

ATTACHMENT 1: FBC DEVELOPMENT APPLICATION

**ARLINGTON COUNTY, VIRGINIA
DEPARTMENT OF COMMUNITY PLANNING, HOUSING AND DEVELOPMENT
ZONING ADMINISTRATION**

COLUMBIA PIKE FORM BASED CODE DEVELOPMENT APPLICATION

In accordance with the requirements of Administrative Regulation 4.1.2, Columbia Pike Form Based Code Approval Procedure, the following plan is submitted for administrative review and, where necessary, transmittal to the County Board for its consideration. *Check the appropriate Code and submission type below.*

- | | |
|---|---|
| <input type="checkbox"/> Commercial Centers FBC | <input type="checkbox"/> Original Development Plan (Preliminary/Community Review) |
| <input type="checkbox"/> Neighborhoods FBC | <input type="checkbox"/> Original Development Plan (Final) |
| | <input type="checkbox"/> Amendment |

Does this proposal include any of the following elements *(check as applicable)?*

- | | | |
|--|--|--|
| <input type="checkbox"/> Historic Structure/Facade | <input type="checkbox"/> Public Open Space (s) | <input type="checkbox"/> Conservation Area or Area Adjacent to Conservation Area |
|--|--|--|

Case Number: _____ Date: _____

Address: _____

RPC(s): _____

Requested Use: _____

Drawings Submitted *(All submission materials must be bundled by Applicant per the Submission Checklist):*

- Yes No

Print Name of Owner: _____ Owner's Signature: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

By: _____ () Agent
Print Name: _____ () Attorney, Signature: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

(Office Use Only)

**Make checks payable to
Treasurer of Arlington County**

Date: _____

- | | |
|--|---|
| <input type="checkbox"/> Administrative Review
By/Date: _____ | <input type="checkbox"/> Special Exception Use Permit
County Board Date: _____ |
|--|---|

Fee: (n/a for Preliminary Applications) _____ Date Paid: _____

Received By: _____

**ARLINGTON COUNTY, VIRGINIA
DEPARTMENT OF COMMUNITY PLANNING, HOUSING AND DEVELOPMENT
ZONING ADMINISTRATION**

DISCLOSURE STATEMENT

CASE NO. _____

1. Description of the real estate affected:
List the addresses of all property that s affected by the application. Provide lot, block, section, and subdivision of all parcels only if the properties have not been subdivided.

Address(es): _____

Lot(s) _____ Block _____

Section _____ Subdivision _____

2. Is the owner of said real estate a corporation whose stock is traded on a national or local stock exchange and having more than five hundred (500) shareholders?

Yes

No

If "Yes", give the name of the corporation and skip to item 4.

3. List the names, addresses, and nature of interest of ALL persons having equitable ownership of the real estate to be affected including, in the case of corporate ownership, the names of stockholders, offices, and directors: and of ALL parties in interest.

PARCEL ADDRESS	NAME	ADDRESS	NATURE OF INTEREST

4. I hereby certify that this is a true and accurate disclosure of all persons having equitable ownership real estate to be affected and of all of the parties in interest.

Applicant's Signature: _____

Applicant's Address: _____

STATE OF VIRGINIA, COUNTY OF _____ TO WIT: _____

Subscribed and sworn before me this _____ day of _____, 20_____

Notary: _____

My commission expires: _____

ATTACHMENT 2A: FBC SUBMISSION INSTRUCTIONS

DATE:
APPLICANT/DEVELOPER:
APPLICATION BY:
DAYTIME PHONE:
EMAIL ADDRESS:
CONTACT NAME:
PROJECT TITLE:
SITE ADDRESS:

The following items must be included with all FBC/N-FBC applications and all materials shall be submitted to the Zoning Office. Special Exception Use Permit applications shall be submitted by the Final Filing Deadline (as shown on the Filing Schedule provided by the Zoning Office). Late applications will be not be accepted. Applicants are encouraged to discuss their applications with the Columbia Pike Initiative Coordinator prior to submission. If you have any questions about these requirements, or the filing schedule, please contact the Columbia Pike Initiative Coordinator, in the Department of Community Planning, Housing and Development, Planning Division, at 703.228.3525.

INSTRUCTIONS FOR ALL APPLICATIONS (Preliminary Review, Community Review, and Final Review): Applicants are responsible for assembling materials prior to submission to the County as indicated below:

Unless otherwise instructed, **a minimum of 8 complete sets** shall be bundled with:

- at least 3 sets are comprised of drawings sized at 24 x 36 and 11 x 17 (all sets include colored elevations);
- at least 4 sets are comprised of drawings sized at 24 x 36 (two (2) sets include colored elevations);
- at least 1 set is comprised of drawings sized at 11 x 17 (including colored elevations); and
- at least 1 digital copy of all documents on thumb drive.

The lead project planner will require the applicant to provide additional sets, as needed.

