

Colorado Springs Airport Business Park Design Guidelines

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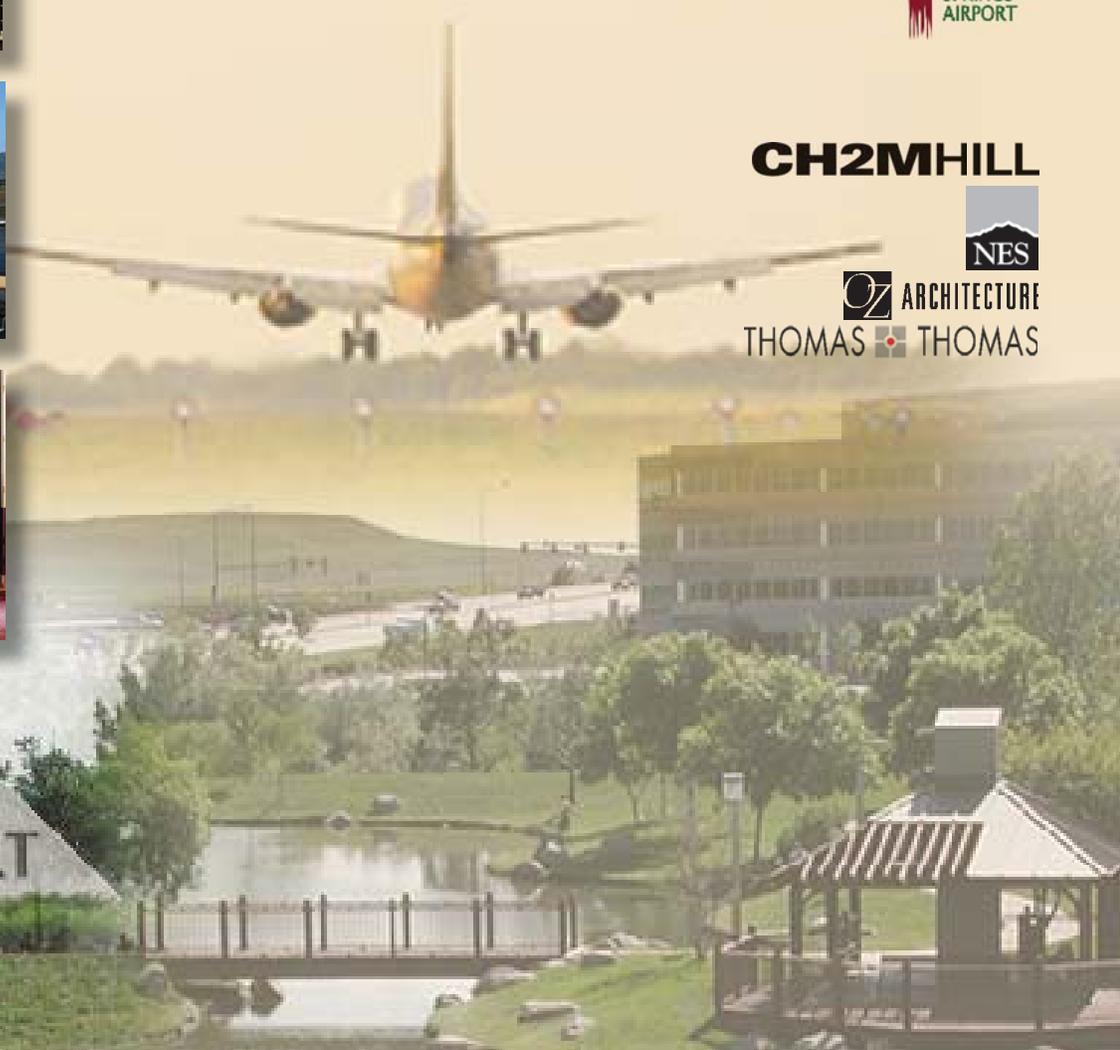
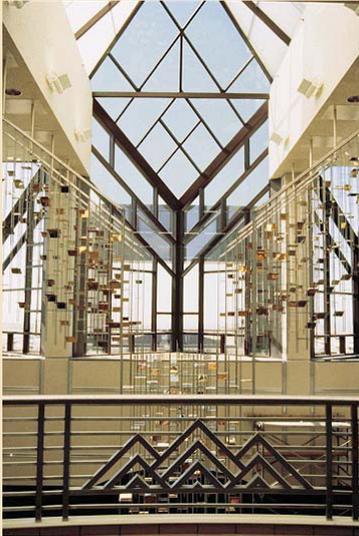


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Contents

1.0 General Conditions	1-1
1.1 Introduction.....	1-1
1.2 Project Description	1-1
1.3 Vision Statement.....	1-1
1.4 Sustainability.....	1-2
1.5 Jurisdiction	1-2
1.6 Covenants and Master Plan	1-2
1.7 Design Review Committee.....	1-3
1.8 Review Process	1-3
1.9 Variances.....	1-4
1.10 Appeals	1-4
2.0 Development Plan Review Process	2-1
2.1 Concept	2-1
2.2 Concept Plan Review	2-3
2.3 Development Plan (30% Review).....	2-3
2.4 Development Plan (90% Review).....	2-4
2.5 Development Plan (100% Review).....	2-4
2.6 Development Plan Approval and Re-submittals.....	2-5
2.7 Variances or Appeals	2-6
2.8 Violations.....	2-6
2.9 Signage.....	2-6
2.10 Construction Document Review	2-7
2.11 Construction Document Changes	2-7
2.12 Post-Construction Project Review.....	2-7
2.13 Construction Document Review Fees	2-8
2.14 Construction Site Maintenance.....	2-8
2.15 Developers Responsibility.....	2-8
2.16 Construction Inspection.....	2-9
2.16.1 Construction Violations.....	2-9
2.17 Notice of Compliance.....	2-9
2.18 Business Park Contact.....	2-9
3.0 Site Planning	3-1
3.1 Concept	3-1
3.2 Site Design and Spatial Characteristics	3-1
3.2.1 Phasing.....	3-1
3.2.2 Building Groups	3-1
3.2.3 Siting and Orientation.....	3-1
3.2.4 Easement Overview	3-2
3.3 Use, Zoning, and Density	3-2
3.4 Parcelization	3-2
3.5 Site Coverage Requirements	3-3
3.6 Trails.....	3-3
3.7 Topography	3-3

3.8 Setbacks.....	3-3
3.8.1 Permitted Uses within Setbacks	3-4
3.9 Golf Course Interface	3-4
3.10 Airport Restrictions Areas.....	3-4
3.11 High Value Plant Communities	3-4
3.12 Vehicular Access/Circulation.....	3-5
3.12.1 Building Address System	3-5
3.12.2 Emergency Service and Utility Access	3-5
3.12.3 Restricted-Access Drives/Secured Entries	3-6
3.12.4 Transit	3-6
3.12.5 Signalization.....	3-6
3.13 Pedestrian and Bicycle Circulation Criteria.....	3-6
3.13.1 Handicapped Accessibility	3-6
3.14 Stormwater Management, Drainage, Detention, and Retention	3-7
3.14.1 Site-Grading, Excavation, and Erosion Control	3-7
3.15 Utility, Solar, Electrical, and Mechanical Equipment.....	3-8
3.16 Telecommunication and Antenna Equipment	3-8
3.17 Temporary Overhead Power and Telephone Lines	3-9
3.18 Services, Delivery, Trash, and Outdoor Equipment or Storage Areas	3-9
3.18.1 Visual Impacts.....	3-9
3.18.2 Loading and Service Areas	3-9
3.18.3 Waste Storage.....	3-9
3.18.4 Material Storage.....	3-10
3.18.5 Snow Storage.....	3-10
3.19 Parking.....	3-10
3.19.1 Off-Street Parking.....	3-10
3.19.2 Shared Parking.....	3-11
3.19.3 Compact Car Parking.....	3-11
3.19.4 Surface Lots	3-11
3.19.5 Structured Parking	3-11
3.19.6 Handicapped Parking.....	3-11
3.19.7 Motorcycle Parking	3-11
3.19.8 Other Parking.....	3-12
3.19.9 Standard Parking Space Dimensions.....	3-12
3.20 Site Furnishing	3-12
3.21 Artwork.....	3-12
3.22 Vending Machines.....	3-12
4.0 Architecture	4-1
4.1 Concept	4-1
4.2 Environmental Integration.....	4-1
4.2.1 Principle: Harmony with Natural Setting.....	4-1
4.2.2 Principle: Building Clusters	4-2
4.2.3 Principle: Relationships Between Buildings	4-3
4.2.4 Principle: Visual Interest of Façade.....	4-3
4.2.5 Principle: Noise Mitigation	4-4
4.3 Massing, Scale, Form, and Details.....	4-4
4.3.1 Principle: Relation to Terrain.....	4-4
4.3.2 Principle: Building Profile	4-5

4.3.3 Principle: Building Clusters	4-6
4.3.4 Principle: Pedestrian Scale	4-6
4.4 Architectural Elements	4-6
4.4.1 Principle: Interior Spaces.....	4-6
4.4.2 Principle: Porches and Overhangs	4-6
4.4.3 Principle: Walls and Windows	4-7
4.4.4 Principle: Entrances.....	4-7
4.4.5 Principle: Service Areas	4-8
4.5 Building Heights.....	4-8
4.5.1 Principle: Low Heights	4-8
4.5.2 Principle:	4-9
4.6 Roofscape.....	4-9
4.6.1 Principle: Roof Forms	4-9
4.7 Color and Materials Palette.....	4-10
4.7.1 Principle: Continuity	4-10
4.7.2 Principle: Human Scale Materials	4-11
4.7.3 Principle: Colors	4-12
4.8 Sustainable Design	4-12
4.8.1 Principle: LEED™ Standard.....	4-12
4.8.2 Principle: Sustainable Strategies.....	4-12
5.0 Landscape.....	5-1
5.1 Concept	5-1
5.1.1 Planting Zones	5-1
5.2 Individual Building Sites.....	5-2
5.2.1 Visual Buffers.....	5-4
5.2.2 Preserving Existing Vegetation	5-4
5.2.3 Grading and Erosion Control	5-4
5.3 Landscape Setbacks.....	5-5
5.3.1 Intersections	5-8
5.3.2 Parking Area Requirements.....	5-9
5.4 Water Conservation Measures	5-10
5.4.1 Xeriscape™	5-10
5.4.2 Planning and Design.....	5-10
5.4.3 Minimize Turf	5-10
5.4.4 Irrigation	5-11
5.4.5 Plant Material.....	5-11
5.4.6 Mulches.....	5-11
5.4.7 Soil Evaluation and Improvements	5-12
5.4.8 Maintenance Practices.....	5-12
5.5 LEED™ Landscapes.....	5-13
5.6 Stormwater Quality	5-13
5.6.1 Planting Schedule	5-13
5.6.2 Seasonal Interest	5-13
5.6.3 Landscape and Irrigation Maintenance.....	5-14
5.6.4 Weed Control	5-14
5.6.5 Manicured Turf Areas.....	5-14
5.6.6 Enhanced Natural Grass/Wildflower Areas.....	5-14
5.6.7 Enhanced Natural Drainageway Areas.....	5-14

5.6.8 Shrub Planting Areas	5-14
5.6.9 Flower/Groundcover Planting Bed Areas.....	5-15
5.6.10 Disturbed “Future Development” Areas	5-15
5.6.11 Irrigation System Maintenance.....	5-15
5.6.12 Other Landscape Materials	5-15
5.6.13 Edging	5-16
5.6.14 Decorative Landscape Boulders/Stepping Stones	5-16
5.6.15 Weed Barrier Filter Fabric	5-16
5.6.16 Retaining Walls.....	5-16
5.6.17 Landscape Plant Palette.....	5-16
6.0 Lighting	6-1
6.1.1 Light Pollution	6-1
6.1.2 General Criteria	6-1
6.1.3 Driveway and Surface Parking Lot Lighting.....	6-2
6.1.4 Building Lighting	6-2
6.1.5 Service Storage Area Lighting	6-3
6.1.6 Landscape and Pedestrian Lighting	6-3
6.1.7 Security Lighting	6-3
6.1.8 Street Lighting.....	6-3
6.1.9 Specialty Lighting.....	6-3
6.1.10 Maintenance	6-3
7.0 Signage	7-1
7.1 General Requirements	7-1
7.2 Materials	7-1
7.3 Location.....	7-1
7.4 Freestanding Building Identification Sign	7-2
7.5 Complex Identification Sign	7-2
7.6 Informational/Directional Signs	7-2
7.7 Retail Identification Signs.....	7-3
7.8 Hotel Signs.....	7-3
7.9 Distribution/Warehouse Signs.....	7-3
7.10 Business Park Identity Directory Signs	7-3
7.11 Temporary Signs.....	7-4
7.12 Prohibited Signs.....	7-4
7.13 Signage Approval Criteria	7-5
8.0 Definitions.....	8-1
9.0 Exhibits	9-1
9.1 Master Plan.....	9-1
9.2 Street Cross Sections	9-2
9.3 Concept Plan Requirements.....	9-3
9.4 Development Plan - 30% Submittal.....	9-4
9.5 Development Plan - 90% Submittal.....	9-5
9.6 Development Plan - 100% Submittal.....	9-6
9.7 Example of City of Colorado Springs Development Plan Application	9-7
9.8 Construction Documents Submittal Requirements	9-29
9.9 Site Signage Plan.....	9-30

Abbreviations and Acronyms

Airport	Colorado Springs Airport
Business Park	Colorado Springs Airport Business Park
City	City of Colorado Springs
APD	Airport Planned Development
Covenants	Protective Covenants
DRC	Design Review Committee
PPRB	Pikes Peak Regional Building
ADA	Americans with Disabilities Act
MDDP	Master Development Drainage Plan
DBPS	Drainage Basin Planning Studies

General Conditions

1.1 Introduction

The intent of these Design Guidelines is that all private development on the Colorado Springs Airport Business Park (Business Park) property shall be subject to the design specifics contained herein. Used in conjunction with basic principles of good design, applicable jurisdictional regulations, the Business Park Master Plan, the Business Park Covenants, and staff assistance, these Design Guidelines are intended to expedite the approval process and facilitate the development of quality projects within the Business Park.

These Design Guidelines are intended to create standards for the character of all development within the Business Park. They are designed to guide and monitor development, individual sites and buildings, roadways, landscaping, and all other site improvements. A process has been established to review site planning, architecture, landscape design, lighting, and signage for conformance to these Design Guidelines, in addition to encouraging excellence and innovation in development.

1.2 Project Description

The Business Park is intended to provide land for the development of a high quality business environment to serve the City of Colorado Springs (City). As a gateway into the City, it is important to ensure that development reflects the character of the region and the special sense of place that residents of the City enjoy.

The Business Park is located south of the Colorado Springs Airport (Airport) at Powers Boulevard and Milton E. Proby Parkway in Colorado Springs, Colorado. The Business Park is bounded by the area of land to the east and north of Powers Boulevard, south of Milton E. Proby Parkway, and west of Runway 17L/35R. The boundary of the Business Park also encompasses an area of land just north of Milton E. Proby Parkway and west of the Milton E. Proby Parkway loop. The Business Park contains approximately 1,300 acres of land. Approximately 530 acres of the Business Park will be open space and approximately 232 acres will be devoted to an 18-hole golf course. Primary access to the Business Park will be by way of Powers Boulevard, Milton E. Proby Parkway, and Grinnell Street.

1.3 Vision Statement

Through the implementation of these Design Guidelines, the vision for the Business Park, includes:

- Creating a high quality business community that provides business opportunity, employment, and recreation in a development that reflects the character of its natural and man-made setting.

- Ensuring development consistency of a landscape that reflects its location on the high prairie at the foot of Pikes Peak.
- Encouraging visual continuity of the architecture in terms of mass, scale, materials, and color relative to adjacent development and the existing terminal facility.
- Controlling the design of signage for the Business Park to ensure that travelers arriving in the City understand the pride in the community.
- Providing recreational opportunities for employees and visitors through the development of pedestrian trails, open space, and the development of a public golf course.

1.4 Sustainability

Individual property developers are encouraged to consider sustainable design principals within their projects. This consists of encouraging an environment within the Business Park that is:

- Sympathetic and in harmony with the natural environment and to the visual qualities of this unique tall grasslands landscape.
- Low in profile while fitting into the contours of the topography and hewn in colors and materials that complement the land and native environment.
- Possessive of a cohesive architectural theme, a “sense of place,” evolving logically over time.
- Aesthetically pleasing for those who spend their time there.
- Based in the sound economic practice of thoughtful sustainable design that results in the long-term economic viability of the Business Park.

1.5 Jurisdiction

The Business Park lies within the City of Colorado Springs municipal boundary in El Paso County, Colorado. The individual property developer (Developer) is responsible for compliance with all applicable federal, state, and local rules and regulations and, as appropriate, must receive authorization from each.

The zoning of the property is Airport Planned Development (APD). It is the responsibility of the Developer to demonstrate that the proposed development is consistent with the applicable zoning and development regulations, in harmony with the adjoining developments, and consistent with the Master Plan, Master Drainage Plan, Protective Covenants (Covenants), and these Design Guidelines.

1.6 Covenants and Master Plan

The Covenants of the Business Park legally apply to all land that is part of the Business Park, regardless of ownership, and are independent of the zoning and land use regulations of local governments. The Master Plan for the Business Park provides guidelines for

development non-aviation use of Airport land. The Master Plan provides the long-range planning goals for the Business Park.

The Covenants are recorded in the real property records of the City of Colorado Springs and El Paso County. All developers and property owners should refer to the recorded documents for the complete text of the Covenants. The Covenants are the basis of the authority for these procedures and are legally binding. Copies of the covenants are available from Airport staff.

1.7 Design Review Committee

The Design Review Committee (DRC) will consist of a five member committee appointed by the Airport. This committee will consist of the Aviation Assistant Director – Planning and Development (Assistant Director), Airport Planning and Development Manager, two Airport Advisory Commission members, and a volunteer Civil Engineer. The Airport authorizes the DRC to review, approve, or disapprove all site plans, architectural plans, and other submittals. The DRC is responsible for reviewing plans for all development, including construction of any type including landscaping, lighting, signage, and all other improvements. All plans are reviewed to determine their compliance with the Covenants, Master Plan, and these Design Guidelines. This process ensures harmony of design and compatibility of use throughout the development of the Business Park.

1.8 Review Process

The purpose of the review process is to facilitate quality development through evaluation and approval. These Design Guidelines establish consistent standards of quality to be used in evaluation of each development. As described in this document, the review procedures are intended to provide an early interface between the Developer and the DRC so that preparation of site plans can be completed in a timely and efficient manner.

The Developer should meet with the DRC early in the planning process to discuss the attributes of the site, the preliminary concept for development, these Design Guidelines, and to develop a schedule for the approval process. The focus of this meeting is to exchange ideas and concepts regarding the development in relation to the Business Park as a whole.

All Developers must follow the specific procedures involving submittal of documents and review requirements. All improvement plans must be in compliance with these Design Guidelines.

The Design Guidelines may be more restrictive than, but do not supersede or modify, any applicable governmental regulations. Conformance to the Design Guidelines and approval by the DRC does not imply conformance to any governmental regulation or approval by any governmental agency. In some instances, governmental regulation may be more restrictive and shall prevail. No activity shall commence within the Business Park nor shall any submission to any governmental agency be filed until the plans have been approved and authorized by the DRC. The DRC will forward recommendation of approval or disapproval to the Aviation Director. The Aviation Director reserves the right to reject the DRC's recommendation.

1.9 Variances

The DRC may authorize variances from the Design Guidelines when circumstances such as topography, natural obstructions, hardship, aesthetic or environmental objectives or considerations may warrant, as long as the variances are not in conflict with City zoning regulations and building code regulations.

Variances must be approved by a majority vote at any meeting of the DRC with more than two members present. The granting of variances shall not operate to waive or to render unenforceable any of the terms and provisions of the Covenants of the Business Park for any purpose except as to a particular property, particular maintenance and operation activity, provisions, and instances covered by a particular variance.

Where there is more than one provision within the Design Guidelines that covers the same subject matter, the provision that is most restrictive or imposes higher standards or requirements shall govern.

1.10 Appeals

Should the DRC recommend denial of plans, the Developer may submit a written appeal to the Director of Aviation. The written appeal shall address the reason for denial and provide an explanation as to how the plans meet these Design Guidelines and should be allowed to proceed through the Development Plan review process. The Aviation Director will review the written appeal request and make a determination as to whether the denial is appropriate or whether the Developer may proceed through the Development Plan review process. The Aviation Director will provide a written determination to the Developer. Should the Aviation Director deny the plans, the Developer may resubmit revised plans to the DRC for review.

Development Plan Review Process

2.1 Concept

The intent of the Development Plan review process is to facilitate quality development through an orderly process of evaluation and approval of development plans. The review process has been established to review site planning, architecture, and landscape design for conformance to the Design Guidelines.

As described in this section, the review process is intended to provide an early interchange between the Developer and the DRC so that preparation and review of development plans can be completed in a timely and efficient manner. A diagram of the review process can be seen in Figure 2-1.

The Developer shall meet with the DRC early in the planning process to discuss the attributes of the site, the Developer's preliminary concepts for development, the Colorado Springs Airport Business Park Concept Plan, Colorado Springs Airport Business Park Design Guidelines, and to develop a schedule for the approval process. The focus of this meeting is to exchange ideas and concepts regarding the development of the Developer's project in relation to the Business Park as a whole.

The DRC is responsible for administration of the Design Guidelines and review and approval of all plans and other submittals. The DRC shall review plans and submittals and grant approvals in accordance with the procedures contained in these Design Guidelines. No construction activity shall commence until development plans have been approved by the DRC and have received final approval by the City of Colorado Springs Land Use Review Department.

The specific standards set forth in these Design Guidelines establish consistent standards of quality to be used in evaluation of each project's development plan. However, the DRC has the right to vary provisions in the Design Guidelines if, in the DRC's opinion, such a variance creates a desirable enhancement to the project. The DRC does not have the ability to grant variances to local governmental code standards.

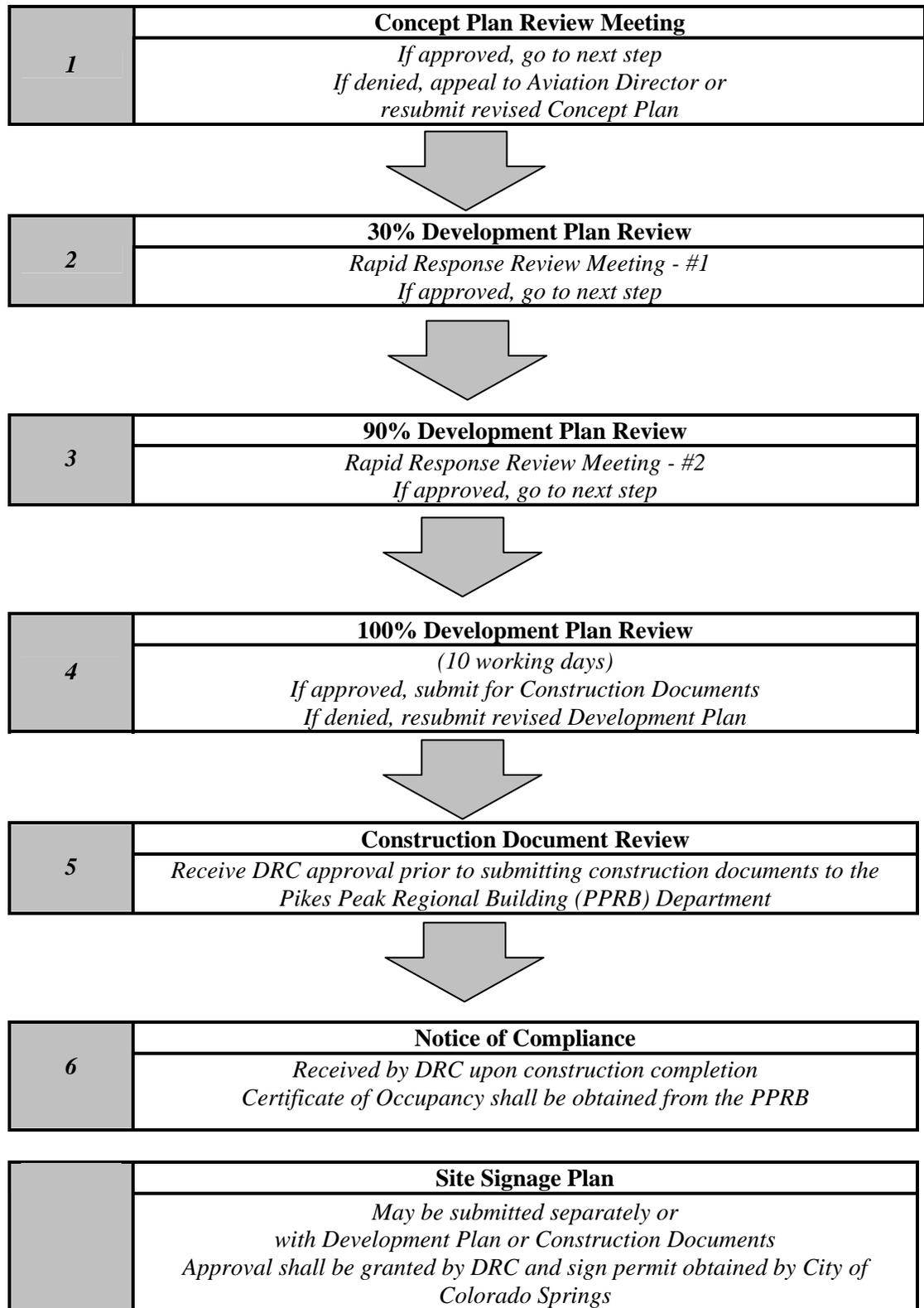


FIGURE 2-1
Design Review Committee Approval Process

2.2 Concept Plan Review

Prior to submittal of a Development Plan to be formally reviewed by the City, a Concept Plan Review meeting shall take place with the DRC to ensure the design intent is consistent with the Business Park vision and Design Guideline standards. This meeting allows the Developer and the DRC an opportunity to discuss the review process and provide necessary contacts and requirements for proceeding and completing the development plan review process. Following the Concept Plan Review meeting, all Developers are eligible to begin the Development Plan process as outlined in this Section.

The intent of the Concept Plan Review meeting is to review proposed conceptual site organization, building size and type, parking location, site access, circulation, and conceptual grading. The Concept Plan will evaluate the major elements of the proposed project in relation to the governing documents and assure that the design is in conformance with the Design Guidelines. The minimum requirements for the Concept Plan are in Exhibit 9.3.

The Concept Plan will focus on the relationship of the proposed development to specific elements in the Business Park such as:

- Existing and future roads
- Existing and future land uses
- Existing and future utilities
- Existing and future rights-of-way and easements
- Topography and buffers
- View to and from building(s)
- Vehicular and pedestrian circulation
- Type and extent of parking
- Site coverage diagram and tabulation
- Signage and landscaping

The DRC shall review each Concept Plan submittal for its commitment to the overall Business Park vision and adherence to the Design Guidelines. The DRC is not responsible for reviewing submittals for conformance to any applicable codes or standards established by a governmental agency. The DRC will forward its recommendation of approval or disapproval to the Aviation Director. The Aviation Director reserves the right to reject the DRC's recommendation within 5 business days. Should the Aviation Director reject DRC recommendation, the Aviation Director will provide the Developer a written letter detailing the decision.

2.3 Development Plan (30% Review)

All Developers are eligible to begin the Development Plan preparation following approval of the Concept Plan by the DRC. The Developer shall refine the approved Concept Plan to a 30 % Development Plan minimum completion as seen in Exhibit 9.4.

The Developer shall submit the 30% Development Plans to the Airport Planning and Development Office. The Airport Planning and Development Office will make a determination if the 30% Development Plan meets the minimum submittal requirements

and can proceed through the City's Rapid Review meeting with the City of Colorado Springs Departments (planning, engineering, transportation, etc.) and outside review agencies such as Colorado Springs Utilities. Should the submittal be deficient, the Airport Planning and Development Office will notify the Developer in writing.

The Developer shall submit 26 copies of the Development Plan and one electronic copy. The Airport Planning and Development Office will notify the Developer when and where the Rapid Response Review meeting will take place. At the Rapid Response Review meeting, the Developer shall receive input and comments from reviewing agencies to be incorporated into the 90% Development Plan.

2.4 Development Plan (90% Review)

The Developer is authorized to proceed to the 90% Development Plan preparation following the written receipt of the 30% Development Plan review comments from the City of Colorado Springs reviewing agencies.

The Developer shall refine the approved 30% Development Plan in accordance with the 90% Development Plan requirements in Exhibit 9.5. The Developer shall submit the 90% Development Plans to the Airport Planning and Development Office. The Airport Planning and Development Office will make a determination if the 90% Development Plan meets the minimum submittal requirements and can proceed through the City's Rapid Review meeting. Should the submittal be deficient, the Airport Planning and Development Office will notify the Developer in writing.

