



SUBDIVISION CODE CHAPTER 16.12 ISSUANCE OF BUILDING PERMITS TO UNPLATTED LAND -- ADMINISTRATIVE SUBMITTAL INSTRUCTIONS and CHECKLIST

While this checklist should be helpful, it is not designed to be a substitute for the Subdivision Code provisions. Applicants are expected to review the details of the Code, copies of which can be purchased in the Planning office, or accessed online at: www.manitouspringsgov.com

Chapter 16.12.010 *It is the purpose of this section to alleviate platting costs to land which was developed and within the city on the date of passage of this amendment (1991) or subsequently annexed to the city but unplatted because platting was not required at the time that the land was developed.*

A pre-application conference for this request is required a minimum of 14 working days prior to submittal deadline. Application and all materials shall be electronically submitted to: planning@comsgov.com.

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- 1. A completed **Administrative Review Application** form accompanied by nonrefundable application fee.
 - 2. Description of proposed improvements.
 - 3. Your plan should include the following:
 - a. The legal description of the property;
 - b. All existing lot lines and easements;
 - c. Adjacent right(s)-of-way;
 - d. Location, dimensions and setbacks of all existing and proposed structures;
 - e. Owner's name, address, and phone number;
 - f. The address of the parcel;
 - g. All areas within the ownership parcel that are 30% slope or greater shall be shaded and designated as "No Build" areas;
 - h. Tax Schedule Number;
 - i. Size of Parcel in square feet;
 - j. The following statement to be signed by the Planning Director or designee:
(This statement can be supplied electronically upon request.)

Under the provisions of Chapter 16.12 of the Subdivision Ordinance of the City of Manitou Springs, as amended, the ownership configuration detailed on this site plan is eligible for the issuance of a Building Permit to unplatted land. Compliance with all other applicable requirements of the City of Manitou Springs and the Regional Building Department is required. Approval of this request pertains only to the application submitted and does not release the applicant from complying with other requirements.

City of Manitou Springs

Date

- k. The following statement to be signed by the Property owner(s):
(This statement can be supplied electronically upon request.)

The signature below certifies that the information provided on this site plan is in all respects true and accurate to the best of my knowledge and belief. I agree that if this request is approved it is issued on the representations made in this submittal and any approval or subsequently issued Building Permit(s) or other type of permit(s) may be revoked without notice on any breach of representations or conditions of approval.

Signature of Owner

Date

Sketch Plans or Site Surveys are strongly advised for this meeting.



PRE-APPLICATION MEETING REQUEST FORM

Manitou Springs Planning Department
606 Manitou Avenue
Manitou Springs, CO 80829
(719) 685-4398
planningdept@comsgov.com
www.manitouspringsgov.com

A pre-application meeting is required prior to submission of an Annexation, Rezoning, Conditional Use Permit, Variance, Comprehensive Sign Plan, Material Change of Appearance, Demolition, Major or Minor Development Plan, a Master Plan, Vacation of Easement, Vacation of Right-of-Way, Minor/Major Subdivision, or any other application as determined by the Planning Department in order to be scheduled before the Manitou Springs Planning Commission or Historic Preservation Commission. The purpose of the pre-application meeting is to inform an applicant of review procedures, submittal requirements, development standards, and other pertinent matters before finalizing the development proposal application. Staff comments presented during a pre-application meeting are informational only and do not represent a commitment on behalf of the City regarding acceptability of the proposal. Additionally, staff comments are not intended to be all inclusive or to guarantee a favorable staff report recommendation. Applicants are responsible for reading and understanding all applicable requirements under the Municipal Code.

To request a pre-application meeting, please fill out the information below and submit to the physical or email address provided above. Once the Planning Department has this form, we will contact you to schedule a meeting. Pre-application meetings must occur a minimum of ten (10) working days prior to the submittal deadline for the Planning Commission and/or Historic Preservation Commission. Please see the attached meeting schedules; it may take up to two (2) days to schedule the meeting.

Subject Property Address: _____

Applicant(s) Name: _____

Mailing Address: _____

Email Address: _____

Telephone Number: _____

Property Owner (if not the Applicant): _____

Nature of the Request: _____

TOPICS OF DISCUSSION

At the meeting, the Applicant will present a synopsis of the proposal and any plans or surveys available; the following topics will need to be covered. Some of these items may not be applicable based on the type of request.

1. Zoning – Current/Surrounding/Proposed land uses
2. Setbacks
3. Lot Coverage
4. Utilities/Easement Locations
5. General Site Layout/Other Development Standards
6. Traffic Impacts
7. Impacts on Adjacent Properties/Uses
8. Building Design/Demolition (Historic Districts or Major/Minor Developments)
9. Parking Requirements
10. Landscaping/Buffering/Lighting
11. Open Space/Parks/Schools Fee Triggers
12. Storm Drainage Issues
13. Existing natural features
14. Slope
15. Grading/Excavating
16. PlanManitou Compliance (Rezoning)
17. Manitou Springs Forward and Vision Guide Compliance (Rezoning)
18. Neighborhood Meeting
19. Minimum Submission Requirements/Fees/Deposits/Timelines
20. Other

Photos are helpful but not required.

To ensure proper correspondence and record of attendance please sign this form and leave a copy with the Planning Department prior to leaving the meeting.

Thank You.