The following shall be included in each set (Each set includes all existing and proposed information as set forth in the FBC Submission Requirements & Submission Checklist, see Attachments 2B & 2C):

	FILING DATES (provide submission dates below):			
	1.	2.	3.	4.
1. Completed Application Form with Signature and Application Fee (Fee due with Final Review Application)				
2. Description of Proposed Use				
3. Disclosure Statement				
4. Statement of Consent				
5. Statement of Justification				
6. Drawings/Plans/Reports for Preliminary, Community, and Final Review				
7. Evidence of notification of affected civic association (s), CPRO, and FBC AWG Chair				
8. FBC Submission Checklist				

ATTACHMENT 2B: FBC SUBMISSION REQUIREMENTS

Form Based Code Development Plan Specifications

All FBC applications shall comprise a minimum of 8 sets of documentation. The following data and specifications below and as further detailed in the accompanying FBC Submittal Checklist, shall be made a part of any submitted Preliminary Review, Community Review, and Final FBC application, or Major Use Permit Amendment. Applicants shall submit:

- one digital copy on a thumb drive of all plans in JPEG, PDF, and DXF formats with filename format <Sheet #> <Sheet name>.xxx, and all associated documentation; and
- a hard copy filing which comprises the following:
 - At least 3 complete sets with drawings measuring 24 x 36 inches and 11 x 17 inches in size, including colored elevations;
 - At least 4 complete sets with drawings measuring 24 x 36 inches in size, including two (2) sets with colored elevations;
 - At least 1 complete set with drawings measuring 11 x 17 inches in size, including colored elevations;
 - All drawings shall include the graphic scale representation; and
 - Where noted below, non-drawing submission materials can be submitted as 8-1/2x11 inches in size.
- The lead project planner will require the applicant to provide additional sets, if needed.

1. CIVIL ENGINEERING PLANS, to include:

- A. Certified survey plat, stamped and signed, of the parcel(s), including full sections of adjacent streets and intersections (from curb to curb or from edge of pavement to edge of pavement) and certified by a registered surveyor at a scale that is appropriate for the size of the project, ranging from 1" = 10' to 1" = 30' with survey metadata provided (coordinate system, vertical/horizontal datum, source of property lines, etc.) showing:
 - 1. Dimensions and site area, in square footage and acres, for the total site and for individual parcels as designated by the applicant, and if the site is divided into more than one zoning district, the area of the site encompassed by each zoning district.
 - 2. North arrow orientation.
 - 3. Types, dimensions, and locations of all existing easements.
 - 4. Location, dimensions, size, and uses of all existing structures on site, including delineation of below-grade structures, number of existing parking spaces, number of existing residential and hotel units on the site, and reference to side lot lines and centerlines of adjacent streets.
 - 5. Topography at two (2) foot contour intervals for the site and adjacent streets based on a recent survey (elevations given at Arlington County Datum).
 - 6. Location and height in feet of structures on adjacent contiguous sites and across adjacent streets.
 - 7. Provide details of existing street cross-sections.
 - 8. Show location of trees on the site with a caliper of 3 inches or greater.
 - 9. Historic districts and historic structures on the site or any adjacent sites - add a note on the plat if there are not any.
 - 10. Resource protection areas (RPAs) - include a note on the plat if there are none.
 - 11. Metes and Bounds Narrative Description of property.
- B. Current aerial photograph of full site and surrounding uses, generally to show the context of the site within surrounding blocks.
- C. General Land Use Plan and Zoning district designations for parcel (s), including the following when applicable:
 - 1. Zoning plat if the FBC Application is accompanied by a rezoning application; indicate if the proposed zoning change is from an R, RA, S-3A, S-D, C-1-R, C-1, C-1-R, C-2, C-O, or C-3 district to Article 11.1 "CP-FBC" of the Arlington County Zoning Ordinance.

2. An amendment to the sign map (Map 13-1 of the Zoning Ordinance) may be required if the proposed rezoning is from or to one of the aforementioned zoning districts.
- D. Proposed preliminary subdivision plat showing all matters required by Section 23-8 of the Arlington County Subdivision Ordinance including, by way of illustration and not limitation, lot lines, the square footage of all subdivided parcels, certified to be correct by a certified professional engineer or land surveyor.
- E. Plot and location plan at a 1"=25' scale. However, a different scale could be used that is appropriate for the size of the project, ranging from 1"=10' to 1"=30'. All civil sheets should use the same scale chosen for the project. Final engineering plans will need to be submitted at 1"=25' scale. Show proposed improvements only highlighted in bold print, including:
1. Dimensions and site area, in square footage and acres, for the total site and for individual parcels as designated by the applicant, and if the site is divided into more than one zoning district and/or FBC Building Envelope Standard (i.e. frontage type), the area of the site encompassed by each existing and proposed zoning district and/or FBC Building Envelope Standard.
 2. North arrow orientation.
 3. All dedications required for public streets and for rights-of-way purposes.
 4. Topography at a minimum of two (2) foot contour intervals for the site and adjacent streets based on a recent survey (elevations given at Arlington County Datum).
 5. Location, dimension, connection, label and description of proposed and existing known underground, surface, and aerial utilities and structures within the property, on the periphery of the site and in the full street. Show relationship of underground utilities to street tree placement. Refer to FBC Submittal Checklist, Item #J5, for a complete list of utilities and structures to include. Underground utilities must not conflict with the location of street trees (see the Standards for Planting and Preservation of Trees in Site Plan Projects, endorsed by the County Board on December 7, 2002). Existing aerial utilities within or along the periphery of the site shall be placed underground.
 6. Location, dimension, connection, label and description of proposed and existing surface and below grade structures within the property, on the periphery of the site. Refer to FBC Submittal Checklist, Item #J6, for a complete list of structures to include.
 7. Location and square footage of retail spaces. Dimension the sidewalk frontage where the finished floor elevation(s) of the retail space(s) is equal to the finished grade of the sidewalk, and label these areas as the location of potential retail entrances.
 8. Existing and proposed elevations at garage ramps, plazas, sidewalks, patios, first floor and all entrances, top/bottom of privacy and retaining walls and fences, and garage and loading dock entrances.
 9. Location of all existing trees to be saved and proposed limits of clearing and grading.
 10. Location of each building entrance and average elevation of the fronting sidewalk for each proposed building.
 11. Buildable Area after any proposed dedications and/or vacations of land.
 12. Location of and calculations for proposed Open Contiguous Lot Area or Private Open Area Coverage.
 13. Types, dimensions, and necessity for each proposed vacation and/or types, dimensions, and necessity for each proposed encroachment into public right-of-way and easement areas, including streets and sidewalks. If no vacations or encroachments are expected, then the applicant must submit a completed, executed Vacation and Encroachment Request Waiver Form.
 14. If applicable, future planned County Transit Stations along the subject property frontage (information can be obtained from the County upon request).
- F. Presentation Plan at 1"=25' scale. However, a different scale could be used that is appropriate for the size of the project, ranging from 1"=10' to 1"=30'. Show proposed improvements only, including:
1. Location, dimension, connection, label and description of all proposed surface structures within the property, on the periphery of the site, including:
 - Buildings and building entrances
 - Sidewalks (full sidewalk and clear width)

