



# PRELIMINARY DEVELOPMENT SPECIAL USE PERMIT (DSUP) AND DEVELOPMENT SITE PLAN (DSP) CHECKLIST

Department of Planning and Zoning  
Development Division, City Hall  
301 King Street, Room 2100  
Alexandria, Virginia 22314  
Phone: (703) 838-4666

Project Name: \_\_\_\_\_

Project Location (Address): \_\_\_\_\_

Tax Map References: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Applicant E-mail Address: \_\_\_\_\_

**The following materials are required for a complete Development Special Use Permit (DSUP) and Development Site Plan (DSP) submission:**

\_\_\_\_\_ **Completed and Signed Preliminary Development Special Use Permit Form**

\_\_\_\_\_ **Completed and Signed Preliminary Development Special Use Permit Checklist**

\_\_\_\_\_ **Filing Fee (DSUP and DSP):** The fee is \$1,000 plus \$2.00/100 gross square feet of building, maximum \$20,000; (Note: incomplete resubmissions: first free, 2<sup>nd</sup> and subsequent \$1,000) plus preliminary subdivision fee, if applicable.

Payment Rc'd:	_____ / _____ / _____
	date      amt      initials
Payment Verified	_____ / _____ / _____
	date      amt      initials

\_\_\_\_\_ **Site Plans.** Twelve sets of DSUP and DSP Site Plan drawings (folded) shall be provided for completeness review and 24 full sized (folded) and 12 half-sized sets for preliminary submission.

**All Preliminary DSUP and DSP application materials shall be submitted to the Department of Planning & Zoning at the above address. Submit twelve (12) sets of plans for Completeness Review. Completeness comments will be returned to the applicant listing additional information required for the application to be deemed complete. When all completeness comments have been addressed in the application, 24 full-sized folded copies and 12 half-sized copies shall be submitted to Planning & Zoning with a letter listing each completeness comment and the specific location of the additions or corrections made to the application materials. These plans are routed and checked again for completeness. If they are not complete review of them will be suspended and you will be notified of the information that is required. When the application is deemed complete, a confirmation letter or e-mail will be sent to the applicant. Within 5 working days of receipt of the confirmation the applicant shall install a notice of the proposed development at the site. When an application is complete, it will receive technical review by City agencies. Submissions of any materials related to an application shall be submitted to Planning & Zoning. Materials submitted to other departments may result in a processing delay, as review dates are**

**determined by routing from Planning & Zoning.**

# PRELIMINARY DEVELOPMENT SPECIAL USE PERMIT (DSUP) AND DEVELOPMENT SITE PLAN (DSP) SUBMISSION FORMAT AND

**Note: The following sheets and information are required for every submission. Additional sheets and information should be provided where necessary.**

## REQUIREMENTS CHECKLIST

### FORMAT REQUIREMENTS FOR EACH SHEET:

- \_\_\_\_\_ Print size shall not exceed 24" x 36" and all sheets in a set shall be the same size for full sized plans
- \_\_\_\_\_ Scale no less than 40' to 1" (20' or 30' to 1" preferred), with scale identified on each sheet
- \_\_\_\_\_ City approval signature block in same place (lower right corner) on each sheet (see attachment for configuration and size of block)
- \_\_\_\_\_ North point with reference to source of meridian
- \_\_\_\_\_ Name, address, signature and registration number of professional preparing the plan
- \_\_\_\_\_ Legend of symbols, patterns, and abbreviations used.
- \_\_\_\_\_ Date the plan was prepared/last revised.

### COVER SHEET:

- \_\_\_\_\_ Name and address of the developer and of the owner(s) of record
- \_\_\_\_\_ A narrative description of the proposed development
- \_\_\_\_\_ Location map with the site shown in relation to the nearest intersection of two or more streets
- \_\_\_\_\_ Index to plan sheets
- \_\_\_\_\_ Key to plan sheets if more than one sheet is needed to show the whole site
- \_\_\_\_\_ Total area included in the site plan, total area of tax parcel, total existing and proposed impervious area on the tax parcel, and total area that will be disturbed during construction (all expressed in square feet and acres)
- \_\_\_\_\_ A list of all special use permits, site plan approvals and zoning modifications or waivers being requested
- \_\_\_\_\_ A list of all existing special use permits, site plans and proffers that apply to all or part of the site
- \_\_\_\_\_ Building Code analysis
- \_\_\_\_\_ Fire flow calculations
- \_\_\_\_\_ Affordable housing information
  - \_\_\_\_\_ Gross square footage exclusive of parking lots and parking garages not integral to individual housing units
  - \_\_\_\_\_ Anticipated number and type of units, with sales prices and/or rents by unit type
  - \_\_\_\_\_ A statement of intended contribution to the City's Housing Trust Fund or, in the case of a residential project, an Affordable Housing plan that specifies the number of affordable on-site units, by unit type, or a statement explaining why the developer is unable to include the on-site units, along with the developer's proposed contribution to the Housing Trust Fund.

