



SUBDIVISION CODE CHAPTER 16.06 MASTER PLAN 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

"Master Plan" means a land use plan or map which indicates the desired future physical development of any portions of Manitou Springs. Such a plan is submitted by the developer and is intended as a general summary of his proposal for development.

Section 16.06.010 A master plan of a subdivision shall be required when multiple land uses (more than one) are proposed for an area by the subdivider, and/or when the developer does not intend to subdivide all of his contiguous holdings at the same time, or if development is to be phased.

A pre-application conference shall be scheduled with Planning Staff a minimum of 10 working days prior to application submittal. The following information needs to be provided at that meeting:

- 1) Existing zoning and use of the site and adjacent properties.
- 2) Conceptual site layout, including provisions for streets, schools, parks and open space (as applicable).
- 3) Existing and proposed access location(s).
- 4) Existing contours and proposed grades (FIMS data may be used and is available from CSU).
- 5) Significant natural or manmade features identified.
- 6) Estimates of daily sewage flows, water requirements and fire flows.
- 7) Vicinity map

By **4:30 p.m. on the published submittal date** the following information, as specified in the Manitou Springs Municipal Code, shall be provided electronically to the Planning Department at planning@comsgov.com.

- ✓
 Completed **Development Review Application** form with nonrefundable fee.
- ✓
 Name of the proposed master plan;
- A specific legal description;
- Date of preparation, scale and northpoint, section lines and quarter section lines;
- A vicinity location map;
- Proposed land uses together with densities;
- Topography, with a contour interval of no more than twenty feet, from the appropriate USGS quadrangle. All areas with slopes thirty percent or greater shall be shaded or otherwise clearly indicated;
- Proposed daily sewage flows;
- Proposed water supply system with adequate evidence that sufficient water exists to supply the proposed development. Estimated daily requirements and fire flow requirements shall be determined;

- Any unusual or important man-made or natural features as identified in the city of Manitou Springs vision plan;
- An environmental impact statement which contains the following elements:
 - 1. Demonstration that the water supply is sufficient in terms of quantity, dependability, and quality to satisfy the need of the development for water for domestic consumption, irrigation and fire protection. Any impact on city water resources and delivery systems must be quantified and cost estimated.
 - 2. Demonstration that sewage system capacity exists to satisfy the needs of the development and any impacts quantified and cost estimated.
 - 3. Demonstration that the provisions for service to meet the needs of the proposed development including streets, drainage facilities, traffic services, police and fire protection, schools, recreation facilities, open space, and utility service facilities meet the needs of the proposed development. Impacts on city services, resources and infrastructure must be quantified and cost estimated.
 - 4. Demonstration that the land is suitable for development and that all hazards have been identified. This is accomplished by performing a Phase 1 environmental assessment as a minimum and performing geotechnical analyses and other studies to ensure that the land is safe to develop and poses no hazards to public health, safety and welfare. If hazards are identified, a plan to eliminate these hazards and/or mitigate them to acceptable levels must be provided for review and approval. This plan may include the provision of no-build areas. Impacts on the city must be quantified and cost estimated.
 - 5. Demonstration that the development protects the natural resources of the land including unique land forms, open space, vegetation and wildlife and the same resources on abutting properties.
 - 6. Demonstration that the development layout provides protection from wind, noise, and traffic; buffering for visual relief from development; and conforms to any design guidelines adopted by the city.
 - 7. Demonstration by provision of a traffic study that pedestrian, bicycle and vehicular access to abutting neighborhoods, recreation, shopping, and employment areas shall be provided.
 - 8. Demonstration that physical and visual barriers are minimized to accommodate a free flow of views, and pedestrian/vehicular circulation.
 - 9. Identification of the long term effects of the development on the city and identification of the alternatives to development.
 - 10. Demonstration that the development protects the cultural resources including archaeological resources of the site.
 - 11. Demonstration that the development provides protection from wildfire hazards.

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 DEVELOPMENT REVIEW APPLICATION

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

ACTION NUMBER(S) _____

DEPOSIT SUBMITTED \$ _____

FEE(s): _____

+ 50.00 Documents Fee per request

REQUEST(s)

- | | | |
|--|--|---|
| <input type="checkbox"/> Major Conditional Use | <input type="checkbox"/> Minor Subdivision | <input type="checkbox"/> Vacation Plat |
| <input type="checkbox"/> Minor Conditional Use | <input type="checkbox"/> Subdivision Waiver | <input type="checkbox"/> Vacation of R-O-W |
| <input type="checkbox"/> Major Conditional Use (Telecom. Fac.) | <input type="checkbox"/> Annexation _____ (ft ² /acreage) | <input type="checkbox"/> Easement Vacation |
| <input type="checkbox"/> Minor Conditional Use (Telecom. Fac.) | <input type="checkbox"/> Rezoning | <input type="checkbox"/> Concept Plan |
| <input type="checkbox"/> Major Development Plan | <input type="checkbox"/> Flood Management: Development | <input type="checkbox"/> Medical Marijuana |
| <input type="checkbox"/> Minor Development Plan | <input type="checkbox"/> Flood Management: Variance | <input type="checkbox"/> Recreational Marijuana |

