



PLANNING + NEIGHBORHOOD SERVICES

Land Use Review

Form-Based Zone Warrant Application Requirements

Form-Based Zone Warrant 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](#)

Project Statement identifying the following:

- A clear description of the proposed development. If this is an amendment, describe the changes proposed from the currently approved plan; and
- A Justification based on the review criteria addressing why the proposed project should be approved

- Site Plan showing all Plan Content Requirements below

- A legal description of the proposed project (separate page and on Site Plan)

- A vicinity map showing the parcel outlined with the adjacent streets within the neighborhood noted on a separate page.

Standards to Be Modified

FBZ Standard to be Modified

Standard

Request

FBZ Standard to be Modified

Standard

Request

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Standard

Request



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Plan Content Requirements

Overall Page Layout

- Indication of standardized scale, both fractional and bar (i.e. 1" = 20')
- North arrow
- Property lines and dimensions
- Size and location of all existing easements
- Existing and proposed structures and dimensions
- Building type
- Other improvements (i.e. driveways, parking areas, sidewalks, curblines, fences, etc.)
- Height of all existing and proposed structures
- Elevation drawing of proposed structure for any height warrant request
- Number of existing and proposed off-street parking spaces and parking ratio used (if applicable)
- Legend indicating the following information regarding the project site:
 - Name, address and phone number of both applicant and owner
 - Property address
 - Lot size in square feet
 - Square footage of each structure, both existing and proposed
 - Lot coverage of each structure, both existing and proposed and a total amount of lot coverage
- Additional information as needed depending on the specific warrant(s) requested

Review Criteria

FBZ Warrant Review Criteria

The Downtown Review Board will review all applications for warrants to defined standards within the Form-Based Zone (FBZ). The review criteria are as follows:

- 5.4.3.1 Is the requested warrant consistent with the intent of the form-based code?
- 5.4.3.2 Is the requested warrant, as well as the project as a whole, consistent with Section 4 – Design Guidelines of the form-based code?
- 5.4.3.3 Is the requested warrant reasonable due to the proposed project's exceptional civic or environmental design?
- 5.4.3.4 Is the requested warrant consistent with the Imagine Downtown Master Plan?
- 5.4.3.5 Is the requested warrant consistent with the City's Comprehensive Plan?