

Change Proposed/Townhomes and Multi-family	Bulletin	Zoning Only Review	RTAP	Notes
Moving any buildings or adding any number of units	n/a	n/a	X	If adding buildings, a new submittal is required (regardless of how old a plan is)
Adding, removing, changing, or moving 5 or fewer parking spaces*	X	n/a		
Adding, removing, changing, or moving more than 5 parking spaces	n/a	n/a	X	
Revising subplot lines or building footprint of one building*	X	n/a		
Revising subplot lines or building footprint of more than one building	n/a	<i>If only the subplot lines are changing and no other departments are triggered, can submit Zoning Only Review.</i>	X	
Proposing changes to any ordinance or rezoning required open space, private open space, or useable common open space areas that do not involve the movement or change of buildings	n/a	X	n/a	
Changing the location of a backflow preventer, transformer, generator, or other accessory or utility type structure*	X	n/a	n/a	

Moving or changing meter banks or other utilities requiring conditional screening	n/a	X		
Proposing changes to any required screening on site including but not limited to parking screening, trash enclosures, utility screening not listed above, and any conditional screening requirement. DOES NOT INCLUDE buffers or conditional landscape buffers/areas*	X	n/a	n/a	
Revising any buffer (plantings or widths), and anything within or near a required buffer/planting area such as retaining walls, BMPs, utilities structures or lines, etc.	n/a	n/a	X	
Revisions to public or network required private streets: location, alignment, R/W or public access easement widths, curb locations	n/a	n/a	X	
Revisions to sidewalks (public or private, internal or external)	n/a	<i>Required verification submittal form required prior to</i>	n/a	
Building material change that does not affect any minimum material percentage requirement (including transparency) on <u>any number of buildings*</u>	X	n/a	n/a	

Building material change affecting a minimum material percentage requirement (including transparency) and new material calculations are needed for review on one building*	X	n/a	n/a	
Building material or façade change affecting a minimum material percentage requirement (including transparency) and new material calculations are needed for review on multiple buildings	n/a	X	n/a	
Moving or changing any element (window, door, banding, trellis, etc.) on a wall where blank wall requirements do not apply on <u>any number of buildings</u> *	X	n/a	n/a	If 9.303(19)(e) and/or (f) are being used and the door/window changes are on the applicable façades or the change affects building material minimum calculations (including transparency), this is two changes. If it affects both, it is three changes.
Moving or changing any element (window, door, banding, trellis, etc.) where blank wall requirements apply on one building*	X	n/a	n/a	If 9.303(19)(e) and/or (f) are being used and the door/window changes are on the applicable façades or the change affects building material minimum calculations (including transparency), this is two changes. If it affects both, it is three changes.
Moving or changing any element (window, door, banding, trellis, etc.) where blank wall requirements apply on multiple buildings	n/a	X	n/a	

Moving or changing window, door or garage door locations on any number of buildings where 9.303(19)(e) or (f) are not being used*	X	n/a	n/a	If blank wall requirements apply or the change affects building material minimum calculations (including transparency), this is two changes. If it affects both, it is three changes.
Moving or changing window, door or garage door locations on one building where 9.303(19)(e) or (f) are being used*	X	n/a	n/a	If blank wall requirements apply or the change affects building material minimum calculations (including transparency), this is two changes. If it affects both, it is three changes.
Moving or changing window, door or garage door locations on multiple buildings where 9.303(19)(e) or (f) are being used	n/a	X	n/a	
Roofline or roof pitch change on <u>any number of buildings</u> that does not trigger a new in-depth height review*	X	n/a	n/a	In-depth height review applies where there is excess height and setbacks, yards and/or a height ratio study is needed.
Roofline or roof pitch change on any number of buildings that triggers a new in-depth height review	n/a	X	n/a	In-depth height review applies where there is excess height and setbacks, yards and/or a height ratio study is needed.
Changes to transparency on a façade where minimum transparency percentage applies to any number of floors on one building*	X	n/a	n/a	If a minimum building material percentage also applies to the façade or if the change affects blank wall requirements, this would be two changes. If it affects both, this would be three changes.

Changes to transparency on a façade where minimum transparency percentage applies to any number of floors on multiple buildings	n/a	X	n/a	
Footnotes:				
*	After 3 bulletin drawings, a zoning only review will be t			

Change Proposed - Commercial	Bulletin	Zoning Only Review	RTAP	Notes
Moving any building(s)	n/a	n/a	X	
Adding, removing, changing, or moving 5 or fewer parking spaces*	X	n/a		
Adding, removing, changing, or moving more than 5 parking spaces	n/a	n/a	X	
Proposing changes to any ordinance or rezoning required open space that does not involve the movement or change of buildings	n/a	X	n/a	
Changing the location of a backflow preventer, transformer, generator, or other accessory or utility type structure*	X	n/a	n/a	
Moving or changing meter banks or other utilities requiring conditional screening	n/a	X	n/a	
Proposing changes to any required screening on site including but not limited to parking screening, trash enclosures, utility screening not listed above, and any conditional screening requirement. DOES NOT INCLUDE buffers or conditional landscape buffers/areas*	X	n/a	n/a	

Revising any buffer (plantings or widths), and anything within or near a required buffer/planting area such as retaining walls, BMPs, utilities structures or lines, etc.	n/a	n/a	X	
Revisions to public or network required private streets: location, alignment, R/W or public access easement widths, curb locations	n/a	n/a	X	
Revisions to sidewalks (public or private, internal or external)	n/a	<i>Required verification submittal form required prior to submitting for zoning only. May trigger RTAP.</i>	n/a	
Building material change that does not affect any minimum material percentage requirement (including transparency) on <u>any number of buildings</u> *	X	n/a	n/a	
Building material change affecting a minimum material percentage requirement (including transparency) and new material calculations are needed for review on one building *	X	n/a	n/a	

Building material or façade change affecting a minimum material percentage requirement (including transparency) and new material calculations are needed for review on multiple buildings	n/a	X	n/a	
Moving or changing any element (window, door, banding, trellis, etc.) on a wall where blank wall requirements do not apply on <u>any number of buildings*</u>	X	n/a	n/a	If the change affects building material minimum calculations (including transparency), this is two changes.
Moving or changing any element (window, door, banding, trellis, etc.) where blank wall requirements apply on one building*	X	n/a	n/a	If the change affects building material minimum calculations (including transparency), this is two changes.
Moving or changing any element (window, door, banding, trellis, etc.) where blank wall requirements apply on multiple buildings	n/a	X	n/a	

<p>Roofline or roof pitch change on <u>any number of buildings</u> that does not trigger a new in-depth height review*</p>	<p>X</p>	<p>n/a</p>	<p>n/a</p>	<p>In-depth height review applies where there is excess height and setbacks, yards and/or a height ratio study is needed.</p>
<p>Roofline or roof pitch change on any number of buildings that triggers a new in-depth height review</p>	<p>n/a</p>	<p>X</p>	<p>n/a</p>	<p>In-depth height review applies where there is excess height and setbacks, yards and/or a height ratio study is needed.</p>
<p>Changes to transparency on a façade where minimum transparency percentage applies to any number of floors on one building*</p>	<p>X</p>	<p>n/a</p>	<p>n/a</p>	<p>If a minimum building material percentage also applies to the façade or if the change affects blank wall requirements, this would be two changes. If it affects both, this would be three changes.</p>

Changes to transparency on a façade where minimum transparency percentage applies to any number of floors on multiple buildings	n/a	X	n/a	
Footnotes:				
*	After 3 bulletin drawings, a zoning only review will be triggered			