### ZONING TABULATIONS (May be provided on cover where sufficient space exists):

*For each element, list zoning ordinance requirement and number proposed on preliminary plan:*

**\*\*Note:\*\* If the proposed development includes multiple lots, the zoning tabulation information must be provided for each individual lot unless all the lots will be consolidated in conjunction with the proposal.**

- \_\_\_\_\_ Zoning of the site (zoning proffers, if applicable)
- \_\_\_\_\_ Existing uses on the site
- \_\_\_\_\_ Proposed uses for the site
- \_\_\_\_\_ Lot area (and minimum lot area required under zoning, if applicable)
- \_\_\_\_\_ Number of dwelling units (list by number of bedrooms for multifamily)
- \_\_\_\_\_ Units per acre for residential
- \_\_\_\_\_ Gross square feet (GSF) of building area\*, total and listed by use, (with area devoted to parking included and listed separately)
- \_\_\_\_\_ Net square feet (NSF) of floor area, total and listed by use
- \_\_\_\_\_ Floor-area-ratios existing and proposed
- \_\_\_\_\_ Open space total provided and broken down by ground level space and usable space provided.
- \_\_\_\_\_ Average finish grade for each building
- \_\_\_\_\_ Height of each building above average finish grade
- \_\_\_\_\_ Building setbacks with required and proposed listed separately
- \_\_\_\_\_ Frontage with required and proposed listed separately
- \_\_\_\_\_ Parking spaces (listed by compact, standard, handicapped size and total)
- \_\_\_\_\_ Loading spaces (number required and number proposed)
- \_\_\_\_\_ Existing and proposed trip generation

**\*Note: The gross square footage of a building or buildings on a lot or tract of land (whether “main” or “accessory”) is the sum of all gross horizontal areas under a roof or roofs. These areas shall be measured from the exterior faces of walls and from eaves of all roofs where they extend beyond the wall line, or from the center line of party walls.**

## **MAP OF EXISTING SITE CONDITIONS**

*Show location, dimensions, size, height, and elevations of:*

- \_\_\_\_\_ Sidewalks, streets (show full width, curblines and centerlines), alleys, easements (include emergency vehicle easements), covenants and reservations
- \_\_\_\_\_ Building restriction lines, highway setback lines and zone transition lines
- \_\_\_\_\_ Roadway and lane widths and uses (right turn, left turn, etc.)
- \_\_\_\_\_ Show the full right-of-way width of all adjoining streets and include all information for both sides
- \_\_\_\_\_ On-street parking locations and individual spaces when designated
- \_\_\_\_\_ Traffic controls including signs, markings and signals
- \_\_\_\_\_ Existing buildings and structures; show footprint and indicate height
- \_\_\_\_\_ Property lines, including adjoining property lines; show course and distance of each site boundary line
- \_\_\_\_\_ For adjoining properties, show current zoning and names and addresses of owners (show zoning district boundary lines if multiple districts exist on the site or adjacent parcels)
- \_\_\_\_\_ Storm and sanitary sewer systems, water mains, and other buried utilities; indicate size of lines and direction of flow for storm and sanitary lines; identify owner of each system
- \_\_\_\_\_ Fire hydrants and fire department connections
- \_\_\_\_\_ Transformers, valves, and other surface features of utility systems
- \_\_\_\_\_ Driveways, entrances, exits, parking areas; show parking spaces by type (standard, compact and handicap) and indicate the number in each bay and total count
- \_\_\_\_\_ Major trees (6" or more in caliper) and shrubs (6' or more in height), located and identified by species, including street trees on public right-of-ways along property frontage. Also, locate and identify trees on adjacent properties with canopies that extend over the site. Identify species, size and locations of trees on opposite sides of fronting streets.