The Developer shall submit 26 copies of the Development Plan and one electronic copy. The Developer shall submit five copies of any supportive documents, such as traffic, drainage, or wastewater reports. The Airport Planning and Development Office will notify the Developer when and where the Rapid Response Review meeting will take place. At the Rapid Response Review meeting, the Developer shall receive additional input and comments from reviewing agencies to be incorporated into the 100% Development Plan.

2.5 Development Plan (100% Review)

The Developer is authorized to proceed to the 100% Development Plan preparation following the receipt of 90% Development Plan review comments from the City of Colorado Springs reviewing agencies.

The Developer shall formally submit to the Airport Planning and Development Office a 100% Development Plan for the City of Colorado Springs Land Use Review Department to set up a submittal meeting. The Airport Planning and Development Office determine if the 100% Development Plan meets the minimum submittal requirements and can proceed through the review process. Once notified by the Airport Planning and Development Office that the 100% Development Plan meets the submittal requirements, the Developer shall notify the Airport Planning and Development Office that a formal submittal will be made with the City of Colorado Springs Land Use Review Department. One complete copy of the Development Plan submittal and supporting documents shall be provided to the Airport Planning and Development Office.

The City's Development Plan application provides an application submittal checklist. The 100% Development Plan shall include all the requirements outlined in the application. The formal submittal to the City's Land Use Review Department shall include the appropriate number of Development Plans, support documents (such as Traffic Report, Drainage Report, Wastewater Facilities Master Report, and Geo-Technical Hazard Exemption), the application form (as shown in Exhibit 9.7), and the required application review fee.

Development Plans shall be prepared under the direction of either a local land planning firm, or a registered architect, landscape architect, or civil engineer. Building Plans shall be prepared under the direction of a registered architect. Landscape Plans shall be prepared under the direction of a registered landscape architect.

A copy of the most current version of the Development Plan application form can be found on the City of Colorado Springs website (www.springsgov.com). Review fees shall be submitted along with the Development Plan application submittal. The required fees may be calculated and obtained from the City's website.

Upon submittal of the Development Plan to the City's Land Use Review Department, all City departments and outside review agencies reviewing the plans shall make every effort to complete their review within 10 business days. Development Plan applications are not subject to review by the City Council or City's Planning Commission. Upon approval of the Development Plan, written approval from the City' Land Use Review Department will be provided.

2.6 Development Plan Approval and Re-submittals

The City Land Use Review Department will respond to Development Plan submittal in one of the following ways:

- **Approved:** The Development Plan satisfies the entire City's Development Plan requirements. The Developer is notified in writing, and the Development Plans will be stamped approved by the City's Land Use Review Department. Upon approval, the Developer may proceed to the Construction Document Review process.
- **Approval with Conditions:** The Development Plan satisfies most of the City's Development Plan requirements but may contain minor items in need of clarification or correction. The Developer shall address the outstanding issues and resubmit development plans or support documents to be reviewed by the City's Land Use Review Department and other City Agencies no later than 10 business days from the notice of conditional approval. If the resubmitted Development Plans meet all the approved conditions, the Development Plans shall be approved for Construction Document Review process.
- **Denied:** Should the Development Plan be denied by the City, the reasons for denial shall be provided to the Developer in writing. The Developer may resubmit a new Development Plan and proceed through a new the Development Plan review process that includes a Concept Review meeting with the DRC.
- **Tabled/Continued:** Should the Development Plan be tabled or continued beyond the 10 business day period, the reasons for the tabling or continuance will be provided to

the Developer in writing. The Developer shall address the reasons for tabling or continuance, and the Development Plan shall be reviewed and action taken within 10 business days, unless all parties agree to another duration.

- **Changes to Approved Development Plan:** Once the Development Plan has been approved by the City, no deviations are permitted unless approved in writing by the DRC and the Assistant Director of the Airport Planning and Development Office. The Development Plan amendment application shall be submitted to the City along with fee and all required application materials.

Submittals shall be made by Developer to the DRC whenever any improvements or changes are proposed for any portion of a site, a building exterior, or whenever changes are proposed for a business use. Submittals are not required for "in-kind" improvements, which include repainting the original color or replacement of deteriorated or damaged landscape plant material, that had prior approval. Landscape replacements should be consistent with previously approved plans.

No construction activity shall commence until plans have been approved by the DRC. Any field changes to approved plans must be approved by the DRC prior to construction.

2.7 Variances or Appeals

Variances to the Design Guidelines are addressed in Section 1.9 of these Design Guidelines. Variances to City Zone Code standards shall be submitted to the City Land Use Review Department and are reviewed by the Planning Commission.

Appeals to the DRC recommendations shall be in accordance to Section 1.10 of these Design Guidelines. Appeals to the City's Land Use Review Department decision shall be submitted in accordance to the procedure outline in Chapter 7, Article 5 of the City's Zoning Code.

2.8 Violations

Violations of the Development Plan or any of the conditions attached to the approval shall be considered a violation of these Design Guidelines and are subject to enforcement and penalty at the discretion of the DRC, subject to review and approval of such enforcement, and/or penalty by the Airport Planning and Development Office.

2.9 Signage

Although Site Signage Plans may be reviewed as a separate submittal from the Development Plan or Construction Document Review, written DRC approval must be obtained before installation of any project signage. The Developer shall follow the Sign Criteria outlined in Section 7.0 of these Design Guidelines. Site Signage Plan requirements are outlined in Exhibit 9.8. In addition to the DRC approval, all necessary sign permits will be required by the City prior to installation.

2.10 Construction Document Review

The purpose of the Construction Document Review is to ensure that the construction documents are consistent with all previously approved plans. The required Construction Documents shall be submitted to the DRC for review. The Construction Document submittal requirements are outlined in Exhibit 9.7. Any incomplete submittal will not be accepted by the Airport Planning and Development Office.

DRC approval of construction documents shall be obtained prior to submitting the construction documents to the PPRB Department, unless special arrangements have been approved by the DRC. Obtaining DRC approval does not relieve the Developer of the responsibility of obtaining required Public Agency approvals. Obtaining required Public Agency approvals does not relieve the Developer of the requirement to obtain DRC approval.

Prior to the submittal of the Construction documents, the Developer shall have a Construction Document Review meeting with the DRC in order to minimize the adverse impact of construction related activities.

2.11 Construction Document Changes

All changes to plans after Construction Document Review approval are subject to review and approval by the DRC. Any change order representing 1 percent of the total construction cost or greater shall be provided to the Airport Planning and Development Office in writing. All changes to construction plans also require approval by the PPRB Department.

Any field changes to previously approved plans must be approved by the DRC. When the Developer wishes to make a change that deviate from the plans as approved by the DRC, a written request must be submitted along with a “red-lined” set of plans clearly delineating the proposed change. No construction may commence until pre-construction conference is held with the DRC.

2.12 Post-Construction Project Review

A post-construction project review may be made by the Airport Planning and Development Office, or DRC representative, to verify compliance with Design Guidelines and approved construction documents. All required inspections under the PPRB rules and regulations shall be observed.

A damage/compliance deposit in the following amounts is required for all projects, prior to DRC approval.

Large Commercial/Office (over 100,000 square feet)	\$100,000
Medium Commercial/Office (20,000 -100,000 square feet)	\$50,000
Small Commercial/Office (up to 20,000 square feet)	\$25,000

Damage/compliance deposits may be in the form of a Performance Bond, Letter of Credit or checks. Performance Bonds, Letter of Credits and deposit checks, if agreed upon, should be made payable to “City of Colorado Springs Airport.” Performance Bonds, Letter of Credit and Deposits checks will be returned upon completion of the post-construction project

review and verification of compliance with Design Guidelines and approved construction documents.

2.13 Construction Document Review Fees

Fees for Construction Document Review can be negotiated. Any request to changes fees shall be submitted to the Assistant Direction in writing. Baseline fees are as follows:

- **New Commercial Buildings (retail, wholesale, office, industrial and multi-family):** An amount equal to 34 percent of the PPRB Building Permit Fee.
- **Additions and Remodels to Commercial Buildings (retail, wholesale, office, industrial and multi-family):** An amount equal to 60 percent of the PPRB Building Permit Fee.
- **Temporary Signage:** Reviews for temporary signage require no fee.

2.14 Construction Site Maintenance

All construction storage and equipment yards shall be located to minimize visibility from off-site and are subject to DRC approval. Construction sites shall be maintained in a neat and orderly manner. All trash shall be kept in enclosed containers and emptied frequently. Construction access shall be coordinated with and approved by the DRC. Special care shall be taken to protect existing pavements from damage.

Dirt stockpiles are only permitted during construction and must be removed upon building occupancy. Stockpiles shall not exceed 20 feet in height and shall be setback a minimum of 50 feet from any existing and proposed street right-of-way. Adequate erosion control is required. Approval from the DRC must be granted prior to locating any stockpiles.

2.15 Developers Responsibility

The Developer is responsible for obtaining the applicable El Paso County Air Quality permits and complying with the County's Air Quality regulations. The Developer is responsible for complying with any temporary storm water requirements that are applicable and maintaining these features during construction.

The Developer is responsible for knowing the location of all existing underground utilities and protecting them during construction. Repair of any damage to existing utilities caused by construction is the responsibility of the Developer.

The Developer shall notify the appropriate Business Park representative or DRC before any construction on or over designated common open spaces areas owned and maintained by the Business Park. All repairs of damage within these areas are the responsibility of the Developer and shall be completed in a timely manner.

Temporary facilities such as construction trailers, trash containers, portable toilets, water tanks, etc. must conform to minimum building setbacks. Temporary facilities must be maintained in good repair. All temporary facilities shall be located on site.

Construction related parking shall be located onsite or along adjacent public streets where on-street parking is permitted. Parking on adjacent parcels is not permitted.

Construction sites shall provide fencing around the entire construction areas as required by applicable building codes. Temporary chain link fencing is only permitted during construction and must be removed upon building occupancy.

2.16 Construction Inspection

From time to time, DRC and/or the Airport Planning and Development Office may inspect a construction site for compliance with approved construction documents and plans, and the Design Guidelines. A post-construction project review will be made to verify compliance with Design Guidelines and approved construction documents.

2.16.1 Construction Violations

If, in the course of an inspection, the DRC and/or the Airport Planning and Development Office find a violation of the conditions of approval or find that construction is not in conformance with requirements, a written Notice of Violation will be provided to the Developer indicating the nature of the violation. If the violation is substantial in nature, construction must cease immediately upon receipt of the Notice of Violation. If the violation is not substantial in nature, construction may continue, subject to correction of the violation. Violations shall be resolved immediately.

2.17 Notice of Compliance

Upon completion of construction, the Developer shall submit a Notice of Completion and the DRC and/or the Airport Planning and Development Office will inspect the project within 10 business days. The purpose of the inspection is to determine if the improvements have been constructed or installed consistent with the approved plans and to determine that all other aspects of site development are in compliance with the Design Guidelines. This inspection does not satisfy regional or city inspection requirements, but it is necessary to complete the development review process with the DRC. If the DRC identifies items needing completion, a re-inspection will be required. After all items are completed in compliance, the receipt of the Certificate of Compliance by the DRC indicates that the project has received full construction approval from the DRC. A Certificate of Occupancy by the PPRB does not constitute construction compliance approval by the DRC.

2.18 Business Park Contact

All submittals may be sent or hand delivered to the Airport Planning and Development Office:

Colorado Springs Airport
Airport Planning and Development Office
Attn: Airport Business Park
7770 Milton E. Proby Parkway
Colorado Springs, CO 80916
Phone: 719-550-1904
Fax: 719-550-1901

Site Planning

3.1 Concept

Site planning criteria have been established to ensure consistency in the level of quality and image for the Business Park. The Site Planning criteria will be used by the DRC as the means of determining the suitability and acceptability of all proposed improvements in or to the Business Park.

3.2 Site Design and Spatial Characteristics

Emphasis on all development as part of a totally integrated complex is encouraged. Building design expressions in terms of massing, scale, color, and circulation relate to adjacent buildings and to the total development. Orientation of improvements must acknowledge basic site considerations, adjoining building uses and siting, and overall circulation patterns.

3.2.1 Phasing

When appropriate, site and building planning may be undertaken in a manner that allows phased development of the site over time.

3.2.2 Building Groups

When multiple structures are planned as part of a single ownership or project, they must be designed in a unified architectural and spatial manner for the site.

3.2.3 Siting and Orientation

The siting and orientation of the buildings should protect and enhance existing views and vistas. It should provide view corridors, make optimum use of sun availability and angles, enhance the character of existing land forms and site features, and strengthen the relationships between buildings on individual parcels. Three general perspectives are a critical part of this consideration: 1) Views to a site from other areas; 2) Views to other areas from a site; and 3) Views through a site from key locations within the Business Park.

The siting and orientation of each building shall be considered as it relates to its specific parcel, its affect on adjacent parcels, and, as it occurs, the massing of consecutive lots. Appropriate building scale shall be used so that the buildings do not dominate the site. The Developer should use building forms that complement and preserve the natural landforms and minimize cut and fill. Buildings should be located on the highest ground in order to facilitate drainage away from foundations.

Building entries should be located so that they are easily identifiable. Each project should provide a well-defined entry sequence for pedestrian and vehicular uses from the street to the building. Pedestrian pathways should be in conformance with current Americans with

Disabilities Act (ADA) standards. Secondary entrances should be easily accessible and convenient to parking and delivery areas that serve buildings, but should not be dominant.

Colorado Springs experiences approximately 300 days of sunlight each year, combined with rapidly fluctuating weather extremes. Main building entries and pedestrian walks should be oriented away from north “shaded” areas to minimize the impact of snow, ice, and severe winter weather conditions on pedestrian and vehicular access. Shadow studies may be required by the DRC to assure that shadow casts do not have adverse effects.

Site designs should use building forms, natural landforms, and landscaping to take advantage of prevailing summer winds and to serve as buffers against adverse winter wind conditions. Care must be taken to avoid potential for “wind tunnel” effects at building bases. If a development is of a configuration and/or height that may produce wind turbulence problems, pedestrian level wind analyses and appropriate mitigation measures may be required.

3.2.4 Easement Overview

Easements are restrictions placed on parcels to provide a specific use, such as the service of a public utility line or drainage system. If required by the easement holder, structures, walls, fences, and landscaping erected within easements may be subject to removal at the expense of the parcel lessee.

3.3 Use, Zoning, and Density

Developers must demonstrate that a proposed use:

- Is in general conformity with the adopted Master Plan, consistent with the applicable building codes and other governmental jurisdictional land use regulations, and the APD Zone District.
- Reinforces existing and projected uses adjacent to the site and throughout the Business Park.
- Promotes the general welfare of all landowners and tenants.
- Protects and enhances the value of all real property; and complies with the Covenants.

Where there is overlap between these Design Guidelines and applicable zoning, building codes, or other land use regulations, the most restrictive condition will apply. Approval by a governmental jurisdiction does not necessarily constitute DRC approval, nor is the reverse true.

3.4 Parcelization

All land within the Business Park shall be leased from the Airport. Appropriate leases shall be in place prior to application for a building permit. No subdivision of land within the Business Park will be allowed without prior consent of the Airport.

3.5 Site Coverage Requirements

The following site coverages are allowed:

- Buildings/Structures: maximum 40 percent
- Parking (surface, driveways, and parking structures): maximum of 40 percent

Open space within each building site is encouraged. Limit combined impervious site coverage for individual building sites (including buildings, parking, plazas, sidewalks, and drives) to a maximum of 70 percent of each site’s land area. Consideration for varying site coverage requirements may be given by the DRC for sites adjacent to significant common open space.

3.6 Trails

Some trails within the Business Park and the open space area will be opened to the public and maintained by the Airport Business Park Association. Some trails within the Business Park will be private, not open to the public, and maintained by the private property lease. Proposed locations of public trails are identified on the Master Plan and final locations will be established as the Business Park is developed.

3.7 Topography

Site Plans should attempt to conform to existing topography and blend with adjoining site and perimeter roadways. Blanket grading of sites to conform to preconceived building concepts is strongly discouraged.

3.8 Setbacks

No buildings or structures shall be erected within the setbacks from the right-of-way or lot line as listed below:

	Building	Landscape/Surface Parking	Signage
Powers Boulevard	200 feet	200 feet	200 feet
Milton E. Proby Parkway	100 feet	100 feet	100 feet
Major Arterial	100 feet	75 feet	50 feet
Minor Arterial	100 feet	75 feet	50 feet
Industrial Collector	50 feet	50 feet	25 feet
Industrial Streets	25 feet	25 feet	25 feet
Side/Rear	25 feet	15 feet	25 feet
Open Space	50 feet	25 feet	Not allowed
Golf Course	50 feet	75 feet	Not allowed

Setbacks shall be measured in accordance with the City of Colorado Springs standards. Setbacks shall be measured from the property line and/or lease lines. Additional setbacks may be required during the DRC review process in order to preserve views and protect environmentally sensitive areas.

3.8.1 Permitted Uses within Setbacks

Uses within improvement setbacks are limited to berms, driveways crossings, landscaping, public and private utilities, drainage and slopes, sidewalks, irrigation, and permitted signs.

3.9 Golf Course Interface

The golf course at the Business Park is one of the significant elements within the open space system and provides an active recreational amenity. The golf course preserves significant views and vistas, serves as a buffer, and creates high value frontage sites. Special site planning, architectural, and landscape requirements apply to properties adjacent to the golf course in order to preserve views from the fairways and to develop a transitional, and/or edge, landscape character between the golf course and individual development sites.

3.10 Airport Restrictions Areas

There are a number of restricted and controlled activity areas identified in the Federal Aviation Administration (FAA) Advisory Circular document within the Colorado Springs Airport boundary. The Business Park, as illustrated on the Master Plan, does not lie within any of these restriction areas.

3.11 High Value Plant Communities

The “high value” areas identified at the Airport comprise four plant communities, of which, big bluestem/prairie sandreed is the most predominant. This type of prairie is uncommon west of Missouri, and in Colorado is known to exist on fewer than 30 sites along the Front Range. Within the Business Park, 80 percent of the high value plant communities have been preserved. The remaining high-value areas will be affected by development within the Business Park.

Big bluestem grass is a clonal species. Even in smaller stands dominated by this species, it can be very persistent. Stands of tallgrass left undisturbed will survive, and under correct conditions, can expand and thrive. Construction activities at the Business Park should be performed without disturbing the high value plant communities that have been preserved in designated open space areas. The following mitigation practices are recommended for use during development of site-specific parcels throughout the Business Park:

- High value plant communities should be identified on the Site Plan for each parcel submitted for DRC review. To the maximum extent possible, the high value plant communities should be avoided or conserved without direct disturbance
- High value plant communities should be cordoned-off in the field prior to ground disturbance or construction in the vicinity of the plant communities

- High value plant communities that have been identified for preservation should be monitored and documented during construction. Documentation of the high value areas shall be provided to the DRC on a bi-monthly basis.
- Where ground disturbance abuts or encroaches upon high value areas, steps to non-chemically suppress aggressive invasive plant species such as knapweeds, gumweed, and cheatgrass should be taken immediately following ground disturbance.

3.12 Vehicular Access/Circulation

All Site Plan submittals must be accompanied by a site-specific traffic study from an independent traffic engineer. Commonly accepted City of Colorado Springs traffic engineering criteria must be met and supported by sufficient technical data. The traffic study shall also comply with the overall Business Park Traffic Impact Analysis Report prepared by CH2M HILL, dated June 2005.

A fundamental development objective for all sites is the safe and efficient movement of vehicles and pedestrians. Vehicular access to any site must be carefully designed in relationship to vertical and horizontal curves, site distances, median cuts, other driveways, and other common traffic engineering criteria so that efficient, smooth flow of traffic is encouraged.

Sites should be designed to minimize conflicts between automobiles and pedestrians and create a clearly organized system of entrances, driveways, and parking lots, while still providing adequate and convenient parking spaces. These requirements should minimize paved areas and curb cuts as well as reduce their overall visual impact. Parking lots and driveways must be designed for sufficient movement to avoid conflict with vehicular traffic in the street. "Gated parking" must be designed to prevent traffic queuing onto a public street.

Access for each site must be determined in concert with the Business Park's overall traffic circulation, capacity needs, and requirements. Full movement access points on arterial streets shall be located a minimum of 600 feet from a signalized intersection.

3.12.1 Building Address System

The approved primary street names identified on the Master Plan and Concept Plan have been approved by the Colorado Springs Police Department. Any internal streets within the Business Park that require street names shall be approved by the DRC and ultimately the Colorado Springs Police Department. The Colorado Springs Building Official determines the officially approved numeric address for a site at the time of issuance of a building permit. Building address information must be located on all ground-mounted monument identification signage for buildings.

3.12.2 Emergency Service and Utility Access

A comprehensive and coordinated approach should be taken to provide emergency access requirements. These include, but are not limited to, requirements by the City of Colorado Springs Fire and Police Departments, ambulances, moving vans, delivery trucks, and trash trucks.

3.12.3 Restricted-Access Drives/Secured Entries

Some facilities may require checkpoints in order to monitor access to a site or individual buildings. Guardhouses and security gates should be designed and located in an unobtrusive manner. Any necessary checkpoints shall be located in a manner that will not conflict with bicycle and pedestrian routes, restrict queuing of vehicles, or cause other hazardous conditions.

3.12.4 Transit

Currently, the Business Park is not served by the Springs Transit. Should service be extended to the Business Park, sites may be evaluated for public transit accommodation and bus stop/shelter accommodation may then be required.

3.12.5 Signalization

Signalization is expected at all major intersections within the Business Park as summarized in the overall Traffic Impact Analysis Report prepared by CH2M HILL, dated June 2005. Additional signalization requirements within the Business Park beyond those identified in the Traffic Impact Analysis Report will be determined on a case-by-case basis.

3.13 Pedestrian and Bicycle Circulation Criteria

Site and building design must accommodate pedestrian circulation onsite from parking areas to plazas, open space, pedestrian pathways, and to adjoining buildings. Existing and proposed pedestrian and/or bicycle circulation systems and easements must be integrated into site design. Pedestrian systems should be physically separated from vehicular circulation as much as possible. Minimizing the areas where the two systems cross or are physically adjacent reduces traffic hazards and makes the pedestrian system more efficient, pleasant, and visually attractive.

Intersections where pedestrian routes cross vehicular circulation are critical areas and should be clearly marked for visual identification by both motorists and pedestrians. Sidewalks shall be attached and located along all perimeter streets. At least one sidewalk connection between the building and the perimeter street is required. Large parking areas must have sidewalk connections to the building entries or ground plaza areas.

Both recreational and commuter bicycle accessibility to and within the Business Park is encouraged. Primary bicycle routes along designated streets may be either on-street or off-street depending on conditions.

3.13.1 Handicapped Accessibility

Handicapped accessibility for each site shall comply with the City of Colorado Springs standards and the ADA Standards for Accessible Design.

3.14 Stormwater Management, Drainage, Detention, and Retention

An approved Master Development Drainage Plan (MDDP), dated June 2005, has been prepared by CH2M HILL for the entire Business Park. The purpose of the MDDP is to provide:

- Identification of major drainages ways, ponding/detention areas, locations of culverts, bridges, open channels, and drainage areas tributary to the proposed development.
- Solutions to drainage problems identified in the governing Drainage Basin Planning Studies (DBPS).
- Analysis of the ability of downstream facilities to pass developed runoff away from the proposed development.

All land development planning within the Business Park shall take into consideration the impact to the proposed drainage courses. Each site will be required to provide a site-specific Drainage, Grading, and Erosion Control Plan for development. Site drainage shall be designed to eliminate the pooling of water at building foundations, entrances, and service ramps. Drainage water from parking lots should be directed to adjacent landscaped areas to maximize rainfall and snowmelt benefits.

As appropriate, each site development shall provide adequate drainage facilities inclusive of water quality and erosion protection controls. These facilities are to be integrated into the overall Site Plan in a functionally and aesthetically acceptable manner.

Where off-site downstream detention is available, onsite detention may not be required unless conveyance facilities between the site and detention facility are of inadequate capacity to accommodate projected flows.

3.14.1 Site-Grading, Excavation, and Erosion Control

Overall site grading will largely determine the degree to which a new development visually “fits” into the landscape and how effectively the site sheds stormwater. For these reasons, site grading and drainage are key concerns of these Design Guidelines. Changes to existing topography should be minimized on all development sites. Where grading does occur, it should be done in a manner that respects the gently rolling topography of the existing landscape. Special attention should be given to providing smooth grading transitions between neighboring development sites and between the golf courses and adjacent sites.

The design objectives for parcel grading are to create smooth slope transitions between adjacent parcels and proposed improvement, eliminate abrupt or unnatural landforms, and promote positive surface drainage. Proposed grading schemes will be examined during the Site Plan review process.

As much as possible, existing topographic features should be preserved through sensitive grading. Slope shall not be less than 4:1 maximum unless approved by the DRC through the variance process. Concentrated drainage across walkways and other pedestrian areas is not permitted. Drainage across driveway entries is to be avoided.

Off-site grading shall not be permitted. Each site must meet existing grade conditions at property and/or lease lines in accordance with City of Colorado Springs Drainage Criteria Manual Volume I and II.

3.15 Utility, Solar, Electrical, and Mechanical Equipment

All ground, building, or roof-mounted electric, gas, mechanical units, and similar devices must be properly located to avoid unsightliness or potential safety problems, and must be properly screened. Such equipment should be located and screened in a manner compatible with the design of the building and site improvements.

No heating, air conditioning, electrical, or other equipment may be installed on the roof of any building or structure unless screened with materials compatible with (preferably the same as) the predominate exterior building material. All ground equipment shall be located a minimum of 25 feet setback from all roadways, 5 feet from any sidewalk, and shall be screened and fenced accordingly.

No transformer, electric, gas, meter of any type, or other apparatus shall be located on any power pole or hung on the outside of any building, except where specially approved by the DRC. All exterior mounted equipment should be compatible with the exterior building material.

Utility layouts and connection points are part of the Site Plan review process. All permanent utility lines shall be installed underground. No overhead wiring is permitted.

3.16 Telecommunication and Antenna Equipment

Low power telecommunication facilities shall be constructed and located within the Business Park without adversely impacting the visual integrity of the Business Park and the panoramic views of the mountain range to the west. Where feasible, co-location of telecommunication equipment of various carriers on the same structures is encouraged.

Use of wall or roof mounts is encouraged. Design, materials, color, and location should be designed to blend into the architecture of their host buildings. Roof mounted equipment that will be visible against the skyline shall be painted to blend with the sky background as viewed from adjoining streets and neighboring properties. Wall mounted equipment shall be mounted as flush to the building as technically possible and shall not extend above the roofline of the building. Roof mounted antennas, support structures, and screening devices shall not exceed the highest point of the building upon which they are mounted by more than 7 feet unless approved by the DRC.

The use of stealth freestanding facilities in which the antennas and associated equipment are concealed or camouflaged is also encouraged. The use of non-stealth freestanding facilities may be approved by the DRC only when the carrier has reasonably explored the use of wall, roof, or stealth facilities and determined that such facilities are not feasible or appropriate. Freestanding non-stealth facilities shall be located so that there are no adverse visual impacts to the surrounding land uses. Stealth and non-stealth freestanding facilities shall not exceed an overall height of 50 feet. The height of stealth freestanding facilities may increase to a maximum height of 80 feet with DRC approval.

Telecommunication facilities may be attached to utility infrastructures located within the public right-of-way or within utility easements so long as they follow the requirements set forth in Article 4, Part 6, Section 7.4.608 of the City of Colorado Springs Zoning Code.

Special purpose non-commercial radio telemetry equipment and towers owned and operated by governmental or public utilities are exempted from this section as long as freestanding facilities do not exceed the height limitation without DRC approval.

3.17 Temporary Overhead Power and Telephone Lines

Overhead power and telephone lines are permitted during construction, but shall be removed immediately upon completion of site and building construction. Exterior onsite utilities, including telephone and communications wires and equipment, shall be installed and maintained underground.

3.18 Services, Delivery, Trash, and Outdoor Equipment or Storage Areas

Loading and service dock areas shall be located to the rear or sides of a building, away from the main building entrance, or related high visibility areas. Preferably, service, loading, emergency generator, and trash areas should be enclosed within the building. External facilities must be enclosed and screened with landscaping to minimize adverse views from adjoining streets, buildings, open space, or the golf course, and designed and constructed of the same design theme and material as the adjoining building. Such facilities may not be placed adjacent to or facing a golf course or adjoining streets.

3.18.1 Visual Impacts

Any adverse visual impacts on any other site shall be mitigated by the use of screening and/or trees to the extent necessary and appropriate to reduce those impacts.

3.18.2 Loading and Service Areas

Each project must accommodate servicing activity. All loading and service areas shall be clearly signed and conform to the City of Colorado Springs standards. Loading areas shall be designed to accommodate backing and maneuvering onsite, not from a public street, and when occupied shall not prohibit onsite vehicular circulation. Loading areas shall conform to parking setback requirements. All loading, receiving, and storage areas shall be effectively screened from public view by architectural or landscape features. Loading areas shall not be permitted in the front of a building.

