



ZONING CODE CHAPTER 18.26 and 18.72 MAJOR DEVELOPMENT PLAN 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

"Major development" means and includes:

1. All new, nonresidential development or uses;
2. Five or more single-family dwellings (including townhome units);
3. Eight or more multifamily dwellings;
4. Expansion of existing, nonresidential development by thirty percent or more;
5. Two or more single-family dwellings or multifamily dwellings, or nonresidential development with significant visual impacts from public rights-of-way or key public places (i.e., town clock, parks, views to Pikes Peak/Garden of the Gods).

A pre-application conference shall be scheduled with Planning Staff 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.***
- 3) ***Existing and proposed access location(s).***
- 4) ***Existing contours and proposed grades (FIMS data may be used and is available from CSU).***
- 5) ***Vicinity map***
- 6) ***Conceptual building exterior elevations.***

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:

✓

- 1) A completed **Development Review Application** form with nonrefundable application fee.
- 2) A **narrative** providing:
 - Property name (if applicable) and address (or Schedule number)
 - Name, address, phone number, email of owner
 - Name, address, phone number, email of developer or contractor (if other than the owner)
 - Name, address, phone number, email of architect or designer (if other than the owner)
 - Statement that defines the overall impact(s) of the proposed development on the adjacent land, including how the development complies with the intent of the MDP as defined in 18.26.010, Purpose and Intent of the Major Development Plan
- 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 (719-685-4398).

- 4) **Site plan** conforming to the requirements of 18.72.020 (MDP preparation requirements) and containing the information as specified in 18.72.030 (site plan requirements). Please provide one (1) 11"x17" copy of each plan. Also provide three (3) copies of any plan over 11"x17" **in addition to** an 11"x 17" or smaller version
- 5) **Building details** as specified in 18.72.040
- 6) **Phasing plan/schedule** as specified in 18.72.050
- 7) **Landscape plan** as specified in 18.72.060.
- 8) **Lighting plan** as specified in 18.72.070.
- 9) **Drainage plan and report** as specified in 18.72.080
- 10) **Grading and erosion control plan** as specified in 18.72.090
- 11) **Parking plan** as specified in 18.72.100
- 12) **Public improvements plan** as specified in 18.72.110
- 13) **Visibility impact analysis** as specified in 18.72.120
- 14) **Traffic study** as specified in 18.72.130
- 15) **Geologic hazards plan and report** as specified in 18.72.140
- 16) **Environmental and fiscal impact report** as specified in 18.72.150
- 17) **Parks, trails and open space report** as specified in 18.72.160
- 18) **Citizen participation plan and report** as specified in 18.72.170 and Chapter 18.74
- 19) Other information as required by the Planning staff in order for the Planning Commission to make an informed recommendation to the City Council.