- Curb and gutter
 - Bus stops/shelters, if applicable
 - Street trees, tree pits and/or tree planting strips
 - Crosswalks
 - ADA ramps and driveway entrances
 - Interior streets, sidewalks, and open spaces
 - Surface parking and loading areas
 - Transformer pads
 - Fire hydrants and fire department connections
 - Street lights
 - Utility poles
 - Traffic signal poles and cabinets
 - Corner vision obstruction area
 - Size and location of garage air intake and exhaust vents
 - Distance to all property lines and street center lines
 - Distance from shared property line or proposed subdivision line
2. Location and square footage of retail spaces. Dimension the sidewalk frontage where the finished floor elevation(s) of the retail space(s) is equal to the finished grade of the sidewalk, and label these areas as the location of potential retail entrances.
 3. Proposed limits of clearing and grading.
 4. North arrow orientation.
 5. Symbol Key/Legend
- G. Striping and marking plan at a scale that is appropriate for the size of the project, ranging from 1" = 10' to 1" = 30', showing details of the number, direction, and width of existing and proposed travel and parking lanes, crosswalks, medians (painted and raised), bike lanes, width of existing and proposed curb cuts, and any other pavement markings, planting areas, and street lights. Label and delineate fire lanes, if applicable. Existing and proposed traffic signals shall be shown, including the location of poles, span wires and/or mast arms. If separate sheets are required, also show, in addition to the above, all information on a single sheet at a scale of 1" = 50' (or an alternate scale approved by the County Manager or his designee).
- H. Existing and proposed street cross-sections from face of building to face of building showing: Required Building Lines and dimensions of sidewalks, planting areas, curb, gutter, parking lanes, bike lanes, travel lanes, medians, and other street elements consistent with applicable standards. Reference the Form Based Code Control Line (provided by the County) and the existing centerline (if different) in the existing and proposed cross-sections.

2. ARCHITECTURAL PLANS:

Architectural Plans for the entire project at a scale that is appropriate for the size of the project. For CAD or other computer generated drawings, the coordinate system should be Virginia State Plane North, North American Datum of 1983, in U.S. feet. For vertical datum, all FBC applications shall be referenced to the North American Vertical Datum of 1988 (NAVD 88). Architectural plans will include, by way of illustration and not limitation, the following:

- A. Plan of each parking garage floor, providing for each floor level:
 1. Elevations, dimensions, and GFA of overall structure, and number and layout of proposed spaces.
 2. Labels and dimensions of typical standard, compact and handicapped parking spaces; dimensions of aisles; and locations and sizes (in square feet) of storage, mechanical and other non-parking areas. Labels for parking spaces designated for retail uses. Locations, labels, dimensions, and capacity of bicycle parking areas.

