

**Howard County Department of Planning and Zoning
Division of Land Development
FINAL DEVELOPMENT PLAN
APPLICATION FOR DOWNTOWN COLUMBIA REVITALIZATION**

Date Submitted/Accepted _____ **DPZ File Number** _____

Application is hereby made for approval by the Department of Planning and Zoning and the Howard County Planning Board of the accompanying Final Development Plan including a Neighborhood Concept Plan and Neighborhood Specific Design Guidelines in accordance with Section 125.0.E of the Howard County Zoning Regulations.

SITE DESCRIPTION

Project/Subdivision Name _____

(Phase or Section) (Election District) (Tax Map No.) (Grid/Block No.) (Zoning District)

Location of Property _____
(Street Address and/or Road Name)

FDP PLAN INCLUDING A NEIGHBORHOOD CONCEPT PLAN, NEIGHBORHOOD SPECIFIC DESIGN GUIDELINES AND NEIGHBORHOOD SPECIFIC IMPLEMENTATION DOCUMENT INFORMATION

Total area shown on Final Development Plan, including streets: _____ (acres)

Type and area for each land use proposed with this application (see Section 125.0. E.3.i of Zoning Regulations for land use categories): _____

Provide a brief summary of the proposal. [if additional space is needed, attach separate sheets]

APPLICANT/CONSULTANT INFORMATION

OWNER

(Name)

(Address)

(City, State, Zip Code)

(Telephone) (Fax)

(e-mail)

Contact Person: _____

ENGINEER/SURVEYOR CONSULTANT

(Name)

(Address)

(City, State, Zip Code)

(Telephone) (Fax)

(e-mail)

Contact Person: _____

APPLICATION REQUIREMENTS

REQUIRED PROCESS FOR DOWNTOWN REVITALIZATION

The following development plan review process is required for all Downtown Columbia Revitalization projects.

The fee simple owner of any property located in Downtown Columbia using the Downtown Revitalization process shall submit a Final Development Plan or Final Development Plan Amendment to the Department of Planning and Zoning for approval by the Planning Board. An amendment to the Preliminary Development Plan or any previously approved applicable Comprehensive Sketch Plan or Final Development Plan is not required because Final Development Plans for Downtown Revitalization will supersede previous New Town documents in accordance with Section 125.0. E.1 of the Zoning Regulations.

PRE-SUBMISSION REQUIREMENTS

Prior to filing a Final Development Plan (FDP) or FDP Amendment in each Neighborhood for Downtown Revitalization, the following pre-submission requirements must be met.

1. A **Pre-Submission Community Meeting** is required using the same procedures established in Section 16.128(b) thru (g) of the Subdivision and Land Development Regulations. In addition, notice in accordance with Section 16.128(b) thru (g) must also be given to the following:
 - a) Each Village Board;
 - b) The Columbia Association; and
 - c) Each property owner located within the same Downtown Columbia Plan neighborhood as reflected on the Maryland State Department of Assessments and Taxation Public Records. For condominium properties, one copy to the Condominium Association shall be deemed to meet this requirement.
2. **Design Advisory Panel Review** – The petitioner is required to submit proposed Neighborhood Specific Design Guidelines for review by the Design Advisory Panel, for its recommendations in accordance with the applicable provisions in Title 16, Subtitle 15 of the County Code. The Design Advisory Panel shall base its review and recommendations on the Downtown Wide Design Guidelines. For neighborhoods with approved Design Guidelines, subsequent Final Development Plans or FDP Amendments that do not propose modifications to the guidelines do not require further Design Advisory Panel review.

FINAL DEVELOPMENT PLAN SUBMISSION REQUIREMENTS

Submission of an application for a Final Development Plan (FDP) including a Neighborhood Concept Plan and Neighborhood Specific Design Guidelines and Neighborhood Specific Implementation Document approval will require completion of the following items at the time of the submittal to ensure acceptance of the application for processing. **Applications found to be incomplete will be rejected prior to entering the County's plan processing system.**

Please be advised that all plan application submissions are ACCEPTED BY APPOINTMENT ONLY. All plan submission appointments must be scheduled with the Division of Land Development at (410) 313-2350.

