



Detailed Narrative - Planning Application

Many application types require a detailed narrative, and the best way to expedite any review is to start with a complete submittal. Use this document as a guide to help develop a detailed narrative for your Planning Application. At a minimum, detailed narratives should include a project description and response to the appropriate criteria for approval.

Project Description

Provide a description of the proposal. Include information such as:

- Uses – As defined in Article 3 of the CDC
- Number of lots
- Number of dwelling units
- Specific areas of non-compliance with the CDC
 - Variances, or
 - Adjustments
- Easement Dedications
- Easement Vacations
- Site Specific Information
 - Floodplain, wetlands, other environmentally sensitive areas
 - Previous vested approvals
 - Historic structures

Summary Table

Use the table below for the following Planning Application types:

- Conditional Use
- Conceptual Development Plans
- Development Plans
- Major Adjustments
- Minor Adjustment

Table 1 - Land Use & Site Development Project Summary

| | |
|--------------------------------|--|
| Gross Floor Area | |
| Net Floor Area | |
| Unit Size | |
| Number of Units | |
| Zoning (existing and proposed) | |
| Frontage | |

Table 2 - Land Use & Site Development Project Summary

| | Description | Square Footage | Number of Units |
|------------------|-------------|----------------|-----------------|
| Use Breakdown | | | |
| Principal Use | | | |
| Accessory Use(s) | | | |

Table 3 - Land Use & Site Development Project Summary

| Standards | Zone District Requirements | Proposed | Variance? (Y/N) |
|-------------------------|----------------------------|----------|-----------------|
| Lot Area | | | |
| Lot Coverage | | | |
| Floor Area Ratio | | | |
| Overall Building Height | | | |
| Average Plate Height | | | |
| Frontage Area Height | | | |
| Front Setback | | | |
| Side Setback | | | |
| Upper Story Setback | | | |
| Rear Setback | | | |

| | | | |
|------------------------|--|--|--|
| Second Story Intensity | | | |
| Parking | | | |
| Snow Storage | | | |

Use the tables below for the following project types: Preliminary Plat, Final Plat

Table 4 - Subdivision Project Summary Table

| | |
|-------------------------|--|
| Gross Site Area | |
| % of Site Area in a Row | |
| Number of Lots | |

Table 5 - Subdivision Project Summary Table

| Standards | Zone District Requirements | Proposed | Variance? (Y/N) |
|---------------------------|----------------------------|----------|-----------------|
| Average Lot Size | | | |
| Lot Width | | | |
| Lot Length | | | |
| Lot Coverage | | | |
| Usable Lot Area | | | |
| Average Slope | | | |
| Block Lengths | | | |
| Individual Lot Frontage | | | |
| Project Frontage | | | |
| Open Space Square Footage | | | |

CDC Analysis

Conceptual Development Plan, Development Plan, Final Plat, and Preliminary Plat Planning Applications, consider including analysis of applicable standards in your narrative.

Article 2 Zone Districts

Describe compliance or non-compliance with the applicable zone district dimensional and overlay zone standards, as applicable.

Article 3 Use Definitions & Standards

Identify each use proposed. Address the zoning procedure(s) as well as applicable parking and use standards.

Article 4 Development & Design Standards

Division 1 Development Standards

Describe compliance or non-compliance with all applicable standards.

Division 2 Community Design Standards

Describe compliance or non-compliance with all applicable standards.

Article 5 Signs

Describe compliance or non-compliance with all applicable standards.

Article 6 Subdivision Standards

Describe compliance or non-compliance with all applicable standards.

Article 7 Criteria for Approval

- Describe compliance with each individual applicable criteria for approval for the Planning Application type being applied for.
- Some application types require that multiple sets of criteria are addressed, for example, the narrative for a Development Plan - Public Hearing & Conditional Use & Major Variance application would respond to each individual applicable criteria for approval in Sections 709.C, 707.C, and 719.D.
- Planning Application types that do not have criteria for approval are not included below.

