



## ZONING CODE CHAPTER 18.30 CONDITIONAL USE PERMIT 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 Code, copies of which can be purchased in the Planning office, or accessed online at: [www.manitougov.com](http://www.manitougov.com).

***A pre-application conference shall be scheduled with Planning Staff prior to Conditional Use Permit submittal in order for the Applicant to:***

1. Become acquainted with the conditional use and any other related City requirements.
2. Obtain a checklist of what the application will need to include plus additional documentation that may be required as set forth in **Chapter 18.08** "Specific Zone Designations, **Chapter 18.14** "Planning Permission", and **Chapter 18.30** "Conditional Use Requirements and Procedures."

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) **Evidence of Mailed Notification** (proof of mailing) including a copy of the notice sent to neighbors within 100 feet of the subject property lines (not including rights-of-way) which notifies adjacent owners of the nature of the request, the meeting date/time/location for which consideration is proposed, and directs questions or comments to the Planning Department (685-4398).
  - 4) A **vicinity map** showing the location of the subject property and the locations and uses of existing surrounding structures and lands.
  - 5) A Traffic Analysis performed by a licensed Traffic Engineer, or a Traffic Statement by the Applicant (*as required by the Planning Staff*).
  - 6) Citizen Participation Plan and Report (*as required by Planning Staff*).
  - 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*).
  - 8) Environmental and Fiscal Impact Report (*as required by Planning Staff*).
  - 9) **Bed and Breakfast and Multi-Use Inn requests**, or any application where there is more than a single use proposed within a building or complex of buildings, shall be accompanied by floorplan(s) showing the proposed uses for each room.
  - 10) Other information relevant to the particular Conditional Use being proposed, as required by the Planning Staff, in order for the Planning Commission to make an informed recommendation to the City Council.