APPLICATION REQUIREMENTS

Plan applications are available on the DPZ website at:

<http://www.co.ho.md.us/DPZ.formsfeesapplications.htm>

I. Number of Copies Required

_____ FDP Plan Set of Drawings & Neighborhood Concept Plan	18 or 22* [18"x24" sheet size]
_____ FDP Plan Set of Drawings & Neighborhood Concept Plan	2 [24"x36" sheet size]
_____ Neighborhood Specific Design Guidelines Booklet	11
_____ Neighborhood Specific Implementation Document (if not included on an FDP plan sheet)	11
_____ Application Copies (1 original + 10 copies)	11
_____ APFO Roads Test	7 or 10*
_____ APFO Mitigation Plan, if applicable	7 or 12*
_____ Preliminary Sight Distance Analysis, if applicable	5 or 6*
_____ Preliminary SWM Report	1
_____ Preliminary Drainage Area Map	1
_____ Traffic Study	7 or 14*

* Additional copies required if project fronts a State Road or Test involves SHA intersection

II. FDP Plan, Neighborhood Concept Plan, Neighborhood Specific Design Guidelines and Neighborhood Specific Implementation Document Checklist

The attached submission checklist must be completed and signed by the qualified professional responsible for the plan preparation.

III. Fees

The FDP application fee shall be in accordance with the adopted fee schedule. All checks shall be made payable to the Director of Finance. **The application will not be accepted for processing until required fees have been paid.** For more information or questions, contact DPZ at (410) 313-2350.

IV. Certification of Applicant

I hereby certify that the information supplied herewith is correct and complete and authorize such periodic on-site inspections by the Department of Planning and Zoning and the Subdivision Review Committee agencies as may be necessary to review this application and to enforce the Subdivision, Land Development and Zoning Regulations and other applicable laws. This right-of-entry shall continue until all administrative appeals pertaining to the property have been exhausted. *** If the applicant is the owner's agent, written documentation from the property owner granting that authority is required at the time of submission to DPZ.**

(Signature of Property Owner/Agent) *

(Date)

FINAL DEVELOPMENT PLAN, NEIGHBORHOOD CONCEPT PLAN, NEIGHBORHOOD SPECIFIC DESIGN GUIDELINES AND NEIGHBORHOOD SPECIFIC IMPLEMENTATION DOCUMENT CHECKLIST

PLAN REQUIREMENTS AND PREPARATION INFORMATION

The following checklist is to serve as a guide in preparing the FDP, the Neighborhood Concept Plan, the Neighborhood Specific Design Guidelines and the Neighborhood Specific Implementation Document for submittal. Compliance with the following will assure processing in an expeditious manner. Incomplete, incorrect or missing information may result in the rejection of the application and could cause additional time to be required to revise the plan for resubmittal and re-review. **Checklist items shown with an asterisk (*) are essential for acceptance of the plan for processing.**

Legend:	<input checked="" type="checkbox"/> Information Provided	<input checked="" type="checkbox"/> Information Not Provided, Justification Attached
<input type="checkbox"/> NA	Not Applicable	

GENERAL INFORMATION

__ *1. PRE-SUBMISSION MEETING REQUIREMENTS

- __a. **Community Meeting Requirement** – A pre-submission community meeting is required for the submittal of all new or amended Final Development Plans for Downtown Columbia Revitalization in accordance with Section 125.0.E.3 of the Zoning Regulations and Section 16.128(b) thru (g) of the Subdivision and Land Development Regulations. In addition, notice in accordance with Section 16.128(b) thru (g) must also be given to the following:
- a) Each Village Board;
 - b) The Columbia Association; and
 - c) Each property owner located within the same Downtown Columbia Plan neighborhoods reflected on the Maryland State Department of Assessments and Taxation Public Records. For condominium properties, one copy to the Condominium Association shall be deemed to meet this requirement.

