areas or lands;
      (6) Secure bicycle facilities, where appropriate; or
      (7) Other benefits as agreed upon by the Planning Commission or City Council.