- \_\_\_\_\_ Recreation areas, swimming pools and bike and walking trails on abutting streets or public access easements
- \_\_\_\_\_ Watercourses, bodies of water, wetlands and limits of flood plains
- \_\_\_\_\_ Resource Protection Areas as defined in Article XIII of the Zoning Ordinance
- \_\_\_\_\_ Lighting on public rights-of-way adjacent to the site
- \_\_\_\_\_ Significant geological features
- \_\_\_\_\_ Topography shown with 2' contours on the subject property and on adjacent parcels for sufficient distance to indicate the relationship of the site to off-site terrain
- \_\_\_\_\_ Slopes, terraces and retaining walls, including elevations of level areas and tops and bottoms of walls and exterior stairways and ramps
- \_\_\_\_\_ Areas that can be expected to, or which are known to, contain contaminated materials or soils
- \_\_\_\_\_ When known, underground storage tanks; areas located within 1,000 feet of a former sanitary landfill, dump or disposal area; and areas with the potential of generating combustible gases.
- \_\_\_\_\_ Location of buildings listed on the Alexandria List of 100-Year Old Buildings that occur on the site or on adjacent parcels
- \_\_\_\_\_ Areas of marine clay
- \_\_\_\_\_ Areas containing contaminated soils or materials

**PRELIMINARY SITE PLAN**

*Include existing features to be retained and show location, dimension, size, height and elevation of proposed:*

- \_\_\_\_\_ Boundaries of zoning districts on the site and adjoining sites
- \_\_\_\_\_ Sidewalks, streets, alleys with widths labeled, and elevations
- \_\_\_\_\_ Show the full width and centerlines of all adjoining streets
- \_\_\_\_\_ Existing and modified lane widths and uses (right turn, left turn, etc.)
- \_\_\_\_\_ Existing and proposed traffic controls including signs, markings and signals
- \_\_\_\_\_ Existing and proposed on-street parking locations and individual spaces when required
- \_\_\_\_\_ Direction of traffic and volumes at all site entrances, exits and intersections
- \_\_\_\_\_ Sight distance per AASHTO at all driveways and street intersections
- \_\_\_\_\_ Easements, covenants and reservations including emergency vehicle easements (EVE)
- \_\_\_\_\_ Building restriction lines, highway setback lines, zone transition lines and vision clearances
- \_\_\_\_\_ Property lines; show course and distance of each site boundary line
- \_\_\_\_\_ Yard dimensions for setback requirements
- \_\_\_\_\_ Buildings and structures, including optional decks and other projections such as canopies, bay projections, roof overhangs; or maximum building envelope (where approved as envelope) showing outside dimensions, including height, and first floor elevations
- \_\_\_\_\_ Stoops, steps and staircases (with elevations)
- \_\_\_\_\_ Locations of building entrances and exits
- \_\_\_\_\_ Locations of underground parking and the extent of related subsurface structures
- \_\_\_\_\_ Distances between buildings and adjoining property lines
- \_\_\_\_\_ Storm and sanitary sewer systems, including lateral lines, water mains and service lines, with size, direction of flow and owners indicated (provide rim elevation and invert elevations of all piping at structures)
- \_\_\_\_\_ Gas mains and service lines; with size of line and owner of line indicated
- \_\_\_\_\_ Fire hydrants, water mains and service lines; with size of line and owner of line indicated
- \_\_\_\_\_ Electric, telephone, cable and all other utilities on the property; identify owners
- \_\_\_\_\_ Transformers, switchboxes, cable boxes, poles, telephone pedestals, and other surface features of utility systems and elevations
- \_\_\_\_\_ Light poles and fixtures on-site and on adjoining rights-of-way
- \_\_\_\_\_ Driveways, entrances, exits, parking areas; show parking spaces by type (standard, compact and handicap) and indicate the number in each bay and the total count

- \_\_\_\_\_ Curb radii at intersections and driveway entrances for public and private streets and alleys, and within parking lots; note AASHTO turning radii
- \_\_\_\_\_ Sidewalks, bike and walking trails on sites and on abutting streets or public property/easements, with widths of each
- \_\_\_\_\_ Recreation areas, swimming pools
- \_\_\_\_\_ Watercourses, bodies of water, wetlands and limits of flood plains
- \_\_\_\_\_ Resource Protection Areas as defined in Article XIII of the Zoning Ordinance
- \_\_\_\_\_ Significant geological features
- \_\_\_\_\_ Proposed grading shown with 2' contours on the subject property and on adjacent parcels for sufficient distance to indicate the relationship of the site to off-site terrain
- \_\_\_\_\_ Slopes, terraces and retaining walls, including elevations of level areas and tops and bottoms of walls and exterior stairways and ramps
- \_\_\_\_\_ Plans for collecting and depositing stormwater, including approximate pipe sizes, structures and BMPs
- \_\_\_\_\_ Pre- and post-development, 2 and 10 year stormwater computations
- \_\_\_\_\_ Drainage area map delineating area contributing stormwater onto the project
- \_\_\_\_\_ Narrative describing how the project will comply with the stormwater quantity and quality requirement of Article XIII of the Zoning Ordinance
- \_\_\_\_\_ Water quality worksheet A or B and Worksheet C
- \_\_\_\_\_ Drainage area map with scale and north arrow indicating the area draining to the selected water quality BMPs
- \_\_\_\_\_ City standard water quality BMP data blocks (2)

