

# Downtown Form Based Code - Review Checklist



**Current Planning Division**  
 8500 Santa Fe Drive  
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Planning and Development Services Department

www.opkansas.org

PLEASE NOTE: This checklist is not intended to identify all the requirements of the code but is meant as a tool to document specific calculations required by the code. Additional information may be required or requested to complete a review of your proposal.

Please refer to <http://www.opkansas.org/wp-content/uploads/downloads/Downtown-Form-Based-Code-Manual.pdf> for the full requirements of the code.

Project Name: \_\_\_\_\_ Address: \_\_\_\_\_

Brief description of development proposal: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Project square-footage: Total: \_\_\_\_\_ Footprint: \_\_\_\_\_

For Building Additions: Existing Sq. Ft.: \_\_\_\_\_ New Sq. Ft.: \_\_\_\_\_

\* For the purpose of determining required compliance with the code, the value of the proposed improvements may be required.

If Administrative Adjustments or Deviations are being requested, identify the relevant sections of the code below. Please note: Deviation requests require a public hearing and justification for the request. See the following criteria requirements for a deviation. Please attach an analysis of the deviation requested.

<http://www.opkansas.org/wp-content/uploads/downloads/Criteria-for-Reviewing-Variances-and-Deviations.pdf>

**PROJECT EVALUATION:**

Section	Topic	Response
Regulating Plan	Building Frontage Type	
Typical Street Section Map	Adjacent Street Type/Section	
Building Envelope Standards - Section 403-406		
Height	Average finished floor elevation (first floor) measured from public sidewalk at the required build line	
	Overall building height	In feet: In stories:
	Interior building height	Ground story: Upper story(s):
Siting	Percentage of building facade along the required building line	

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Section	Topic	Response
	Percentage of private open area	
Elements	Percentage of fenestration on the front facade	Ground story: Upper story(s):
Commerce Frontage only - Shopfronts - Section 403	Percentage of windows with interior views to a depth of 15 feet	
Building Wall - Section 603	Percentage of primary material on each elevation (minus fenestration)	N:                    S: E:                    W:
	Percentage of secondary materials on each elevation (minus fenestration)	N:                    S: E:                    W:
Roof - Section 604 (as applicable)	Parapet at primary entry	Width: Height:
	Pitched	Type: Pitch:
	Depth of eave overhang	
	Cornice projection from building	
Windows - Section 606	Percentage of clear window glass	Ground story: Upper story(s):
Downtown Parking Map	Is the project within the downtown core?	
Parking - Part 7	Identify the number of parking spaces in each category:	Surface: Structured: On-Street: Off-Site:
	Total parking provided	
	Number of parking spaces	Reserved: Shared: Tandem: Bicycle:
	If off-site parking is proposed, identify the location of the parking (must be within 800 feet)	

Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Information: \_\_\_\_\_