3.18.3 Waste Storage

Temporary waste and rubbish storage facilities may be allowed, with the prior written approval of both the design and location by the DRC, provided that such facilities are screened from view and from wind by architectural or landscape features. All waste and rubbish containers must be covered and out of sight at all times from public streets, bikeways, pedestrian pathways, and transit corridors.

Pedestrian trash receptacles shall be placed in strategic locations for effective litter control. Where possible, they should be grouped with other site furnishings and placed adjacent to pedestrian pathways. All trash receptacles shall be located on paved surfaces in locations where they do not conflict with turf maintenance or snow removal.

3.18.4 Material Storage

No materials, supplies, equipment, service vehicles, finished or semifinished products, raw materials, or articles of similar nature may be stored or permitted to remain outside of buildings or be visible from adjacent properties, adjoining streets, or the golf course. Properly screened temporary trash dumpsters and construction materials will only be permitted for a defined period of time with prior review and approval by the DRC.

3.18.5 Snow Storage

Provision must be made for snow storage onsite. Pushing snow into street, sidewalk, landscape, or median areas is not permitted. All site owners are responsible for timely snow removal on their perimeter street sidewalks.

3.19 Parking

Paved off-street parking must be provided for all developments. No parking shall be permitted on any street or access road, either public or private, or at any place other than the paved parking spaces provided. Each owner shall be responsible for compliance with this requirement by its tenants, employees, and visitors. Parking for the Business Park shall comply with the parking standards outlined in Chapter 7, Article 4, Part 2 of the City of Colorado Springs Zoning Resolution in effect at the time of construction. Required access for fire apparatus must be maintained in accordance with the City of Colorado Springs Fire Department standards.

Parking areas for utility/commercial-type company vehicles shall be of a size and configuration that all vehicles can be parked and maneuvered fully within their designated areas without adversely affecting vehicular or pedestrian movement.

Parking areas should be designed to:

- Provide safe and convenient movement of motor vehicles
- Limit vehicular/pedestrian conflicts
- Limit paved areas
- Provide for screening of paved areas
- Soften the visual impact of parking areas by providing interior planting

Parking areas should be hard-surfaced and must have concrete curbs and gutters. Dirt, gravel, and grass lots are not allowed.

3.19.1 Off-Street Parking

Off-street parking space requirements shall meet the City of Colorado Springs Zoning Resolution requirements (Chapter 7, Article 4, Part 2). All parking facilities shall be sufficient to serve the business without using adjacent streets. Visitor drop off zones and

parking shall be provided near visitor entrances. Employee parking shall be separated from visitor and front entrance traffic.

3.19.2 Shared Parking

Where opportunities exist for shared parking between users with staggering peak parking demands, owners and developers shall make every possible effort to take advantage of this opportunity to reduce the total number of parking spaces within each site or parcel. Where shared parking is intended, the analysis of parking criteria shall be submitted to the DRC as part of the Site Plan review. Shared parking shall comply with the City of Colorado Springs Zoning Resolution requirements (Chapter 7, Article 4, Part 2) and appropriate documentation/agreement shall be filed with the City.

3.19.3 Compact Car Parking

Compact car parking requirements shall conform to the City of Colorado Springs Zoning Resolution requirements (Chapter 7, Article 4, Part 2). Up to 40 percent of the required off street parking spaces may be compact.

3.19.4 Surface Lots

All private driveways, parking areas, and loading areas will be hard surfaced. Parking areas must be paved with asphalt, concrete, masonry pavers, or similar material approved by the DRC. Surface parking areas shall not be permitted closer than 15 feet from side or rear property lines. Where parking areas will be contiguous and accessible to parking on adjacent lot(s), the parking may extend to the property line if part of a unified project. Visual screening must be provided for parking areas that can be viewed from adjacent development sites or from public spaces such as streets, plazas, walkways, and the golf courses.

3.19.5 Structured Parking

Parking structures must be architecturally compatible with proposed buildings and the material finish must be the same as, or architecturally complimentary to, the exterior of the site building. Placement of structures along site frontages is discouraged.

3.19.6 Handicapped Parking

Accessible parking spaces and location shall conform to the latest ADA requirements in addition to the City of Colorado Springs Zoning Resolution (Chapter 7, Article 4, Part 2) accessible parking space requirements. In case of conflict, the more restrictive provisions shall govern.

3.19.7 Motorcycle Parking

Each project shall provide motorcycle parking. Motorcycle parking should be consolidated and segregated from automobile parking and must have concrete pavement surfaces to support motorcycle kickstands. Motorcycle stalls should be a minimum of 4 feet by 8 feet and clearly marked.

3.19.8 Other Parking

Bicycle parking is required for each project. Appropriate bike rack hardware shall be provided for each stall and approved by the DRC prior to installation.

3.19.9 Standard Parking Space Dimensions

Dimensional requirements for parking spaces and maneuvering areas shall be in conformance with the City of Colorado Springs Zoning Resolution standards (Article 4, Part 2, Section 7.4.205). A 90-degree parking angle is encouraged for ease of circulation.

Parking areas shall incorporate internal landscaped islands, pedestrian pathways, perimeter landscape islands, bay dividers, and screening. The design of the site shall discourage large expanses of parking uninterrupted by landscaping or buildings. Painted lines must designate all parking spaces.

3.20 Site Furnishing

Site furnishings encompass a wide variety of individual elements. Site furnishings may be functional on a literal level (trash receptacles and benches) or on a symbolic level (memorial displays and flagpoles). Site furnishings shall be constructed of materials that are durable and easy to maintain and blend or compliment the exterior color of the surrounding environment and buildings. Site furnishing shall be reviewed by the DRC.

3.21 Artwork

Outdoor sculptures, appropriate art work, and special architectural and landscape features are encouraged in the development of individual sites and parcels. Such pieces and features help establish strong visual identities for individual facilities and greatly enhance the special character of the Business Park in general. Artwork shall be approved by the DRC prior to installation.

3.22 Vending Machines

All vending machines must be placed inside buildings. No exception will be allowed for any type of vending machines to be placed at the exterior of buildings.

Architecture

4.1 Concept

The purpose of the architecture portion of these design guidelines is to provide direction for development of the vertical elements of the Business Park in order to achieve a built environment that is in harmony with the natural setting of the rolling hills and grasslands, and provides comfortable, distinctive, and stimulating environment for the users of the park. The intent is to create an environment that finds its unique identity by becoming a part of this natural setting, is based on the sound economic practice of thoughtful sustainable design, and encourages its users to experience this distinctive climate and spectacular outdoor setting. This built environment should generally be characterized as low in profile, hewn in colors and materials that complement the land and native environment, and fits into the contours of the topography.



View of mountains from stand of Big Blue Stem grasses

4.2 Environmental Integration

4.2.1 Principle: Harmony with Natural Setting

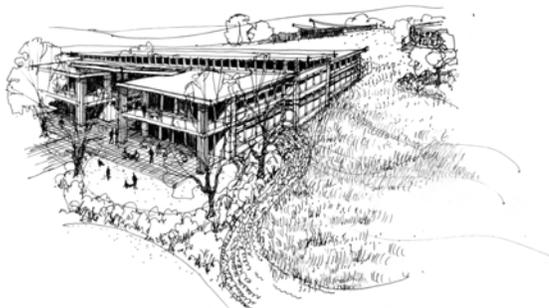
Buildings should be in harmony with the natural setting.

Strategies

- Keep buildings low and oriented to the contours of the topography so that the form of the rolling hills continues to be dominant.
- Nestle buildings into the landforms with creative land forming to provide earth sheltering.

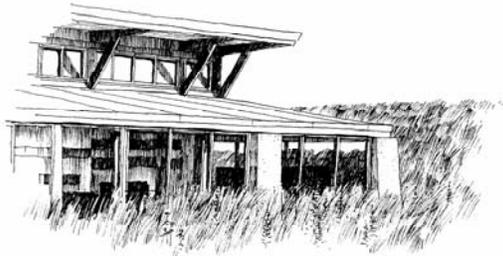


Nestle in the landforms

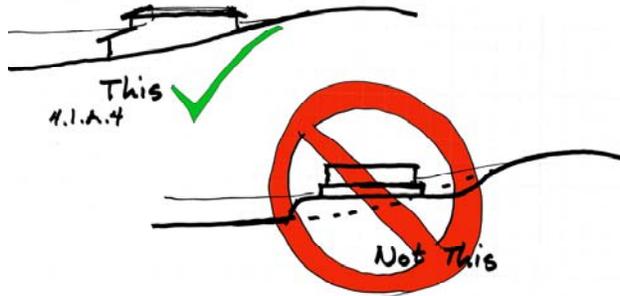


Transition from grasslands to nature manicured

- Site buildings on the edges of “transitional zones” such as at the base of hills, the edge of riparian areas or tree groves, or the edge of tall grasslands.
- Buildings should engage to the ground. Minimize the use of heavy bases and built up platforms for the buildings.



Site building at the edge of grasslands



Minimize heavy bases and built-up platforms

4.2.2 Principle: Building Clusters

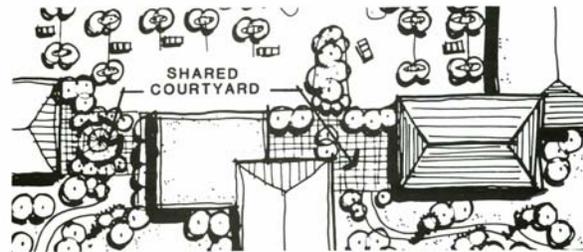
Building compounds should be used to create protective enclosure and human scale. Compounds create their own windbreaks and shade.

Strategies

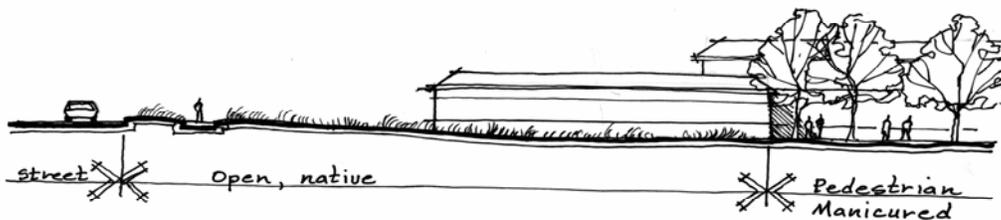
- Wherever possible, position building entrances to relate to those of other buildings.
- Use buildings to screen and protect major pedestrian areas from winds and noise.



Building Cluster creates protective element



Position entrances and courtyards to relate to adjacent buildings



Using buildings as buffer and screen

4.2.3 Principle: Relationships Between Buildings

All buildings should relate visually to one another and be compatible with adjacent buildings.

Strategies

- Orient buildings to not obscure desirable views from nearby proposed buildings.
- Assist compatibility by use of similar architectural elements such as window shapes and roof forms, and by similar materials, colors, and textures.
- Plazas, courtyards, and terraces incorporated as public amenities in, or between, new buildings should be designed to be easily accessible and reasonably comfortable for a substantial part of the year.
- Provide seating that is usable year-round. Position the seating to be buffered from extreme winds, but also to take advantage of cooling summer breezes and warm winter sun.
- Wherever possible, create a sense of enclosure for outdoor seating areas.



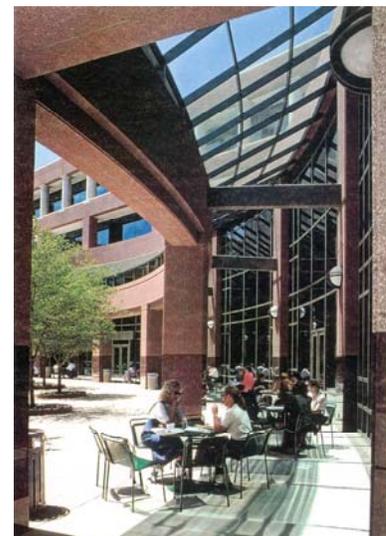
Pedestrian friendly spaces, especially in hotel and retail areas

4.2.4 Principle: Visual Interest of Façade

Facades with a high level of visual interest from both auto and pedestrian viewpoints are encouraged. The exterior character of all buildings should enhance pedestrian activity in their immediate vicinities.

Strategies

- Design walkways that encourage pedestrian use. Avoid locating walkways where users will be subjected to harsh glare from building materials or subjected to harsh environmental conditions.
- Design ground floor exteriors of buildings to be “pedestrian-friendly.” Specific criteria include the following:
 - Decorative wall surfaces and landscape materials are encouraged.
 - Muted, modular materials, such as brick and stone, are particularly desirable.
 - Windows that reveal indoor amenities and activities are encouraged.
 - Large expanses of blank walls or mirror glass should be avoided.
 - Covered walks or arcades are encouraged.



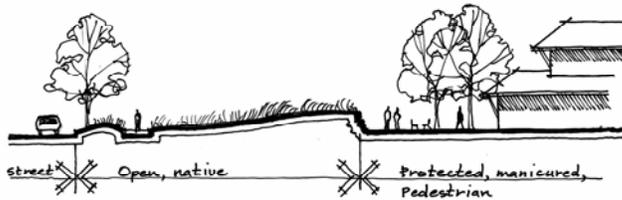
Encourage pedestrian use

4.2.5 Principle: Noise Mitigation

Buildings along perimeter highways should be designed to minimize the effect of road noise on buildings and plazas.

Strategies

- Consider buffering major outdoor areas, such as balconies, terraces, and plazas, with earth berms and or evergreen plantings along perimeter highways.
- Use wall materials with significant sound transmission coefficients.



Using grade change as a transition and buffer/screen



Earth berm buffer

4.3 Massing, Scale, Form, and Details

Buildings and structures in this Colorado environment cannot be easily screened by landforms that are low and rolling, or by landscaping.



Larger mass in the center, stepping down and outward



Larger mass in the center, stepping down and outward

4.3.1 Principle: Relation to Terrain

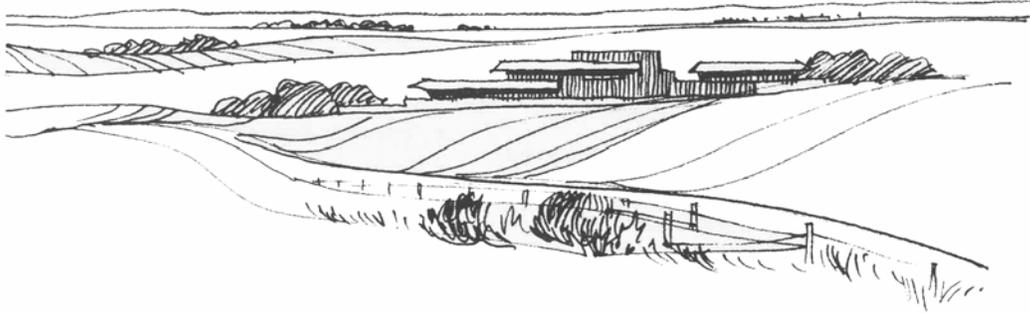
Buildings should relate to the terrain and each other in their massing and forms. Larger masses should be located at the centers of building compositions, with smaller forms stepping outwards and down.

Strategies

- Consider breaking very large buildings into modules or sub-parts to reduce perceived scale.

4.3.2 Principle: Building Profile

The building should be low in profile and layered horizontally upon the landscape. Avoid tall stand-alone buildings.



Layered, horizontal lines fitting into the landscape

Strategies

- Design buildings to step back and step down to follow natural terrain and help break up mass. Use landscape materials to reinforce tiered building forms. “Stepped down approaches” are especially appropriate for breaking up larger structures in excess of 100,000 square feet or those over two stories in height.



Masses step down. Pedestrian scale

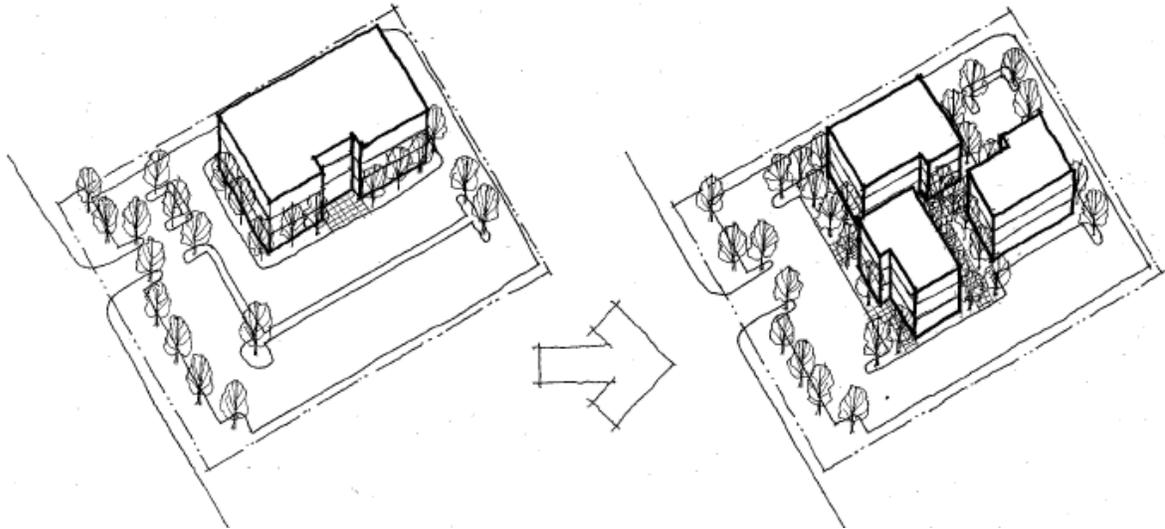


Masses step down

- Exterior wall designs should help pedestrians establish a suitable sense of scale when relating to buildings.
- Express the position of each floor in the external skin design, using the following techniques:
 - Terracing, articulated structural elements, or changing building materials.
 - Belt courses, or other horizontal trim bands, of contrasting colors and/or materials.

4.3.3 Principle: Building Clusters

Break down the mass of a larger building into a group of buildings clustered into traditional building compounds or campus to create a sense of community and shelter.



Break down the scale of a larger building

4.3.4 Principle: Pedestrian Scale

Buildings should appear to be of a “pedestrian scale.” In general, this means using familiar forms and elements that can be interpreted in human dimensions.

Strategies:

- On buildings over 60,000 square feet, and more than two stories high, do not use wall planes more than 24 feet high without incorporating meaningful techniques to break up the perceived building mass.
- Express facade components in ways that help establish building scale. Encourage compositions that emphasize floor lines or express rhythms and patterns of windows, columns, and other architectural features.

4.4 Architectural Elements

4.4.1 Principle: Interior Spaces

The buildings should reflect the use of their public interior spaces. The functional use of the buildings should be reflected in the architectural design of the buildings.

4.4.2 Principle: Porches and Overhangs

Porches or overhangs at the lower levels provide shelter and reduce the appearance of mass in buildings. Interior spaces reflect the exterior.



Interior spaces reflect the exterior

4.4.3 Principle: Walls and Windows

Use walls and windows to emphasize the horizontal in order to remain sensitive to the low, rolling grasslands setting.

Strategies

- Building Base and Wall:
 - Anchor the wall directly to the natural ground form. Avoid creating a heavy building base or platform.
 - The majority of walls should be straight.
 - Emphasize the horizontal through the use of materials and window alignment.
- Windows/Openings:
 - Incorporate more extensive windows on the south side to provide for wintertime solar energy gain. Provide adequate shading for these large glass areas.
 - Align windows to make a horizontal pattern.
 - Clearly define entries to make them inviting, providing articulation and color for identity and interest.
 - Use glazing technology to make windows energy efficient without being reflective.
 - Allow natural light to illuminate interior spaces through the use of clerestory windows.



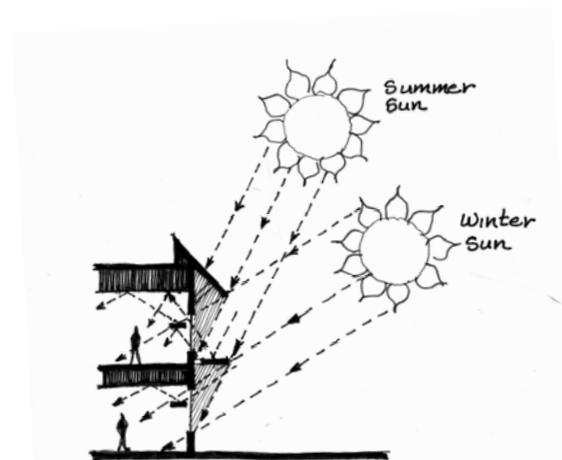
Porches and overhangs to reduce apparent mass

4.4.4 Principle: Entrances

Primary entrances should be easily identifiable and relate to human scale. Wherever possible, entrances should contrast strongly with their lighter backgrounds.



Clerestory daylighting



Passive Solar: South windows with roof overhang and shading shelf to allow in winter sun and daylighting, while screening out summer sun

Strategies

- Design main entrances to be clearly identifiable as seen from primary driveways and drop-offs.
 - Entrances should be designed to read as “contrasting” areas on a building’s façade.
- Use building entranceways as transitions from buildings to the ground. Specific criteria include:
 - Walls, terraces, grading, and plant materials should be incorporated.
 - Terraces or porticos can be used to define and extend entrances.
- Design secondary entrances to connect to pedestrian circulation systems. These entrances should be visible from parking areas. They may also be more subdued than primary entrances, and need not demonstrate the same characteristics.



Definable entries

4.4.5 Principle: Service Areas

Service areas should be visually unobtrusive and integrated with each building’s architecture and site design.

Strategies

- Orient service entrances, loading docks, waste disposal areas, and other similar uses toward service roads and away from major streets, terraces, porticos, and primary building entrances.
- Screen service entrances with walls or landscaping. Use materials similar to others employed on the site.
- Wherever possible, coordinate the locations of service areas between adjacent developments so that service drives can be shared.
- Avoid locating service areas where they are visible from adjacent buildings or where they may effect designated view corridors.



Terraces and Porticos

4.5 Building Heights

4.5.1 Principle: Low Heights

The overall sense of building height throughout the Business Park should be low to medium in scale except for the hotel/retail zone. There should be an overall sense of being “anchored” closely to the ground.

Strategies

- In general, use the following building heights for the appropriate building uses:

Building	Height
Research and Development	1-2 stories
Professional Offices	1-3 stories
Corporate Campuses	1-4 stories
Corporate Offices	1-3 stories
Light Manufacturing and Distribution	1-2 stories
Conference/Resort Hotel	4-10 stories
Travelers/Business Hotel	2-3 stories
Retail	1-2 stories

4.5.2 Principle:

Avoid tall, stand-alone buildings, except in the hotel/retail zone.

4.6 Roofscape

4.6.1 Principle: Roof Forms

Rooftops should contribute to the visual continuity of the Business Park and should be considered as design elements from various viewpoints: at ground level, from other buildings, and from adjacent perimeter roadways. Mixing roof forms on buildings creates variety in the “roofscape.” Roofs should also be interesting when seen from above in higher buildings.

- Roof elements should be simple in form; continuous, horizontal lines should dominate.



Hotel is exception to low heights but is still a horizontal expression



Gently undulating roof reflect landforms



Roof as a shading and equipment screening device

- Gently undulating roofs that reflect the rolling landforms are particularly effective.
- Roof design should facilitate and express the daylighting of the building.
- The roof should appear solidly connected to the building.

- Roofs should reflect heat without creating glare to assure air traffic safety.
- Roofs must be shaped to withstand high winds.
- Porches and clerestories are desirable.
- Consider sloping roof forms, such as gables, hipped roofs, or shed roofs, for all or portions of roof designs. Sloping roof forms at entrances are especially encouraged.
- Consider a combination of roof types. The following techniques are encouraged:
 - Use a mix of roof forms to create variety in the “roofscape.”
 - Roof should also be visually interesting when seen from above from higher buildings.
 - Portions of roofs may be flat, especially on larger building segments, but some sloping forms should be visible from major viewpoints.
- Wherever possible, develop rooftops for recreation and open space use.
- Allowable materials for sloping roofs include metal, flat concrete tile, slate or slate-look (and in some cases, high grade architectural asphalt shingles with at least a 30 year warranty and shadow lines for texture, subject to individual review).
- Roof Equipment:
 - Group and screen equipment from view from the ground.
 - Group exhaust flues and provide architecturally integrated solutions for the screening of process equipment.
 - Where roof top mechanical equipment will be viewed from a taller building in the same complex, design the equipment and screening on the lower structure to minimize its visual impact when seen from above. Equipment shall be painted in a color complementary to adjacent roof/building materials.
- Consider developing a “green” roof using native grasses.



Consider a “green” roof using native grasses

4.7 Color and Materials Palette

4.7.1 Principle: Continuity

Visual continuity in major building materials is desired throughout the Business Park.

Building materials, finishes, and design elements should respect the character and intent of adjacent buildings constructed in earlier phases and should help to provide a sense of cohesive design.

Strategies

- Use wall materials that are muted in color and have texture. Specific criteria include the following:
 - Natural matte textures and earth tone colors are encouraged. Textured, colored concrete may also be considered.
 - The use of fine textured materials, such as brick, cast stone, tile, and textured block are encouraged. Horizontally textured concrete, stucco and dark metal panels or glass spandrel panels may be suitable if used at a scale visually related to pedestrians.
 - Wood is not appropriate as a primary building material.
- Reserve the use of strongly contrasting materials and colors for accents, such as building entrances, railings, stairs, etc. Avoid an excessive variety of façade materials.
- Use clear or lightly tinted low-e glass (glazing), particularly at pedestrian levels where transparency between indoor and outdoor spaces is desirable.
- Select building materials that will age with grace.
- Avoid light colored materials that may streak, fade, stain, generate glare, or detract from the natural setting.

Rules

- For air traffic safety, glass with reflective, metallic coatings that increase glare is not allowed.
- Site-cast concrete is disallowed in all areas, except industrial-warehouse areas, and then only if done with effective articulation.
- Synthetic insulation/stucco systems, referred to as EIFS, are disallowed.

4.7.2 Principle: Human Scale Materials

Building materials manufactured in units measurable in human proportions should be used whenever possible. Such materials as brick, tile, concrete masonry units, and modular stone help people interpret the size of a building. Perceiving the scale of a building is important in terms of a pedestrian's ability to relate comfortably to it. Avoid over scaling materials.

Strategies

- Use building materials that are familiar in their dimensions and can be repeated in understandable modules.
- Combine building materials in modules that can be visually measured. Consider the following specific criteria:
 - Cast or scored concrete that gives a sense of proportion may be appropriate, as well as conventional modular materials, such as brick or stone. Avoid large, featureless surfaces.

- Large, uninterrupted surface areas greater than 80 feet should have a change in articulation through the use of pattern, texture, material, openings, or change in plane.

4.7.3 Principle: Colors

Building colors should blend in with the natural surroundings.

Strategies

- Study the landscape for cues. A predominance of earth tone colors that relate to this prairie setting, such as light, neutral tans, and browns is encouraged.
- Use darker colors at the base of walls and lighter colors for the tops of walls.



Study landscapes for color cues:

- Light brown and yellow
- Grass greens
- Light and pale yellow highlights
- Straw yellows
- Pale violets and blues

Study landscapes for color cues

- Use darker colors or earth tones (neutral browns, darker buffs, tans, ochres) for expanses of walls, with brighter accents such as pale yellows, pale violets and blues, siennas, greens, or white for trim.
- Use neutral roof colors between light and dark, avoiding white or reflective materials.

4.8 Sustainable Design

4.8.1 Principle: LEED™ Standard

Use of the Leadership in Energy and Environmental Design (LEED™) standard will be supported and encouraged in the development of more sustainable buildings. LEED™ is defined in Section 8.0 of this document.

4.8.2 Principle: Sustainable Strategies

Developers are encouraged to incorporate sustainable strategies whenever economically feasible. Local climate conditions afford the opportunity to take significant advantage of daylighting and passive solar applications. Buildings should be designed and sited to maximize the use of wintertime solar gain for energy savings, and to respect the solar access requirements of adjacent (existing and proposed) buildings.



Daylighting, shading devices, earth sheltering, rooted in landscape

Strategies

- Energy conserving strategies to be considered should include, but not be limited to the following:
 - Building shape, mass, orientation and placement. Orient buildings to take advantage of prevailing summer breezes and to buffer against adverse winter wind conditions.
 - Building clustering.
 - Choose materials for their superior insulation and/or thermal mass characteristics.
- Maximize the passive solar effectiveness of building fenestrations, including the placement of all glass areas and their shading devices, and employment of glazing performance standards.
- Mechanical systems that meet performance standards.
- Daylighting.
- Earth sheltering with creative land forming.
- Building systems that conserve water are encouraged wherever possible.

Landscape

5.1 Concept

The purpose of the landscape portion of the Design Guidelines is to provide rules and strategies for site development, as site landscape is a critical visual element that will define the overall visual character of the Business Park. The predominant landscape character is primarily of tall grass high plains prairie. The prairie is characterized by low precipitation, large temperature fluctuations, winds, sparse vegetation, larger trees and shrubs associated with drainage ways, and prairie grasses. The intent is to preserve the special attributes, and, to the fullest extent possible, minimize adverse effects on the natural environment. Regionally appropriate landscape treatments and historical context of treatments, wind rows, and shelter belts will create a continuous landscape character zone that extends throughout the Business Park.