**LANDSCAPE PLAN**

*(See "Landscape Guidelines," published by the Department of Planning and Zoning, City of Alexandria)*

- \_\_\_\_\_ Buildings, and other structures
- \_\_\_\_\_ Streets, driveways, intersections and all paved areas, with sight distances per AASHTO
- \_\_\_\_\_ Bicycle and pedestrian paths per the *Bicycle Transportation and Multi-Use Trail Master Plan*, including existing and proposed routes
- \_\_\_\_\_ Utilities and utility easements
- \_\_\_\_\_ Locations of off-site and on-site lighting, including street lighting
- \_\_\_\_\_ Existing vegetation to be removed; include locations, size and species of all trees 6" or greater in caliper
- \_\_\_\_\_ Street trees and natural vegetation to be retained; include locations, size and species of all trees 6" or greater in caliper
- \_\_\_\_\_ Details of protection structures to be used for existing trees to be preserved
- \_\_\_\_\_ Street tree species, locations, and planting details
- \_\_\_\_\_ Indicate the distances between street trees
- \_\_\_\_\_ Location and dimensions of areas to be landscaped (including within public right-of-ways), specifying the location, names, caliper, and size of proposed individual trees, shrubs, and ground cover plants (indicate initial height for trees and shrubs, initial width for shrubs, and initial spread for groundcover plants)
- \_\_\_\_\_ Tabulation of required, existing and proposed crown coverage (Do not include street trees.)
- \_\_\_\_\_ Open space areas showing the square footage and type (ground level or rooftop)

**WATER QUALITY IMPACT ASSESSMENT**

*(See Article XIII of the Zoning Ordinance for guidance on water quality impact assessments.)*

- \_\_\_\_\_ Request for a BMP waiver, if applicable
- \_\_\_\_\_ Location and description of RPA components
- \_\_\_\_\_ Location and nature of RPA encroachment

- \_\_\_\_\_ Location of wetlands and mitigation plan
- \_\_\_\_\_ In addition, where a MAJOR assessment is required:
  - \_\_\_\_\_ Hydrogeological element
  - \_\_\_\_\_ Landscape plan supplement
  - \_\_\_\_\_ Ecological impact analysis

**ARCHAEOLOGICAL ASSESSMENT**

\_\_\_\_\_ A completed Archeological Assessment form, signed by the City Archaeologist. *(Prior to filing an application for approval of a site plan for a property to which Section 11-411 of the Zoning Ordinance applies, the applicant shall submit to Alexandria Archaeology, Office of Historic Alexandria, a Request for Preliminary Archaeological Assessment with a map clearly delineating the boundaries of the property. The completed Assessment form, signed by the City Archaeologist, will be included with the initial submission of the site plan to the City. The developer will be responsible for completing all required archaeological preservation measures prior to the commencement of development or construction on the property.)*

**BUILDING MASSING STUDY**

\_\_\_\_\_ A physical model showing the mass and scale of the proposed buildings relative to surrounding buildings. This should be a scaled three-dimensional representation of the proposed building mass (including building articulation) in the context of surrounding buildings. Digital models and/or photo montagues may be substituted for physical models for smaller projects if deemed acceptable by the Director of Planning & Zoning.

**TRANSPORTATION IMPACT STUDY**

\_\_\_\_\_ If required, a transportation impact study shall be submitted with the preliminary plan application. A traffic impact study will be required if 1,000 trips per day are generated by the site or if the development has access on an arterial roadway or as required by the Director of T&ES. Transportation study requirements are defined in the Transportation Impact Study Guidelines, City of Alexandria, VA.

