



## 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.manitougov.com](http://www.manitougov.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 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) 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 to the Planning Department:



Completed **Development Review Application** form with nonrefundable fee.

The Master Plan shall be prepared at a suitable scale to indicate the proposed layout legibly, and one dimension shall be no more than 24" x 36" in size. Two full size copies and one reduced-size (not to exceed 11" x 17") copy of the Master Plan shall be submitted to the planning department.



- 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.