5.1.1 Planting Zones

Three planting zones have been defined for the building sites where the intensity of landscape treatment reflects the significance of the applicable areas. These zones are:

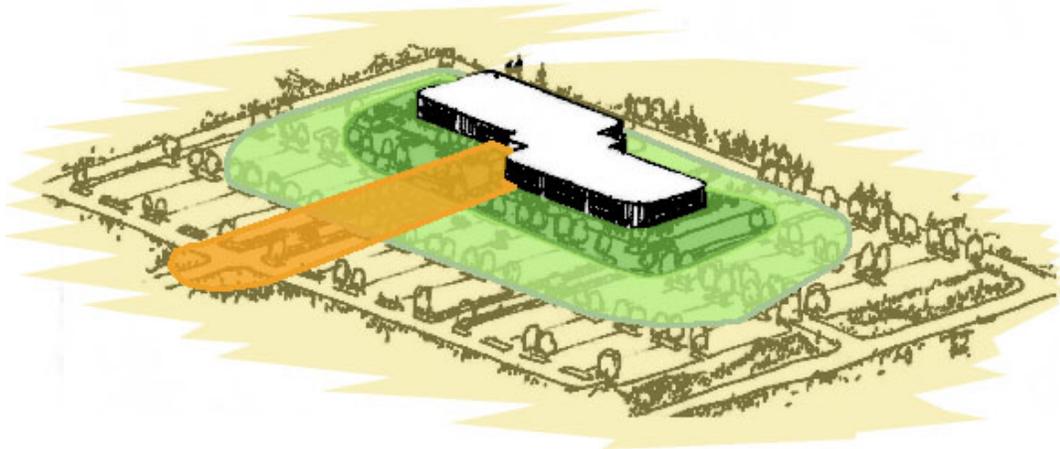
- **Intensive Zone:** Areas with the greatest variety of plant materials and the highest irrigation requirements. This zone is used in areas where a site element is featured or significant design detail is warranted. This includes primary street intersections, primary entrances, drives, primary building entrances, and high pedestrian use areas.
- **Transitional Zone:** Areas that provide subtle connections between the Intensive and Prairie zones. The design character within this zone needs to provide a gradual transition from the intensive interior horticultural plant palette to a regionally unique tall grass prairie palette on the exterior of each developed area. Areas of special attention include onsite detention, bio swales, low water use turf, parking lot areas, and interior landscape areas. Plant materials within this zone are a unique combination that reflects each adjacent zone. For Transitional Zone areas, 50 percent of the plant material must be from the Transitional Plant Palette List, 25 percent from the Prairie Palette List, and 25 percent from either list. The use of berming in this zone is particularly effective and recommended with 4:1 maximum slope ratios and with a maximum 7-foot height to the berms.
- **Prairie Zone:** Areas that use the characteristics and forms that naturally exist on the tall grass prairie. The tall grass prairie attributes are intended to provide a basis upon which to build the design. The colors, textures, variety, and scale of the plant material are to be replicated. The use of berming in this zone is particularly effective and recommended as it provides the necessary transitions and screening. The berms should have a 7:1 maximum ratio with a maximum height of 14 feet.

Plant materials that are appropriate for these zones have been listed in Section 5.6.17. Plants from the Prairie Zone may be used in the Intensive Zone and the Transitional Zone but

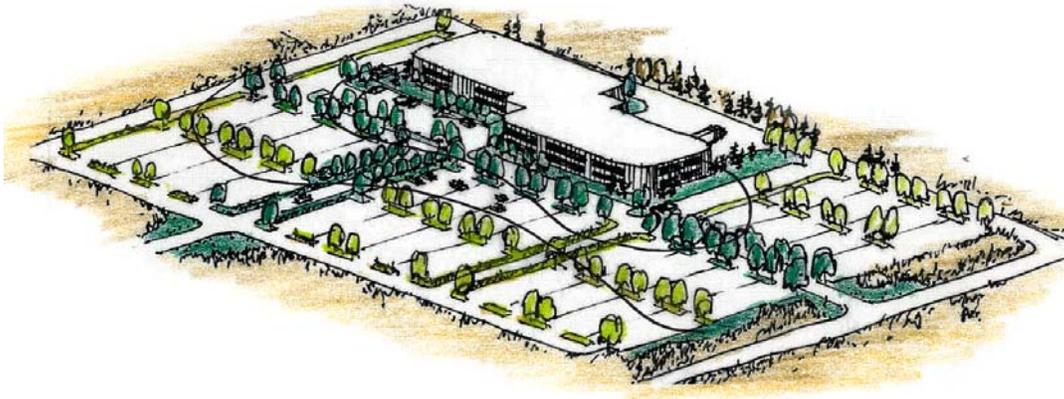
plants from the Intensive Zone may not be used in the Prairie Zones. The contrast and juxtaposition of different design solutions is encouraged, with the intent of coordinating design solutions and integration between adjoining property owners. The objective is to create an overall cohesive appearance to the Business Park, eliminating defined property lines.

5.2 Individual Building Sites

The regional context of the tall grass prairie is to be incorporated in each building site. There is to be a concentric intensity of landscape centered around each office/building development. That is, the greatest intensity of an introduced horticultural landscape is to occur in the immediate vicinity of the building and transition back to the prairie as the landscape progresses towards the perimeter of the site. Around the perimeter of each individual building site it is the intent that there is visual continuity between the open space areas of the tall grass prairie, with limited areas of horticultural and manicured irrigated landscapes. These introduced landscaped areas are to be in conjunction with building entrances, pedestrian spaces, employee break areas, and traditional out door eating areas visually screened from adjoining parcels. These introduced horticultural landscape areas should be kept to a minimum.



Introduced horticultural landscape areas are those areas that do not include the landscape setback areas or the parking lot areas. Parking islands and medians with a minimum dimension of 18 feet can also be counted towards the internal landscape area requirement. The internal requirement shall be 8 percent of the site's net area. At least 50 percent of the internal area is to be located adjacent to the building elevations, with emphasis placed on the elevations from which the public view of the building is perceived. These introduced landscaped areas are to be used in conjunction with building entrances pedestrian spaces, employee break areas, and traditional out door eating areas visually screened from adjoining parcels. The landscape treatment of these areas should use Xeriscape and water conservation measures while providing the necessary amenities, integrating the natural character of the tall grass prairie. Introduced landscaped requirements are intended to provide a gradual transition between Intensive and the Prairie Zones.



One tree is required per 500 square feet of internal site area. Trees shall be selected from the approved plant material list located in Section 5.6.17.

The following may be substituted at the ratios provided:

For 1 tree, for a maximum of 50 percent of the trees

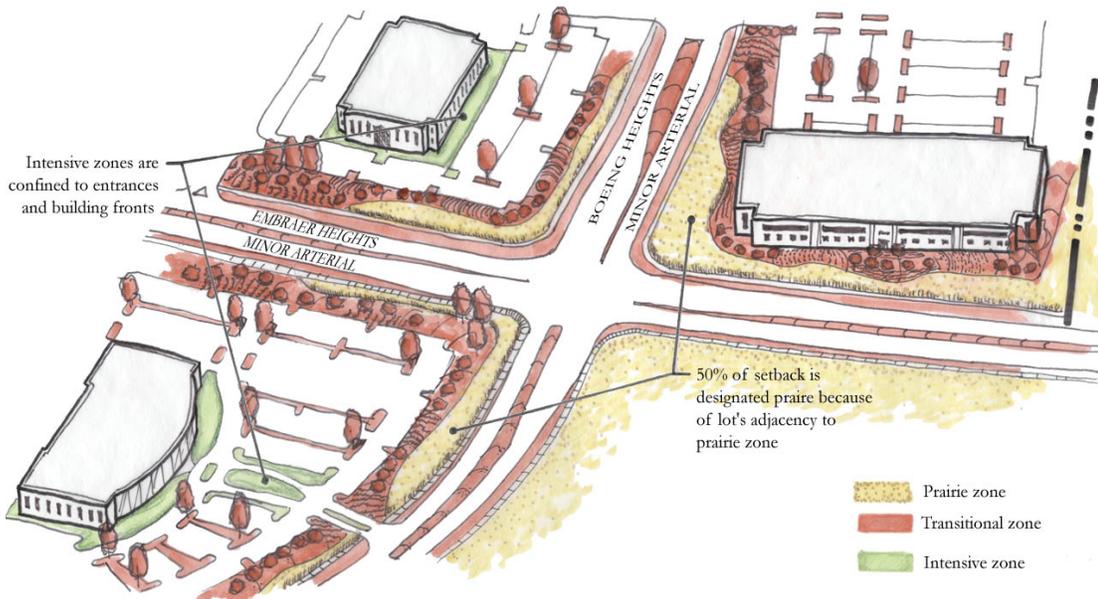
- 14 - 5 gallon shrubs
- 25 - 1 gallon shrubs
- 25 - 1 gallon perennials or ornamental grasses

Maintain visual corridors to Pikes Peak and the mountain ranges. Formal rows of plant materials that are intended to provide wind screens and snow shelters shall be encouraged and integrated into the overall landscape. The plant material shall be selected from the Transitional Zone Plant Palette list and Prairie Zone Plant Palette list in Section 5.6.17.

- On the ground plane, avoid straight lines between the Intensive, Transitional, and Prairie Zone areas. This guideline is particularly applicable to golf course areas, open space areas, and any setback areas and/or property lines. When parcels adjoin either the golf course or open space tracts, maintain the prairies connection so that there is integration across property lines.

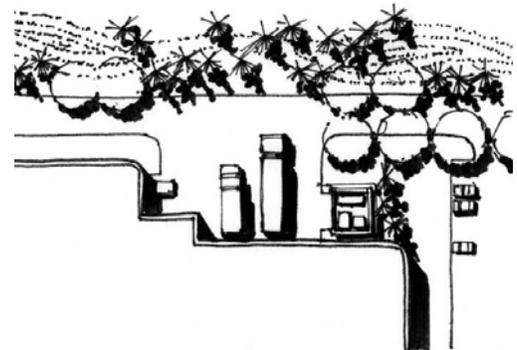
The undulations shall extend into the setback areas up to the following:

	Landscape	Undulations
Powers Boulevard	200 feet	Has primarily open space adjacent to Transitional Zone between sidewalk and curb.
Milton E. Proby Parkway	100 feet	Transitional Zone between sidewalk and curb.
Major Arterial	75 feet	65 percent Prairie Zone in setback area, Transitional Zone between sidewalk and curb.
Minor Arterial	75 feet	Transitional Landscape Zone if adjacent to Transitional Zone. Setback area should be 50 percent Prairie Zone if adjacent and/or across from Prairie Zone.
Industrial Collector	50 feet	N/A Intensive Landscape Zone, Canada Air Point Transitional Zone
Industrial Streets	25 feet	N/A Intensive Landscape Zone
Open Space	25 feet	Prairie Zone
Golf Course	75 feet	Prairie Zone



5.2.1 Visual Buffers

Where utility, service, garbage and/or loading areas face adjacent public streets, golf course, and/or open space these facilities are to be thoroughly screened through the use of predominantly earth berming integrated with plant material. The plant material should be a combination of evergreen trees and large deciduous shrubs planted in an informal wind row configuration.



One tree per 15 feet of screening is required along 80 percent of the property line. A minimum of 50 percent of the screening material shall be evergreen trees.

The use of opaque structures used alone or in combination with landscaping is also recommended.

5.2.2 Preserving Existing Vegetation

Retain as much of the existing vegetation as possible in order to maintain the visual image of High Plains Prairie. Preservation measures shall be used to preserve subareas of native prairie. The critical zone of a mass of tall grass prairie shall be defined as 5 feet of ground around the tall grass prairie that extends from the outer-most edge of the tall grass. Storage of any materials, equipment, or fencing debris shall not be permitted in the critical zone.

5.2.3 Grading and Erosion Control

Grading throughout the entire Business Park will reflect the gently rolling character of the tall grass prairie. Smooth transitions between parcels and within each individual site will help to create the overall visual character that is desired. Slopes shall be less than 4:1 and

shall transition gradually to provide undulations and mimic the natural prairie landscape. Retaining walls shall be integrated into the rolling slopes and hidden below the horizon. High water use turf areas shall be limited to slopes of no more than 5:1.



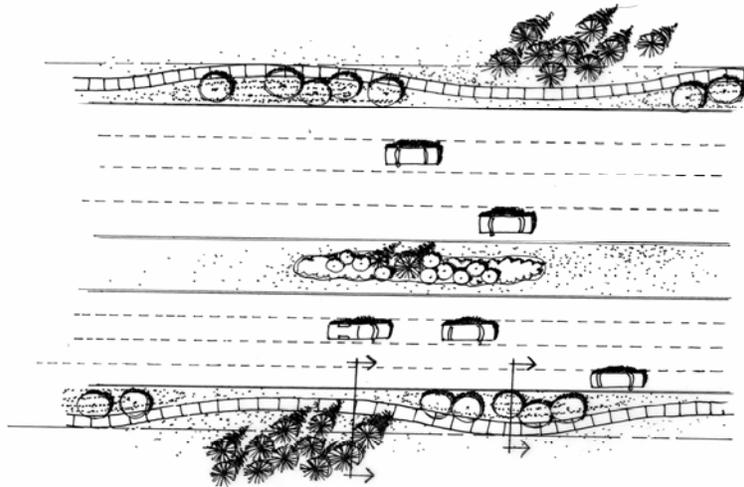
Drainages should be left in as natural a condition as possible. Where improvements must be made, they should be accomplished with minimal disturbance. Low flow channels should be natural in configuration and alignment, in order to allow the natural regeneration of wetland plants. Edges shall be treated with plant material indigenous to drainage ways.

5.3 Landscape Setbacks

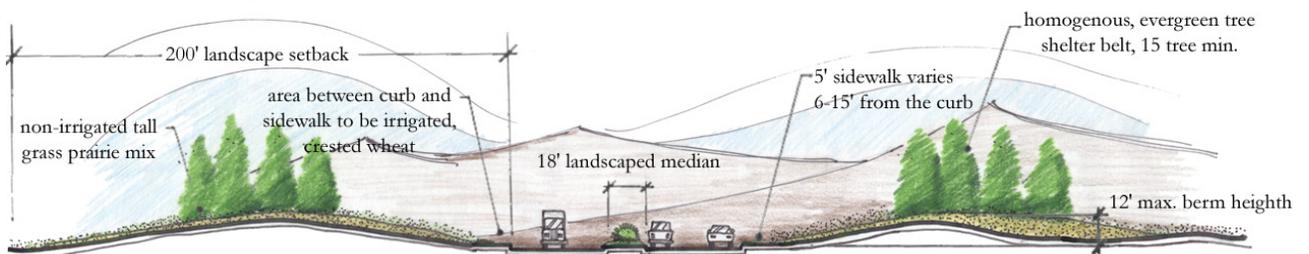
Uses permitted within landscape setbacks are berms, driveways crossings, landscaping, public and private utilities, drainage and slopes, sidewalks, trails, irrigation, and permitted signs.

- **Setbacks Dimensions:** The prairie is represented by wide open expanse with gently rolling topography. This concept is to be represented in the development of the roadway corridors, specifically in the generous dimensions that are to be accommodated in the setbacks.

	Landscape Setback	Signage
Powers Boulevard	200 feet	200 feet
Milton E. Proby Parkway	100 feet	100 feet
Major Arterial	75 feet	50 feet
Minor Arterial	75 feet	50 feet
Industrial Collector	50 feet	25 feet
Open Space	25 feet	Not allowed
Golf Course	75 feet	Not allowed



- Powers Boulevard:** As Powers Boulevard forms the southern and western edge of the Business Park, and is primarily bounded by golf course and open space, landscape improvements as a result of Business Park development will be minimal. Groupings of deciduous and evergreen trees are encouraged to form and mimic shelter belt configurations. Masses should be large enough to create a visual statement as well as create a micro-climate that encourages plant growth and development. The landscape emphasis is to be located at roadway entries into the Business Park as identified on the sketch shown below where a hierarchy has been established for the various roadways. The primary entrance focal points have been identified so that more ornamental and intensive landscape treatments can occur within these designated areas. The experience of the driver should be that of a native prairie interrupted with designated focal points of Transitional landscape plant material. There must be a minimum of 1 tree per 50 linear feet of which 30 percent shall be evergreen.



- Milton E. Proby Parkway/Major Arterials:** The Milton E. Proby Parkway landscape theme has been established through previous landscape improvements associated with the airport entry drive that is to be maintained, or restored if necessary with future construction. At the major arterial, Airbus Point, the front yard setback areas are to mimic the native prairie with gently rolling berms, tall grass, and/or short grass seed mixes. Masses of trees are to be in shelter belt formations with large masses together, not individual random tree placement. This creates a better micro-climate and growing conditions for the plant material. These key interruptions should be geographically tied to either drainages or high points along the roadways. Hardsurface treatments adjacent to the pavement should be integrated into the overall streetscape design. A minimum of

one tree per 50 linear feet should be planted. Of these, 30 percent shall be evergreen and should be grouped together, not planted as per a traditional street tree program.

- Minor Arterials:** The setbacks for this street classification shall be a combination of the Transitional Landscape Zone and either the Intensive Zone, and/or where applicable, the Prairie Zone. Minor arterials have an 8-foot-wide median, located in closer proximity to the intensive landscape zones and the interior of the overall Business Park. They therefore have a more horticultural character using the Transitional Plant Palette. Masses of ornamental grasses as well as plant material from the Intensive Zone can be integrated into the median design.



- Parcel Entry Drives:** The landscape emphasis at the entry drives is to be based on intended use. Visitor and primary entrances are to receive the greatest emphasis with respect to landscape treatment. A 12-foot minimum width median the length of the landscape setback is encouraged at the primary entrance point to each parcel. The landscape treatment within the median should be of an intensive nature, but the use of high water use turf is discouraged. The plant material selection should provide a variety of seasonal interest, texture and color and selected from the Intensive Plant Palette.
- Non-street boundaries:** Adjacent to open space or any non-irrigated area there shall be a Transitional Zone between parcels so that a uniform appearance is created. The Transition Zone shall have undulations and be coordinated across property lines. The open space shall extend into the adjoining parcel for 30 percent of the length of the

property line. The plant palette and the organic mulch shall be similar to the materials used in the adjoining parcels.

- **Median Plantings:** Landscape themes for medians will be specific to roadway corridors, creating a distinct yet cohesive theme for the different corridors. Within the Powers Boulevard median berming is encouraged so that there is continuity between the setback areas and the medians. Within the medians, the plant material is to be grouped together to form shelter belt informal groupings and other natural looking configurations. Major arterials have a 10-foot-wide median comprised of the Transitional Plant Palette. The use of berming and large massing of plant material is encouraged.

Minor arterials have an 8-foot-wide median and are located in closer proximity to the intensive landscape zones and the interior of the overall Business Park. Therefore, minor arterials have a more horticultural character using the Transitional Plant Palette.

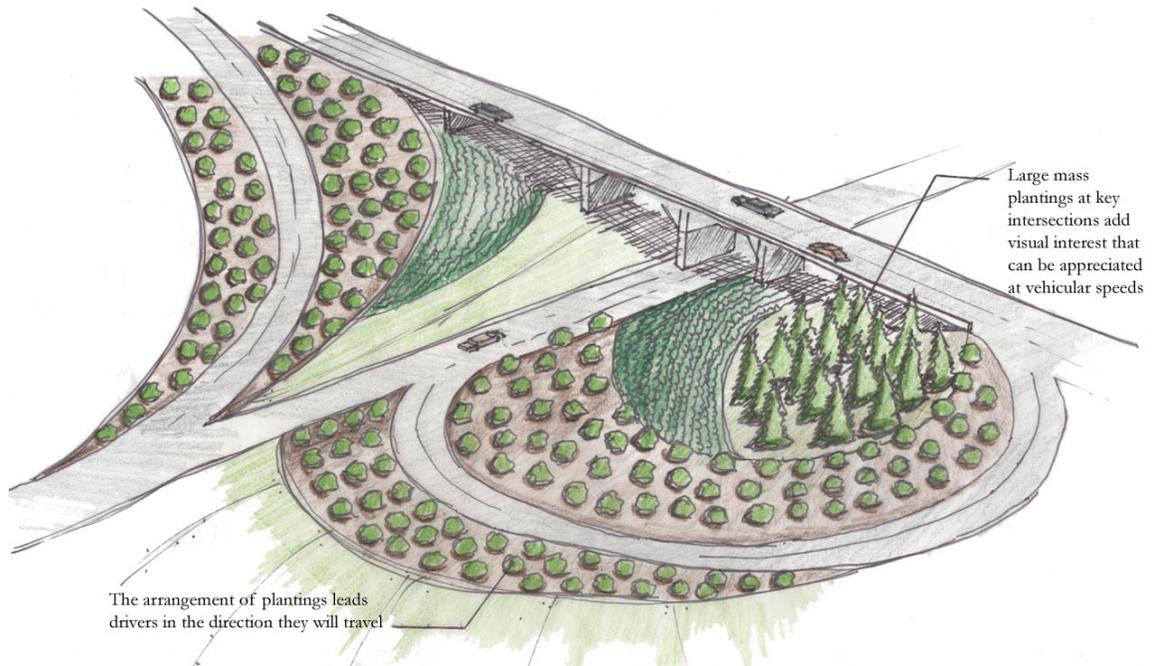


5.3.1 Intersections

Landscape at intersections is based on a hierarchy of road type. The greatest emphasis will be at major arterial intersections or interchanges, with the least emphasis at the Industrial/Industrial street intersections.

The primary intersections have been identified as:

- Powers Boulevard and Milton E. Proby Parkway
- Milton E. Proby Parkway and Airbus Point
- Powers Boulevard and Grinnell Road
- Powers Boulevard and Airbus Point



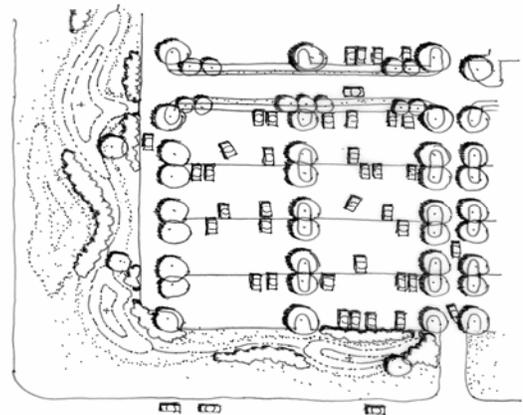
These intersections will receive the greatest traffic volumes and, particularly if grade separated, will be experienced at higher rates of speed. Larger plant material masses are necessary in order to provide visual interest.

Secondary intersections have been identified at:

- Boeing Heights and Milton E. Proby Parkway
- Airbus Road and Embraer Heights
- Boeing Heights and Airbus Road

These intersections are smaller in scale and are the character of the Transitional Zone.

- **Sight Line Visibility at Road Intersections:** Sight visibility at intersections will be based on the three City of Colorado Springs standards (Article 4, Part 1.G):
 - 55 feet by 55 feet visibility triangle
 - 35 feet by 55 feet visibility triangle
 - Line of sight – 15 feet by (10 times the speed limit)



5.3.2 Parking Area Requirements

Landscaping and Buffers

- **Landscape islands** are to be provided internal to parking areas and as terminus to all parking bays. A maximum of 15 contiguous parking stalls are permitted before providing a landscape island. Parking lot landscape islands are to be a minimum of 350 square feet.

- **Parking lot trees** provide shade trees within the parking area at a ratio of 1 tree for every 12 spaces. Within the larger parking lots shade trees shall be used closer to the intensive landscape zones, transitioning to multi-stemmed plant material by the prairie zone especially in conjunction with bio swales.
- **Parking lot screening** for parking lots, including spaces and maneuvering drives, shall be a minimum height of 4 feet for no less than 85 percent of the adjacent frontage. To maintain the prairie environment, the screening, where area permits, is to be accomplished through large interconnecting earth berms. Planted masses of ornamental grasses can be used to emphasize the native ecosystem.

Parking Lot Medians:

- Parking lot islands are to be a minimum of 12 feet in width, measured from the back of the curb, and 400 square feet.

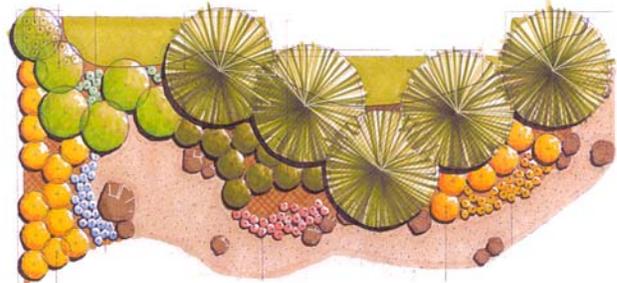


- Irrigated high water use turf that is less than 6 feet in width shall not be permitted in medians or parking lot islands. Bio swales shall be integrated into the median design wherever possible to accommodate parking lot runoff.

5.4 Water Conservation Measures

5.4.1 Xeriscape™

Principles of Xeriscape shall be integrated throughout the entire landscape.



5.4.2 Planning and Design

As each new parcel is planned, it is important to consider the traditional aspects of site design, topography, slope orientation, user needs, program elements, soils, vehicular and pedestrian circulation, access, and existing vegetation. The integration of Xeriscape principles with traditional site planning enables the designer to introduce water conservation methods throughout the design process. Special attention should be placed upon the microclimates created by the building and subsequent plant grouping and locations.

5.4.3 Minimize Turf

Throughout the site design process, it is important to limit areas of high water use turf to areas of intensive use by people. Such areas include active recreation areas and areas highly visible by pedestrians (such as building main entrances). Turf grasses should be used as a ground plan amenity and not just as infill material. High water use turf should not be used

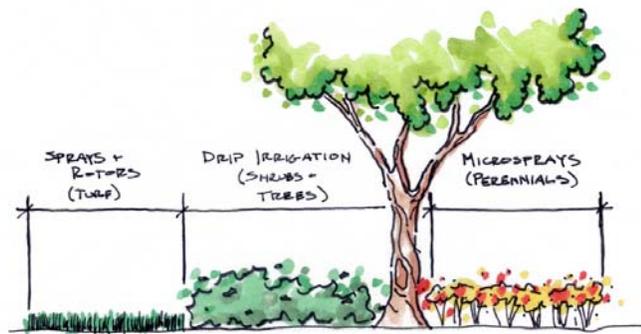
on slopes greater than 4:1, or in medians and narrow strips of planting that are less than 6 feet wide, whether in a parking lot application, roadway median or setback area.



5.4.4 Irrigation

Irrigation systems should be zoned so those plant materials with similar water demands are on the same irrigation zone, for example, high water use turf should be separated from shrubs and ornamental grasses. Professionally designed and drawn irrigation plans should be an integral part of each new building or landscape plan. The plans should specifically address application methods, natural precipitation, and application rates for the individual zones. Plans also need to indicate tap locations, controller type, type and size of heads, drip methods, type and size of mainline, laterals, water pressure, and meter locations.

Irrigation Consumption (Limitations): Where available, non-potable irrigation water is to be used if available. Permanent underground irrigation systems are permitted in improved landscape areas and in areas of re-vegetation for establishment purposes. The use of above ground systems will be permitted for establishment purposes in areas of re-vegetation and limited to 1 year. Irrigation systems shall be designed to conform to the highest level of industry standards and equipment. Best management practices shall be used and standard maintenance principles shall be used to ensure proper plant health through all seasons of the year.



5.4.5 Plant Material

Plant selection and location are critical components of the Xeriscape principles. Plants should be placed together in groupings of plants that require similar amounts of water. Within the plant palette there are plants that are more appropriate than others for more formal applications. Low water use plants tend to have a more informal appearance and arrangement than higher water use plants. For maximum visual effect plant material should be placed in masses rather than as isolated individual plantings sporadically placed.

5.4.6 Mulches

Organic mulches act to cool the soil during hot weather, thereby reducing the evaporation and subsequent water use. Mulches also reduce the growth of weeds and buffer soil temperature fluctuations throughout the year. Inorganic mulches are very beneficial and have excellent applications for specific purposes. When rock mulches are used, it is beneficial to use a variety of sizes and to integrate larger boulders into the design palette to provide greater visual interest. Grouping the larger rocks together to create, for example,

dry streambeds, is an effective technique. Large expanses of rock mulch by themselves are not good examples of Xeriscape principles because they create hot, hostile, and uninviting spaces.

The trees and shrubs should be placed in mulched areas rather than in turf areas so that irrigation can be zoned separately. This arrangement also facilitates easier maintenance. An alternative to the vast expanses of rock mulch includes dry-land grass areas that receive periodic watering and mowing.

Transitions from the intensive landscape to these remote areas can be created by shrub and tree masses and mowing patterns.



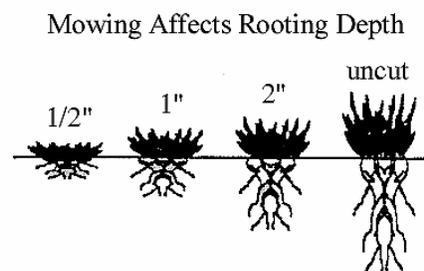
5.4.7 Soil Evaluation and Improvements

Provide a copy of the soil analysis to the DRC with the landscape plan submittal. The soil analysis provides soil recommendations for individual type of soil improvements and soil amendments.

