



## ENTRY FORM AND INSTRUCTIONS

# The FBCI Form-Based Code Award

### **ABOUT THE FORM-BASED CODES INSTITUTE**

The Form-Based Codes Institute (FBCI) is a program of Smart Growth America. Its mission is to advance zoning reform through the use of form-based codes that empower communities to achieve their vision of livable places, healthy people, and shared prosperity. We provide training and technical assistance, share best practices, conduct research, and serve as a forum for the exploration of form-based codes.

### **INSTRUCTIONS**

This packet includes the instructions and all necessary forms to submit a form-based code to be considered for the FBCI Form-Based Code Award. **To be eligible, entries must have been adopted into law by a unit of local government.** Although recently adopted codes will be considered, the Jury may give preference to codes that have been implemented for some time. Submission of codes that can show built results and provide "lessons learned" is strongly encouraged. Please provide the requested information and submit your entry as indicated below. *Do not include these instruction pages in your submission.*

Each submittal must include:

- One (1) completed PDF Entry Form
- One (1) print-quality (300dpi) PDF of the code document(s)

*Note: Codes from non-United States jurisdictions are eligible. All submission materials must be in English.*

There is no entry fee to participate in the FBCI Form-Based Code Award program.

### **Submission Deadline and Email Address**

Send your entries via WeTransfer or similar high capacity file transfer mechanism to Jamie Zouras at [jzouras@smartgrowthamerica.org](mailto:jzouras@smartgrowthamerica.org).

Submissions to FBCI must be received by **5:00 p.m. Eastern Time on Friday, September 2, 2022**. It is recommended that entrants use a mailing service that guarantees delivery date.

FBCI will email a confirmation after your submission materials have been received. Please make sure that the email address listed on the Entry Form is correct. Most correspondence regarding this program will be conducted via email.

All submitted materials will be retained by FBCI for use as examples of form-based codes in publications, programs, and exhibits.

### **Questions**

Please direct all questions to:

Jamie Zouras  
Land Use & Development Program Manager  
(847) 730-7194  
[jzouras@smartgrowthamerica.org](mailto:jzouras@smartgrowthamerica.org)

### **Notification and Recognition of Winner(s)**

Winner(s) will be notified in late September and recognized publicly before the end of October. Winning entries also will be featured on the FBCI and Smart Growth America websites and social media platforms, and as part of the FBCI Form-Based Code Award Webinar.

## **ENTRY FORM**

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Form-Based Code Official Name \_\_\_\_\_ Jurisdiction/Government Agency \_\_\_\_\_

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Form-Based Code Common Name \_\_\_\_\_ Location \_\_\_\_\_

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Submission Contact Person \_\_\_\_\_ Title \_\_\_\_\_

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Company/Agency \_\_\_\_\_

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Mailing Address \_\_\_\_\_

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City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

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Telephone Number \_\_\_\_\_ Email Address \_\_\_\_\_

To be eligible for consideration, codes must be adopted into law.

Date of adoption: \_\_\_\_\_

How did you hear about the FBCI Form-Based Code Award?

Email  FBCI website  Other: \_\_\_\_\_

### **Release Statement**

By submitting this application, I certify that the information contained on the Entry Form is correct and complete, and that I will hold harmless the Form-Based Codes Institute (FBCI) and Smart Growth America (SGA) for any and all damage arising out of its use of the information on this sheet and in this submittal. I certify that permission has been obtained from the owner of any enclosed copyrighted materials, including photographs, to publish the materials. I release and authorize FBCI and SGA to use all such materials.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Team Members**

Form-based code writing is an interdisciplinary effort. Please identify the primary team members that contributed to the creation, adoption, and implementation of this code. (Include as many copies of this page as necessary).

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**Company/Agency** Contact Person

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Mailing Address

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City State Zip Code

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Telephone Email Address

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**Company/Agency** Contact Person

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Mailing Address

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City State Zip Code

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Telephone Email Address

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**Company/Agency** Contact Person

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Mailing Address

---

City State Zip Code

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Telephone Email Address

**FBC Name** \_\_\_\_\_

### Project Overview

Please check all options that apply.

#### Scale:

- Region
- District
- City/Town
- Corridor
- Neighborhood
- Other: \_\_\_\_\_

Approximate acreage: \_\_\_\_\_

#### Context:

- Greenfield
- Infill/Redevelopment
- Brownfield/Greyfield
- Other: \_\_\_\_\_

#### Code Administration:

- City/County Planning Staff
- Town Architect
- Other: \_\_\_\_\_

#### Plan Implementation (please use the Project Description below to elaborate)

This code implements:

- a specific physical vision or master plan
- a planning process
- other

**Project Overview** *(continued)*

Please check all options that apply.

**Method of Implementation:**

Mandatory: Any and all development within the code’s defined plan area must abide by the regulations in the code.

Optional/Parallel: In a defined area, developer has the option to choose to use the pre-existing development code or this submitted form-based code to build under. However, once one or the other is chosen, development must abide by the chosen code.

Other: \_\_\_\_\_

**Code Basis:**

Building Type Based       Frontage Type Based

Street Type Based       None of the Above

Smart-Code Based

Transect Based

**Special Policy Issues:**

Historic preservation       Public space

Environmental conditions       Other: \_\_\_\_\_

Transit       None

Affordable housing

Displacement Mitigation

**Has new development begun under this Code?**

No

Submitted for Code Review      Approx. Number of Projects: \_\_\_\_\_

Approved      Approx. Number of Projects: \_\_\_\_\_

Broken Ground      Approx. Number of Projects: \_\_\_\_\_

Completed      Approx. Number of Projects: \_\_\_\_\_

**Code Description** (*one page maximum*)

Please describe the code based on the following characteristics:

- Overall physical, historical, and political context in which the code was written and adopted.
- How it was initiated.
- Its purpose and goals.
- Any unique social, environmental, or economic issues present.
- How does the code foster built results consistent with a master plan and/or advance the field of form-based code writing?

