



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.manitougov.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. BUILDING PERMIT APPLICATIONS

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.