Aged 1-year-old dairy manures, green plant material, compost, and leaf mold are especially good for improving soil condition. Materials that decay very slowly, such as peat moss, straw, sawdust, rive hulls, and shredded bark are not desirable because they do not aggregate the soil as well. These slow decaying organic materials, when first incorporated into the soil, will compete with plants for the available nitrogen, an important plant nutrient. Should these slowly decaying organic materials be used, extra nitrogen should be applied to the soil, especially if immediately planting after adding the organic matter.

5.4.8 Maintenance Practices

Sound maintenance practices should include regular watering, fertilizer applications, pesticide management, and other sound horticultural principles. With the integration of Xeriscape principles, it will become more important to ensure that properly scheduled maintenance occurs. The mowing height and the mowing schedule will effect the growth, health, and appearance of the different types of grasses. For optimal root growth and drought resistance, turf grasses should be mowed at a 2 ½-inch to 3-inch minimum. Native grass areas do not need to be mowed and perform and establish better if left in an unmowed condition. Mowing at a turf height exposes the crown of sensitive native grasses to direct sunlight, resulting in sunscald. If a more manicured look is necessary, use a 6- to 8-inch mowing height.



Sunscald is minimized and still allows the reestablishment of the prairie. Mowing every 6 to 8 weeks during the establishment period, however, can facilitate weed control. Establishment watering is also recommended.

Regular aeration and mulching of clippings reduces soil compaction, improves aeration, controls excess thatch, increases water infiltration, encourages root growth, and further

improves drought resistance of turf areas. Soil improvements, annual applications of organic matter, and using organic mulches in the shrub beds will increase the water-holding capacity of the soil in those areas.

5.5 LEED™ Landscapes

Whenever possible, landscape development is to occur with the intent of meeting the standards of the LEED™ practices. This would include the following:

- Reduced site disturbance
- Stormwater management
- Heat island effect (non-roof)
- Water efficient landscaping
- Innovative design
- LEED™ Certified design

5.6 Stormwater Quality

The landscape is to be an integral part in the design, both aesthetically and functionally, for stormwater quality treatments. As appropriate, innovative techniques in stormwater management are to be implemented within the site design. Conveyance of stormwater should, whenever possible, be accomplished through open grasslined channels. The islands within the parking lots should be used as bioretention facilities. Where possible, the setback areas are also to be used as site bioretention facilities.

5.6.1 Planting Schedule

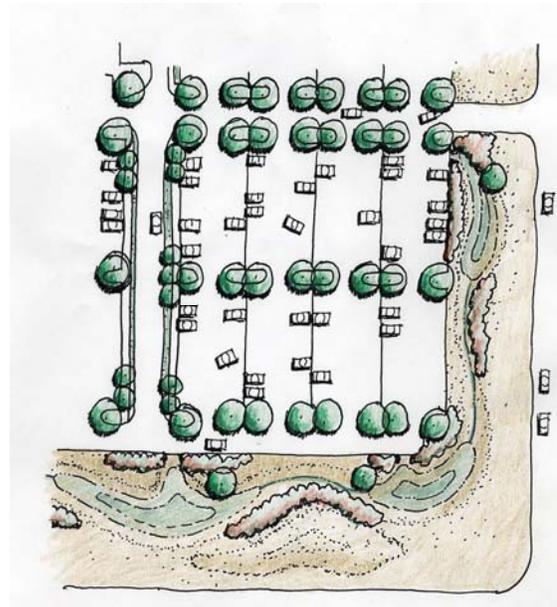
Submit proposed planting schedule with landscape plan submittal, indicating dates for each type of landscape work during normal seasons. Once accepted, revise dates only as approved in writing after documenting the reason for delay. Proceed with and complete landscape work as rapidly as portions of site become available, working within seasonal limitations for each kind of landscape work required. No planting operations shall take place when site is excessively wet or during freezing temperatures. Avoid delivery and storage of plants onsite when ambient temperatures may rise above 90 degrees Fahrenheit or when wind velocity exceeds 30 miles per hour. Plants shall be planted only when weather and soil conditions permit, in accordance with locally accepted practices, and as reviewed by the DRC.

5.6.2 Seasonal Interest

Provide a variety of plant material that is representative of seasonal interest within the intensive planting zone. The plant palette, seasonal interest, and textural qualities of the plant palette within the Transitional Zone will be less intensive and reflect the characteristics of the high plains prairie plant zone.

5.6.3 Landscape and Irrigation Maintenance

Practice maintenance principles that promote plant health, water conservation, safety of the public, and control costs. The landscape and irrigation maintenance must be of an extremely high quality due to the constant exposure to public traffic. All landscape maintenance services will be performed by an adequate number of trained personnel using current, acceptable horticultural practices.



5.6.4 Weed Control

No weeds of any kind will be allowed to establish themselves within any turf or native seeded area. All weeds will be removed on a regular and continual basis, either manually or chemically. Weeds may be removed with an approved and effective herbicide by the landscape maintenance company with approved equipment and appropriate licenses.

5.6.5 Manicured Turf Areas

Limit turf to areas adjacent to major pedestrian walkways, primary entrance areas, outdoor eating areas, or areas of active use.

5.6.6 Enhanced Natural Grass/Wildflower Areas

In areas of revegetation with enhanced natural grasses and wildflowers, it is imperative that aggressive soil preparation, seeding, and establishment practices be followed to achieve a sustainable stand of grass that is free from weeds.

5.6.7 Enhanced Natural Drainageway Areas

The drainages should be left in as natural a condition as possible. Where improvements must be made they should be accomplished with as minimal a disturbance as possible. Low flow channels should be natural in configuration and alignment allowing the natural regeneration of wetland plants. The edges shall be treated with plant material indigenous to drainage ways.

5.6.8 Shrub Planting Areas

All shrubs, vines, and ground covers are to be maintained in a shape as close to their natural form as possible and in conformance with the requirements of the Colorado Nursery Act of 1965 Title 35, Article 25, CRS 1974 (see Landscape Contractors of Colorado standard specifications for appropriate sections of the Nursery Act that address form shape and configuration of plant material). All large multi-stemmed shrubs will be maintained in a well proportioned and well branched habit with respect to height and width relationship. Unique and/or special shrubs that have only a single stem will be pruned as per ornamental trees.

5.6.9 Flower/Groundcover Planting Bed Areas

Perennial and annual beds shall be maintained at a high level of flowering and not permitted to get “leggy” or unsightly in appearance.

Perennial and annual beds shall be kept clean, neat, free of debris, weeds, and dead plants. Water, dead head, prune, pinch back, and rake as necessary to provide and maintain a tight uniform appearance and maximum flowering. Tall perennials will need to be staked early in the season by approved techniques and materials. Perennials and annuals will be checked weekly for disease or insect infestation. Perennials and annuals will be treated immediately with approved insecticides and fungicides when needed.

5.6.10 Disturbed “Future Development” Areas

Future development area shall be revegetated with approved seed mixture as soon as possible after grading. The existing soil has a reservoir of seeds that will assist in the revegetation process. When practical, and if the native vegetation is weed-free, it is highly encouraged that the top six inches of soil and plant material be saved for re-spreading on the site once construction activities are complete.

5.6.11 Irrigation System Maintenance

- The leasee will be responsible for the complete understanding, operation, modification, and maintenance of the entire irrigation system, and for assuring that the systems are in good working condition at all times.
- The leasee is responsible for the daily monitoring of the effectiveness of the irrigation system. The leasee will check the controller daily for proper time of day, day of week, start times, water days per week, and run time per zone. Run each zone weekly from the controller to check for proper operation including but not limited to, checking heads, overspray, emitters, radius and arc adjustments, and main and lateral line.
- Irrigation system running times will be staggered so that all systems will have adequate pressure to operate and will not reduce the pressure in the mains that may cause a fire, safety, or operational problem. The irrigation system will be operational during the hours of 7:00 p.m. to 7:00 a.m. unless otherwise directed. Other special irrigation times may be required and will be directed in accordance with City of Colorado Springs watering restrictions.
- The irrigation system shall not run when water will freeze on the lawns, trees, shrubs, sidewalks, and/or street.

5.6.12 Other Landscape Materials

Organic Mulch is to be finely ground cedar, free from deleterious materials and suitable for top dressing of trees, shrubs, or plants. Samples must be submitted to the DRC prior to application.

Rock mulch is to be natural river rock in areas that have specific size limitations, for erosion control, drainage inlets, edge of parking lots, low flow channels, and similar applications. Rock mulch shall not be used as a delineator along fence lines or property lines. Where feasible, blend property lines between parcels.

All trees in lawn areas shall have a 3-foot-diameter mulched tree ring maintained around the base of the trunk. This practice will reduce damage to tree trunks by machinery and/or by excessive water. All tree rings shall receive a 3-inch layer of new mulch in the spring of every year. All shrub, perennial, and annual beds will be prepared and mulched to a depth of 3 inches in the spring of every year with cedar mulch. A sample of the mulch shall be submitted to the DRC for approval prior to application. Bed preparation will include removing all weeds, cultivating of existing mulch into the soil, edging, and applying a pre-emergent herbicide if the conditions demand. Special care will be taken in the mulching operation not to cover the crown of trees, shrubs, perennials, and/or annuals, or to over mulch.

5.6.13 Edging

Concrete, brick masonry, stone, other natural material or steel may be used as edging material. Steel edging shall be 6 inches by 1/8 inch with 16- to 18-inch stakes at a maximum of one stake per 2 1/2 linear feet. Safety cap shall be installed along entire length of steel edger. Steeling edging shall be black anodized finish in color. Submit to the DRC, concrete, brick, stone samples for approval prior to installation.

5.6.14 Decorative Landscape Boulders/Stepping Stones

The stepping stones and decorative boulders shall be compatible with the retaining wall treatments and architectural material used on the individual building. Samples and/or color samples shall be submitted to the DRC for approval prior to installation. Boulders shall be installed so that they are integrated into the ground plane, burying half of the boulder with groups to mimic natural placement.

5.6.15 Weed Barrier Filter Fabric

Weed barrier fabric shall be used under rock mulch areas only and must be covered and stapled down at the edges as per manufacturer’s recommendations. Ensure that the fabric does not become exposed at any point.

5.6.16 Retaining Walls

Retaining walls, low landscape walls, and/or boulder walls shall be integrated into the improved landscape or used as a transition treatment between the improved and the native areas. The walls should be visually tied into the surrounding slopes and curvilinear in alignment as much as possible. The materials should be stone, boulders, or concrete substrata with stone veneer. The color of the stone should be consistent with the building exterior colors, textures, and materials. Submit samples of the materials to the DRC for approval prior to installation.

5.6.17 Landscape Plant Palette

Plant Size Standards

Deciduous shade trees	2½-inch caliper minimum
Deciduous ornamental trees	2-inch caliper
Deciduous multistemmed trees	10 gallon and/or 1-inch caliper
Evergreen trees	6- and 8-foot height
Shrubs	5 gallon
Perennials/Ornamental Grasses	1 gallon

A. Intensive Zone Plant Palette

Shade Trees

Acer x freemannii "Autumn Blaze"
Fraxinus pennsylvanica 'Patmore' Patmore Ash
Fraxinus pennsylvanica "Summit" Summit Ash
Fraxinus nigra "Fallgold" Fallgold Ash
Quercus bicolor Swamp White Oak

Ornamental Trees

Crataegus crus-galli Cockspur Hawthorn
Malus "Brandywine" Brandywine Crabapple
Malus "Radiant" Radiant Crabapple
Pyrus ussuriensis 'Prairie Gem' Prairie Gem Pear
Tilia americana 'Redmond' Redmond Linden
Ulmus "Frontier"

Deciduous Shrubs

<i>Acer ginnala</i> "Flame"	
<i>Acer glabrum</i>	
<i>Berberis thunbergii</i> "Atropurpurea"	Barberry, Redleaf
<i>Berberis thunbergii</i> "Crimson Pygmy"	Barberry, Crimson Pygmy
<i>Chaenomeles speciosa</i> "Texas Scarlett"	Quince, Texas Scarlett
<i>Cornus alba</i> "Bud's Yellow"	Dogwood, Bud's Yellow
<i>Cornus stolonifera</i> "Baileyi"	Dogwood, Bailey Redtwig
<i>Cornus stolonifera</i> "Cardinal"	Dogwood, Cardinal
<i>Cornus stolonifera</i> "Isanti"	Dogwood, Isanti
<i>Cotoneaster apiculatus</i>	Cotoneaster, Cranberry
<i>Cotoneaster divaricatus</i>	Cotoneaster, Spreading
<i>Cotoneaster horizontalis</i>	Cotoneaster, Rock
<i>Forsythia x</i> "Northern Sun"	Forsythia, Northern Sun
<i>Hippophae rhamnoides</i>	Sea Buckthorne
<i>Mahonia aquifolium</i>	Oregon Grape Holly
<i>Mahonia aquifolium compactum</i>	Oregon Grape Holly, Compact
<i>Potentilla fruticosa</i> "Coronation Triumph"	Potentilla, Coronation Triumph
<i>Potentilla fruticosa</i> "Gold Drop"	Potentilla, Gold Drop
<i>Potentilla fruticosa</i> "Gold Finger"	Potentilla, Gold Finger
<i>Salix irrorata</i>	Willow, Blue Stem
<i>Salix purpurea nana</i>	Willow, Dwarf Arctic
<i>Sambucus canadensis</i> "Aurea"	Elder, Golden
<i>Sambucus pubens</i>	Elder, Native Red Berried
<i>Sambucus racemosa</i>	Elder, European Red
<i>Sorbaria sorbifolia</i>	Spirea, Ural False
<i>Spiraea japonica</i> , "Anthony Weaver"	Spirea, Anthony Weaver
<i>Spiraea x vanhouttei</i> "Renaissance"	Spirea, Renaissance Vanhoutte

<i>Syringa vulgaris</i>	Lilac, Common Purple
<i>Viburnum dentatum</i>	Viburnum, Arrowwood
<i>Viburnum lantana</i> "Mohican"	Wayfaring Tree, Mohican
<i>Viburnum lentago</i>	Viburnum, Nannyberry
<i>Viburnum opulus</i> "Roseum"	Viburnum, Snowball
<i>Viburnum plicatum tomentosum</i> "Mariesii"	Viburnum, Doublefile
<i>Viburnum x burkwoodii</i>	Viburnum, Burkwood
<i>Viburnum x juddii</i>	Viburnum, Judd

Evergreen Trees

Pinus aristata/Austrian Pine
Pinus strobiformis Southwestern White Pine

Evergreen Shrubs

Juniperus horizontalis "Prince of Wales" Prince of Wales Juniper
Juniperus horizontalis "Andorra" Andorra Juniper
Juniperus horizontalis "Bar Harbor" Bar harbor Juniper
Juniperus sabina "Calgary Carpet" Savin Juniper

Ornamental Grasses

Calamagrostis acutiflora "Karl Foerster" Karl Foerster Feather Reed Grass
Elumus glauca Limegrass
Festuca glauca Blue Fescue
Helictotrichen sempervirens Blue Avena Grass
Miscanthus sinensis "Autumn Light" Autumn Light Maiden Grass
Miscanthus sinensis "Adagio" Adagio Maiden Grass
Panicum virgatum "Shenandoah" Red Switch Grass
Phalaris arundinacea "Picta" Ribbon Grass
Pennisetum orientale Oriental Fountain Grass
Pennisetum setaceum "Rubrum" Purple Fountain Grass

Perennials

Cerastium tomentosum Snow in Summer
Coreopsis grandiflora Coreopsis
Gypsophila paniculata Baby's Breath
Hemerocallis spp Day Lily
Lavandula angustifolia "Munstead" Lavender
Liatris spicata Gay Feather
Oenothera missouriensis Ozark Sundrops
Sedum spectabile Showy Stonecrop
Thymus spp Thyme
Verbascum "Jackie" Mullein
Zauscheria spp California Fuschia

Turf Grasses

In a Xeriscape design, turf grasses still have an important place. Improved water use can be achieved with turf grasses by species selection, soil preparation, and sound irrigation

techniques. Turf grasses should be used sparingly in High Visibility Areas and Pedestrian Zones.

It is recommended that the following turf grasses be used. These grasses have been selected for their drought tolerance, disease resistance, recovery from moderate wear, winter color, heat tolerance, and wear resistance.

Canadian Blue Fescue

In areas of high visibility where there is minimal traffic on the grass surface itself. Appropriate areas include setbacks between the curb and sidewalks.

Components of Canadian Blue Fescue*

Creeping Red Fescue	SR 5200	30 percent
Blue Fescue	SR3200	30 percent
Hard Fescue	Discovery	24 percent
Canada Bluegrass	Reubens	16 percent

Tall Fescue

In areas of increased pedestrian traffic, adjacent to courtyards, and/or employee break areas.

Components of Tall Fescue*

Tall Fescue	Grande	34 percent
Tall Fescue	Ninja	33 percent
Tall Fescue	Pixie	33 percent

B. Transitional Zone Plant Palette

Deciduous Trees

<i>Celtis occidentalis</i>	<i>Hackberry, Western</i>
<i>Cornus mas</i>	<i>Cornelian Cherry</i>
<i>Crataegus amibigua</i>	<i>Hawthorn, Russian</i>
<i>Catalpa occidentalis</i>	<i>Catalpa, Western</i>
<i>Gymnocladus dioica</i>	<i>Kentucky Coffeetree</i>
<i>Maackia ammurensis</i>	<i>Amur Maackia</i>
<i>Populus angustifolia</i>	<i>Cottonwood, Narrowleaf</i>
<i>Populus angustifolia "Creekside"</i>	<i>Cottonwood, Narrowleaf</i>
<i>Populus sargentii</i>	<i>Cottonwood, Plains</i>
<i>Populus x canescens "Tower"</i>	<i>Poplar, Tower</i>
<i>Robinia pseudoacacia Purple Robe™</i>	<i>Locust, Purple Robe</i>

Ornamental Trees

Amelanchier canadensis
Aronia melancarpa Iroquois Beauty™
Betula fontinalis

Serviceberry, Shadlow
Chokeberry, Dwarf Black
Birch, Native River

Deciduous Shrubs

Acer ginnala "Flame"
Acer glabrum
Acer saccharum grandidentatum
Alnus, tenuifolia
Amelanchier alnifolia Regent®
Amelanchier utahensis
Buddleja davidii "Black Knight"
Buddleja davidii "Nanho Blue"
Buddleja davidii nanhoensis Petit Plum®
Caragana arborescens
Caragan rosea
Caryopteris x clandonensis "Blue Mist"
Cercocarpus montanus
Cytisus purgans Spanish Gold™
Cytisus scoparius "Moonlight"
Cytisus x "Lena"
Chamaebatiaria millefolium
Eleagnus commutata
Lonicera involucrata
Lonicera x "Honeyrose"
Perovskia atriplicifolia
Potentilla fruticosa
Potentilla fruticosa "Jackmannii"
Potentilla fruticosa "Kathryn Dykes"
Prunus besseyi
Rhus aromatica "Gro-Low"
Rhus glabra
Rhus typhina
Ribes alpinum
Ribes aureum
Rosa woodsii
Rosa x Meidiland Red®
Symphoricarpos albus
Symphoricarpos orbiculatus
Symphoricarpos oreophilus

Maple, Flame Amur or Ginnala
Maple, Rocky Mountain
Maple, Bigtooth
Alder, Thinleaf
Serviceberry, Regent
Serviceberry, Utah
Butterfly Bush, Purple
Butterfly Bush, Compact Blue
Butterfly Bush, Compact Purple
Peashrub, Siberian
Peashrub, Rose
Spirea, Blue Mist
Mountain Mahogany, Common
Broom, Spanish Gold
Broom, Moonlight
Broom, Lean
Fernbush
Silverberry
Honeysuckle, Twinberry
Honeysuckle, Honeyrose
Sage, Russian
Potentilla, Shrub
Potentilla, Jackman
Potentilla, Kathryn Dykes
Cherry, Western Sand
Sumac, Dwarf Fragrant
Sumac, Smooth
Sumac, Staghorn
Currant, Alpine
Current, Yellow Flowering
Rose, Native Pink
Rose, Single Red Shrub
Snowberry, white
Coralberry, Red
Snowberry, Mountain

Grasses

Transitional Seed Mixture #1 for Dryland Revegetation Areas:

Seeds	Percent by Weight
<i>Slender wheatgrass</i>	16
<i>Western wheatgrass "Arriba"</i>	14
<i>Thickspike wheatgrass "Critana"</i>	13
<i>Streambank wheatgrass</i>	12
<i>Pubescent wheatgrass "Luna"</i>	10
<i>Sideoats grama "Vaughn"</i>	10
<i>Sand bluestem</i>	10
<i>Prairie sandreed</i>	6
<i>Sheep fescue "Covar"</i>	3
<i>Blue grama "Lovington"</i>	3
<i>Little blue "Pastura"</i>	3

Transitional Seed Mixture #2 for Irrigated Areas:

Seeds	Percent by Weight
<i>Pubescent wheatgrass "Luna"</i>	35
<i>Western wheatgrass "Arriba"</i>	18
<i>Streambank wheatgrass</i>	15
<i>Slender wheatgrass</i>	15
<i>Thickspike wheatgrass "Critana"</i>	14
<i>Sheep fescue "Covar"</i>	3

C. Prairie Zone Plant Palette

Deciduous Trees

Multistemmed varieties only

<i>Alnus tenuifolia</i>	<i>Alder, Thinleaf</i>
<i>Amelanchier alnifolia</i>	<i>Serviceberry, Saskatoon</i>
<i>Amelanchier canadensis</i>	<i>Serviceberry, Shadblow</i>
<i>Amelanchier x grandiflora</i>	<i>Serviceberry, Apple</i>
<i>Shepherdia argentea</i>	<i>Buffaloberry</i>

Deciduous Shrubs

<i>Amphora canescens</i>	<i>Leadplant</i>
<i>Amphora fruticosa</i>	<i>False Indigo</i>
<i>Aronia arbutifolia "Brillintissima"</i>	<i>Chokberry, Brilliant Red</i>
<i>Artemisia tridentate</i>	<i>Sagebrush, Tall Western</i>
<i>Chrysothamnus nauseosus albicaulis</i>	<i>Rabbitbrush, Tall Blue</i>
<i>Chrysothamnus nauseosus graveolens</i>	<i>Rabbitbrush, Tall Green</i>
<i>Cowania mexicana</i>	<i>Cliffrose</i>

<i>Ephedra viridis</i>	<i>Mormon Tea</i>
<i>Fallugia paradoxa</i>	<i>Apache Plume</i>
<i>Forestiera neomexicana</i>	<i>Privet, New Mexico</i>
<i>Hesperaloe parvifl ora</i>	<i>Yucca, Red</i>
<i>Quercus gambelii</i>	<i>Oak, Gambel</i>
<i>Rhus glabra cismontane</i>	<i>Sumac, Rocky Mountain</i>
<i>Rhus trilobata</i>	<i>Sumac, Three-Leaf</i>
<i>Rosa xanthina hugonis</i>	<i>Rose, Yellow Shrub</i>
<i>Rubus deliciosus</i>	<i>Boulder Raspberry</i>
<i>Rubus idaeus "Canby Red"</i>	<i>Raspberry, Canby Red</i>
<i>Rubus idaeus "Heritage"</i>	<i>Raspberry, Heritage Red</i>
<i>Rubus idaeus "Indian Summer"</i>	<i>Raspberry, Indian Summer</i>
<i>Salix discolor</i>	<i>Willow, Pussy</i>
<i>Salix exigua</i>	<i>Willow, Coyote</i>
<i>Shepherdia argentea</i>	<i>Buffaloberry</i>
<i>Yucca baccata</i>	<i>Yucca, Banana</i>
<i>Yucca filamentosa</i>	<i>Adam's Needle</i>
<i>Yucca glauca</i>	<i>Soapweed</i>

Seed Mix

The seed mixes are integral in forming the overall landscape character of the Business Park. While they are not used in the highly visible areas, they do anchor the whole Business Park in the landscape and provide a sense of place. There are four types of mixes specified. All are native to the area and should require minimal irrigation and maintenance once established.

Short Grass Prairie Mix

Genus species	Common Name	Lb/ac (PLS)*	percent PLS/ac	Seeds/lb
<i>Agropyron smithii</i>	Western Wheatgrass	6	32.86	110,000
<i>Bouteloua gracilis</i>	Blue Grama	1.8	9.86	825,000
<i>Bouteloua curtipendula</i>	Sideoats Gramma	2	10.95	190,000
<i>Buchloe dactyloides</i>	Buffalograss	6	32.86	56,000
<i>Gaillardia aristata</i>	Blanketflower	0.2	1.1	132,000
<i>Liatris punctata</i>	Gayfeather	0.1	0.55	116,000
<i>Petalostamum purpureum</i>	Purple Prarie Clover	0.1	0.55	260,000
<i>Ratibida columnaris</i>	Prairie Coneflower	0.06	0.33	260,000
<i>Schizachyrium scoparium</i>	Little Bluestem	1.4	1.4	260,000
<i>Sporobolus cryptandrus</i>	Sand Dropseed	0.1	0.1	5,298,000
<i>Stipa viridula</i>	Green Needlegrass	0.5	0.5	181,000
	Total	18.26	100 percent	7,688,000

The short grass prairie mix is used along the outside of the setback areas and perimeter to and around buildings. It should be maintained to a height of approximately 18 to 24 inches and should be mowed infrequently. It is the most commonly used seed mix.

Overflow Seed Mix

Scientific Name	Common Name	Lb/ac (PLS)*	Percent PLS/ac	Seeds/lb
Agropyron smithii	Western wheatgrass	7	31.53	110,000
Andropogon gerardi	Big bluestem	4	21.74	130,000
Aster novae-angliae	New England aster	0.1	0.45	1,216,000
Bouteloua gracilis	Blue grama	0.3	1.35	825,000
Asclepias speciosa	Showy milkweed	1	4.50	72,000
Helianthus nutallii	Marsh Sunflower	0.5	2.25	125,000
Panicum virgatum	Switchgrass	1.8	8.11	390,000
Puccinellia airoides	Alkali grass	0.1	0.45	2,788,700
Spartina pectinata	Prairie cordgrass	3	13.51	144,000
Sorghastrum nutans	Yellow Indian grass	2.4	10.81	170,000
Stipa viridula	Green needlegrass	2	9.01	181,000
	Total	22.2	103.62	6,151,700

The overflow seed mix is used in areas that will encounter occasional water but not standing or wet soils. The overflow seed mixes should be used along large overland flow paths.

Tallgrass Prairie

Scientific Name	Common Name	Lb/ac (PLS)	Percent PLS/ac	Seeds/lb
Agropyron smithii	Western wheatgrass	5	27.17	110,000
Andropogon hallii	Sand bluestem	2	10.87	113,000
Andropogon gerardi	Big bluestem	2	2000.00	130,000
Bouteloua gracilis	Blue grama	1	5.43	825,000
Calamovilfa longifolia	Sand reedgrass	0.8	4.35	273,000
Echinacea purpurea	Purple coneflower	0.07	0.38	117,000
Elymus canadensis	Nodding wildrye	0.8	4.35	115,000
Elymus trachycaulus	Slender wheatgrass	0.4	2.17	159,000
Gaillardia aristata	Blanketflower	0.07	0.38	132,000
Helianthus annuus	Annual sunflower	0.1	0.54	58,500
Liatis punctata	Gayfeather	0.1	0.54	116,000
Linum lewisii	Blue flax	0.06	0.33	293,000
Panicum virgatum	Switchgrass	0.6	3.26	390,000
Penstemon grandiflorus	Large- Penstemon	0.2	1.09	550,000
Penstemon strictus	Rocky Mtn penstemon	0.2	1.09	592,000
Schizachyrium scoparium	Little bluestem	1.4	93.33	260,000
Sorghastrum nutans	Indiangrass	2	10.87	170,000
Sporobolus cryptandrus	Sand dropseed	0.1	0.54	5,298,000
Stipa viridula	Green needlegrass	1.5	8.15	181,000
	Total	18.4	2174.86	9,529,500

The tall grass prairie seed mix is to be used in large landscape zones and in conjunction with the short grass prairie seed mix. The tall grass prairie seed mix should be maintained to a height of 3 to 5 feet.

Wetland Seed Mix

Scientific Name	Common Name	Lb/ac (PLS)	Percent PLS/ac	Seeds/lb
Agropyron smithii	Western wheatgrass	4	27.78	110,000
Carex lanuginosa	Wooly sedge	0.3	2.08	500,000
Carex nebraskensis	Nebraska sedge	0.3	2.08	534,100
Eleocharis palustris	Spikerush	0.3	2.08	620,000
Elymus trachycaulus	Slender wheatgrass	1.5	10.42	159,000
Glyceria grandis	Tall mannagrass	0.4	2.78	1,280,000
Glyceria striata	Fowl mannagrass	2.5	17.36	180,000
Panicum virgatum	Switchgrass	1.5	10.42	390,000
Spartina pectinata	Prairie cordgrass	3	20.83	144,000
Sporopobuls airoides	Alkali sacaton	0.6	4.17	1,700,000
	Total	14.4	100.00	5,617,100

The wetland seed mix is to be used in areas where the water table is found to be high and/or in areas of wet soils and/or standing water.

