

OPEN SPACE PLAN

Purpose

Open Space Plan is required to ensure conformance to the Zoning Ordinance in addition to the Open Space Master Plan. Open Space Plans shall be submitted with a Site Plan.

Approval Body

Open Space Plan are approved by Town Staff. If it does not meet the minimum requirements, Planning & Zoning Commission can approve.

Required Forms & Exhibit

All requests are submitted online via the Citizen Self Service (CSS) Portal and shall be submitted per the development schedule.

- Open Space Plan Exhibit
- Sign Checklist

Fees

- None

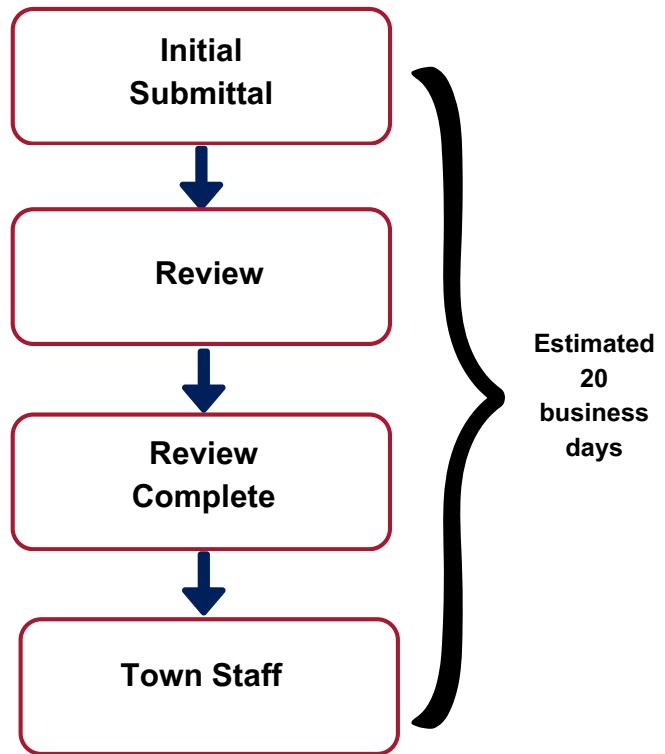
Notices

- None

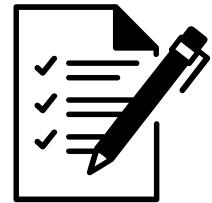
Miscellaneous

*Please note that open space shall NOT consist of any element that is not one of the following elements:

- Vehicular parking
- Parking lot landscape islands
- Building footprint
- Utility yards
- Required landscape easements, setbacks, or any other required landscaping as listed in Chapter 2, Section 4 of the Zoning Ordinance
- Sidewalks, unless the sidewalk is designated as an outdoor dining area on the approved Site Plan
- Retention/detention ponds. Retention/detention ponds that are located between the building and street and contain a constant water level, are landscaped, or otherwise treated as an amenity for the development, as determined by the Director of Development Services or his/her designee, may be calculated toward the required open space.



OPEN SPACE PLAN CHECKLIST



PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH APPLICATION. FAILURE TO SUBMIT ANY OF THE REQUIRED DOCUMENTS, MAY RESULT IN AN INCOMPLETE SUBMITTAL AND REJECTED BY THE PLANNING DEPARTMENT.

Name of Project: _____

Date of Submittal: _____

- Use the attached list to verify the completeness of the Open Space request being submitted.
- Check the box next to each item that has been provided on the plans.
- If an item or section is not applicable to the given project, write "N/A". Add notes next to any items where clarification to Town staff is needed.
- Sign and complete checklist.
- Attach the completed checklist with the Open Space Plan request at the time of first submittal only.
- Electronic files in pdf format submitted to the Town for initial review.
- Each request should be directly created in Adobe or similar (no scanned versions)
- Failure to submit any required documents associated with this checklist, may result in a rejection of submittal.

The following checklists are not intended to be a definitive list of all information. Items listed in bold and marked with an asterisk “*” are required items. Submittals shall be rejected if denoted items are not included

- Title block (located in the lower right corner) containing the proposed subdivision name with block and lot number, space for the Town project number, and preparation date***
- Hatch areas of open space and label the square footage of individual areas of open space***
- A table listing the percentage and square footage of open space required and provided***
- Materials calculation table containing the following information for each elevation:***
 - **Total surface area of each elevation**
 - **Glazing surface area of each elevation (including doors and windows)**
 - **Net surface area of each elevation (exclusive of doors and windows)**
 - **Area of each material and percentage (calculated against the net surface area)**
- Scale (appropriate for level of detail)**
- Legend, if abbreviations or symbols are used**
- Name, address, and phone number of owner, applicant, and surveyor**
- Locations of buildings, driveways, parking, sidewalks, landscape islands, and streets**
- For Multi-Family, include calculations for additional requested trees**



Preparer's Signature

This information is intended to act as a guide, please verify with the Planning Department to confirm requirements of the zoning ordinance.