



COLORADO SPRINGS PLANNING

Land Use Review

Form-Based Zone Minor Improvement Plan Application Requirements

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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.*

Link to complete Form-Based Code: <https://coloradosprings.gov/document/formbaseddesigncode5-11-121.pdf>.

Please submit via the Planning Department's [online submittal system](#).

Submittal Checklist

General Requirements

- Pre-Application Meeting Summary from the assigned City Planner (if completed)
- General Applicant and Owner Acknowledgement Form
- Project Statement identifying the following:
 - A clear description of the proposed project. If this is an amendment, describe the changes proposed from the currently approved development plan;
 - A justification based on the review criteria addressing why the proposed project should be approved; and
 - 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 proposed plans.
- Minor Improvement Plan showing all plan content requirements below

Plan Contents

Overall Page Layout – the plan must include the follow basic information and organization

- Provide an area for the Land Use Review record number in the lower right-hand corner of all sheets
- Provide an area for the approval stamp in the same location on each page
- 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 adjacent streets within the neighborhood
- Location and dimensions of property lines



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- Legend indicating the following information regarding the project site:
 - Owner name and address
 - Applicant name and address
 - Other consultants, designers or architects
 - Acreage/square footage of all buildings

Standard 2.3 Building Type

- Identify the Building Type in the plan's tabular data (See Section 2.3 in FBC)
- Identify the Sector designation for the property (See Section 2.2 in FBC)
- Illustrate and dimension the existing and proposed building footprint
- Label the distances between all structures and all property lines in feet.
- 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 (See Section 2.4 in FBC)
- Include building elevations for all sides of the structure
- Identify facade materials, including glass
- Label the percent of glazing between 18"-10' above adjacent grade for all front facades
- Provide notes that describe any proposed interior window treatments, tinted or reflective glass, or other design elements that decrease the transparency of the glazing
- Illustrate and provide details of any exterior on-site lighting. Some projects may require a photometric plan

Standard 2.8 Public Spaces

- Illustrate existing and proposed improvements 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.
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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.