SECTION 6.0

Lighting

A primary consideration is the provision of a safe, functional, and aesthetically pleasing lighting system throughout the Business Park to reinforce its distinctive and high quality design. The Developer's Electrical Engineer shall prepare the overall site lighting plan for the site. At a minimum, the Lighting Plan shall address the general location and general types of lighting.

6.1.1 Light Pollution

Light pollution is defined as wasted light, called skyglow, which occurs because of poorly designed and improperly aimed light fixtures or luminaries. This skyglow decreases the view of the night sky and has an adverse effect on the environment. Luminaries that do not offer adequate shielding usually spill wasted light, referred to as light trespass, into the sky and across property lines. When light spills into the sky, it reflects off of tiny airborne dust and moisture particles. The following measures to decrease light pollution in the Business Park should be incorporated in the overall lighting of individual sites:

- Use only quality lighting fixtures.
- Control the light output.
- Use time controls (or dimmers or other controls) to insure that light is only there when needed.
- Design and install lighting to insure that glare is minimized.
- Use the right amount of light for the task. More light that is necessary is not good design.
- Use energy efficient light sources.

6.1.2 General Criteria

At a minimum, all outdoor lighting shall meet these general standards:

- Use of high-pressure sodium light sources for all major streets, commercial parking, and access drives is required to maintain an overall visual consistency.
- Except as otherwise allowed, all lighting (including, but not limited to street, parking lot, security, walkway, and buildings) shall conform with the Illuminating Engineers Society (IES) criteria for true cut-off fixtures (90 percent of fixture light output within the 0-60E range from vertical). No portion of the bulb or direct lamp image may be visible beyond two mounting heights from the fixture. If the bulb position within a fixture is vertical, any or all of the following may be required:
 - High socket mount
 - Translucent fixture lens

- Opaque coating or shield on a portion of the perimeter of the lens
- Other industry-accepted measures to ensure that the fixture IES classification as a true cut-off is not compromised
- Non-IES approved cut-off fixtures that use incandescent bulbs of 150 watts or less, or metal halide bulbs of 35 watts or less, may be used to illuminate landscape plantings, pedestrian walkways, signage, or product display areas.
- Beacons, search lights, blinking, flashing, or changing intensity lights are prohibited except for lighting required by the FAA for air traffic control and warning purposes.
- No outdoor lighting may be used in any manner that could interfere with the safe movement of motor vehicles on public thoroughfares or air traffic. The following are prohibited:
 - Any fixed light not designed for roadway illumination that produces incidental or reflected light that could be disturbing to the operator of a motor vehicle
 - Any light that may be confused with or construed as a traffic control device except as authorized by a state, federal, or county government
- Lighting used for illuminating of parking areas and driveways shall be directed away from adjacent properties and rights-of-way to confine direct rays to the site.
- The style of light fixtures must be architecturally compatible with the building design. Parking lot lighting shall consist of downlit showbox fixtures similar to those at the Airport.

6.1.3 Driveway and Surface Parking Lot Lighting

Driveway and parking lot lighting must be high-pressure sodium. These lights must use a “cutoff” type luminaire to assure that no light sources are visible and to minimize glare. At no point may the light level exceed 8 footcandles when measured at the ground or an average of 2 footcandles overall. Parking lot lighting must provide a uniformity ratio between 15:1 and 20:1. Spatial relationships between pole height and building height must be approved by the DRC. In no case may pole heights exceed 25 feet, as measured from the ground to the top of the pole. Poles may be placed on a concrete base no more than 24 inches in height when located in a paved area.

6.1.4 Building Lighting

The architecture of the building plays a large role in determining the method of lighting. Various building lighting techniques and degree of brightness should be used. The blending of light brightness into the surroundings adds a unique aspect to the Business Park that still allows Developers to create strong individual identities. When multiple buildings are proposed on a site, determining a hierarchy of structures and surroundings within each group of buildings and lighting them at various intensities creates a layered effect through the site.

Not all surfaces need to be lighted. The architecture of building plays a great role in determining the nighttime presentation. Lighting prominent features of the facade may be better than highlighting the entire building. All illumination sources must be located within

the property boundaries and be shielded from public view so that light is controlled within the area to be illuminated. Lamp selection should ensure that the source color is compatible with the building color and texture.

All building exterior lighting shall be controlled by the building's house time clock for multi-tenant buildings or by the tenant's house panel for single user type buildings. The development shall provide on/off control times for the setting of all time clocks.

6.1.5 Service Storage Area Lighting

Service area lighting should be contained within the service yard boundaries and enclosure walls. No light spillover shall occur outside the service or storage area. The lighting source should not be visible from the street.

6.1.6 Landscape and Pedestrian Lighting

The Landscape Architect for the site shall develop landscape lighting. Accent lighting of landscape elements is permitted within the Development Area, provided that it is low level, background in appearance, and uses a concealed source. Colored accent lighting is not permitted. Where pedestrian walk and exterior paved areas adjacent to buildings are lighted, low intensity fixtures must be used and the lamp color source must be compatible with surrounding area lighting. The ratio of spacing to fixture height should be carefully considered for the type of lighting. The style of pole fixtures must be architecturally compatible with the building design. Poles and luminaries must be anodized or painted to be compatible with the building color scheme.

6.1.7 Security Lighting

All security lighting should be confined to building entrances or outdoor pedestrian areas. With the exception of low intensity fixtures, the lighting source should not be visible from the street. All security lighting should be confined to building entrances or outdoor pedestrian areas. With the exception of low intensity fixtures, the lighting source should not be visible from the street.

6.1.8 Street Lighting

Street lighting shall be used to reinforce the street hierarchy for the Business Park. Street hierarchy shall be expressed through varying illumination levels, and by type, height, and spacing of light poles and fixtures.

6.1.9 Specialty Lighting

All artwork and seasonal/temporary lighting must be approved by the DRC prior to installation. Floodlights are prohibited.

6.1.10 Maintenance

In order to maintain equipment performance, a property maintenance schedule must be developed. Any changes or upgrades to the Lighting Plan shall require DRC review and approval.

Signage

7.1 General Requirements

Signage is a key element in the Business Park. All permanent and temporary signs within the development are to be designed so they are compatible with the desired character of the Business Park. The three basic sign categories for project signage addressed in these guidelines include project identification, informational/directional, and temporary.

Signage will be reviewed for appropriateness, including location and proportionality. Sign requests shall include details of design, materials, location, size, height, color, and lighting, as is the case for all plans for all other improvements and shall be approved by the DRC prior to construction or installation of the sign. Over-signage should be avoided throughout the Business Park.

The size, placement, and design details of all signs are considered to be an integral part of the site development approval process, as well as an integral part of the entire Business Park. An overall signage package that includes all signs on the site or building exterior is required for each development site. All exterior signs and graphic systems are to be designed so that they are compatible with the desired character of the Business Park and relate to the character of the site and improvements. All signage must meet the general “spirit and intent” of these Design Guidelines, as well as criteria set forth in the City of Colorado Springs signage regulations (Article 4, Part 4).

7.2 Materials

All exterior permanent signage must be constructed with a palate of material that is consistent with the predominant material and architectural character on the attendant buildings.

7.3 Location

All project identification signs shall be integrated into the surrounding landscaping. Placement of all signs shall be based on visibility and legibility. All signs shall comply with the appropriate setback established previously in these Design Guidelines, unless DRC approves a lesser setback based on demonstration of exceptional landscaping or unique site conditions. No signs shall be permitted that may obstruct the view in any direction at the intersection of a street. If a sign is placed at the intersection of two streets, the sign must not interfere with the 55-foot corner visibility triangle.

7.4 Freestanding Building Identification Sign

The information provided on a Freestanding Building Identification Sign shall be limited to company logo (if applicable), building, and address. The signs may be single or double faced, ground-mounted monuments only. The maximum sign face shall be a maximum of 40 square feet and a maximum height, including base, of 6 feet. The company logo may be fabricated in the company's color.

Only one Freestanding Building Identification Sign at the main entry drive along the street frontage is allowed for any given building. Exceptions will be considered in those cases where a site has more than one vehicular entrance, or more than one major structure with each structure housing a different use or major tenant. Freestanding Building Identification Signs shall not be located in proximity to Complex Identification Signs. Building mounted identification signs are allowed on a limited basis by special DRC approval.

7.5 Complex Identification Sign

Any sign giving identity to three or more buildings shall be considered a Complex Identification Sign. The information provided on a Complex Identification Sign shall be limited to the complex name, complex logo (if applicable), and address. The signs may be single- or double-faced, ground-mounted monuments only. The maximum sign face shall be a maximum of 50 square feet and a maximum height, including base, of 6 feet.

Only one Complex Identification Sign at the main entry drive along the street frontage is allowed for any given building. Exceptions will be considered in those cases where a site has more than one vehicular entrance, or more than one major structure with each structure housing a different use or major tenant. Complex Identification Signs shall not be located in proximity to Freestanding Building Identification Signs.

7.6 Informational/Directional Signs

Signs that provide the user with information about location, business hours, and other general information are Informational/Directional Signs. Informational/Directional Signs may either be posted or ground-mounted. Informational/Directional Signs may be a maximum of 6 square feet per sign. Ground-mounted signs shall be a maximum height of 4 feet including base and when posted only 7 feet maximum from grade to the top of the sign. Informational/Directional Signs must be consistent in size, materials, and color with the overall site signage program. The number of Informational/Directional Signs may vary by site but should be sufficient to accommodate both vehicular and pedestrian traffic. The number of Informational/Directional Signs shall be approved by the DRC.

Signs for pedestrians should be placed at decision points in parking lots, in plazas, and where highly traveled walkways intersect. Parking lot entrances should be identified with employee and/or visitor designation along with the complex or building name. In areas of multiple buildings or shops, directories should be placed at decision points for both vehicular and pedestrian traffic. Directories should be clearly visible, easily read, and part of the overall facility sign system.

7.7 Retail Identification Signs

Retail Identification Signs shall be building-mounted only. Signs may be mounted on building face or canopy. One sign per tenant and two signs for end tenant units are allowed. Retail Identification Signs shall be 1 square foot per linear foot of tenant frontage, up to a maximum of 50 square feet, or as appropriate to building scale and setback. Retail Identification Signs shall not extend above building parapet or more than 18 inches from building face. Material and color shall be approved by the DRC prior to construction or installation. Retail Identification Signs should contain tenant name and logo and principal service or product only if necessary to clarify the nature of the business.

Retail includes those uses that engage in the direct sale of goods and/or merchandise or services consumed or delivered at the premises.

7.8 Hotel Signs

Hotel Signs may be ground-mounted, single or double-faced, or single-faced building mounted. Only one ground-mounted monument sign may be allowed per main street access, plus two building-mounted signs, for a maximum of four signs. Signs shall include hotel name, address (on ground-mounted only), and logo. Ground-mounted signs shall be a maximum of 60 square feet per face and the height shall be a maximum of 6 feet including base. Building-mounted signs shall be a maximum of 50 square feet and cannot extend above building parapet or more than 18 inches from building face.

7.9 Distribution/Warehouse Signs

Distribution/Warehouse Signs may be ground-mounted (single or double-faced) or building mounted. Only one Distribution/Warehouse Sign at the main entry drive along the street frontage is allowed for any given building. Ground-mounted signs shall be a maximum of 50 square feet per face and shall be a maximum of 6 feet in height including base. Building-mounted signs shall be 1 square foot per linear foot of building frontage up to a maximum of 50 square feet and may not extend above building parapet or more than 18 inches from building face. Building-mounted signs shall be proportional to building in scale.

Distribution/Warehouse Signs may only contain the business name, logo, and principal service or product only if necessary to clarify the nature of the business. Address may be allowed only on the ground-mounted sign. Ground-mounted signs may not be located in proximity to Complex Identity Signs.

7.10 Business Park Identity Directory Signs

The overall Business Park identity and directory signage, as approved by the DRC, may be permitted subject to the following criteria:

- Such signage may be located at major street entry points to the Business Park (not freeway interchanges).
- The scale and quality of such signage should be proportionate to the overall scale of the development; not to exceed 100 square feet per face or 15 feet in overall height; setbacks

must be a minimum of 35 feet from the property line unless otherwise agreed to by the DRC as appropriate to the location.

- Identity signage language may only contain the Business Park name and logo.
- Directory signage may also contain a map and listing of property names and uses.
- Up to five identity signs and two directory locations may be permitted.

7.11 Temporary Signs

Temporary Signs can be used for construction and design team information or future tenant identification. Temporary Signs shall be approved by the DRC prior to construction and installation. Only one Temporary Sign may be installed and directed towards street frontage. Temporary Signs may not exceed 3 feet in height from grade.

7.12 Prohibited Signs

The following signs are prohibited with the Business Park:

- Signs which advertise general products or services (such as, gas, cigarettes, liquors).
- Animated, moving, rotating, or sound-emitting signs.
- Billboards.
- Benches used for signs.
- Window signage.
- Portable signs which are not permanently affixed to any structure on the site, or permanently mounted to the ground (except for "Temporary Signage").
- Signs mounted, attached, or painted on motor vehicles, trailers, or boats when used as additional advertising signs on or near the premises and not used in conducting a business or service.
- Roof-mounted signs or signs which project above the highest point of the roof line of the fascia of the building.
- Signs which project from the buildings for a distance of more than 18 inches from the building.
- Signs attached parallel to the wall of a building but mounted more than 18 inches from the wall.
- "Going out of Business" or similar signage indicating a distressed property.
- Median signage.
- Internally illuminated awnings; awnings, if allowed, shall be opaque and shall not be back-lit.
- Reader boards and changeable message signs.

7.13 Signage Approval Criteria

A Site Signage Plan shall be submitted for DRC approval prior to the installation of any signs. Signage Plans shall comply with the City of Colorado Springs Sign Regulations (Chapter 7, Article 4) unless modified by these Design Guidelines. The minimum information required on a Site Signage Plan is provided in Exhibit 9.9.

SECTION 8.0

Definitions

Access

The way by which vehicles shall have safe, adequate, and usable ingress and egress to a property, a use, or a parking space.

Airport Planned Development Zone District (APD)

The delineated area containing the Business Park in which all land and structures are governed by a specific group of uses and development standards which are set forth in the Design Guidelines and the City of Colorado Springs Zoning Code.

Building

Anything constructed or erected which is permanently located on the ground.

Building Coverage

The actual “footprint” of all buildings on the site at grade or plaza level.

Building Height

The vertical distance measured from the average elevation of the finished grade adjoining the building to the highest point of the roof surface of a flat roof and to a point 5 feet below the highest ridge of a gable, hipped, or gambrel roof. The average elevation of the finished grade adjoining the building shall be the average of the exposed exterior elevations of all major corners of the building. The height of a stepped or terraced building is the maximum height of any segment of the building.

Business Park

The shortened version of the Colorado Springs Airport Business Park shall be referred to as the Business Park.

Building Site

Any parcel of land that is part of Business Park which has been established by a lease agreement with the City of Colorado Spring Airport.

Certificate of Occupancy

A certificated issued by the Regional Building Official prior to occupancy of a structure. The Certificate of Occupancy (“CO”) confirms that the structure complies with the Design Guidelines and applicable City standards, and that all improvements (such as paving, landscaping, etc) are in place.

Cross Access Agreement

An agreement filed with the El Paso County Clerk and Recorder’s Office that describes and defines the shared uses of parking by the uses of two or more properties characterized by

differing peak user times and/or days. The agreement shall identify the properties involved and the owner(s), maintenance and operation responsibilities, the projected uses, and the associated parking formulas, and the peak parking times and days.

Design Guidelines

Written statements, explanatory material, graphic renderings and/or photographs, which provide the Developer with specific requirements and examples of standards, techniques and materials, to be used to achieve desired development within the Business Park.

Design Review Committee (DRC)

Responsible for reviewing and approving all site plans and for enforcing the detail and intent of the Design Guidelines.

Developer

The lessee of the building site or an owner's authorized representative for the purpose of making application and/or obtaining approval of the DRC.

High Value Vegetation

High Value Vegetation areas are almost pure stands of big bluestem (*Andropogon gerardii*)/prairie sandreed (*Calamovilfa longifolia*) tallgrass prairie, located within areas of the Business Park.

Improvements

Improvement shall mean and include every structure and all appurtenances thereto of every kind and type and any other physical change upon, over, across, above or under or upon existing improvements. Improvements include, but are not limited to, roads, driveways, parking areas, fences, retaining walls, loading areas, signs, utilities, lighting, landscaping, and walkways including all those located on building sites and common areas.

Lease Line

The line defines a leased parcel boundary within the Business Park.

Leadership in Energy and Environmental Design (LEED™)

The LEED™ Green Building Rating System® is a voluntary, consensus-based national standard for developing high-performance, sustainable buildings. LEED™ provides a complete framework for assessing building performance and meeting sustainability goals. LEED™ was created to 1) define "green building" by establishing a common standard of measurement, 2) promote integrated, whole-building design practices; 3) recognize environmental leadership in the building industry; 4) stimulate green competition; 5) raise consumer awareness of green building benefits; and 6) transform the building market

Lot Line, Front

The parcel boundary line or lease line dividing a lot from the street. If no street, or more than one street, abuts the lot, then the front lot line means the property boundary line from which road access is obtained.

Lot Line, Rear

The parcel boundary line or lease line opposite the front lot line.

Lot Line, Side

The property boundary lines or lease line other than front or rear lot lines.

Master Plan

The Plan for the development of the Business Park which contains a generalized transportation system and proposed land use.

Open Space

The area of land, identified on the Master Plan for the Business Park, to be kept in its natural state in perpetuity. Vacant land that may be subject to future development is not considered open space.

Parking

The standing or placement of a vehicle on private or public right-of-way during the conduct of everyday affairs or business or normal daily activities, provided that such standing or placement occurs within a parking space that conforms to all requirements of these Design Guidelines and applicable City of Colorado Springs standards and is not for purposes of assembly, display, sale, repair, or other servicing commonly associated with a motor vehicle.

Parking, Shared

Off-street parking that is shared by one or more adjacent use that do not have the same peak services times.

Pedestrian Oriented Development

Development that incorporates safe, attractive, and continuous connections and walkways for travel and access by foot, on a human scale, as an integral part of its overlay layout and design.

Permitted Uses

Any uses of land or a structure which is allowed by right in a zone district and subject to the requirements of the APD Zone District.

Setback

A line within a lot which is parallel to and measured from a corresponding lot line, forming the boundary of a required yard and establishing the minimum distance that a structure, landscaping, parking and other designated items must be from that lot line.

Storage

The placement of goods and materials in a particular place or space for more than a 24-hour period.

Streetscape

The area that lies between the street curb and the facade of the adjacent buildings. Its role is to define the distinct character of a particular street, including landscaping, tree lawns, sidewalks and other surfacing, lighting, street furniture and signage.

Temporary Uses

Those land uses and structures which are needed, or are in place, for only specific periods of time.

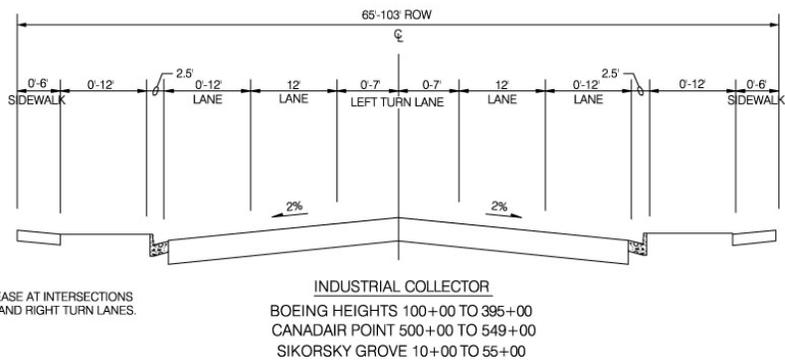
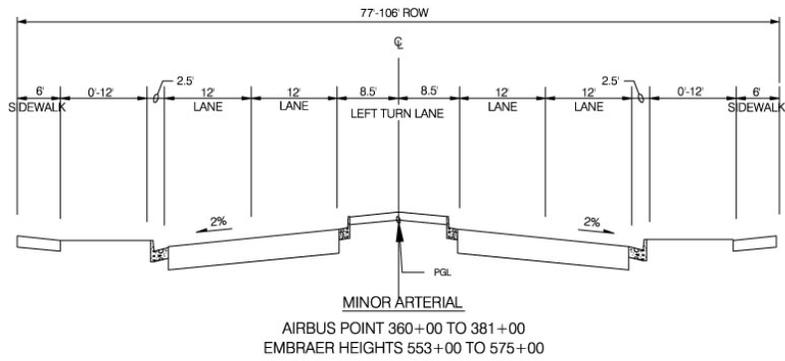
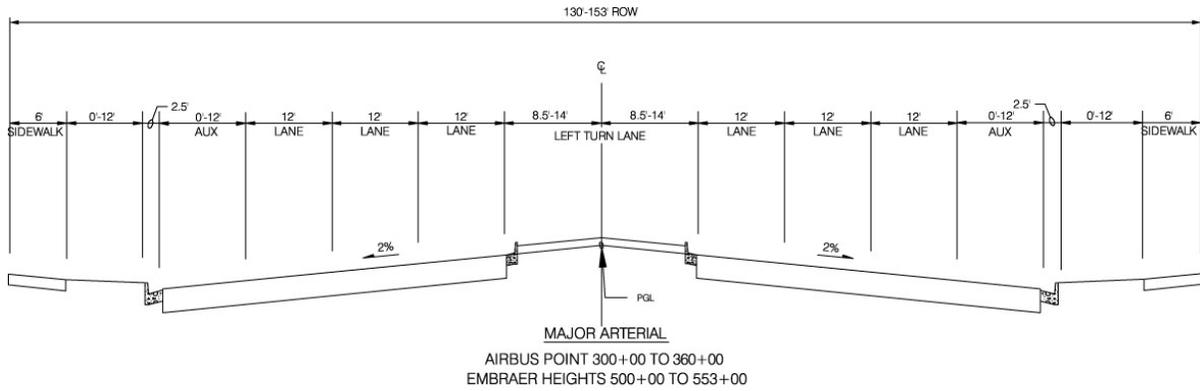
Visibility Triangle

The triangular area formed with 55 feet of the intersection of the curb lines of two streets and a street curb.

Xeriscape™

Xeriscape™ is a way to save water in the arid climate of Colorado Springs. Xeriscape™ is a word derived from the combination of a Greek word “Xeros” meaning dry and “scape” from the word “landscape.” The term Xeriscape™ was coined in Denver, Colorado in 1978. Xeriscaping is landscaping with slow-growing, drought tolerant plants, allowing conservation water and nutrients. There are seven principles associated with Xeriscape™ landscapes: 1) Planning and Design; 2) Soil Improvement; 3) Appropriate Plant Selection; 4) Practical Turf Areas; 5) Efficient Irrigation; 6) Use of Mulches; and 7) Appropriate Maintenance.

9.2 Street Cross Sections



NOTES:

1. RIGHT-OF-WAY MAY INCREASE AT INTERSECTIONS TO ACCOMMODATE LEFT AND RIGHT TURN LANES.

9.3 Concept Plan Requirements

All Concept Plan submittals shall include four full size (24 inches by 36 inches) copies of the Concept Plan.

Minimum Concept Plan Submittal Requirements:

- a. Site Plan
 1. Setbacks for buildings, landscaping, parking and signage shall be shown.
 2. Show service areas, trash collection
 3. Show signage location (permanent and temporary)
- b. Illustrate Building to Site relationship and surrounding context
- c. Provide building or site sections showing adjacent finished grades, landscape, signage and areas designated for people activities
- d. Provide schematic Architectural Elevations; proposed materials
- e. Massing Model (if necessary)
- f. Shadow Study (if necessary)
- g. Provide schematic Landscape Plan which should show generalized location and types of plants and delineate hardscape areas
- h. Preliminary Grading Plan
- i. Preliminary Utility Layout
- j. Preliminary vehicular and pedestrian circulation
- k. Lighting concept (exterior of buildings and parking)
- l. Roof Plan with any proposed HVAC or telecommunication equipment shown

9.4 Development Plan – 30% Submittal

All 30% Development Plan submittals shall be 24 inches by 36 inches.

Minimum 30% Development Plan Submittal Requirements:

- a. Site Plan
 1. Provide North arrow. Scale shall be no smaller than 1 inch=40 feet
 2. Boundaries of proposed site, lease lines; legal description, total acreage
 3. Vicinity map showing the relationship of the Site to the surrounding area
 4. Circulation and access (shall all pedestrian walkways and vehicular circulation)
 5. Required building setbacks, building(s) location, storage yards, trash enclosure location
 6. Dimensions showing relationship of building and parking to property and lease lines and distances between structures
 7. Provide gross parcel area, gross building area and building area per floor (if applicable), percentage of site coverage by gross building area (F.A.R.)
 8. Show delivery and fire truck access and routes, location of service areas
 9. Location of proposed signage
 10. The location of all parking areas and stalls including accessible spaces with associated landscape areas
 11. Show surrounding land uses, including all major features of surrounding properties, to include all streets, access points to Site. Illustrate either compatible integration of project to the neighboring land use or the buffer treatments that are proposed.
- b. Engineering
 1. Site access, existing streets, right-of-way widths, pavement widths, curb cuts
 2. Location and size of existing and proposed easements, utility lines, setbacks
 3. Preliminary grading, indicated by proposed and existing topographic contours at 2-foot intervals. A description of the method of providing drainage shall be included (i.e. channelization, retention, detention)
- c. Landscape Plan
 1. Preliminary Landscape Plan
 2. Required landscape setbacks, buffer treatment and streetscape
 3. Show existing site features (i.e. mature vegetation, high value vegetation, drainage ways)
 4. Location and identify all landscape structures (including fences, signs, lighting, water features, etc.)
- d. Additional Information
 1. Provide schematic Architectural Elevations
 2. Proposed development schedule and general timing of phases. If the proposed development is to be phased, sufficient information must be submitted for all phases to define development intent of later phases.
 3. Show phase lines (if applicable)
 4. Provide written project summary

9.5 Development Plan – 90% Submittal

In addition to the minimum submittal requirements for the 30% Development Plan, the 90% Development Plan shall include at a minimum the following additional. All 90% Development Plan submittals shall be 24 inches by 36 inches.

- a. Site Plan
 1. Applicant name and contact information
 2. Wall and fence locations, height, materials and colors
 3. Location of sidewalks and hardscape areas
 4. Parking areas with the number of spaces provided including accessible
 5. Location of site lighting; height; detail or manufacturer cut sheet of light fixtures
 6. Provide Site Data
 7. Provide Corner Visibility Triangles
- b. Engineering
 1. Existing and proposed grades using 2-foot contour intervals minimum and spot elevations as needed. Grades must tie with existing grads at property or lease lines.
 2. All utilities and easements
 3. Storm drainage facilities and easements
 4. Placement and size of all sidewalks and pavement including curb and gutter
 5. Connections to existing utility systems and off-site storm drainage systems
 6. City approved Master Development Drainage Plan
- c. Building elevations
 1. Location of buildings, parking and landscape areas
 2. Building elevations for all sides (with material, color and texture identified)
 3. Floor plans with finished elevation heights
 4. Building materials and colors (provide a sample board)
 5. Illustration of architectural screening of mechanical equipment
 6. Placement of all exterior building-mounted lighting
- d. Landscape Plan
 1. Location of pedestrian circulation including sidewalks.
 2. Trash enclosure locations and screening materials
 3. Location of trees, shrubs, groundcover, perennials, and turf areas
 4. Plant list including species, size and quantity.
 5. Planting details
 6. Landscape grading plan if different from engineering grading plan
 7. Location and detail of site amenities
 8. Location, materials, and color of all screen walls and retaining walls
 9. Location of permanent and temporary signage. Description of proposed signage.
- e. Additional Information
 1. Provide written Project Summary
 2. Provide preliminary Traffic, Wastewater and Drainage Reports.
 3. Material and Color Boards shall include samples of roof material, stucco, paint and stain color chips, masonry, glazing and mullions, accent materials, awnings or any other materials or colors applied to the exterior of the building. The Board shall indicate the specific name or number of each product and shall not exceed 11 inches by 17 inches.

9.6 Development Plan – 100% Submittal

The most current Development Plan application form can found on the City of Colorado Springs website (www.springsgov.com), under the “Land Use Review” link on the “Planning and Community Development” site. An example has been provided in Exhibit 9.7.

9.7 Example of City of Colorado Springs Development Plan Application



LAND USE REVIEW DIVISION
 PLANNING & COMMUNITY DEVELOPMENT
 DEPARTMENT

APPLICATION FORM FOR:

CONCEPT PLAN (CP) _____ MAJOR AMENDMENT TO APPROVED CONCEPT PLAN _____
 DEVELOPMENT PLAN (DP) _____ MAJOR AMENDMENT TO APPROVED DEVELOPMENT PLAN _____
 MINOR DEVELOPMENT PLAN (MDP) _____ MAJOR AMENDMENT TO APPROVED MINOR DEVELOPMENT PLAN _____

Check if property zoned Hillside or Streamside (if zoned Hillside or Streamside, all information listed for Hillside/Streamside Applications and in the Hillside/Streamside Submittal Package must accompany the application).