Section 707.C Conditional Use

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Application Type

- Conditional Use
- Conceptual Development Plan & Conditional Use
- Conceptual Development Plan & Conditional Use & Major Variance
- Development Plan - Public Hearing & Conditional Use & Major Variance

- Development Plan - Public Hearing & Conditional Use

Section 708.C Conceptual Development Plan

- Conceptual Development Plan
- Conceptual Development Plan & Conditional Use
- Conceptual Development Plan & Conditional Use & Major Variance
- Conceptual Development Plan & Major Variance

Section 709.C Development Plan

- Development Plan - Administrative
- Development Plan - Administrative & Minor Variance
- Development Plan - Minor Modification
- Development Plan - Public Hearing
- Development Plan - Public Hearing & Conditional Use & Major Variance
- Development Plan - Public Hearing & Conditional Use
- Development Plan - Public Hearing & Major Variance

Section 710.C Floodplain Development Permit

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Application Type: Floodplain Development Permit

Section 712.E Sign Plan

Page 7-22

Application Type: Sign Plan

Section 713.D Preliminary Plat

Page 7-23

Application Type

- Preliminary Plat
- Preliminary Plat & Major Variance
- Right-of-Way Vacation
- Right-of-Way Vacation & Preliminary Plat

Section 714.C Final Plat

Page 7-25

Application Type

- Final Plat - Condo/Townhome
- Final Plat - Major Subdivision

- Final Plat - Minor Subdivision
- Final Plat - Minor Subdivision & Minor Variance
- Final Plat - Replat

Section 715.B and 715.D Waiver of Replat

Page 7-26

Application Type: Waiver of Replat

Section 716.D Extraterritorial Subdivision Plat

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Application Type: Extraterritorial Subdivision Plat

Section 717.D Minor Adjustment

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Application Type: Minor Adjustment

Section 718.D Major Adjustment

Page 7-30

Application Type

- Major Adjustment
- Major Adjustment - Floodplain
- Major Adjustment - Sign

Section 719.D Variance

Page 7-35

Application Type

- Conceptual Development Plan & Conditional Use & Major Variance
- Conceptual Development Plan & Major Variance
- Development Plan - Administrative & Minor Variance
- Development Plan - Public Hearing & Conditional Use & Major Variance
- Development Plan - Public Hearing & Major Variance
- Preliminary Plat & Major Variance
- Final Plat - Minor Subdivision & Minor Variance

Section 720.B Zone Map Amendment

Page 7-37

Application: Zone Map Amendment

Section 721.C Planned Unit Development
Page 7-38

Application Type: Planned Unit Development

Additional Information: Provide a side-by-side comparison of each individual modification proposed alongside the current CDC standards. It helps decision makers and the public to understand the modifications proposed in the context of what the current standards are.

Section 722.C TND Regulating Plan
Page 7-39

Application Type: TND Regulating Plan

Section 723.B CDC Text Amendment
Page 7-41

Application Type: CDC Text Amendment

Section 724.C Community Plan Amendment
Page 7-41

Application Type: Community Plan Amendment

Section 725.C Annexation
Page 7-42

Application Type: Annexation

Section 726 Concept Review (FKA Pre-Application Review)

Additional Information: Review is limited to the level of detail provided in the submittal. Include direct questions for the Planning Department to respond to if specific feedback is desired.

Section 727 Written Interpretation

Additional Information: Describe the desired interpretation and any background information.

Section 728.D Substantial Conformance
Page 7-44

Application Type: Substantial Conformance

Section 729.C Appeal of Decision
Page 7-46

Application Type: Appeal of Decision

Additional Information: State what section of code was applied in error.

Section 732.C Easement Vacation
Page 7-49

Application Type: Easement Vacation

Section 737 Improvements Agreement

Additional Information: With the first submittal, include the following information for the Improvements Agreement:

- Type of collateral to be provided
- Draft Letter of Credit, if applicable
- Draft Certificate of Deposit, if applicable
- Name, position, and organization of property owner(s)

Zoning Verification

Additional Information: Ask direct questions you would like the Planning Department to respond to for a specific property.