The property owner/developer must provide **3 weeks** advance notice regarding the community meeting's date, time and location by first-class mail with delivery confirmation notice to all adjoining property owners identified in the records of the State Department of Assessments and Taxation, and any community association that represents the geographic area of the subject property or any adjoining properties and sent electronically to any community association registered with the County for projects in a certain geographic area, the Howard County Council, to DPZ, and to the identities as required above for Downtown Columbia Revitalization. **The developer shall send a copy of the minutes and written responses to the meeting attendees and DPZ, either electronically or by first class mail. A certification that meeting notices were mailed, contact information for the attendees, a copy of the meeting minutes and verification that the developer sent a written response with a dated Return Mail Receipt or a dated email for all of the major comments recorded at the meeting was sent to all meeting attendees must be submitted to DPZ along with the initial plan application. The meeting minutes, including a written response to all questions, shall be sent to all meeting attendees within 60 days of the meeting, either electronically or by first class mail [Council Bill 6-2011].**

- __b. **Design Advisory Panel (DAP)** – A pre-submission advisory meeting with the Design Advisory Panel is required for all new Final Development Plans for Downtown Columbia Revitalization in accordance with Section 125.E.2.b of the Zoning Regulations. The property owner/developer must contact the DPZ, Division of Comprehensive and Community Planning to verify this requirement and for information concerning the DAP meeting scheduling process and procedures. The property owner/developer must submit a copy of the DAP project design recommendation to DPZ along with the FDP plan application submission.

- ___ * 2. FDP and Neighborhood Concept Plan size must be 18"x24" with 1/2" border on all sides on white background with black print (no color or shading) for Land Records recording purposes. **For Land Records recording purposes**, the Neighborhood Specific Design Guidelines and the Neighborhood Specific Implementation Plan documents that accompany the FDP plans shall be provided in an unbound single or double sided 8 1/2" x 11" packet (gray scale or color illustrated versions are permitted). **Plans must be folded to a size no larger than 6"x9"**. DPZ also requires 2 copies of FDP and NCP on a 24"x36" sheet size for review purposes.
- ___ * 3. Scale of FDP Plan and Neighborhood Concept Plan: Generally 1" = 100', 1" = 50", or at a scale as approved by the Department of Planning and Zoning prior to submittal if sufficient plan detail can be provided. The Context Plan (cover sheet) can be at a scale of 1" = 200'.
- ___ * 4. Name, address and telephone number of developer, fee simple owner, engineer, and/or surveyor (include all applicable).
- ___ 5. Provide the recorded subdivision name, neighborhood name, lot or parcel number, and recorded plat number references for all adjoining properties indicated as dashed or dotted lines.
- ___ * 6. All final development plan originals submitted for signature approval must meet the following DPZ original requirements:
 - a. Be made of durable, reproducible mylar material. No sepia paper, tracing paper, etc. will be accepted;
 - b. Not be pieced, spliced, have "stick-ons" or "press-type" lettering;
 - c. Have original seal and signature of Maryland registered professional engineer/land surveyor authorized by appropriate section of Annotated Code of Maryland to prepare final development plans on all plan sheets. Seal and signature shall be in permanent black waterproof ink. Add the following professional certification adjacent to the professional seal and signature on all plan sheets:

PROFESSIONAL CERTIFICATION

I hereby certify that these plans were prepared or approved by me and that I am a duly licensed professional engineer under the Laws of the State of Maryland, License No. _____, Expiration Date: _____.