- B. Ground floor plan, showing the ground floor of all structures above grade with the following information:
1. Overall dimension, elevation, and GFA of the floor. Overall GFA measured from exterior wall to exterior wall and including all areas in between.
 2. Label all separate uses and access to separate uses, including storage, loading and service areas including height of loading docks, retail including retail slab-to-slab height and retail access/connections to service areas, recycling and trash collection areas, garage, and locations, labels, dimensions and capacity of bicycle parking areas.
 3. Label building entrances for pedestrians and vehicles including ground floor retail uses.
 4. General location and information on landscaping, plazas, and other site features.
- C. Plan of each non-typical floor with the following information:
1. Overall dimensions, elevations, and GFA of each floor. GFA measured from exterior wall to exterior wall and including all areas in between.
 2. Label all separate uses and access to separate uses, including storage, loading and service areas including height of loading docks, retail including retail slab-to-slab height and retail access/connections to service areas, recycling and trash collection areas, and garage.
- D. Typical floor plan(s) with the following information:
1. Overall dimensions, elevation, and GFA of each floor level. GFA measured from exterior wall to exterior wall and including all areas in between.
 2. Label all separate uses and access to separate uses, including storage, loading and service areas including height of loading docks, retail including retail slab-to-slab height and retail access/connections to service areas, recycling and trash collection areas, and garage.
- E. Roof plans showing all proposed elements and elevations of each roof level, including all penthouse elements, mechanical units, roof decks, gardens or other features/elements.
- F. Building elevations (north, south, east, and west including interior elevations) that show the following:
1. Height, in feet, of proposed buildings as measured from the average elevation of the fronting sidewalk to the Ground Story, English Basement, main roof, penthouse roof, and the top of all other buildings and/or structures, including structures above the penthouse.
 2. Number of floors and elevation of each floor, including the main roof, penthouse roof, and the top of all other buildings and/or structures, including structures above the penthouse. The slab-to-slab height and interior clear height of all floors shall be clearly labeled.
 3. Height, location, and general design of structures proposed above the building height limit and/or above the main roof or penthouse roof.
 4. Location of and label for vehicular access to underground parking and loading docks.
 5. Labels for all materials to be used on the facades (i.e. brick, precast concrete, glass) or other exterior surfaces, general color of these materials, and the location of these materials, shown on colored elevation drawings. (Note: Colored elevations shall be provided within sets as set forth in Attachment 2A FBC Instructions).
 6. In drawings having a scale of 1/8 inch = 1 foot, elevations of street, lobby, and plaza level frontages showing concepts for retail tenant signs or other signage proposed for all entrances, location of pedestrian and lobby entrances, treatment of retail storefronts and/or street level design including building materials and colors, and architectural features and glazing.
 7. Distance of all building walls from a property line shared with an adjacent property, or a potential subdivision line, and the percentage of openings on the building wall, as calculated and described in the Virginia Uniform Statewide Building Code (VA USBC).
 8. General size and location of vents for garage air intake and exhaust, HVAC, and laundry.
 9. Architectural elevations will be provided in black & white and color. Elevations will include all structures on the site with details of windows, storefront treatments, balconies, etc., including percentage of fenestration for each floor as called for in the FBC & N-FBC.

- G. Vertical cross section views (north/south and east/west) that show the following:
1. Height, in feet, of proposed buildings measured from the average elevation of the fronting sidewalk to the main roof, penthouse roof, and to the top of all other buildings and/or structures.
 2. Height, in feet, of proposed Ground Story finished floor elevation from the average elevation of the fronting sidewalk.
 3. Number of floors and elevation of each floor, including the main roof, penthouse roof and the top of all buildings and/or structures, including structures above the penthouse.
 4. Height, location, and general design of structures proposed above the main/penthouse roof and building height limit.
 5. Location of and label for access to underground parking and loading docks, and height of loading docks.
 6. Finished floor elevation of each floor, including basements and boiler rooms, and elevations at the top of slab of underground structures.
 7. Distance, in feet, of proposed structures from adjacent lots; from other structures on the site and on parcels adjacent to and across the street from the site; , showing the heights of other structures; and from adjacent streets.
 8. Sections through plaza and landscaped areas above structures, showing soil depth provided for all landscaping and elevations at the finished grade.
 9. A key showing where cross sections are taken.
- H. Screening of mechanical equipment, parking, loading, trash, and penthouse areas. Where applicable, provide general information on how these uses will be screened.

3. CONCEPTUAL LANDSCAPE PLANS, to include:

- A. Footprint(s) of all existing and proposed structures, hardscape, and delineation of existing and proposed underground structures.
- B. All existing (to remain) and proposed utilities and topography at 2-foot contour intervals for the site and adjacent streets based on a recent survey (elevations given at Arlington County Datum).
- C. Streetscape:
1. Street tree species and spacing consistent with FBC/N-FBC regulations.
 2. Designs for sidewalks and paver treatments consistent with FBC/N-FBC regulations
 3. Differentiation in design and treatment of sidewalks and plazas, defining hardscape materials.
- D. Design and size (in square feet) of OCLA, Private Open Area, public open spaces, and other site features such as landscaped areas, swimming pools and activity areas, interior walkways and public sidewalks; landscaping for these areas specifying locations and types of all plant materials (i.e., major deciduous trees, evergreen trees, shrubs, groundcover, ornamental trees, street trees, seasonal flowers in landscaped beds, etc.); and other landscape elements, such as fences, street furnishings, large planters, and walls and other raised features. Label street trees and other streetscape elements including public sidewalks, street furniture and outdoor dining areas. Potential location of, label for, and identification of types of public art, if applicable.
- E. Labels for, sizes (in square feet), and landscape elements of open space easement or dedication to be conveyed by the property owner.
- F. Tree survey (shown on separate sheet), conducted by a certified arborist or other horticultural professional with a demonstrated expertise in tree preservation techniques on urban sites, of all trees on the site with a caliper of 3 inches and greater. Provide locations of all existing trees to be saved, trees to be removed, proposed limits of clearing and grading, and a calculation of the number of trees to be replaced in tabular form pursuant to the tree replacement formula.