Applicant: _____ Telephone _____ Fax _____
 Address: _____ Zip Code _____ e-mail _____
 Owner: _____ Telephone _____ Fax _____
 Address: _____ Zip Code _____ e-mail _____

Premises Involved:

Address: _____
 Existing Zone _____ Acreage _____
 Name and File # of approved Concept/Development Plan _____
 Direction from nearest street intersection _____
 Tax Schedule No(s). _____

PLANNER AUTHORIZATION TO SUBMIT APPLICATION:

Application Review Track: AR _____ CPC _____ Express Standard No Public Notice
 Buffer Notification Requirement: 500' _____ 1,000' _____ Modified Distribution (see back) No Distribution

Application Submittal Checklist:

CP/DP/MDP (26) _____ Project Stmts (26) _____ Owner Auth. _____ Legal _____ Landscape Plan _____
 11x17 Black Line _____ Geo-Hazard (4) _____ Traffic Study (4, if applic.) _____ Drainage Rpt (4, if applic.) _____
 Master Facilities Plan (HS & SS Only) _____ Land Suitability (HS & SS Only) _____ Grading/Erosion (HS & SS Only) _____
 Wastewater Facilities Master Report (2 copies) _____

Application accepted for submittal:

Fee Receipt #: _____
 _____ Reviewing Planner _____ Date Application Accepted

OWNER/APPLICANT ACKNOWLEDGEMENT OF RESPONSIBILITIES:

The signature(s) hereby certify that the statements made by myself and constituting part of this application are true and correct. I(we) am(are) fully aware that any misrepresentation of any information on this application may be grounds for denial of this application. I agree that if this request is approved, it is issued on the representations made in this submittal, and any approval or subsequently issued building permit(s) or other type of permit(s) may be revoked without notice if there is a breach of representations or conditions of approval. The applicant/owner by their signature understands and agrees that they are responsible for the completion of all required on-site and off-site improvements as shown and approved on the final plan (including landscaping, paving, lighting, etc.) prior to receiving a Certificate of Occupancy.

 Signature of Owner _____ Date _____ Signature of Applicant _____ Date _____

OWNER AUTHORIZATION FOR SUBMITTAL & CORRESPONDENCE

**Not required if property owner is also the applicant*

I hereby authorize _____ to file this application to the City of Colorado Springs Planning Department for processing.

If the following box is not checked, all City Planning correspondence will go to the applicant:

I wish to receive copies of all City Planning correspondence regarding the processing of this application.

Signature of Owner

Date

PROJECT TRACKING

City Planning maintains an internet-based project tracking system (**LUIStrack**) that reflects all significant processing benchmarks associated with each development application. Go to <http://www.colorado-springs.com/luispublic/luispublic.asp> to search for your application in **LUIStrack** project tracking.

PRE-APPLICATION CONFERENCE:

A pre-application conference with the planning staff is **mandatory** for these applications. Definitions of major and minor amendments to Concept, Development and Minor Development Plans and definitions of major and minor amendments to PUD Concept and Development Plan are in of the Zoning Code. To be scheduled for a pre-application conference, please call the Senior Planner for the geographic area in which the project is located. During the pre-application conference, the planner assigned to review the application will:

- Identify the planning issues which must be addressed within the project design (Note: Additional issues may arise as the application is formally reviewed)
- Decide whether the applicant will be required to set up a meeting with the neighborhood prior to application submittal
- Decide whether the applicant will be required to present the development proposal to the LDTC (Land Development Technical Committee) prior to application submittal
- Decide whether the applicant will be required to notify property owners within 500' or 1000' of the proposed project site
- Determine the public notice (i.e., posting and surrounding property owner notification).

PUBLIC NOTICE:

Public notice requirements may be imposed in conjunction with the administrative review of these applications. The public notice requirements are as follows:

PRE-APPLICATION:

- A public notice poster may be provided to the applicant at the time of the pre-application meeting. If a pre-application poster is required, the site must be posted a minimum of ten (10) consecutive days prior to the submittal of the development application. If the property is posted, the applicant is required to submit an affidavit to the reviewing planner which affirms that the proposed site was appropriately posted;
- A neighborhood meeting may be required at the reviewing planner's discretion;
- If a neighborhood meeting is necessary, City Planning will coordinate with the applicant on the required postage amount. The postage must be paid prior to the City's mailing of the pre-application meeting notices.

INTERNAL REVIEW:

- A public notice poster may be provided to the applicant within five (5) days of submission of the formal submittal. If an internal review poster is required, the site must be posted a minimum of ten (10) consecutive days. If the property is posted, the applicant is required to submit an affidavit to the reviewing planner which affirms that the proposed site was appropriately posted;
- A neighborhood meeting may be required at the reviewing planner's discretion;
- Written notification to the adjoining property owners within 500 or 1,000 feet (at planner's discretion) of the proposed site may be required. City Planning will coordinate with the applicant on the required postage amount with the postage amount required to be paid when the public notice poster is picked up by the applicant.

PUBLIC HEARING:

- A public notice poster will be provided to the applicant at the time that the item has been placed on the preliminary agenda for the public hearing but not less than a minimum of ten (10) days prior to the public hearing date. The proposed project site must be posted, by the applicant, a minimum of ten (10) consecutive days prior to the public hearing date. The applicant is required to submit an affidavit to the reviewing planner which affirms that the proposed site was appropriately posted;
- Written notification to the adjoining property owners within 500 or 1,000 feet (at planner's discretion) of the property site will be required. City Planning will coordinate with the applicant on the required postage amount with the postage amount required to be paid when the public notice poster is picked up by the applicant.

GENERAL POSTING INFORMATION:

The City Planning Office may provide a pre-application and internal review poster. The City Planning Office will provide a public hearing poster. All posters should be posted in a very visible location on the site, which can be viewed by passing motorists and/or pedestrians without trespassing. The applicant is required to complete the affidavit (a copy will be attached to the poster) attesting to the specific dates that the site was posted. The applicant must check the site occasionally to confirm that the property continues to be posted throughout the posting period. If the poster is no longer in good shape or has disappeared from the site, please contact the City Planning Office at 385-5905 for a replacement poster.

FEES:

An application review fee will be required to accompany these applications (checks payable to City of Colorado Springs). The fee schedule is as follows:

	<u>Land Use Review Fee:</u> \$1,510 plus \$27 per acre
	<u>City Engineering Fee:</u> \$367
Concept, Development and/or Minor Development Plans Commercial	<u>Traffic Engineering Fee:</u> \$657 plus \$20.90 per acre
	<u>Colorado Springs Utilities Development Review Fee:</u> \$376
Note: A 10% reduction in the Land Use Review Fee is available for all applications submitted for concurrent review, provided they are submitted for the same site and at the same time.	<u>Colorado Springs Fire Fee:</u> \$180

	<u>Land Use Review Fee:</u> \$1,510 plus \$5 per unit or lot
	<u>City Engineering Fee:</u> \$367
Concept, Development and/or Minor Development Plans Residential	<u>Traffic Engineering Fee:</u> \$561 plus \$4.10 per unit or lot
	<u>Colorado Springs Utilities Development Services Fee:</u> \$376
	<u>Colorado Springs Fire Fee:</u> \$180

	<u>Land Use Review Fee:</u> \$1,510 plus \$27 per acre plus 10%
Concept, Development and/or Minor Development Plans	<u>City Engineering Fee:</u> \$404
(Hillside or Streamside Overlays) Commercial	<u>Traffic Engineering Fee:</u> \$605 plus \$34.70 per acre
	<u>Colorado Springs Utilities Development Services Fee:</u> \$376
	<u>Colorado Springs Fire Fee:</u> \$180

	<u>Land Use Review Fee:</u> \$1,510 plus \$5 per unit or lot plus 10%
Concept, Development and/or Minor Development Plans	<u>City Engineering Fee:</u> \$404
(Hillside or Streamside Overlays) Residential	<u>Traffic Engineering Fee:</u> \$473 plus \$6.60 per unit or lot
	<u>Colorado Springs Utilities Development Services Fee:</u> \$376
	<u>Colorado Springs Fire Fee:</u> \$180

If you are indigent, your development application fees may be waived. Please ask the planning staff for an Indigent Fee Waiver form if you wish to apply for this fee waiver.

APPLICATION REQUIREMENTS:

This application should be submitted to the City of Colorado Springs-Planning Office at 30 South Nevada Avenue, Suite 301. Any application, which does not include the reviewing planner's signature, will be considered incomplete and not accepted for review. An application must be completed in full and accompanied by the following information:

APPLICANT

PLANNER

- _____ 1. Twenty-six (26) copies of a **PROJECT STATEMENT** identifying the following:
 - A clear **DESCRIPTION** of the proposed development. If this is an amendment, Describe the changes proposed from the currently approved plan. _____
 - A **JUSTIFICATION** based on the review criteria why the proposed project should be approved. _____
 - An **ISSUE LIST** stating how each of the pre-application issues, as communicated to the applicant/owner by the reviewing planner, has been addressed in the proposed development plan. _____
- _____ 2. Provide one (1) copy of a **BLACK LINE** of the proposed project reduced to **11" x 17"**. _____
- _____ 3. Submit a **LEGAL DESCRIPTION** of the proposed project in the following space or on a separate sheet of paper. Subdivision names must be as shown on the recorded plat and include the Book and Page or Reception Number. Any exceptions must be completely written out in metes and bounds. Easements not on the parcel should not be included. _____

- _____ 4. Four (4) copies of a **GEO-TECHNICAL HAZARDS REPORT** or **EXEMPTION** is required for all concept and development plan applications. _____
 - HILLSIDE APPLICATIONS ONLY: A Geo-Technical Hazard Report IS required to accompany all applications; Hillside zoned properties are not eligible for exemptions from the Geologic Report requirements. An application form is available at the City Planning Office at 30 S. Nevada Avenue, Suite 301 or on the Planning Web Page <http://springsgov.com/CityPlanning>.
- _____ 5. Four (4) copies of a **DRAINAGE REPORT** prepared by a qualified engineer will be required as follows: _____
 - HILLSIDE APPLICATIONS ONLY: A Master Development Drainage Report (MDDP) IS required to accompany all applications, unless waived by the Subdivision Engineering Review Team (written documentation must be provided for any waiver).
 - A Drainage Report is not automatically required for Concept Plan applications, but may be requested by the City Engineering Review Team.
 - A Drainage Report IS required to accompany all Development Plan applications unless waived by the City Engineering Review Team (provide written documentation of any waiver approved).
- _____ 6. Four (4) copies of a **TRAFFIC STUDY** prepared by a qualified engineer will be required as follows: _____
 - HILLSIDE APPLICATIONS ONLY: A Traffic Study IS required to accompany all applications unless waived by Traffic Engineering (written documentation must be provided for any waiver).
 - A Traffic Study is not automatically required for Concept Plan applications, but may be requested by the Traffic Engineer.
 - A Traffic Study IS required to accompany all Development Plan applications unless waived by the Traffic Engineer (provide written documentation of any waiver approved).
- _____ 7. Two (2) copies of a **WASTEWATER FACILITIES MASTER REPORT** will be required according to the following criteria as set forth by Colorado Springs Utilities: _____

SUBMITTAL REQUIREMENTS, continued:

APPLICANT

PLANNER

Wastewater Facilities Master Report Requirements:

A. Complete a Wastewater Facilities Master Report “WWMP_under20000gpd.xls” Spreadsheet if the development involves the following:

- Residential areas of 17 acres or less
- Commercial developments of 7 acres or less, or
- Mixed use developments of 15 acres or less.

If the entire development generates less than 20,000 gpd wastewater peak flow, a full Wastewater Master Facility Report may not be required. The spreadsheet may be found by using the following link:

<http://www.csu.org/business/development/page8183.html>

Click on the Wastewater Master Plans (Zip file) link, choose the “WWMP_under20000gpd.xls” spreadsheet, and enable all macros.

If you have difficulty accessing this information, please call 719.668.8765 or 719.668.8757.

After Utilities Staff reviews this information, it may be determined that a full Wastewater Facilities Master Report is required. A full report may also be required due to the scope of the project or the facilities that are being proposed.

If a full report is required, you will be notified by Utilities.

All Wastewater Facilities Master Report Spreadsheets must meet Utilities’ requirements and be accepted by Utilities prior to City Planning approval of the Development Plan.

B. Complete a full Wastewater Facilities Master Report if the development involves the following:

- a. Residential areas 17 acres or greater,
- b. Commercial developments 7 acres or greater, or
- c. Mixed use developments 15 acres or greater.

Information about report requirements is given in the Wastewater Line Extension and Service Standards – Chapter 3, located online at:

<http://www.csu.org/business/development/standards/wastewater/index.html>

If you have additional questions, please call 719.668.8765 or 719.668.8757.

All Wastewater Facilities Master Reports must meet Utilities’ requirements and be accepted by Utilities prior to City Planning approval of the Development Plan.

C. A Wastewater Facilities Master Report is not required if the development involves the following:

- Internal remodel or tenant finish of an existing building
- Service to a single existing platted residential lot.

All Wastewater Facilities Master Reports and/or spreadsheets must be submitted with the Application to City Planning Department, 30 South Nevada, Suite 301, Colorado Springs, CO, 80903.

Note: At the sole discretion of Utilities’ staff, Wastewater Facilities Master Reports may be required with the Master Plan.

- _____ 8. A copy of the **PRE-APPLICATION FORM**, or the Pre-Application review letter from the _____ assigned City Planner, as evidence of completion of the pre-application conferences.

APPLICATION REQUIREMENTS, continued:

APPLICANT

PLANNER

- _____ 9. Provide **AUTHORIZATION** from the property owner, which authorizes the submittal of the application (if submitted by someone other than the owner), and which indicates who is to receive all correspondence regarding the processing of this application (**complete *Owner Authorization For Submittal & Correspondence* section above**).
- _____ 10. City Planning, City Planning Commission and/or the City Council may require other **ADDITIONAL INFORMATION** for this application as needed.
- _____ 11. **CONCURRENT REVIEW** of a concept, development or minor development plan and final plat is allowed **ONLY** if all items are submitted together.

CONCEPT OR DEVELOPMENT PLAN CONTENT REQUIREMENTS:

_____ The applicant is required to submit twenty-six (26) copies of a complete **CONCEPT OR DEVELOPMENT PLAN**. _____

The plans must include all of the information set forth below along with any additional checklists set forth in this application and **MUST BE FOLDED** no larger than 11" x 14" with the lower right hand corner facing up.

CONCEPT PLAN CONTENT REQUIREMENTS

Please complete the following checklist by checking all appropriate categories under APPLICANT column, indicating compliance with these content requirements. All submitted plans shall contain the following information:

APPLICANT

PLANNER

- _____ 1. Provide area for City Planning file number in lower right-hand corner of all sheets. _____
- _____ 2. Note sheet number in lower right-hand corner (i.e., 1 of X, 2 of X, etc.) _____
- _____ 3. Indication of the scale (i.e. 1" = 20') and a bar scale. _____
- _____ 4. North arrow. _____
- _____ 5. Vicinity Map (does not have to be drawn to scale). The vicinity map should show the proposed site outlined with the existing adjacent streets within the neighborhood. _____
- _____ 6. Existing and proposed topography at two-foot (2') contour intervals (Note: This is not required for a Minor Development Plan unless the Minor Development Plan is intended to be used as a substitute for a Preliminary Plat). _____
- _____ 7. Location, dimensions and size of proposed lots. _____
- _____ 8. Location of all floodplain boundaries. _____
- _____ 9. Location, size and use restrictions for all "Preservation: or "No Build" areas. _____
- _____ 10. The following information regarding existing streets adjacent to the development site:
• Rights-of way and pavement widths _____
• Existing, proposed and anticipated street names and classifications. Designate a private street by including 'private' immediately following the street name. _____
• Existing and/or proposed access points _____
• Acceleration and deceleration lanes _____
• Traffic islands and other traffic control devices _____
- _____ 11. Corner Visibility Triangle: No fence, walls, buildings, pillars, landscaping, sign, or any other _____ obstruction to vision between the heights of three feet (3') and ten feet (10') above street level shall be permitted within any Public Works visibility triangle. _____
- _____ 12. The following information on all existing and proposed buildings:
• Location and distance from property lines _____
• Dimensions and square footage _____
• Building height _____
• Proposed use _____
- _____ 13. Location and dimensions of required building and landscaping setbacks. _____

CONCEPT PLAN CONTENT REQUIREMENTS, continued

APPLICANT

PLANNER

- | | | | |
|-------|-----|--|-------|
| _____ | 14. | General location and size of all parking areas and driving and maneuvering lanes. | _____ |
| _____ | 15. | Significant natural features, such as vegetation, rock outcroppings, streams, etc. | _____ |
| _____ | 16. | Zoning and land uses on adjacent properties | _____ |
| _____ | 17. | Any conditions of record established at the time of zoning. | _____ |
| _____ | 18. | Notes describing any covenants/easements permitting the use of land by adjacent property owners. | _____ |
| _____ | 19. | Notes which describe any approved variances which apply to the property. Include the City Planning file number and the date of approval. | _____ |
| _____ | 20. | Geologic Hazard Study disclosure statement (not required if exemption approved). | _____ |

MINOR DEVELOPMENT AND DEVELOPMENT PLAN CONTENT REQUIREMENTS

Please complete the following checklist by checking all of the appropriate categories under APPLICANT column, indicating compliance, with these content requirements. All submitted plans shall contain the following information:

APPLICANT

PLANNER

- | | | | |
|-------|-----|---|----------------------------------|
| _____ | 1. | Provide area for City Planning file number in lower right-hand corner of <u>all</u> sheets. | _____ |
| _____ | 2. | Note sheet number in lower right-hand corner (i.e., 1 of X, 2 of X, etc.) | _____ |
| _____ | 3. | Indication of the scale (i.e. 1" = 20') and a bar scale. | _____ |
| _____ | 4. | North arrow. | _____ |
| _____ | 5. | Vicinity Map (does not have to be drawn to scale). The vicinity map should show the proposed site outlined with the existing adjacent streets within the neighborhood. | _____ |
| _____ | 6. | Existing and proposed topography at two foot (2') contour intervals (Note: This is not required for a Minor Development Plan unless the Minor Development Plan is intended to be used as a substitute for a Preliminary Plat). | _____ |
| _____ | 7. | Location, dimensions and size of proposed lots. | _____ |
| _____ | 8. | Location of all floodplain boundaries. | _____ |
| _____ | 9. | Location, size and use restrictions for all "Preservation: or "No Build" areas. | _____ |
| _____ | 10. | The following information regarding existing streets adjacent to the development site: <ul style="list-style-type: none">• Rights-of way and pavement widths• Existing, proposed and anticipated street names and classifications. Designate a private street by including 'private' immediately following the street name.• Existing and/or proposed access points• Acceleration and deceleration lanes• Traffic islands and other traffic control devices | _____

_____ |
| _____ | 11. | Corner Visibility Triangle: No fence, walls, buildings, pillars, landscaping, sign, or any other obstruction to vision between the heights of three feet (3') and ten feet (10') above street level shall be permitted within any Public Works visibility triangle. | _____ |
| _____ | 12. | The following information on all existing and proposed buildings: <ul style="list-style-type: none">• Location and distance from property lines• Dimensions and square footage• Building height• Proposed use | _____

_____ |
| _____ | 13. | Location and dimensions of required building and landscaping setbacks. | _____ |
| _____ | 14. | General location and size of all parking areas and driving and maneuvering lanes. | _____ |
| _____ | 15. | Significant natural features, such as vegetation, rock outcroppings, streams, etc. | _____ |
| _____ | 16. | Zoning and land uses on adjacent properties | _____ |

MINOR DEVELOPMENT AND DEVELOPMENT PLAN CONTENT REQUIREMENTS, continued

<u>APPLICANT</u>		<u>PLANNER</u>
_____	17. Any conditions of record established at the time of zoning.	_____
_____	18. Notes describing any covenants/easements permitting the use of land by adjacent property owners.	_____
_____	19. Notes which describe any approved variances which apply to the property. Include the City Planning file number and the date of approval.	_____
_____	20. If submittal involves an amendment to a previously approved site plan, the area proposed for amendment must be clearly delineated on the plan by highlighting and/or outlining the changes.	_____
_____	21. Legend indicating the following information regarding the project and site: <ul style="list-style-type: none"> • Owner name and address • Acreage • Name of Master Plan (if applicable) • Existing zoning and proposed zoning (if applicable) • Legal Description • Density (gross and net, Residential Projects ONLY) • Parking ratios, parking required and parking provided • Approximate schedule for development • Square footage and use data for each proposed building 	_____ _____ _____ _____ _____ _____ _____ _____
_____	22. Elevation drawings for all proposed buildings.	_____
_____	23. The specific distance of all new and/or existing buildings to each property line	_____
_____	24. Percentage of site covered with structures Percentage of site covered with pavement	_____ _____
_____	25. Pedestrian walkways or sidewalks (existing or proposed) including pedestrian curb ramps at all pedestrian crosswalks, at all intersections and where public sidewalks cross driveways with curbs.	_____
_____	26. Landscaping Plan per the Zoning Code (See attached Landscape Plan Checklist)	_____
_____	27. Location, height and material of fences.	_____
_____	28. Location, type (i.e., metal halide, low pressure sodium, etc.) and height of lighting standards.	_____
_____	29. Location of all proposed retaining walls must be shown with appropriate dimensional information including typical detail/cross-section drawings.	_____
_____	30. Utilities Plan which illustrates existing and proposed utility mains and service lines adjacent to or within the proposed site.	_____
_____	31. Indicate the location of fire hydrants, storm water catch basins, utility risers, etc.	_____
_____	32. Location, size, use ownership and maintenance of all tracts and easements.	_____
_____	33. Location, dimensions, and intended use of all common areas. Include drafts of agreements or covenants which delineate the intended ownership maintenance of common areas. These may be notes located in the legend of the plan.	_____
_____	34. Public facilities plan (placement and size of all public facilities including curb, gutter, sidewalks, pavement, utility lines, storm drainage facilities and easements located within or adjacent to the site).	_____
_____	35. Location of all existing and proposed bikeways and multi-use trails as delineated on the Multi-Use Trails Plan and in the Bicycle Plan.	_____
_____	36. Information regarding the general drainage pattern for the site	_____
_____	37. Information regarding the general internal and external traffic circulation	_____
_____	38. Proposed development phasing plan, and any anticipated future expansions	_____
_____	39. Geologic Hazard Study disclosure statement (not required if exemption approved).	_____

HILLSIDE and STREAMSIDE SUBMITTAL REQUIREMENTS

Please complete the following checklist by checking all appropriate categories under APPLICANT column, indicating compliance with these content requirements:

<u>APPLICANT</u>		<u>PLANNER</u>
_____	1. Master Facilities Plan: (to accompany all Concept and Development Plan submittals)	
	<ul style="list-style-type: none"> • Preliminary design of all streets to include: <ul style="list-style-type: none"> • Existing and proposed centerline grades; separate curblines grades if significantly different; _____ • Vertical curve data, K values and design speed; _____ • Intersection stationing. _____ • Drainage facilities and utilities to include telecommunications _____ • Plan view of all structures, such as retaining walls _____ • Typical street section for all proposed streets to include utility drainage facilities _____ • All off-street facilities/improvements including necessary easements _____ • Preliminary Drainage Report _____ 	
_____	2. Land Suitability Analysis: (to accompany all Concept and Development Plan submittals)	
	<ul style="list-style-type: none"> • Slope Analysis <ul style="list-style-type: none"> • Identification of slope ranges in increments from 0-8%, 8-12%, 12-15%, 15-25%, 25+% and in two foot (2') contour intervals. _____ • Vegetation and Wildlife <ul style="list-style-type: none"> • Physical location of vegetation existing on the site _____ • Colorado Forest Service Ecosystems _____ • Wildfire Hazard Potential Assessments _____ • Wildlife Habitat and migration corridors _____ • Geologic Analysis to include identification of geologic hazards and constraints which will require mitigation during design and construction _____ • Soil Analysis _____ • Natural and Man-made Feature Inventory _____ • Composite Map showing development opportunities and constraints to support Proposed land use _____ • Written text describing how development will occur that considers both the opportunities and constraints. _____ 	
_____	3. Grading and Erosion Control Plan	

LANDSCAPE PLAN CONTENT REQUIREMENTS:

Please complete the following checklist by checking all of the appropriate categories under APPLICANT column, indicating compliance, with these content requirements. All submitted plans shall contain the following information:

<u>APPLICANT</u>		<u>PLANNER</u>
_____	1. Certification of Professional Qualifications attached (See Appendix I of Landscape Code)	_____
_____	2. Soil analysis report, from an established soil analysis laboratory, attached or deferral request.	_____
_____	3. Description of soil preparation and amendments per soil analysis	_____
_____	4. Climate zone and plant communities to be used noted from Figure 4 <i>Climate Zones for Signature Landscapes</i> map, of Policy 311	_____
_____	5. Schematic Landscape Diagram of plant communities and hydrozones attached or shown clearly/separately on plan (See Appendix E of Landscape Code)	_____
_____	6. Calculation of site category requirements and how they are met (See Appendix F of Landscape Code)	_____

LANDSCAPE PLAN CONTENT REQUIREMENTS, continued:

APPLICANT

PLANNER

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|-------|--|-------|
| _____ | 7. Plant schedule meeting plant material specifications
(See Appendix G of Landscape Code) | _____ |
| _____ | 8. Percentages of Signature Plants (See Appendix G of Landscape Code) | _____ |
| _____ | 9. Tree, shrub, perennial and ground cover planting details (See Appendix H of Landscape Code) | _____ |
| _____ | 10. North arrow and vicinity map | _____ |
| _____ | 11. Notation of scale with bar scale | _____ |
| _____ | 12. Dimensioned property lines | _____ |
| _____ | 13. Location, name and classification of abutting streets | _____ |
| _____ | 14. Existing and proposed zoning of the site and existing zoning of surrounding properties | _____ |
| _____ | 15. Project data including the total square footage of the property and number of parking spaces | _____ |
| _____ | 16. General statement of type(s) of equipment and method(s) to be used to irrigate the site categories | _____ |
| _____ | 17. Delineation of 100 year floodplain and nontidal wetlands, as applicable | _____ |
| _____ | 18. Plan for protection of vegetation to be retained, during site grading and building construction process, as applicable | _____ |
| _____ | 19. Written request for Administrative Relief, as applicable
(See Appendix L of Landscape Code) | _____ |

Site elements to be indicated:

- | | | |
|-------|---|-------|
| _____ | 20. All structures and light standards | _____ |
| _____ | 21. Exterior parking and loading areas and vehicular drives | _____ |
| _____ | 22. Pedestrian walks or paths and pedestrian-oriented areas | _____ |
| _____ | 23. All retaining walls, screening walls and fences by type and height | _____ |
| _____ | 24. Existing major vegetation to be retained and to be removed, by size and species | _____ |
| _____ | 25. Existing grade elevations of plants to be retained | _____ |
| _____ | 26. Location of trees, shrubs and equivalent ornamental grasses labeled by quantity, species, and site category, with species in substantial conformance with the Schematic Landscape Diagram | _____ |
| _____ | 27. Proposed plants shown within ranges of <u>mature width</u>
(See Appendix B of Landscape Code) | _____ |
| _____ | 28. Ground plane treatment, by species of plant, manner of establishment, and/or type and depth of mulch, etc. | _____ |
| _____ | 29. Plants not required by Code or for administrative relief labeled as “extra” | _____ |
| _____ | 30. Any non-living materials | _____ |
| _____ | 31. Delineation of corner visibility triangle(s) | _____ |
| _____ | 32. Natural features, such as rock outcrops, ponds, lakes and streams | _____ |
| _____ | 33. Existing and proposed storm water management ponds | _____ |
| _____ | 34. Height and slope of all berms | _____ |

LANDSCAPE PLAN CONTENT REQUIREMENTS, continued:

APPLICANT

PLANNER

- | | | |
|-------|--|-------|
| _____ | 35. Areas of slope protection | _____ |
| _____ | 36. Reclamation and erosion control area labeled | _____ |
| _____ | 37. Locations of existing and proposed utilities and utility easements | _____ |
| _____ | 38. Overhead power lines clearly labeled | _____ |
| _____ | 39. Screening of refuse collection areas from adjacent streets and properties | _____ |
| _____ | 40. Screening of loading and utility service areas, vehicle repair bays and vehicle fueling areas from adjacent streets and properties | _____ |
| _____ | 41. A detailed design of screening structures | _____ |

I hereby acknowledge that the information indicated in this Final Landscape Plan Submittal Checklist is correct and that any incomplete and/or incorrect information will cause a delay in review.