Signature – Property Owner or Project Consultant

Date

Signature – Staff

Date



MANITOU SPRINGS ADMINISTRATIVE REVIEW APPLICATION

606 Manitou Avenue, Manitou Springs, CO 80829
(719) 685-4398 Phone (719) 685-5233 Fax

ACTION NUMBER(S) _____

FEE(s): _____
+ \$50.00 Documents Fee/Request

REQUEST(S)

- Admin. Development Review
- HLDR Site Development Plan Review
- Grading Permit - Major Minor
- Waiver of Replat (Unplatted)
- Waiver of Replat (Platted)
- Minor Subdivision

Historic District

- MCAC Staff Review*
- Admin. Demolition Review*

*(Not Subject to Documents Fee)

PROPERTY ADDRESS: _____

CURRENT ZONE DESIGNATION: _____

APPLICANT NAME AND ADDRESS

OWNER NAME AND ADDRESS

 Phone() _____ Fax() _____
 Email _____
 Cell Phone () _____

 Phone() _____ Fax() _____
 Email _____
 Cell Phone () _____

APPLICANT'S STATEMENT: I UNDERSTAND THE PROCEDURES THAT APPLY TO MY REQUEST AND ACKNOWLEDGE AN INCOMPLETE APPLICATION SHALL NOT BE PROCESSED OR REVIEWED UNTIL SUCH TIME AS IT IS COMPLETE. CITY ACCEPTANCE OF THE APPLICATION, FEE, AND ANY ACCOMPANYING MATERIALS DOES NOT CONSTITUTE COMPLETENESS. I FURTHER AGREE TO REIMBURSE THE CITY FOR TECHNICAL AND PROFESSIONAL CONSULTANT EXPENSES THAT MAY BE INCURRED DURING THE REVIEW OF MY REQUEST. FAILURE TO REIMBURSE THE CITY FOR INVOICED EXPENSES CONSTITUTES AN INCOMPLETE APPLICATION. I UNDERSTAND AND ACKNOWLEDGE THE USE OR ACTION FOR WHICH APPROVAL IS REQUESTED IS NOT ALLOWED UNLESS THE PERMIT IS GRANTED. I UNDERSTAND A PRE-APPLICATION APPOINTMENT IS REQUIRED A MINIMUM OF TWO WEEKS PRIOR TO SUBMISSION DEADLINE. ALL APPLICATIONS AND ALL MATERIALS MUST BE SUBMITTED TO planningdept@comsgov.com.

APPLICANT'S SIGNATURE

DATE

OWNER'S STATEMENT

I HAVE READ AND AGREE TO THE ABOVE STATEMENTS. IN ADDITION, IF I AM NOT THE APPLICANT FOR THIS REQUEST, I FURTHER GIVE THE ABOVE DESIGNATED APPLICANT PERMISSION TO MAKE THE REQUEST ON MY BEHALF.

PROPERTY OWNER'S SIGNATURE

DATE



ADMINISTRATIVE REVIEW CHAPTER 18.72 SUBMITTAL INSTRUCTIONS

While this checklist should be helpful, it is not designed to be a substitute for the Zoning Code provisions. Applicants are expected to review the details of the Code, copies of which can be purchased in the Planning office, or accessed online at: www.manitouspringsgov.com.

Before undertaking any activity defined under Administrative Review the property owner or his agent shall seek Administrative Review approval from the Planning Department. The Planning Director, or designee of the planning director, shall make the final decision for all building permit and grading permit applications. Unless otherwise noted, the submittal requirements for Administrative Review are as follows:

- A. A **narrative** as described in [Chapter 18.72](#), Major Development Plan.
- B. A **site plan**, drawn to scale, with north arrow which illustrates property boundaries and lot lines, adjacent rights-of-way, proposed or existing points of access, setback dimensions and all existing or proposed improvements. The base document for any site plan shall be stated on the plan and a copy of such base document provided to the city.

In addition, information regarding landscaping, lighting, parking and drive aisles, grading, signage, building elevations and a building materials description shall also be provided. If, in the opinion of the Planning Staff, additional, detailed technical studies/data are needed due to the scale, location or impact of the proposed development, the submission of such additional studies/data may be required.

C. PROPERTY IMPROVEMENT PERMIT

It shall be unlawful to commence or to proceed with the erection, construction, reconstruction, alteration, enlargement, extension, or moving of any building, structure or any portion thereof, without first having applied in writing to the Planning Department and the Regional Building Department for a permit to do so and until a permit has been granted therefore. Unless construction is begun within a period of six (6) months from the date of approval, such approval shall expire unless good cause can be shown to the Planning Director that the building permit should not expire. In the event that good cause is shown, the Planning Director may extend the permit for up to one, three (3) month period. This expiration shall not apply if it is otherwise specified by a development agreement approved by the City Council.

D. GRADING PERMITS

Grading permits are required as described in [Chapter 18.68](#), Grading Permit, of the Municipal Code.



CREDIT CARD AUTHORIZATION FORM
(NOT USED FOR RECURRING CHARGES
- ONE TIME USE ONLY)

Forms also found online www.manitouspringsgov.com

Date: _____

I, _____, authorize the City Of Manitou Springs to charge my Visa/Mastercard/Discover (Circle appropriate one)

Please Print -

Name on Card: _____

Address (including zip code) _____

Credit Card number: _____

Expiration date: _____

CVC Code _____

Please return payment information to: City of Manitou Springs

Address: Planning Department
606 Manitou Avenue
Manitou Springs CO 80829

Fax: 719-685-5233

Signature

Printed name

Phone #