4. ADDITIONAL REQUIREMENTS, to include:

- A. Completed Application form with signature (s), and Application Fee (Fee due with Final Application)
- B. Description of Proposed Use(s)
- C. Disclosure Statement listing all parties in control of the property, including owners and homeowner's associations.
- D. Statement of Consent of all parties in control of the property including owners and homeowner's associations.
- E. Statement of justification of all requested FBC modifications, including height bonuses, where applicable.
- F. Evidence of notification of affected civic association (s), the Columbia Pike Revitalization Organization (CPRO), and the FBC Advisory Working Group Chair. Copies of notices sent and delivery confirmation.
- G. For each resubmittal during the Preliminary Review and Community Review phases, a formal response to FBC Checklist comments provided by the Administrative Review Team.
- H. The following additional information shall be provided in the application drawings or as attachments to the drawings:
 - 1. Labels and identification of materials to be used in special architectural features, including, but not limited to, fences, walls, roof, or penthouse treatments.
 - 2. Treatment of all mechanical and/or ventilation shafts or vents, e.g., HVAC, bathroom, fireplaces, clothes dryers, on facades, and residential balcony railings.
 - 3. Exterior treatment of loading dock doors.
 - 4. Context plan at a scale of 1" = 50', showing street alignments, parking and travel lane designations, sidewalks, bike facilities, transit facilities, and building lines, within a 400-foot offset of development.
 - 5. Any other special plans, data, or other document necessary in order to judge compliance with the requirements of the FBC or N-FBC including lighting plans, parking plans, graphic illustrations of Buildable Area and related calculations, and sign plans.
- I. Information Sheets
 - 1. Tabulation in chart form of parking and bicycle spaces required and provided, by building level and user type.
 - 2. Tabulation in chart form of the square footage of all separate uses, by floor, and the totals for all floors, including storage, loading and service areas including height of loading docks, retail including retail slab-to-slab height, recycling and trash collection areas, and garage.
 - 3. Tabulation in chart form of the total number of residential units by type, number of bedrooms/dens, and by floor area, per floor and total for all floors.
 - 4. Tabulation in chart form of total number of hotel units by floor area, per floor, and total Tabulation in chart form of elevation for each floor and overall GFA for all floors.
- J. Green Building Standards Checklist. Depending on which FBC is used, applicants shall submit LEED, Earthcraft, or Green Home Choice checklists:
 - 1. The checklist will identify which credits the developer intends to pursue and the number of points needed to earn the green building certification. Each checklist will also be accompanied by an explanation of how each pursued credit will be achieved and will include a summary of the energy model and proposed energy savings. Checklists can be found on the websites of the certifying organization: www.usgbc.org; www.earthcraftvirginia.org; and Arlington County Green Home Choice program.
 - 2. Applicants will demonstrate that the project is designed to earn LEED for Homes, Earthcraft Virginia, or Green Home Choice certification as follows: 1) the project is registered with USGBC or other applicable certification body for Earthcraft or Green Home Choice (registration can be demonstrated at time of Final FBC application submission); 2) a LEED for Homes Provider and Green Rater (or Earthcraft Technical Advisor or Green Home Choice Program Manager when applicable) is included in the project team and has reviewed building drawings; 3) the building drawings, specifications, and contractor agreements include details for achieving green building

prerequisites and credits identified in the project's checklist; and 4) the energy model and applicable checklist is submitted for staff review as part of the Preliminary Application and will be updated with the Final Application.

- K. Housing Plan for N-FBC applications (8-1/2x11, unless otherwise noted; see checklist for submission quantities), including elements contained in Section 206.A.3 of the Neighborhoods FBC and the following:
 - 1. Indication of where, if any, affordable housing units will be provided as accessible units; and
 - 2. Statement of commitment for how affordable housing units will remain as rental units should the project be converted to condominium ownership.
- L. Traffic Impact Analysis, if applicable (8-1/2x11, unless otherwise noted; see checklist for submission quantities).
 - 1. FBC Applications: A TIA shall be filed with any project that proposes more than 100,000 square feet of development.
 - 2. N-FBC Applications: A TIA shall be filed with any project that proposes 150 or more dwelling units or 100,000 square feet or more of non-residential uses including hotel uses.
- M. Applications for Vacations and Encroachments, if applicable.
 - 1. If the FBC application request includes land area currently within public streets, public rights-of-way, alleys, easements, other interests of whatever nature granted to the County, and/or County-owned land, the applicant must file a completed application for vacation of such area with the Real Estate Bureau, Department of Environmental Services, and attach a copy of the application to the site plan application.
 - 2. If the FBC application request includes any structure that would encroach into public streets, public rights-of-way, public street easements, or any other County-owned property, the applicant must file a completed application for encroachment with the Real Estate Bureau, Department of Environmental Services, and attach a copy of the application to the FBC application.
 - 3. A description, with illustrative plats, of all real estate transactions and/or permissions involving the County that are anticipated as a result of the FBC application. This should include all vacations, encroachments, easements, licenses, or other incursions into, or planned use of, County property.
- N. Phasing Plan for N-FBC, if applicable, including elements contained in Section 206.A.4 of the Neighborhoods FBC (24x36).
- O. Stormwater Management and Compliance Plan (24x36).
- P. Letter or report explaining proposed Transfer of Development Rights. If TDR involves N-FBC Conservation Areas, the application must include the information specified in Section 3.1.5 of this document for the areas to be designated as Sending Site.