***When subdivision of land is involved:***

**PRELIMINARY SUBDIVISION PLAT**

*(Refer to Section 11-1700 of the Alexandria Zoning Ordinance for additional requirements.)*

- \_\_\_\_\_ Plat size shall not exceed 24" x 36"
- \_\_\_\_\_ Scale no less than 100' to 1"
- \_\_\_\_\_ Subdivision name
- \_\_\_\_\_ Name, address of owner of record and the applicant
- \_\_\_\_\_ Name, address, certificate number and seal of the surveyor or engineer
- \_\_\_\_\_ Gross area in acres and total number of buildings, lots or sites involved
- \_\_\_\_\_ Date, scale and north point with reference to source of meridian
- \_\_\_\_\_ Zoning of the property
- \_\_\_\_\_ A form or space, not less than two and one-quarter by three and one-half inches, on which approval by the commission may be shown
- \_\_\_\_\_ Lot lines with the dimensions of the length and width of the lots
- \_\_\_\_\_ In the case of resubdivisions, all lot lines or lot numbers that are proposed to go out of existence by reason of the resubdivision shall be shown by dotted lines and numbers
- \_\_\_\_\_ Location of the property immediately adjoining the proposed subdivision and the names and addresses of all its owners
- \_\_\_\_\_ Location and width of all proposed streets, alleys and public areas and their dimensions

- \_\_\_\_\_ Points of connection with the city sewer system
- \_\_\_\_\_ Location of all easements, reservations, and highway setbacks, as established by section 7-1006 of the zoning ordinance
- \_\_\_\_\_ The width and name of adjacent existing streets, alleys, easements, public utilities, and railroads shown graphically
- \_\_\_\_\_ Limits of floodplains and resource protection areas
- \_\_\_\_\_ The location of metal monuments not less than one inch in diameter and 24 inches in length shown thus: O, and located in the ground at each intersection of streets and alleys with plat boundary lines, and at all points on street, alley, and boundary lines where there is a corner, change in direction, or curvature.
- \_\_\_\_\_ A surveyor's or engineer's seal and certificate of survey in the following form, which may be modified to accommodate title information:  
 "I hereby certify that I have carefully surveyed the property delineated by this plat, and that it is correct to the best of my knowledge and belief; that this is a subdivision of part (or all) of the land conveyed by \_\_\_\_\_ to \_\_\_\_\_ by deed dated \_\_\_\_\_ and recorded among the land recored of \_\_\_\_\_ in Deed Book \_\_\_\_\_ at page \_\_\_\_\_ and is within those boundaries; and that all required monuments have been installed where indicated; except those that will be installed at a later date but before completion of the project.

"Certified Surveyor or Engineer"

- \_\_\_\_\_ A curve table shall be placed on the final plat containing the following for all curvilinear boundaries and street centerlines; delta, radius, arc, tangent, chord and chord bearing. All distances shall be shown to the nearest one-hundredth of a foot; angles or bearings to the nearest ten seconds.

***If Cluster Development is proposed pursuant to Section 11-600 of the Zoning Ordinance:***

**CLUSTER PLAN AND TABULATIONS**

- \_\_\_\_\_ A general layout depicting the density, design and development potential of the subject property under all regulations of applicable zone without a cluster design, and with no modification to the zoning ordinance (i.e. a by-right subdivision under the current zoning).
- \_\_\_\_\_ Tabulation of common area and open space (required and proposed).
- \_\_\_\_\_ Lot-by-lot tabulation of lot area pursuant to Section 11-603(G).

**DIMENSION PLAN:**

*Include existing features to be retained and show location, dimension, size, height and elevation of:*

- \_\_\_ Sidewalks, streets, alleys, driveways and parking lots; (edge of pavement or top of curb)
- \_\_\_ Show the full right-of-way width and centerlines of all adjoining streets
- \_\_\_ Buildings and structures, showing outside dimensions, including height
- \_\_\_ Property lines
- \_\_\_ Stoops, steps and staircases
- \_\_\_ Locations of building entrances; identification of primary building entrance, secondary entrances and any mock entrances if applicable
- \_\_\_ 3 x,y coordinate pairs in state plane coordinates (NAD 83) conforming to 50 scale (1:600/1"=50') National Map Accuracy Standards.
- \_\_\_ Fire Hydrants

Note: The Dimension Plan is used to update the City of Alexandria’s Geographic Information System and therefore should contain only the information specified above. Additionally, Alexandria GIS does not meet the threshold for accuracy, as listed for the coordinate data above and is therefore not suitable as source for obtaining this coordinate information.