Name (PRINT)

Signature

Date

LANDSCAPE GRADING PLAN CONTENT REQUIREMENTS

(To be submitted with Landscape Grading Plan, in lieu of a Grading and Erosion Control Plan)

Please complete the following checklist by checking all appropriate categories under APPLICANT column, indicating compliance with these content requirements. All submitted plans shall contain the following information:

APPLICANT

PLANNER

- | | | |
|-------|--|-------|
| _____ | 1. Certification of Professional Qualifications, attached | _____ |
| _____ | 2. North arrow and vicinity map | _____ |
| _____ | 3. Notation of scale with bar scale | _____ |
| _____ | 4. Dimensioned property lines | _____ |
| _____ | 5. Location, name and classification of abutting streets | _____ |
| _____ | 6. Delineation of 100 year floodplain and nontidal wetlands, as applicable | _____ |

Site elements to be indicated:

- | | | |
|-------|---|-------|
| _____ | 7. Natural features, such as rock outcrops, ponds, lakes and streams | _____ |
| _____ | 8. Existing and proposed storm water management ponds | _____ |
| _____ | 9. Existing grade elevations of plants to be retained | _____ |
| _____ | 10. Existing and proposed topography at two foot (2') contour intervals or equivalent spot elevations | _____ |
| _____ | 11. Top soil stockpiling area(s) | _____ |
| _____ | 12. Slopes in conformance with Policy 313 Slope Standards | _____ |
| _____ | 13. Top and toe of manufactured slopes | _____ |
| _____ | 14. Berms in conformance with Policy 313 Berm Standards | _____ |
| _____ | 15. Height and slope of all berms | _____ |
| _____ | 16. Slopes greater than 4:1 labeled | _____ |
| _____ | 17. Retaining walls with top of wall elevations and finish grade on each side | _____ |
| _____ | 18. Areas of slope protection | _____ |
| _____ | 19. Reclamation and erosion control areas labeled | _____ |

- _____ 20. General intent of site drainage _____
- _____ 21. Water harvesting and ground water recharge areas _____

I hereby acknowledge that the information indicated in this Landscaping Grading Plan is correct and that any incomplete and/or incorrect information will cause a delay in review.

 Name (PRINT) Signature Date

IRRIGATION PLAN CHECKLIST

(To be submitted in conformance with Policy 314 - Plan may be submitted with Building Permit Application)

Please complete the following checklist by checking all appropriate categories under APPLICANT column, indicating compliance with these content requirements. All submitted plans shall contain the following information:

<u>APPLICANT</u>		<u>PLANNER</u>
_____	1. Prevailing winds	_____
_____	2. Slope aspect and degree of slope	_____
_____	3. Soil type and infiltration rate	_____
_____	4. Vegetation type	_____
_____	5. Microclimates	_____
_____	6. Expansive or hazardous soil conditions	_____
_____	7. Water harvesting potential	_____
_____	8. Available water supply, including non-potable and reclaimed water	_____

All pertinent system information is indicated, including:

_____	9. Irrigation zones substantially corresponding to hydrozones on the landscape plan and labeled by precipitation rates and method of application	_____
_____	10. Water meters	_____
_____	11. Tap-in location	_____
_____	12. Static water pressure at the point of connection	_____
_____	13. System controller	_____
_____	14. Rain sensors	_____
_____	15. Backflow preventers	_____
_____	16. Shut-off valves and zone control valves	_____
_____	17. Main line and lateral piping	_____
_____	18. Sprinkler heads	_____
_____	19. Bubblers and drip irrigation tubing runs	_____
_____	20. Type and size of main irrigation system components	_____
_____	21. Graphic depiction of the locations of irrigation system components	_____
_____	22. Total required operating pressure for each control valve/zone	_____
_____	23. Any supplemental stormwater and/or run-off harvesting	_____

System design is in conformance with the following standards:

_____	24. Certification of Professional Qualifications, attached (effective November 1, 2000, see Appendix I of the Landscape Code))	_____
-------	--	-------

IRRIGATION PLAN CHECKLIST, continued

APPLICANT

PLANNER

- _____ 25. Pedestrian surfaces located on plan _____
- _____ 26. Equipment installed flush with grade for safety _____
- _____ 27. Compliance with local codes _____
- _____ 28. Overspray onto impervious areas minimized _____
- _____ 29. Low volume, underground and low trajectory spray nozzles used where appropriate _____
- _____ 30. Method of irrigation matched to size and shape of area and plant material and for uniformity of coverage _____
- _____ 31. System designed in conformance with manufacturer's recommendation for efficiency _____
- _____ 32. Water pressure regulated with valves _____
- _____ 33. Water hammer and line and head drainage prevented _____
- _____ 34. Pressure compensating outlets used where pressure varies more than 20 percent (20%) or 20 p.s.i. (20 per square inch) from design operating pressure _____
- _____ 35. Adequate backflow protection installed _____
- _____ 36. Rain sensing device installed for automatically controlled system _____
- _____ 37. Controller has accurate timer, multiple program capacity, multiple repeat cycle, a 7 to 14 day program calendar and one remote control valve per station _____
- _____ 38. Irrigation lateral contains matched precipitation rates for sprinkler arcs _____
- _____ 39. Irrigation tap sized to irrigate site in the maximum time allowed for operation of the zones _____
- _____ 40. Irrigation component detail sheet provided _____

Where applicable, system design conforms to the following landscape plan elements:

- _____ 41. Separate zones provided for different equipment or water requirements based on exposure, plant selection and slope _____
- _____ 42. Drainage not altered within existing plant communities to be conserved _____
- _____ 43. Existing non-irrigated plant communities to be retained are not irrigated _____
- _____ 44. Temporary irrigation provided for newly established native plant areas _____
- _____ 45. High water-use-turf areas zoned separately from shrubs and trees _____
- _____ 46. Irrigation provided where natural rainfall is not adequate to ensure germination and establishment of hydroseeded areas _____

I hereby acknowledge that the information indicated in this Irrigation Plan is correct and that any incomplete and/or incorrect information will cause a delay in review.

Name (PRINT)

Signature

Date

Schematic Landscape Diagram

Climate Zone (from Figure 4 of Landscape Policy Manual) - Circle One

Foothills

Foothills & Plains

Plains

Plant Communities to be labeled by number(s) on diagram:

1. Semiarid shrublands
2. Pinon-Juniper woodlands
3. Prairie
4. Lower elevation riparian
5. Foothill shrublands
6. Ponderosa pine forest
7. Upper elevation riparian
8. Douglas fir forest

Hydrozones (supplemental water) to be labeled by letter(s) on diagram

- V. Very Low (0 to 7 inches per year)
- L. Low (7 to 15 inches per year)
- M. Moderate (15 to 25 inches per year)
- H. High (25 + inches per year)

EXAMPLE of Schematic Landscape Diagram

Climate Zone (from Figure 4 of Landscape Policy Manual) - Circle One

Foothills

Foothills & Plains

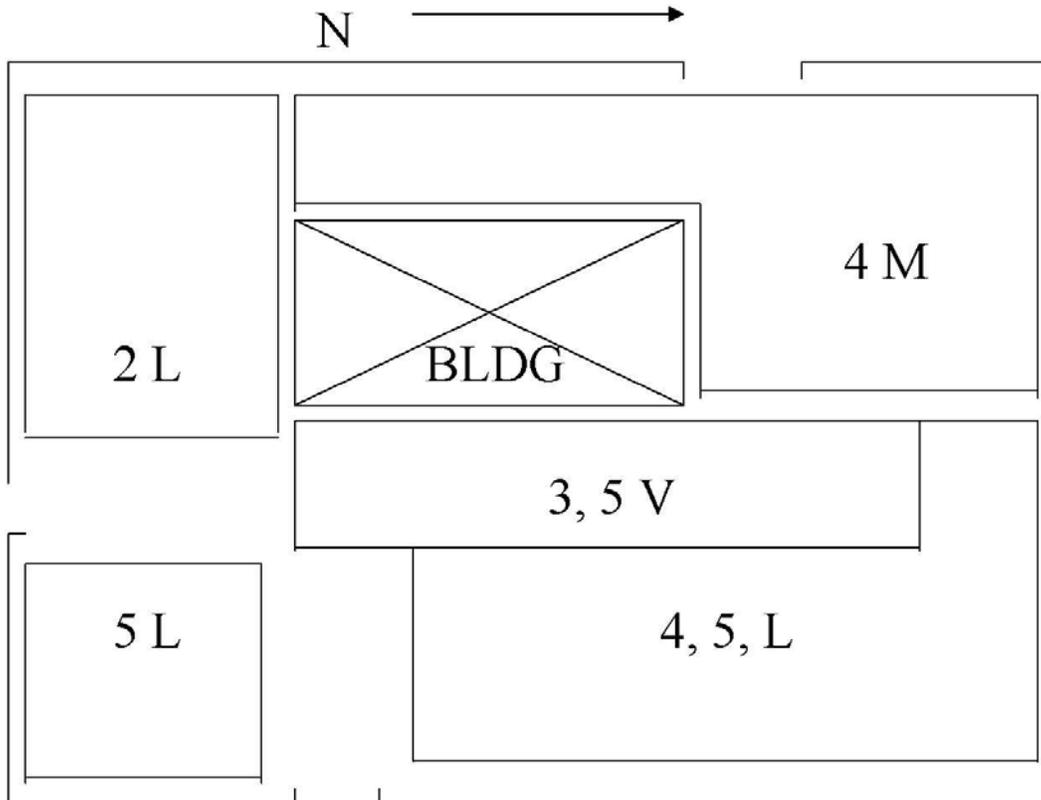
Plains

Plant Communities to be labeled by number(s) on diagram:

1. Semiarid shrublands
2. Pinon-Juniper woodlands
3. Prairie
4. Lower elevation riparian
5. Foothill shrublands
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Hydrozones (supplemental water) to be labeled by letter(s) on diagram

- V. Very Low (0 to 7 inches per year)
- L. Low (7 to 15 inches per year)
- M. Moderate (15 to 25 inches per year)
- H. High (25 + inches per year)



CERTIFICATION of PROFESSIONAL QUALIFICATIONS
(To be submitted in conformance with Policies 312, 313 and 314)

I hereby certify that I am qualified to prepare the type plan(s) indicated below based on the qualifications (denoted as Yes) circled and verified below.

Note: Only one qualification (circled Yes) is needed to prepare a specific type of plan

PROFESSIONAL QUALIFICATION POSSESSED:

TYPE PLAN QUALIFIED TO PREPARE:

	Landscape Plan *	Landscape Grading Plan *	Irrigation Plan **
1. Licensed Landscape Architect	Yes	Yes	Yes
2. Full Member of American Society of Landscape Architects (ASLA)	Yes	Yes	Yes
3. Bachelor or higher degree in Landscape Architecture or Landscape Design	Yes	Yes	No
4. Associate Member (except Student Associate) of ASLA or Bachelor or higher degree in Horticulture	Yes	Yes	No
5. Registered Professional Engineer	No	Yes	Yes
6. Licensed Architect	No	Yes	No
7. Bachelor or higher degree in Architectural Engineering	No	No	Yes
8. Bachelor or higher degree in Civil Engineering	No	Yes	No
9. Certified Irrigation Designer certified by the Irrigation Association	No	No	Yes
10. City Recognized Qualified Designer – Landscape	Yes	No	No
11. City Recognized Qualified Designer – Irrigation	No	No	Yes

REQUIRED VERIFICATION INFORMATION:

For Licensed Landscape Architect, Architect, or Registered Professional Engineer, check and indicate:

State _____ License or Registration No. _____

State Agency Phone No. for verification: (_____) _____

For Full or Associate (except Student Associate) Member of American Society of Landscape Architects, check one.

For Bachelor or higher degree in Landscape Architecture, Landscape Design, Horticulture, Agricultural Engineering, or Civil Engineering, check and indicate:

Degree _____ Year _____ School _____

Registrar Phone No. (_____) _____

For Certified Irrigation Designer certified by The Irrigation Association, check and indicate year of certification:

Year _____

Name (PRINT)

Signature

Date

* Note: Qualifications to prepare Landscape Plan and Landscape Grading Plan becomes effective November 1, 1999.

** Note: Qualification to prepare Irrigation Plan becomes effective November 1, 2000

SUGGESTED INSTRUCTIONS FOR SUBMITTAL SOIL SAMPLES/

Use the following steps to submit soil samples:

1. Obtain a spade, trowel, soil tube or soil auger free of rust and soil.
2. Dig 5 - 10 samples (depending on the size of the area) from the soil depth where your plants will be rooting. The samples should represent a uniform area consisting of land that is similar in slope, texture, drainage or other characteristics that make the soil the same. A front and back yard would most likely be very similar to each other; however, a garden area may be different from a turf grass area.
3. Place all of the sample into a plastic container and mix well to get your final sample for submittal to the lab. If possible, air dry the sample by spreading it out on paper towels.
4. Remove about 1½ - 2 pints of soil from the container and place it in a plastic bag or soil sample bag.
5. Seal the bag and label the sample with name, address and location of the sample.
6. Complete this soil sample information form (see page 5) as much as possible and include it with the soil sample.
7. Mail the sample to the lab using the following address:
(For Alternative Laboratories, see attached)

Soil, Water and Plant Testing Laboratory
Colorado State University
Room A, 319 NESB
Fort Collins, CO 80523-1120
8. Be sure to keep samples cool before mailing. If samples heat up, the nitrogen readings can change dramatically. Keeping the samples in the shade will prevent excessive heating.
9. DO NOT PREPAY, you will be billed for the analysis.
10. The lab DOES NOT do herbicide or pesticide analysis.
11. If you have additional questions, please contact the lab at (970) 491-5061 or your local county Cooperative Extension agent.

SOIL TESTS AVAILABLE

TEST	COMMENTS
Routine: pH, soluble salts, organic matter, nitrate-nitrogen, phosphorus, potassium, zinc, iron, lime (estimate), texture, copper, and manganese.	Basic evaluation for characterizing the soil fertility status for growing crops. A fertilizer recommendation is given. Normally, this test is sufficient unless a special problems is suspected.
Subsoil Nitrate	Evaluation of nitrate supply below soil surface. Fertilizer nitrogen recommendation based on routine soil test of surface soil is adjusted if subsoil nitrate is unusually high
Subsoil Salinity	If is important to determine the salt contact of subsoil for crop management.
Sodium Evaluation – sodium absorption (ratio of sodium to calcium and magnesium), gypsum and percentage of lime	Some Colorado soils contain excess sodium. This test determines whether or not chemical amendments such gypsum or sulfur will be effective and the amounts of these materials needed.
Routine plus Sodium Evaluation	See above explanations. A recommendation for fertilizer and/or amendments for sodium reclamation is given.
Boron, Sulfate and Molybdenum	Colorado soils usually have sufficient quantities of these nutrients. However, in some soils near mine sites, boron or molybdenum may be found in toxic quantities.

LANDSCAPE INSPECTION AFFIDAVIT
(To be submitted in conformance with Code Section 309.C)

Landscape Plan File No: _____ Name of Project: _____

Landscape Plan Designer: _____ Inspector: _____

Date(s) of Inspection: _____

This project was inspected within the limits of customary access for compliance with the approved landscape plan on file in City Planning. The findings are as follows:

	(Check One)	<u>Yes</u>	<u>No</u>	<u>N/A</u>
Plant Material:				
1. Condition of plant material is healthy and meets Colorado Nursery Act and American Standards of Nursery Stock Standards		_____	_____	
2. Installation is in conformance with Appendix H, Planting Details, of Landscape Policy Manual		_____	_____	
3. All plant material installed as specified by species		_____	_____	
4. All plant material installed as specified by size		_____	_____	
5. All plant material installed as specified by quantity		_____	_____	
6. Location of all plant material is correct		_____	_____	
7. Specific observations attached if needed		_____	_____	

Landscape Elements:

1. Soil prepared and amended as specified		_____	_____	_____
2. Compacted soil in vehicle lot planting areas tilled or replaced to a depth of 30 inches		_____	_____	_____
3. Berms installed at height and slope specified		_____	_____	_____
4. Areas of slope protection installed as specified		_____	_____	_____
5. Reclamation & erosion control measures installed as specified		_____	_____	_____
6. Grading and drainage intent followed as specified		_____	_____	_____
7. Landscape components (internal walks, screening walls, fences, trash enclosures, etc.) installed as specified		_____	_____	_____
8. Mulch installed at depth and type specified		_____	_____	_____
A. Organic mulch		_____	_____	_____
B. Inorganic mulch		_____	_____	_____
9. Ground plane seeding installed as specified *		_____	_____	_____
10. Specific observations attached if needed		_____	_____	_____

I hereby certify that I am qualified to submit this landscape inspection affidavit based on the qualification indicated below: (check one)

Licensed Landscape Architect, indicate State: _____ Licensed No. _____

State Agency Phone No. (_____) _____

Full or Associate (except Student Associate) Member of American Society of Landscape Architects

Bachelor or higher degree in Landscape Architecture, Landscape Design, Horticulture, indicate:

Degree _____ Year _____ School _____

Registrar Phone No. (_____) _____

Name (PRINT)

Signature

Date

* Note: Seeding must be established or financially assured prior to issuance of a Certificate of Occupancy

IRRIGATION INSPECTION AFFIDAVIT

(To be submitted in conformance with Code Section 309.C)

Irrigation Plan File No: _____ Name of Project: _____

Irrigation Plan Designer: _____ Inspector: _____

Date(s) of Inspection: _____

This project was inspected within the limits of customary access for compliance with the approved irrigation plan on file in City Planning. At least two (2) inspections were conducted. The findings are as follows:

(Check One)	<u>Yes</u>	<u>No</u>
A. Inspection during construction to check main line in open trench:		
1. Location of main line conforms to as-built plan	_____	_____
2. Size of main line conforms to plan	_____	_____
3. Depth of main line conforms to plan	_____	_____
4. Main line condition is undamaged	_____	_____
5. Main line pressure tested with water and meter to check for visible leaks	_____	_____
6. Specific observations attached if needed	_____	_____
B. Inspection after completion of system installation prior to seeding or sodding:		
1. Settling along trenches is absent	_____	_____
2. System components (i.e., controller, backflow preventer, rain sensor, etc.) installed as specified	_____	_____
3. Rotary heads pressure tested	_____	_____
4. System activated for observation of compliance	_____	_____
5. Landscape components are not blocking application	_____	_____
6. Each station complies with design / as-built plan	_____	_____
7. Matched precipitation rates provided by zone	_____	_____
8. As-built plan provided to owner	_____	_____
9. Specific observations attached as needed	_____	_____

I hereby certify that I am qualified to submit this irrigation inspection affidavit based on the qualification indicated below: (check one)

Licensed Landscape Architect, or Registered Professional Engineer, indicate

State: _____ Licensed No. _____

State Agency Phone No. (_____) _____

Full Member of American Society of Landscape Architects

Bachelor or higher degree in Agricultural Engineering, indicate:

Degree _____ Year _____ School _____

Registrar Phone No. (_____) _____

Certified Irrigation Designer certified by The Irrigation Association, indicate year of certification _____

Name (PRINT)

Signature

Date

FORMAL REVIEW TIME PERIOD:

Administrative Review:

The internal review procedure will take a minimum of **eight (8) weeks** to complete. The first review letter from the applicable planning staff member will be sent to the applicant within approximately **six (6) weeks** from the time of formal submittal. The amount of time for the internal review procedure is dependent upon the time it takes the applicant to return revised plans to the reviewing planner.

Planning Commission:

Once the internal review procedure has been completed, the application will be scheduled for the next available City Planning Commission hearing. The amount of time to schedule an item for Planning Commission will take approximately **four to eight (4 -8) weeks** depending on the date the internal review procedure is completed.

FINAL DISPOSITION:

APPROVAL:

Administrative Review:

After completion of the administrative review, the reviewing planner will return three (3) copies of the approved site plan to the applicant/owner and one (1) copy to the neighborhood contact (if applicable). Approval of this request may be subject to fulfillment of certain conditions such as public improvements, easements, easement vacation, additional fees, etc. The applicant/owner will have ninety (90) days from the date of request to satisfy these requirements. If the applicant/owner fails to satisfy the requirement in this time period, the application will be considered withdrawn.

Planning Commission:

After the Planning Commission has made their decision, the planner will return three (3) copies of the approved site plan to the applicant/owner and one (1) copy to the neighborhood contact (if applicable). Approval of this request may be subject to fulfillment of certain conditions placed on decision by Planning Commission such as public improvements, easements, easement vacation, additional fees, etc. The applicant/owner will have ninety (90) days from the date of request to satisfy these requirements. If the applicant/owner fails to satisfy the requirement in this time period, the application will be considered withdrawn.

DENIAL:

If the application is denied, the planning staff member will provide written notification to the applicant/owner that will clearly specify all of the reasons for denial.

APPEALS:

Administrative Decisions:

The administrative decision of the planning staff member to approve or deny an application for a PUD Concept, PUD Development, Concept, Development or Minor Development Plan may be appealed to the Planning Commission within ten (10) days from the date of the administrative decision. The appeal must be in writing and specify briefly the grounds for the appeal. If a perfected appeal is filed within this ten (10) day period, the administrative decision to approve or deny will be suspended until the appeal process is finalized.

Decisions by the City Planning Commission:

The decision of the City Planning Commission to approve or deny an application for a PUD Concept, PUD Development, Concept, Development or Minor Development Plan may be appealed to the City Council within ten days from the date of the public hearing decision. The appeal must be in writing and should be submitted to the City Clerk at 30 South Nevada Avenue, Suite 101 along with a \$160.00 non-refundable fee. The appeal must include the file number of the item and specify briefly the grounds for the appeal. If a perfected appeal is filed within this ten day period, the decision to approve or deny will be suspended until the appeal process is finalized. Upon receipt of the subsequent appeal, the City Clerk shall schedule a public hearing before the City Council at the next meeting occurring at least thirteen (13) days thereafter. City Council has the power to refer any matter appealed back to Planning Commission for further consideration or affirm, reverse or modify the action of the Planning Commission. In all matters before the City Council relating to the actions of the Planning Commission, the entire file from City Planning pertaining to such matters shall be made a part of the record of the City Council. The file shall include but not be limited to: Planning Commission minutes, maps, drawings, departmental reports and application. If the appellant wants to submit additional exhibits to Council to include in the record, the original of such exhibit and twelve (12) copies must be submitted to the City Clerk. If the exhibits are electronic, a disk must be given to the City Clerk. All exhibits are kept for a maximum of ten (10) working days after the time of appeal has expired.

At the public hearing, City Planning staff will summarize their recommendation and the Planning Commission's recommendation for the record. The appellant may present an argument in support of their position. An individual who has not appealed may present an argument in support of the appellant's position. A short rebuttal by the applicant shall be limited to issues raised during the preceding argument. Final comments from the applicant and all other parties are allowed only by permission of the Mayor. Final comments from City staff and staff's recommendation shall conclude the hearing. All questions will be directed through the Mayor who will then direct the question to the appropriate person. Council may then make a decision on the matter or delay the decision. If final action is not taken at the public hearing, the Mayor will advise the audience when the matter will be considered.

Standard Agency Distribution:

Modified Distribution: _____ (If modified indicate below)

OFFICIAL CITY PLANNING DISTRIBUTION:

Individual	Division	Mail Code	Phone	e-mail
Mandatory Distribution:				
___ Neighborhood Representative [GH,DR,TR]				
___ Matthew Williams	Wastewater	MC 1015	668-7211	mlwilliams@csu.org
___ Brian Whitehead	Gas/Electric	MC 1015	668-8261	bwhitehead@csu.org
___ Steve D. Smith	Fire Prevention	MC 1442	385-7362	sdsmith@springsgov.com
___ Wendy Hardy	CSPD	MC 1550	444-7492	hardywe@springsgov.com
___ Christian Lieber	Parks and Recreation	MC 1200	385-6515	clieber@springsgov.com
___ Suzanne Anderson	QWest			
___ Nancy Gifford	Police Department	MC 1565	444-7779	ngifford@springsgov.com
___ Karen Rostvold	Flood Plain/Enumeration	MC 1105	327-2880	krostvold@pprbd.org
___ Subdivision Engineering Review Team [GH,DR]	City Engineering-Sandy			MC 0720 385-5979
kpatrick@springsgov.com				
___ Elaine Medina	U.S. Postal Service		570-5415	emedina1@email.usps.gov
___ Ron Bevans (2)	Landscape Architect		385-5375	rbevans@springsgov.com
___ Scott Logan	Traffic Engineering	MC 0450	385-5908	slogan@springsgov.com
___ Gary Herbst	Traffic Engineering	MC 0450	385-5437	gherbst@springsgov.com
___ Stacey Salvatore	Traffic Engineering	MC 0450	385-5468	ssalvatore@springsgov.com
___ Tom Francese	Street Division	MC 1213	385-6806	tfrancese@springsgov.com
___ Shelly Nawrocki	CSU Damage Prevention	MC 1346	668-7344	mnawrocki@csu.org
___ Transit Planner	Transit	MC 1449	385-5439	
___ Mike McCarthy	County Health Department		578-3137	
___ Jeff Daniel (WFMR + plan)	CSU Engineer	MC 1821	668-8771	jdaniel@csu.org

One of the following School Districts:

___ Mark Wilsey	School District #2
___ Don Shiverdecker	School District #3
___ Terry Johns(11x17 Plan)	School District #11
___ Dr. Walt Cooper	School District #12
___ Don Smith	School District #20
___ Terry Ebert	School District #22
___ Henry Reitwiesner	School District #49

Optional Distribution (Depending on Location of Site):

___ Bill Keller	Airport (Overlay ONLY)	MC 0030	550-1931
___ Kit Roupe [TR,DR]	USAFA (Overlay ONLY)		333-3749
___ Jackie Hall [TR,DR]	CDOT (Adjacent to CDOT Right-of-Way ONLY)		
___ Connie Schooler-Goodwin	METEX (Overlay ONLY)		
___ Jeff Edwards	Wescott Fire Dist (Adjacent to Westcott Fire District Boundary ONLY)		
___ Terry Schooler	Woodmen Road Metro District		
___ Trent Harwig	Falcon Fire Protection District		
___ Kerry Smith	Black Forest Fire Protection District		
___ Todd Wynn	Norad	474-3100	Todd.Wynn@cheyennemountain.af.mil
___ Jon White [GH,DR]	Colorado Geologic Survey	303-894-2167	

Application Comments due by: _____

DO NOT REMOVE THIS PAGE – IT MUST BE KEPT WITH THE ORIGINAL APPLICATION FORM!

Key:

GH: Geo Hazard Report

DR: Drainage Report

TR: Traffic Report

WFMR: Wastewater Facilities Master Report

The City of Colorado Springs-Planning Group is committed to ensuring that all of our services are accessible to those with disabilities. We encourage participation by all individuals. If you have a disability, advance notification of any special needs will help us better serve you. Please call Lois Ruggera at 385-5350 to request any special service that you may require. A one (1) week advance notice to allow us to accommodate your request is appreciated.

9.8 Construction Documents Submittal Requirements

The Developer shall provide one complete construction document set that includes landscape and civil drawings. Plans should be rolled and should have a maximum sheet size of 30 inches by 42 inches. All Construction Documents must conform to the Pikes Peak Regional Building Department (www.pprbd.com) requirements.

Minimum Submittal Requirements:

- Construction Document Package:
 - Civil engineering set
 - Architectural set
 - Landscape architectural set
- Electrical Site Plans:
 - Major site luminare locations and general type (e.g. pole mount, bollards, etc.)
 - Major building luminare locations and general type (e.g. wall packs, uplighting, etc.)
 - Brief notes on additional lighting that cannot be clearly noted on the plans (e.g. soffit lighting, pedestrian area lighting, etc.)
 - Transformer and switchgear locations.
 - Photometric analysis.
- The Construction Documents shall also include the following:
 - Name, address and phone number of General Contractor
 - Phases and timing of construction (such as, utility lines, sizes, locations, etc.) including temporary utility hookups
 - Location and screening of construction trailer
 - Location and elevation view of temporary fencing (note material and height).
 - Note methods of temporary erosion control
 - Location stockpile of excess dirt
 - Location of portable toilet facilities
 - Elevation view of construction sign

9.9 Site Signage Plan

At the minimum, the following information shall be included on the Site Signage Plan:

- Size and location of each sign: identity, information, regulatory, and whether temporary or permanent.
- Nearest street intersection/Corner visibility triangle as defined in the City Code.
- Plan view showing exact location of each ground sign on the site and its relationship to property lines, setbacks, driveway entrances, buildings and other structures.
- Show any dimension setbacks from property line(s), as required.
- Color rendering.
- Provide dimensioned drawings showing front elevation for each sign type showing graphics and layout. Show sign face area calculation(s). Indicate materials, colors, finishes, coatings, type style, and copy layout areas (provide sample board).
- Building elevations showing exact location, size and placement of each sign of the building.
- Show all sign message(s).
- For tenant identification signs, provide drawings showing typical treatment of each sign type (e.g. fascia signs, building entrance signs, and tenant listings on-site entrance monuments, etc.).
- Provide examples of typical design treatment of secondary on-site signs (e.g. handicapped parking, traffic directions, etc.).
- Construction details including means of attachments, structural elements and details, and installation procedures.
- Name of sign installer.