ATTACHMENT 2C: FBC SUBMISSION CHECKLIST

DATE:	
APPLICANT/DEVELOPER:	
APPLICATION BY:	
DAYTIME PHONE:	
EMAIL ADDRESS:	
CONTACT:	
PROJECT TITLE:	
SITE ADDRESS:	
PROJECT LOCATION:	
CHECK APPROPRIATE BOXES:	
APPROVAL PROCESS	PROJECT ELEMENTS
<input type="checkbox"/> SPECIAL EXCEPTION USE PERMIT	<input type="checkbox"/> HISTORIC STRUCTURE OR FACADE
<input type="checkbox"/> ADMINISTRATIVE REVIEW	<input type="checkbox"/> PUBLIC OPEN SPACE (S)
	<input type="checkbox"/> CONSERVATION AREA OR ADJACENT TO CONSERVATION AREA
FORM BASED CODE	(See additional submission requirements below if these elements are included)
<input type="checkbox"/> COMMERCIAL CENTERS FBC	
<input type="checkbox"/> NEIGHBORHOODS FBC	

	APPLICANT	STAFF			STAFF NOTES
		1ST	2ND	3RD	
	(For tracking, insert date of submission or X)				
<p>Plans, Drawings and Reports for Preliminary/Community/Final Review Phase Submissions, shall include, at a minimum, the information outlined below.</p> <p>See FBC SUBMISSION INSTRUCTIONS: A minimum of 8 complete sets are required for each FBC Application submission (Preliminary Review, Community Review, and Final Review) and 1 digital copy on thumb drive. The lead project planner will require the applicant to provide additional sets, if needed.</p>					
1. CIVIL ENGINEERING PLANS:					
A. Certified Survey Plat at Scale that is appropriate for the size of the project, ranging from 1" = 10' to 1" = 30' with survey metadata (coordinate system, horizontal/vertical datum, source of property lines, etc.)					
1. Dimensions of Tracts and Lot area by Zoning District (square feet and acres) for each tract					
2. North Arrow					
3. Types, dimensions, and locations of existing easements					

	APPLICANT	STAFF			STAFF NOTES
		1ST	2ND	3RD	
(For tracking, insert date of submission or X)					
4. Location, dimensions, size and uses of existing structures and below-grade structures, number parking spaces, number residential and hotel units, and distance from side lot lines and centerlines of adjacent streets					
5. Topography at 2-foot intervals					
6. Location and height in feet of existing structures on adjacent contiguous site and across adjacent streets					
7. Full Cross-Sections of adjacent streets from curb to curb, with dimensions, including full intersections					
8. Show location of trees on site with caliper of 3 inches or greater.					
9. Historic district and/or structures on the site or adjacent sites – add a note on the plot and location plan if there are not any					
10. Resource protections areas – include a note on the plot and location plan if there are none					
11. Metes and Bounds Narrative Description of the property					
B. Current aerial photograph of full site and surrounding uses					
C. General Land Use Plan and Zoning district designations for parcel (s), including the following when applicable: 1) Zoning Plat and 2) An amendment to the sign map (Map 34-1 of the Zoning Ordinance).					
D. Proposed Preliminary Subdivision Plat showing requirements of Subdivision Ordinance, including:					
1. Lot lines					
2. Size of subdivided parcels					
E. Plot and Location Plan at a 1"=25' scale. However, a different scale could be used that is appropriate for the size of the project, ranging from 1"=10' to 1"=30'. All civil sheets should use the same scale chosen for the project. Final engineering plans will need to be submitted at 1"=25' scale.					
1. Lot dimensions and site area, individual parcel Dimensions and area, and area within each existing and proposed zoning district and/or FBC Building Envelope Standard (i.e. frontage type)					

	APPLICANT	STAFF			STAFF NOTES
		1ST	2ND	3RD	
(For tracking, insert date of submission or X)					
2. North Arrow					
3. Public street and right-of-way dedications					
4. Proposed grading at 2-foot contour intervals					

	APPLICANT		STAFF			STAFF NOTES
	EX FEATURES	PROP FEATURES	1ST	2ND	3RD	
			EX/PROP	EX/PROP	EX/PROP	
5. Location, dimension, connection, label and description of proposed and existing underground, surface, and aerial utilities and structures within the property, on the periphery of the site and in the full street. Show relationship of underground utilities to street tree placement:						
a) Water meter vaults & water meter clear zones						
b) Electric Transformer vaults						
c) Storm Sewer						
d) Gas						
e) Sanitary Sewer						
f) Water						
g) Electric						
h) Cable TV						
i) Telephone						
j) Fiber optics						
k) Other (please specify)						
l) MEP letter documenting transformer size and location						
6. Location, dimension, connection, label and description of proposed and existing surface and below grade structures within the property, on the periphery of the site.						
a) Full street sections and intersections.						
b) Sidewalks (full sidewalk and clear width)						
c) Curb and gutter						
d) Street lights						
e) Utility poles						
f) Bus Stops / Bus Shelters, if applicable						