- ___ 7. Provide a vicinity map identifying the total boundary of the property, exact site location, vicinity roads, scale and north arrow.
- ___ 8. North arrow on all plan sheets.
- ___ * 9. The title block shall appear in the lower right-hand corner of all FDP sheets and shall include the following information:
 - a. DOWNTOWN COLUMBIA, the applicable Neighborhood name, FINAL DEVELOPMENT PLAN, and the recorded subdivision name as a reference, if applicable;
 - b. Section and Area of recorded subdivision name, if applicable;
 - c. Scale of plan;
 - d. Location by Election District, County and State;
 - e. Tax Map, Grid Number and Parcel Number;
 - f. Sheets numbered consecutively as Sheet 1 of ___, 2 of ___, etc.
 - g. Date.
 - h. Phase Number.
- ___ 10. Provide a symbols legend on all plan sheets.
- ___ 11. Provide a Sheet Index of all plan sheets on sheet 1.

- ___ 12. Provide a Purpose or Summary statement on the cover sheet that explains the project proposal in detail including proposed land use areas, number of residential units, non-residential floor space areas, and any plan deviations from the approved Downtown Columbia Plan exhibits, neighborhood documents or previously approved FDP's, etc.
- ___ 13. Locations, dimension widths and names of all existing and proposed public and private streets within the neighborhood or adjoining the outline of the neighborhood.
- ___ 14. Coordinate information for the outside property boundary and each land use area relating to the Maryland State Plane Coordinate System and indicate in a tabular chart.
- ___ * 15. Provide the following standard signature approval block for the Executive Secretary (Planning Director) and the Planning Board Chairperson at the lower left corner of all plan sheets:

HOWARD COUNTY PLANNING BOARD			
_____ HO. CO. EXEC. SECRETARY	_____ DATE	_____ HO.CO. PLAN. BD. CHAIRPERSON	_____ DATE

- ___ * 16. A heavy line indicating the boundary of the neighborhood and/or FDP boundary property lines with appropriate bearings and distances, and the boundary lines distinguishing each land use area with lengths of courses to hundredths of a foot and bearings relating to the Maryland State Plane Coordinate System to a minimum accuracy of fifteen (15) seconds shall be provided on all applicable plan sheets.
- ___ 17. Add the following standard plat recording information statement on all plan sheets directly above the title block:

**RECORDED AS PLAT NUMBER _____ ON _____,
AMONG THE LAND RECORDS OF HOWARD COUNTY, MARYLAND**

- ___ 18. Add the following standard general notes on sheet 1:

“This plan was prepared in accordance with Section 125.0.E.3 of the Howard County Zoning Regulations”

“The Neighborhood Design Guidelines (NDG), Neighborhood Concept Plan (NCP) and Neighborhood Implementation Document (NID) were recorded In the Land Records of Howard County, Maryland along with the recording of this FDP plan”
- ___ 19. Reference any applicable DPZ file numbers for the project plan as a general note.
- ___ 20. The FDP plan shall be assigned the following DPZ file identifier when submitted for processing:

FDP – DC (Downtown Columbia) - _____ (approved neighborhood name) - 1

The 6 approved neighborhood names will be used as the primary identifier for the new Downtown Columbia FDP plans to distinguish them from the existing recorded FDP numbering system previously used for the New Town Zoning District. The number 1 to be used after the neighborhood name identifies the first FDP submission for that specific neighborhood. As subsequent FDP's are submitted for the same neighborhood, DPZ will assign the next consecutive numbers (2, 3, etc.) after the neighborhood name. As the FDP's are amended we will assign an "A-1" after the assigned number as the first amendment and "A-2" as the second amendment and "A-3" as the third, etc.

DOWNTOWN COLUMBIA REVITALIZATION PLAN REQUIREMENTS
(See Section 125.E.3 of Zoning Regulations)

___ * 21. The following neighborhood documents are only binding on property included within the boundaries of the Final Development Plan and are intended to provide a context for evaluation of the initial Final Development Plan and guidance for future Final Development Plan petitions.

