



## FBZ - Warrant Application Requirements

**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?

FBZ Standard to be Modified:  Standard:

Request:

FBZ Standard to be Modified:  Standard:

Request:

FBZ Standard to be Modified:  Standard:

Request:

FBZ Standard to be Modified:  Standard:

Request:

**SUBMITTAL CHECKLIST:** The following items will need to be included in any Warrant review submittal.

Applicant	Planner
<input type="checkbox"/> <b>General Development Application Form</b>	<input type="checkbox"/>
1 copy of a <b>Project Statement</b> identifying the following:	
<input type="checkbox"/> 1. A clear description of the proposed development. If this is an amendment, describe the changes proposed from the currently approved plan; and	<input type="checkbox"/>
<input type="checkbox"/> 2. A Justification based on the review criteria addressing why the proposed project should be approved.	<input type="checkbox"/>
<input type="checkbox"/> 1 copy of a <b>Site Plan</b> showing all Plan Content Requirements below	<input type="checkbox"/>
<input type="checkbox"/> A <b>legal description</b> of the proposed project	<input type="checkbox"/>
<input type="checkbox"/> A <b>vicinity map</b> showing the parcel outlined with the adjacent streets within the neighborhood noted on a separate 8 1/2" x 11" page.	<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 site plan must include the following information.

Applicant	Planner
<input type="checkbox"/> Indication of the scale (i.e. 1" = 20') and a bar scale	<input type="checkbox"/>
<input type="checkbox"/> North arrow	<input type="checkbox"/>
<input type="checkbox"/> Property lines and dimensions	<input type="checkbox"/>
<input type="checkbox"/> Size and location of all existing easements	<input type="checkbox"/>
<input type="checkbox"/> Existing and proposed structures and dimensions	<input type="checkbox"/>
<input type="checkbox"/> Building type	<input type="checkbox"/>
<input type="checkbox"/> Other improvements (i.e. driveways, parking areas, sidewalks, curblines, fences, etc.)	<input type="checkbox"/>
<input type="checkbox"/> Height of all existing and proposed structures	<input type="checkbox"/>

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

<u>Applicant</u>	<u>Planner</u>
<input type="checkbox"/> Elevation drawing of proposed structure for any height warrant request	<input type="checkbox"/>
<input type="checkbox"/> Type, dimension and size of signage (if applicable)	<input type="checkbox"/>
<input type="checkbox"/> Elevation drawing of proposed sign for any sign warrant	<input type="checkbox"/>
<input type="checkbox"/> Number of existing and proposed off-street parking spaces and parking ratio used (if applicable)	<input type="checkbox"/>
<input type="checkbox"/> Legend in the lower right-hand corner which must contain the following information:	<input type="checkbox"/>
<input type="checkbox"/> Name, address and phone number of both applicant and owner	<input type="checkbox"/>
<input type="checkbox"/> Property address	<input type="checkbox"/>
<input type="checkbox"/> Lot size in square feet	<input type="checkbox"/>
<input type="checkbox"/> Square footage of each structure, both existing and proposed	<input type="checkbox"/>
<input type="checkbox"/> Lot coverage of each structure, both existing and proposed and a total amount of lot coverage	<input type="checkbox"/>
<input type="checkbox"/> Additional information as needed depending on the specific warrant(s) requested	<input type="checkbox"/>