**ADDITIONAL ITEMS REQUIRED AT THE DISCRETION OF THE DIRECTOR OF PLANNING AND ZONING:**

**CONTEXTUAL PLAN**

- \_\_\_ A contextual plan showing buildings in the proposed project and buildings in the adjacent areas

**GARAGE LAYOUTS**

- \_\_\_ Garage layouts with columns shown and drive aisle and parking spaces dimensioned. Parking space widths and lengths do not include the column width.
- \_\_\_ Turning movements for parking spaces including handicapped spaces

**ELEVATIONS AND SECTIONS**

- \_\_\_ Scaled architectural elevations of each building face, with materials labeled
- \_\_\_ Scaled elevations showing landscaping plan or screening treatment along public rights-of-way
- \_\_\_ Scaled sections through buildings
- \_\_\_ Scaled sections showing grade changes in relationship to buildings and/or retaining walls
- \_\_\_ Scaled sections showing average finished grade line and scaled heights, including penthouses
- \_\_\_ If proposed FAR is within 10% of allowable FAR, or if deductions for FAR purposes exceed 20%, a detailed floor area analysis showing deductions taken for purposes of FAR calculation
- \_\_\_ Scaled floorplans

**AFFORDABLE HOUSING PLAN**

- \_\_\_ It is the City's policy that a standard contribution of \$1.00 per gross square foot on all new housing and/or commercial development should be paid to the City prior to issuance of certificate of occupancy in the case of office, retail, hotel or rental apartments, and paid at sale to the end user in the case of condominium or single family houses. In lieu of this contribution, a developer may submit an Affordable Housing Plan proposing another means of meeting the affordable housing requirement, e.g., provision of on-site or off-site housing units, or a lesser contribution in combination with affordable units, with or without receiving some form of incentive from the City.

## PROPOSED SIGNAGE

Show the size, locations and design of proposed signs and provide information needed to assess compliance with the sign ordinance and applicable special guidelines.

### Design Guidelines

- \_\_\_\_\_ If located along Mount Vernon Avenue, information required by the *Mount Vernon Avenue Design Guidelines*, including information necessary to assess compliance with the guidelines.
- \_\_\_\_\_ If located within the Old Town North area, information required by the *Old Town North Design Guidelines*, including information necessary to assess compliance with the guidelines.
- \_\_\_\_\_ If located within the Old and Historic Alexandria District, information required by the *Alexandria Historic District Design Guidelines*.
- \_\_\_\_\_ If located within the Parker Gray Historic District, information required by the *Alexandria Historic District Design Guidelines*.
- \_\_\_\_\_ If involving a site which occupied by a building on the list *Buildings over 100 Years Old Outside the Historic Districts*, information required by the *Alexandria Historic District Design Guidelines*.
- \_\_\_\_\_ If located along Washington Street, information required by the *Washington Street Standards*, the *Washington Street Guidelines*, the *Old Town North Urban Design Guidelines* and the *Alexandria Historic District Design Guidelines*.
- \_\_\_\_\_ If located within the Carlyle CDD, information required by the *Carlyle Design Guidelines* and the *Carlyle Streetscape Design Guidelines*.
- \_\_\_\_\_ If located within the Potomac Yard/Potomac Greens Small Area, information required by the *Potomac Yard Urban Design Guidelines*.

## ADDITIONAL APPLICATIONS WHICH MAY BE REQUIRED FOR CERTAIN DEVELOPMENT PROPOSALS

Generally, all applications related to the same development proposal are required to be processed concurrently. Initial those which are submitted with this application.

- \_\_\_\_\_ **Master Plan and/or Rezoning.** Required when the proposal requires different zoning or a change to the City's Master Plan. See sections 11-800 and 11-900 of the Zoning Ordinance.
- \_\_\_\_\_ **Transportation Management Plan Special Use Permit.** Required for any project containing 50,000 sq.ft. or more of commercial space, 40,000 sq.ft. or more of retail space, 150,000 sq.ft. or more of industrial space or 250 or more residential units. See section 11-700 of the Zoning Ordinance.
- \_\_\_\_\_ **Vacation.** Required when a portion of the public right-of-way is proposed to be acquired and utilized in the development.
- \_\_\_\_\_ **Encroachment.** Required when portions of the building (including stoops, steps, awnings, etc.) or planters, etc. project into the public right-of-way.
- \_\_\_\_\_ **Board of Architectural Review Approvals.** Required when the project is within one of the City's two historic districts. See chapter 10 of the Zoning Ordinance.
- \_\_\_\_\_ **Coordinated Development District (CDD) Concept Plan.** Required on tracts zoned CDD, in order to proceed with development under the CDD zoning. See section 5-600 of the Zoning Ordinance.

Revised:  
7/17/06