___ (1) A **Neighborhood Concept Plan** covering an entire neighborhood of Downtown Columbia as depicted on Exhibit E “The Neighborhoods” – to the Downtown Columbia Plan:

- (a) A Neighborhood Concept Plan must show how the plan conforms with the neighborhood as described in the Street and Block Plan, the Neighborhoods Plan, the Maximum Building Height Plan, the Primary Amenity Space Framework Diagram, the Street Framework Diagram, the Bicycle and Pedestrian Circulation Plan, and the Downtown Open Space Preservation Plan of the Downtown Columbia Plan;
- (b) The Neighborhood Concept Plan must reflect any previously approved Final Development Plan for Downtown Revitalization, and any approved Site Development Plan for Downtown Environmental Restoration within the same Downtown Neighborhood; and
- (c) Each Neighborhood Concept Plan that is part of an approved Final Development Plan must be recorded with the Final Development Plan.

___ (2) **Neighborhood Specific Design Guidelines**

For new development or redevelopment, Neighborhood Specific Design Guidelines must be submitted for each of the six (6) individual downtown neighborhoods, in a 8½” x 11” notebook binder, with the Final Development Plan and shall address the following:

- (a) Urban design, including scale and massing, block configuration, parking and service functions, building entrances, and street lighting and furniture;
- (b) Street design and framework;
- (c) Downtown Community Commons and Downtown Parkland;
- (d) Architectural design;
- (e) Green building and green site design;
- (f) Pedestrian and bicycle circulation features;
- (g) Signage; and
- (h) Phase Number.

___ (3) **Neighborhood Specific Implementation Document.**

A Neighborhood-Specific Implementation Document/Plan (shall be included in the FDP plan set of drawings or can be a separate document), in conformance with the Downtown Revitalization Phasing Plan and the Downtown Community Enhancements, Programs and Public Amenities (CEPPA) Implementation Chart approved as part of the Downtown Columbia Plan which addresses the implementation schedule and benchmarks for the following:

- (a) The balance of uses within each implementation phase;
- (b) The phasing of Downtown Mixed-Use Development;
- (c) The phasing of Downtown Community Commons Spaces;
- (d) The phasing of the transportation and circulation facilities;
- (e) The phasing of the required infrastructure including public water and sewer;
- (f) Transportation and circulation facilities;
- (g) Environmental restoration;
- (h) Downtown Arts, Cultural and Community Uses;

- (i) Any other items as specified in the Downtown Community Enhancements, Programs and Public Amenities Implementation Chart; and
- (j) Phase Number.

- ___ * 22. An explanation and rationale for any change from the Downtown Columbia Plan exhibits or any neighborhood documents and materials that were part of a previously approved Final Development Plan. Limited change to building height is allowed based on compatibility, character and height of nearby existing and planned development and redevelopment, and open spaces in the area. However, in no event shall the maximum building height for Downtown Revitalization exceed twenty stories.
- ___ * 23. Boundaries of the property covered by the Final Development Plan.
- ___ * 24. Existing topography, woodlands, and 100-year floodplain areas.
- ___ * 25. A context plan showing existing road connections, major pedestrian networks, land uses and major storm water management facilities, and open space within the entire plan area and adjoining land within 500 feet.
- ___ * 26. Total acreage within the area covered by the plan.
- ___ * 27. Location of developed and undeveloped land and parcels.
- ___ * 28. From approved Site Development Plans for the area covered by the plan: **[provide in a chart format]**
 - (1) Summary of all existing and approved development;
 - (2) The square footage of proposed office, retail, and hotel space;
 - (3) The square footage of any other non-residential uses;
 - (4) The number of proposed hotel and motel rooms; and
 - (5) The number of proposed dwelling units.
- ___ * 29. The approximate location and total land area of the following existing and/or proposed land uses:
 - (1) Downtown Arts and Entertainment Parks;
 - (2) Downtown Community Commons;
 - (3) Downtown Environmentally Sensitive Land Areas;
 - (4) Downtown Public Facilities;
 - (5) Downtown Parklands; and
 - (6) Downtown Mixed-Uses.
- ___ * 30. The general location of existing and proposed Downtown signature buildings.
- ___ * 31. Traffic and transit circulation systems showing existing and proposed streets, routes and facilities.
- ___ * 32. A traffic study as specified in the Howard County Adequate Public Facilities Ordinance for the evaluation of the adequacy of transportation facilities.
- ___ * 33. An explanation of how the proposed development addresses the environmental concepts of the Downtown Columbia Plan, and specifically addressing the concepts of green buildings and green site design [add as a general note on plan].
- ___ * 34. The locations and descriptions of historic and culturally significant existing sites, buildings or structures, and public art and an explanation of the methods proposed to retain and preserve these items.
- ___ * 35. A statement describing how the petitioner proposes to fulfill the art in the community requirement [add as a general note on plan].

