



MANITOU SPRINGS ANNEXATION REQUEST SUBMITTAL INSTRUCTIONS and CHECKLIST

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 planning documents and the applicable State law in preparation for an application. Informal presentations of the Annexation concept may be made to the Planning Commission and City Council for preliminary feedback.

A pre-application conference shall be scheduled with Planning Staff prior to Annexation submittal for non-substantive input and to obtain Manitou Springs' Senate Bill 45 Annexation Plan, Vision Plan, Zoning Ordinance, Subdivision Regulations, and other pertinent planning documents

The following information needs to be provided at the pre-submittal meeting:

- 1) Existing zoning and use of the site and adjacent zoning and land uses
- 2) Conceptual site layout and use(s)
- 3) Existing and proposed access locations
- 4) Existing and proposed utilities locations
- 5) Existing contours and proposed grades (FIMS data may be used)
- 6) Vicinity map
- 7) Calculation of land area in square feet and in acres (to the nearest 1/100th of an acre) to determine if annexation will require public vote.

By **4:30 p.m. on the published submittal date** the following information, as specified in the Manitou Springs Zoning Code, shall be provided to the Planning Department:

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- 1) A completed **Development Review Application** form with nonrefundable application fee.
 - 2) A **letter of explanation** which provides the existing zone designation and use; provides a detailed description of the proposed use including possible positive and negative impacts; addresses the Basis for Issuance of a Conditional Use; and provides dates and hours of operation, etc., as may be applicable.
 - 3) A **vicinity map** showing the location of the subject property and the locations and uses of existing surrounding structures and lands.
 - 4) **Annexation petition**
 - 5) **Preliminary annexation agreement**
 - 6) **Proposed zoning**
 - 7) **Conceptual development plans**
 - 7) One copy (up to 11"x 17") and three copies over 11"x 17" and up to 24"x 36" of to-scale **site plan(s)** showing existing and proposed topography, locations of existing and proposed structures/improvements and current/proposed uses, parking, signage, etc. *(as required by Planning Staff)*.