	APPLICANT		STAFF			STAFF NOTES
	EX FEATURES	PROP FEATURES	1ST	2ND	3RD	
			EX/ PROP	EX/ PROP	EX/ PROP	
g) Street trees, tree pits and/or tree planting strips						
h) Transformer pads						
i) Fire hydrants and fire department connections						
j) Crosswalks						
k) ADA ramps and driveway entrances						
l) Traffic signal poles and cabinets						
m) Distance to all property lines and street center lines						
n) Corner vision obstruction area						
o) Physical relationship and distance to adjacent lots and buildings on same block, contiguous blocks and across adjacent streets						
p) Location of streets on adjacent sites and blocks, with garage and loading docks marked						
q) Driveways and driveway entrances on the same block and across the street						
r) Interior streets, sidewalks & open spaces						
s) Distance from shared property line or proposed subdivision line						
t) Surface parking and loading areas						
u) Size and location of garage air intake and exhaust vents						

	APPLICANT	STAFF			STAFF NOTES
		1ST	2ND	3RD	
7. Retail					
a) Location and square footage of retail spaces. Dimension the sidewalk frontage where the finished floor elevation(s) of the retail space(s) is equal to the finished grade of the sidewalk, and label these areas as the location of potential retail entrances.					
b) Label street/pedestrian access					
8. Proposed elevations at:					
a) Ramps					
b) Patios					
c) Plazas					
d) Top/bottom of privacy walls and fences					
e) Sidewalks and top of curb					
f) Ground/First floor and all entrances					
g) Garage & loading dock entrances					
9. Location of trees to be saved, and limits of clearing and grading					
10. Location of each building entrance and average elevation of the fronting sidewalk for each proposed building					
11. Buildable Area after any proposed dedications and/or vacations of land					
12. Location of and calculations for proposed Open Contiguous Lot Area or Private Open Area					
13. Types and dimensions of proposed vacations and/or types, dimensions and necessity for encroachments					
14. Where applicable, future planned County Transit Stations along the subject property frontage (information can be obtained from the County upon request).					
F. Presentation Plan at 1" = 25' scale showing proposed improvements only:					
1. Location, dimension, connection, label and description of all proposed surface structures within the property, on the periphery of the site, including:					
a) Buildings and building entrances					
b) Sidewalks (full sidewalk clear width)					
c) Curb and Gutter					
d) Bus stops/shelters, if applicable					

	APPLICANT	STAFF			STAFF NOTES
		1ST	2ND	3RD	
e) Street trees, tree pits, and/or tree planting strips					
f) Crosswalks					
g) ADA ramps and driveway entrances					
h) Interior Streets, sidewalks, and open spaces					
i) Surface parking and loading areas					
j) Transformer Pads					
k) Fire hydrants and fire department connections					
l) Street lights					
m) Utility poles					
n) Traffic signal poles and cabinets					
o) Corner vision obstruction area					
p) Size and location of garage air intake and exhaust vents					
q) Distance to all property lines and street center lines					
r) Distance from shared property line or proposed subdivision line					
2. Location and square footage of retail spaces					
3. Proposed limits of clearing and grading.					
4. North arrow orientation					
5. Symbol Key/Legend					
G. Striping and Marking Plan providing number, direction and width of existing and proposed travel and parking lanes, crosswalks, medians, bike lanes; width of existing and proposed curb cuts, planting areas, street lights, existing traffic signals (poles, span wires and/or mast arms), label and delineate fire lanes, if applicable.					
H. Existing and Proposed Street Cross-Sections from face of building to face of building showing: Required Building Lines and dimensions of sidewalks, planting areas, curb/gutter, parking lanes, bike and travel lanes, medians, and other street elements. Reference the Form Based Code Control Line (provided by the County) and the existing center line (if different) in the existing and proposed cross sections.					

	APPLICANT	STAFF			STAFF NOTES
		1ST	2ND	3RD	
2. ARCHITECTURAL PLANS:					
Architectural Plans at a scale that is appropriate for the size of the project. Architectural Plans will include, by way of illustration and not limitation, the following:					
A. Floor Plans of each parking garage level, including:					
1. Elevations					
2. Dimensions of overall structure					
3. GFA of overall structure					
4. Layout and number of parking spaces					
5. Label and dimension of typical standard, compact and handicapped spaces					
6. Widths of each aisle					
7. Label and size of storage, mechanical, retail parking, and other non-parking areas					
8. Locations, labels, dimensions, and capacity of bicycle parking areas					
B. Ground Floor Plan					
1. Overall Dimension, Elevation and GFA					
2. Label all separate uses and access to separate uses, including storage, loading and service areas, retail and retail access/connections to service areas, recycling and trash collection areas, garage, and locations, labels, dimensions and capacity of bicycle parking areas					
3. Label building entrances for pedestrians and vehicles, including ground floor retail					
4. Location and information on landscaping, plazas and other site features					
C. Non-typical Floors					
1. Overall dimensions, elevation and GFA of each floor level					
2. Label all separate uses and access to separate uses, including storage, loading and service areas, retail and retail access/connections to service areas, recycling and trash collection areas, and garage					
D. Typical Floors					
1. Overall dimensions, elevation and GFA of each floor level					