- ___ * 36. A statement describing how the petitioner proposes to fulfill the affordable housing requirement [add as a general note on plan].
- ___ * 37. Layout of the existing and proposed bicycle and pedestrian circulation systems.
- ___ * 38. Conceptual storm water management plan. A separate ECP (Environmental Concept Plan) application and checklist must be completed and signed by the professional person responsible for the plan preparation. The ECP plan must be submitted to DPZ through the Project Dox electronic processing system either concurrent with the FDP plan application or prior to the SDP plan application. Please direct any questions regarding the ECP plan to the Development Engineering Division at 410-313-2350.
- ___ * 39. A proposed plan for fulfilling required community enhancements, programs and public amenities (CEPPA) applicable to the Final Development Plan.
- ___ * 40. Text material regulating the following: *(generally provided on plan in form of notes or charts)*
 - (1) Maximum number and unit types of net new dwellings;
 - (2) Maximum gross floor area of net new commercial office uses and commercial retail uses;
 - (3) Maximum number of net new hotel rooms;
 - (4) Maximum building heights;
 - (5) Maximum size of a retail-use footprint;
 - (6) A description of the Community Commons that will be included in the development;
 - (7) A statement identifying (I) the cumulative amount of development approved and built to date under Section 125.0.A.9 and (II) the status of any Downtown Community Enhancements, Programs and Public Amenities, Downtown Parkland, Downtown Community Commons, and infrastructure as addressed in the Downtown Columbia Plan;
 - (8) Proposed location for environmental restoration; and
 - (9) Proposed restrictions, agreements or other documents indicating a plan to hold, own, and maintain in perpetuity land intended for common, quasi-public amenity use and public art but not proposed to be in public ownership.
- ___ 41. Provide an APFO tentative housing unit allocation and phasing chart on the cover sheet of the FDP.
- ___ 42. **Planning Board Criteria** – Provide a written narrative responding to the Planning Board review and approval criteria as required under Section 125.E.4 of the Zoning Regulations.
- ___ 43. Provide a general note on the plan that describes how the FDP provides a consistent means of calculating and providing the required annual charges in the membership in the Downtown Columbia Partnership.
- ___ 44. Provide a general note on the plan that indicates how the FDP provides a plan to hold, own and maintain in perpetuity land intended for common, quasi-public amenity use and public art, including any Downtown Community Commons, Parkland, Arts, Cultural and Community Use and Neighborhood Square shown on the FDP.
- ___ 45. Additional information which may be required by the Subdivision Review Committee to properly evaluate the plan.

Downtown Parking Requirements

Please note that off-street parking and loading facilities within Downtown Columbia shall be provided in accordance with the provisions for Downtown Revitalization pursuant to Sections 125.0 and 133.0 of the Howard County Zoning Regulations.