Use descriptive language to help the jury to understand the context and purpose for which the Code was written and how it advances the field of form-based code writing. If new development has been approved under this code, please include a brief status/overview of the built results.

**Response to FBCI Definition and Checklist** *(one page maximum not including checklist below and on the next page)*

In brief, FBCI defines a form-based code as follows:

**Form-Based Code:** A method of regulating development to achieve a specific urban form. Form-Based Codes create a predictable public realm by controlling physical form primarily, and land uses secondarily, through city or county regulations.

An exemplary code will meet the brief definition above and effectively answer the questions included in the checklist that follows below. Briefly describe how the code fulfills the definition and the checklist. Further discuss how it responds to the standards for identifying and evaluating form-based codes provided in the checklist. It would be helpful for the Jury if the applicant can identify where within the code, by citing a reference, those aspects can be demonstrated.

For a more detailed definition of a form-based code, go to the FBCI website: <http://formbasedcodes.org/definition/>.

**Checklist for Identifying and Evaluating Form-Based Codes**

*(This is provided for reference only; a response to each point is not necessary, but these are questions that the Awards Jury may use to evaluate the submissions. Do not include this actual list in the submission.)*

**Is it a Form-Based Code?**

- Is the code's focus primarily on regulating urban form and less on land use?
- Is the code regulatory rather than advisory?
- Does the code emphasize standards and parameters for form with predictable physical outcomes (build-to lines, frontage type requirements, etc.) rather than relying on numerical parameters (FAR, density, etc.) whose outcomes are impossible to predict?
- Does the code require private buildings to shape public space through the use of building form standards with specific requirements for building placement?
- Does the code promote and/or conserve an interconnected street network and pedestrian-scaled blocks?
- Are regulations and standards keyed to specific locations on a regulating plan?
- Are the diagrams in the code unambiguous, clearly labeled, and accurate in their presentation of spatial configurations?



## Evaluating Form-Based Codes

*Does the code follow (and match with) a community vision or master plan?*

- Is the code based on a sufficiently detailed physical plan and/or other clear community vision that directs development and aids implementation?
- Was the code developed and adopted through an inclusive community engagement process?

*Is the code enforceable?*

- Has it been adopted and used by a municipality?
- Is the form-based code effectively coordinated with other applicable policies and regulations that control development on the same property?
- Is the code designed, intended, and programmed to be regularly updated?
- Does the code format lend itself to convenient public distribution and use?

*Does the code promote good urbanism?*

- Does the code yield typical New Urban practices?
- Will the code shape the public realm to invite pedestrian use and social interaction?
- Will the code produce walkable, identifiable neighborhoods that provide for daily needs?
- Are parking requirements compatible with pedestrian-scaled urbanism?

*Is the code easy to use?*

- In its organization/layout:
  - Is it easy to understand the layout in the first few pages or by flipping through it?
  - Can users easily find what is pertinent to their interest?
  - Are the procedures for code administration clearly described?
- With efficiency in the number of steps:
  - Does it have just the right number of steps in the decision tree to define the development opportunity, while still offering options and flexibility?
- With brevity:
  - No more pages than necessary for the scale of the codified area?
- With graphics as good communication tools:
  - Are the graphics tidy, concise, and offer a new approach to conveying information?
- With an easy to understand and speedy approval process?
- With technical terms used in the code that are defined in a clear and understandable manner?

*Is the code written to allow for predictable results without sacrificing variety in the size and shape of urban spaces and the design of buildings?*

- Can users readily understand and execute the physical form intended by the code?
- Are the intentions of each regulation clearly described and apparent even to planning staff and citizens who did not participate in its preparation?

*Does the code offer features that advance the practice, state of the art?*

- Does the code have any new and unique mechanisms, perhaps not seen before?
- Does the code serve as a good role model for other places with a similar context or existing conditions?



**Lessons Learned** (*one page maximum*)

Please provide details on lessons learned or expertise gained during planning, writing, adoption, and implementation of this code. Explain what makes it serve as an example for other communities. Cite particular ways in which the code breaks new ground, overcomes common barriers in the land development regulatory process, or has produced quality urbanism.

**Supporting Graphics and Photos** *(20 pages maximum not including photos)*

Please submit supporting illustrations and diagrams. These will further describe your code, the plan or vision upon which it is based, or the process of documentation and analysis that was completed as a basis for the code (or to test the code). These images can simply be extracts from a master plan document or single images. **Please remember that regulatory graphics – including the regulating plan – should be included in the body of the code that you submit.** They need not be reproduced here.

**Built Results Photographs** *(10 image maximum)*

If the code has guided built results, you are strongly encouraged to include photographic images of the new buildings, streets or spaces, clearly providing the context of the project. Before-and-after images (not computer simulated) may be submitted if relevant.

All images should be saved into a single PDF document and included on the submittal flash drives. The file should be labeled:

*FBCIAward2022\_Images\_(CodeName)*, with the name of the code substituted for “(CodeName)” in each file.

Captions (if not included on images directly):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

### **Original Code – Optional**

If the legally adopted version of the code was substantially modified in form or in content from the originally designed version, you may include a copy of the original version of the code. Please be sure to explain why the code was changed in the Project Description or Lessons Learned sections of this Entry Form.