Major Subdivision (specify type)

- | | | |
|--------------------------------------|---|-------------------------------------|
| <input type="checkbox"/> Master Plan | <input type="checkbox"/> Preliminary Plat | <input type="checkbox"/> Final Plat |
|--------------------------------------|---|-------------------------------------|

Variance (specify type and dimension/#)

- Front ___ Side ___ Rear ___ Height ___ Sign ___ Parking ___ Lot Size/Density ___

Material Change of Appearance Certification

- | | | |
|--|---|---|
| <input type="checkbox"/> Exterior Alteration or Remodel | <input type="checkbox"/> New Construction | <input type="checkbox"/> State Tax Credits |
| <input type="checkbox"/> Demolition Recommendation | <input type="checkbox"/> District Designation | <input type="checkbox"/> Property Designation |
| <input type="checkbox"/> Commercial <input type="checkbox"/> Residential | <input type="checkbox"/> Local <input type="checkbox"/> Nat. Register | <input type="checkbox"/> Local <input type="checkbox"/> Nat. Register |

Appeals (Not subject to Documents Fee)

- | | |
|--|---|
| <input type="checkbox"/> Appeal to Planning Commission | <input type="checkbox"/> Historic Sign Designation |
| <input type="checkbox"/> Appeal to City Council | <input type="checkbox"/> Appeal to Historic Preservation Commission |

PROPERTY ADDRESS: _____

CURRENT ZONE DESIGNATION: _____

***** Please read about the process on the back -- initial where indicated *****

APPLICANT NAME AND ADDRESS

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

OWNER NAME AND ADDRESS

 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 SCHEDULED FOR PUBLIC HEARING 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 10 WORK DAYS PRIOR TO SUBMISSION DEADLINE. ALL APPLICATIONS AND MATERIALS SHALL BE SUBMITTED ELECTRONICALLY 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 _____



MANITOU SPRINGS DEVELOPMENT REVIEW PROCEDURES

The following information describes the process development review requests go through after an application is submitted:

The Monday after the submittal deadline each item is written in the Planning Department logbook, issued a request number, files are pulled, and agendas are drafted.

The Tuesday and Wednesday after submittal the information is distributed and assigned to a Planner, who briefly reviews the materials for completeness. Incomplete applications, for which completion within a short period of time is unlikely, are removed from the agendas. Public notice must be submitted to the local paper by Wednesday for publication a minimum of 10 days before the proposed meeting dates. Please note, due to this short timeframe, some requests may be advertised in anticipation of application completion or comment response within a sufficient timeframe to allow the request to move forward to the planned meeting date. Timely response is not always possible; therefore advertisement in the newspaper or appearance on the meeting agenda does not guarantee the Commission will hear the item.

The Friday after submittal the request is sent to both internal and external entities for review and comment. The property will be posted a minimum of 10 days prior to the posted meeting dates.

During the next week to two weeks, Applicants may be contacted either in writing or verbally with questions and requests for additional information. Comments from reviewers may also be forwarded for response. If comment is requested from Colorado Springs Utilities (CSU), then the Applicant must present a Review Submittal Form to CSU and pay the required fees before CSU comments are generated. Depending on the type of request and the issues raised during this internal and external comment period, the Planners may determine at any point whether or not a request is ready for a public hearing.

Outside agencies may charge an applicant directly for review and comments on any application.

Final review and scrutiny of the application is generally accomplished the week before the Commission meeting. Occasionally, an issue will be discovered that causes a postponement, however, most of the time, any remaining application issues are minor and will be noted in the Staff Report – giving the Applicant the opportunity to address these during the meeting.

For those items ready to move forward to the public hearing, the Planners finalize the Staff Reports and the meeting packets are compiled the Friday before the Commission meeting. Staff Reports are emailed or faxed to Applicants that provide this information. Due to the timing of mail delivery, Applicants not able to receive emailed or faxed information will be asked to make arrangements to pick up the Staff Report over the weekend. This helps to ensure adequate time for Applicants to review the report and, if they have questions, to contact the Planner.

The Monday and Tuesday before the Commission meeting the Planners typically review final details and information. Additionally, within this timeframe internal comments or questions may be finalized and information may be submitted by the Applicants in response to the Staff Reports.

Wednesday – Meeting Day! The Planners review the Reports and any supplemental information for presentation to the Commission beginning at 6:00 p.m.

Some items are reviewed and approved by the Commissions. Several kinds of requests require City Council approval. Please make sure you clearly understand which category your application falls into. Applicants, or their representatives, are expected to attend the Commission and the City Council meetings (as applicable). Failure to attend the required meetings will result in a postponement or indefinite postponement of the application.

Application approval does not take the place of processing building plans and permits, or other licenses that are required. Please familiarize yourself with the time period within which approvals are valid. Failure to reimburse the City for invoiced expenses will result in either the postponement of application review and/or the issuance of future permits and licenses.

_____ Applicant Initials



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 #