

Development Incentive Overlay Zone (DIZ)

Guidelines & Submittal Checklist

PURPOSE

Overlay zones provide an opportunity to create new development projects which are more compatible with their neighbors, are designed to be pedestrian friendly in both design and scale, and will encourage creativity, variety and excellence in design and layout.

Development incentive zones replace the underlying zoning standards relating to lot requirements, lot coverage, floor area requirements and height limitations; with performance standards. With the exception of uses specifically prohibited by the Common Council, the underlying zoning district's permitted and special uses become permitted as a matter of right. The ordinance creating a DIZ shall contain lists of all permitted and prohibited uses in the zone. This list is derived from the lists of permitted and special uses for the underlying zoning district.

The Department of City Development prepares performance standards. These standards include design guidelines relating to facade and fenestration treatment, signage, landscaping, open space, pedestrian and vehicular access and building height, placement and materials. The standards are adopted as part of the ordinance establishing the DIZ and shall be used as the basis for review and approval of individual detailed development plans.

Submittal Checklist for Projects within a DIZ

The following items must be submitted to the City Plan Commission as part of an application for approval of a project within an established Development Incentive Zone:

1. Current condition site survey.
2. Site Plan/s with the following information:
 - a. Location and lot coverage of all new structures and structures to be altered.
 - b. Location, type and size of all proposed landscaping.
 - c. Location, design and amount of any proposed off-street parking.
 - d. Location and size of all proposed curb cuts.
 - e. Location and design of all proposed loading or unloading facilities.
 - f. Location and size of any proposed exterior signs.
 - g. Proposed topography at 2-foot intervals if different than the existing topography.
 - h. Location of all proposed refuse stations and receptacles and types of screening.
 - i. Proposed drainage provisions, retaining walls, planting, anti-erosion devices or other protective devices to be constructed in connection with the project.
3. Elevations of each side of the exterior of any new building and/or structure being proposed.
4. Photos of the site and surrounding context.
5. Narrative stating how the proposal will comply with the adopted design guidelines and/or performance standards.

SUBMITTAL REQUIREMENTS: The items outlined above must be submitted digitally *at least 5 weeks prior* to a scheduled City Plan Commission meeting. The following files should be submitted:

(1) PDF of narrative

(1) PDF of drawings

Each file should be no larger than 15 mb.