

PROJECT DESCRIPTION GUIDELINES

Applicability- This document is required for the following applications:

- Zoning Map Change
- Zoning Text Change
- Special Permit
- General Development Plan
- Site and Architectural Plan & Requested Uses/Final Site Plan

Applicants are strongly advised to follow the structure below when submitting the Project Description. The Project Description must be written in narrative form, using full sentences and paragraphs and not bullets. It should be submitted on 8.5" x 11" paper as a separate attachment to the application.

Applications facilitating definitive development projects should describe the applications and the details of the proposal under the headings stated below. If the application is for a text change to the Zoning Regulations with no concurrent project, the project description should focus on the purpose of the text change for this document. The application must include an analysis of the applicability of the text change in various parts of the city. The description associated with a text change may identify a demonstration site and provide basic site related information using the headings below.

1. Introduction

- State the applicant's name.
- Identify the location of the proposed project, including the number of blocks, and the current and proposed zoning (as applicable).
- Include a summary description of the action or actions requested as part of the application.
- If the proposed actions are intended to facilitate a development project, identify the development, and explain how the land use action would facilitate such development.
- Identify any other actions associated with this proposal, either as part of this application or apart from this application (ZBA Variance or Special Permit, for example).

2. Background

- Describe all prior approvals and/or land use actions that affect the proposed project, including previous actions by the Zoning Board, Zoning Board of Appeals and Environmental Protection Board along with application numbers.
- Include any other pertinent background information deemed necessary.

3. Description of the Surrounding Area

- Define broadly where in Stamford the Project Area is located by stating the name of the neighborhood. Describe significant neighborhood features (such as the Stamford Harbor, Mill River) resources, amenities, or employers within 500' of the project area.
- Describe the existing land uses in the immediate surrounding area (500' minimum) around the proposed Project Area.
- Describe the prevailing built form (apartment buildings, row-houses, small detached homes, etc), number of floors (typical), and major land uses in the surrounding areas.
- Include a description of the following: Major thoroughfares, nearby bus service, Major institutions, including medical facilities, and schools.
- Open space, parks, and other notable features
- Other pertinent information as necessary (Landmarks, Historic Districts, major buildings, waterfront, etc)
- Briefly describe the existing zoning districts within the Project Area.
- Note if the site is located within the Architectural Review Design District.

4. Description of the Proposed Project Area (e.g. General Development Plan Area)

- Define specifically where in the neighborhood the Project Area is located by using street names and intersections, tax blocks and addresses.
- Describe the existing land uses in the proposed Project Area.
- Describe the prevailing built form (apartment buildings, row-houses, small detached homes, etc), number of floors (typical), and any major land uses.
- Be sure to include details of the existing conditions on other properties affected by the proposed land use action, whether under the applicant's control or not.
- Indicate the existing land uses within each zoning district, with regard to use, bulk and height of buildings.
- Include a discussion of similar concerns for adjacent properties and properties across the street from the Project Area.

5. Description of Proposed Development Site (if different from the Project Area)

- Adequately and thoroughly describe the project site by including addresses, tax blocks and tax lots for the proposed Development Site.
- If the Development Site is on a zoning lot that contains multiple tax lots, please explain.
- Mention any relevant addresses if applicable, or helpful to the reader.
- Describe the existing built conditions of the zoning lot(s) that is the proposed Development Site (if different from the Project Area).
- The Development Site description shall include a discussion of:
 - Size of the zoning lot(s), in square feet or acres
 - Existing land uses of buildings on the proposed development site

- Previous land uses if relevant (for example, for properties with vacant buildings)
- Existing bulk (FAR, floor area in sq.ft., number of units)
- Existing height (number of stories, building height)
- Existing open space (yards, courts, open space ratios/ lot coverage)
- Existing number of parking spaces
- Existing driveway and curb cut locations and dimensions of curb cuts, as well as distance between existing curb cuts and the nearest intersection
- Approximate year(s) the building(s) was constructed (or enlarged, or extended),
- Street(s) upon which the zoning lot(s) front, the street(s) which bound the site, and the width of those streets, or whether they are narrow or wide (as appropriate)
- Other pertinent information, as necessary.

6. Description of the Proposed Development

- Describe in detail the development/construction/enlargement/conversion/change of use/extension, etc. that the applicant is proposing on the Development Site.
- Why is the applicant proposing this development?
- Where on the zoning lot is this proposed development to be located?
- The description of the proposed development shall include:
 - Proposed land uses
 - Proposed bulk (FAR, total floor area in SF, floor area per use, number of units)
 - Proposed height (number of stories, height of building, setbacks)
 - Proposed open space (yards, courts, open space ratios/ lot coverage)
 - Proposed number of parking spaces
 - Proposed driveway and curb cut locations and dimensions of curb cuts, as well as distance between existing curb cuts and the nearest intersection.
 - Other pertinent information, as necessary
- If the application includes affordable housing units or if Below Market Rate units are required, provide details including the number of such units, whether they are proposed on-site or off-site, income level of affordability (e.g. affordable to 50% AMI), whether units will be sold or rented. Also specify whether Special Exception is sought for fee-in-lieu payment or alternative means of compliance.

7. Action(s) Necessary to Facilitate the Project

- Describe the action(s) required to facilitate the proposed project. If there is more than one action is requested, list them all and describe each one accordingly.
- Explain the rationale for the proposed land use actions.
- Where applicable, fully describe the extent to which the proposed development complies and conforms to the applicable proposed district regulations/requested actions.
- For a zoning map amendment, indicate the proposed zoning districts. Compare the proposed zoning, or proposed actions with what is permissible today, and explain why the proposed zoning districts are appropriate.

- If the application requires a Zoning Text Amendment include the section numbers for the relevant sections and explain why the proposed text amendment is appropriate.
- If an application involves a Special Exception:
 - Provide the Section of the Zoning Resolution pursuant to which the action is requested
 - Provide the Sections the requested actions seeks to modify or waive
 - Describe the type of waiver (use, bulk: height, FAR, other, etc)
 - Describe what portion of the building or zoning lot the waiver affects
 - Discuss why the waiver is necessary relative to the Zoning requirements
 - Quantify the extent of the modification that would be needed under the waiver requested. (For example: A waiver of the rear yard setback requested, to reduce the setback from 15 feet to 10 feet.)
- Describe any other actions needed pursuant to any other City, State or Federal agency.

8. Conclusion

- Summarize the Project Description and explain why the proposed land use actions are required in order to facilitate the project and/or any development proposed.
- Explain how the proposed action is consistent with existing or projected land uses and zoning in the area and the Stamford Master Plan.
- Describe how the proposed project would promote public health and safety, facilitate economic development or provide other public benefits.