PLANNING BOARD REVIEW AND APPROVAL

The Planning Board shall consider the Final Development Plan or FDP Amendment at a public hearing. The Planning Board shall approve, approve with conditions, or deny the petition based on whether the petition satisfies the criteria in accordance with Section 125.0.E.4 of the Zoning Regulations. The submission of a separate "Planning Board Public Hearing Application" with a completed checklist, number of required plan copies and processing fees is required for submission to DPZ prior to scheduling the Planning Board public hearing for the FDP approval. The FDP will be assigned a Planning Board case number by DPZ and the property shall be posted with the time and date of the hearing for a period of time not less than 30 days prior to the hearing date. **PLEASE NOTE THAT A SITE DEVELOPMENT PLAN FOR THE FDP AREA CANNOT BE SCHEDULED FOR A DAP MEETING AND/OR SUBMITTED TO DPZ FOR PROCESSING UNTIL AFTER THE FDP HAS BEEN APPROVED BY THE PLANNING BOARD.**

Plan applications are available on the DPZ website at <http://www.co.ho.md.us/DPZ.formsfeesapplications.htm>.

RECORDATION OF THE FINAL DEVELOPMENT PLAN INCLUDING THE NEIGHBORHOOD CONCEPT PLAN, THE NEIGHBORHOOD SPECIFIC DESIGN GUIDELINES AND THE NEIGHBORHOOD SPECIFIC IMPLEMENTATION DOCUMENT OR PLAN

The approved Final Development Plan containing the Neighborhood Concept Plan, the Neighborhood Specific Design Guidelines and the Neighborhood Specific Implementation Plan shall be recorded in the Land Records of Howard County in accordance with Section 125.0.E.6 of the Zoning Regulations.

FINAL DEVELOPMENT PLAN INCLUDING THE NEIGHBORHOOD CONCEPT PLAN, NEIGHBORHOOD SPECIFIC DESIGN GUIDELINES AND NEIGHBORHOOD SPECIFIC IMPLEMENTATION DOCUMENT WORKSHEET
(For DPZ Use Only)

Project Name _____ DPZ File Number _____
 DPZ Plan Reviewer _____ Submission Date _____
 Plan Consultant Representative _____ Time _____

- I. Application Requirements** **Indicate Yes, No or N/A**
- a. Application is complete
 - b. Required number of plans and applications are provided
 - c. FDP Plan Set of Drawings & Neighborhood Concept Plan → 18 or 22
 (1 - Research, 4 - DED, 2 - DLD, 1 - DCCP, 1 - DTP, 1 - RCD, 1 - DILP, 1 - F&RS, 1-Health, 1 or 5 to SHA, 1- R&P, 1 – School, 1- SCD courtesy copy, 1 – Downtown Director)
 - d. Applications, Neighborhood Specific Design Guidelines and Neighborhood Implementation Document (NID if not included on FDP plan sheets) (11 reqd)
 (2 - DLD, 1 - Research, 4 - DED, 1 - DC&CP, 1 - RCD, 1 – Downtown Director, 1 – Transportation Plng)
 - e. Required number of supporting plans, reports and documents are provided.....
 - f. Certification of pre-submission community meeting for FDP is provided, verification that the developer sent written responses to all major comments to all attendees present at the meeting within 60 days and three week notice given to DPZ, County Council, each Village Board, Columbia Association and each property owner located within the same Downtown Columbia Neighborhood
 - g. DAP meeting was held and DAP recommendation is provided for FDP plan
 - h. ECP has been submitted with this submission or will be submitted prior to SDP

II. Fee Computations **Fee**

Downtown Columbia Revitalization	
\$400 per application	_____
\$150 per sheet x _____ sheets	_____
\$ 15 per acre x _____ acres	_____
TOTAL	_____

III. Certification

Cash Receipt No. _____ Amount _____
SAP Acct 1000000000-3000-3000000000-PWPW000000000000-432530

Check issued by _____

- _____ FDP application is accepted for processing
- _____ FDP application is rejected
- Reason: _____
- _____ Resubmission is accepted. Date _____ Staff Initials _____
- _____ SRC comments due date

Comments/Notes _____
