



## Detailed Narrative - Planning Applications

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 Templates

Use the table templates below for the following Planning Application types:

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

**Development Project Summary Table Template**

<b>Overall</b>	<b>Proposed</b>
Gross Floor Area	
Net Floor Area	
Unit Size	
Number of Units	
Zoning (existing and proposed)	
Frontage	

**Land Use Summary Table Template**

<b>Use Breakdown</b>	<b>Description</b>	<b>Square Footage</b>	<b># of Units</b>
Principal Use			
Accessory Use(s)			

### Development Standards Summary Table Template

<b>Standards</b>	<b>Zone District Requirements</b>	<b>Proposed</b>	<b>Variance? (Y/N)</b>
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 table templates below for the following project types:

- Preliminary Plat
- Final Plat

### Subdivision Project Summary Table Template

<b>Overall</b>	<b>Proposed</b>
<b>Gross Site Area</b>	
<b>% of Site Area in ROW</b>	
<b>Number of Lots</b>	

## Subdivision Standards Summary Table Template

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

For Adjustment, 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**

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Application Type

- 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**

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Application Type

- 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**

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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**

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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**

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Application Type

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

**Section 719.D Variance**

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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**

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Application: Zone Map Amendment

**Section 721.C Planned Unit Development**

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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**

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Application Type: TND Regulating Plan

**Section 723.B CDC Text Amendment**

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Application Type: CDC Text Amendment

**Section 724.C Community Plan Amendment**

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Application Type: Community Plan Amendment

**Section 725.C Annexation**

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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**

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Application Type: Substantial Conformance

**Section 729.C Appeal of Decision**

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Application Type: Appeal of Decision

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

**Section 732.C Easement Vacation**

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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.