	APPLICANT	STAFF			STAFF NOTES
		1ST	2ND	3RD	
2. Label all separate uses and access to separate uses, including storage, loading and service areas, retail and retail access/connections to service areas, recycling and trash collection areas, and garage					
E. Roof plan with elevations, showing main and penthouse roof elements and mechanical units					
F. Elevations of each building from the north, south, east and west (including interior elevations), including colored renderings as specified, showing:					
1. Height in feet of proposed building as measured from average elevation of the fronting sidewalk, to the Ground Story, English Basement, top of main roof, penthouse, and structures above the penthouse					
2. Number of floors and elevation of each floor including main roof, penthouse roof and any structures above penthouse roof, and slab-to-slab and interior clear heights of all floors					
3. Height, location and general design of structures above building height limit					
4. Label location and access to underground parking and loading					
5. Label façade and exterior surface materials and colors					
6. Complete street frontage (ground story), lobby and plaza level elevations showing complete design details, façade materials and colors at a scale of 1/8" = 1'					
7. Distance from shared property line and percentage of building wall openings/ fenestration					
8. General size and location of vents for garage air intake and exhaust, HVAC, and laundry					
G. Vertical cross sectional views showing:					
1. Height, in feet, of proposed buildings measured from the average elevation of the fronting sidewalk to the main roof, penthouse roof, and to the top of all other buildings and/or structures					
2. Height, in feet, of proposed Ground Story finished floor elevation from the average elevation of the fronting sidewalk					

	APPLICANT	STAFF			STAFF NOTES
		1ST	2ND	3RD	
3. Number of floors and elevation of each floor, including main roof, penthouse, and structures above the penthouse					
4. Height, location, and general design of structures proposed above the building height limit					
5. Label location and access to underground parking and loading					
6. Elevation of all floor grades above and below ground					
7. Buildings in relationship to surrounding uses:					
a) Distance between proposed buildings and adjacent lots					
b) Distance between proposed buildings and adjacent buildings, and those across streets					
c) Distance between proposed buildings and adjacent streets					
d) Height of proposed buildings and adjacent buildings					
e) Distance of building wall from the shared property line.					
8. Plazas and landscape area above structures, soil depth for all landscaping, and elevations at finished grade					
H. Screening plans for:					
1. Mechanical equipment					
2. Parking areas					
3. Loading areas					
4. Trash areas					
5. Penthouse areas					
3. CONCEPTUAL LANDSCAPE PLANS:					
A. Existing (to remain) and proposed building footprints and hardscape, and delineation of existing (to remain)and proposed underground structures					
B. Existing and proposed utilities and topography at 2' intervals					
C. Streetscape					
D. Label, design and size of plazas and other site features; location and types of landscaping; label other landscape elements; label street trees and streetscape elements					

	APPLICANT	STAFF			STAFF NOTES
		1ST	2ND	3RD	
E. Label, size, design and elements of common open spaces (public/private), open space easements/dedications and required landscaping					
F. Tree survey of all trees on the site with a caliper of 3 inches and greater. Provide locations, sizes, and identification/species of all existing trees to be saved, trees to be removed, proposed limits of clearing and grading, and a calculation of the number of trees to be replaced in tabular form pursuant to the tree replacement formula					
4. ADDITIONAL INFORMATION:					
A. Completed Application Form with Signature and Application Fee (Fee due with Final Review Application)					
B. Description Of Proposed Use					
C. Disclosure Statement					
D. Statement of Consent by Property Owner					
E. Statement of Justification of all requested FBC modifications including height bonuses, where applicable					
F. Evidence of notification of affected civic association (s), CPRO, and the FBC AWG Chair. Copies of notices sent and delivery confirmation					
G. Formal Response to Checklist comments for each review cycle					
H. Additional Information provided on application drawings or as attachments:					
1. Materials of special architectural features					
2. Treatment of mechanical shafts and balcony railings					
3. Exterior treatment of loading dock doors					
4. Context plan of street alignments, parking and travel lane designations, sidewalks, bike and transit facilities, and building lines within a 400-foot offset of development					
5. Any other special plans, data, or other documentation to demonstrate FBC/N-FBC compliance (i.e. OCLA, lighting plans, sign plans, etc)					
I. Information Sheets					
1. Tabulation in chart form of parking and bicycle spaces required and provided, by building level and user type					

	APPLICANT	STAFF			STAFF NOTES
		1ST	2ND	3RD	
2. Tabulation in chart form of the square footage of all separate uses, by floor, and the totals for all floors, including storage, loading and service areas including height of loading docks, retail including retail slab-to-slab height, recycling and trash collection areas, and garage					
3. Tabulation in chart form of the total number of residential units by type, number of bedrooms/dens, and by floor area, per floor and total for all floors					
4. Tabulation in chart form of total number of hotel units by floor area, per floor, and total					
J. Green Building standards checklist, depending on which rating system is required by FBC or N-FBC (LEED, Earthcraft, or Green Home Choice)					
K. Housing Plan (for N-FBC only) (5 copies min.)					
L. Traffic Impact Analysis (for FBC projects with 100,000 sf or more of development; for N-FBC projects with 100,000 sf or more of development and/or 150 or more dwelling units) (5 copies min.)					
M. Vacation and Encroachment plat and application(s) or waiver form. The plat shall show the exact locations and types of vacations and/or encroachments.					
N. Phasing Plan (for N-FBC only) (24x36)					
O. Stormwater Management and Compliance Plan (24x36)					
P. Letter/Report for proposed TDR (for N-FBC only)					

ATTACHMENT 3: FBC REVIEW PROCESS

COLUMBIA PIKE FORM BASED CODE | PROJECT REVIEW PROCESS | Administrative Regulation 4.1.2



