



HISTORIC PRESERVATION CODE CHAPTER 17.04.050 MATERIAL CHANGE OF APPEARANCE CERTIFICATION (MCAC) EXTERIOR REMODEL / NEW CONSTRUCTION SUBMITTAL INSTRUCTIONS and CHECKLIST

This checklist is not designed to be a substitute for the Zoning Code provisions. Applicants are expected to review the details of the Code. Copies of the Zoning Code can be purchased in the Planning office, or accessed online at: www.manitougov.com

A pre-application conference shall be scheduled with Planning Staff prior to application submittal in order for the Applicant to become acquainted with the submittal requirements and the Historic Design Guidelines. The following information needs to be provided at the pre-submittal meeting:

- 1) **Conceptual site layout**
- 2) **Conceptual building exterior elevations including exterior materials.**

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** containing the following information:
 - Property address
 - 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 commissioned)
 - Description of any existing improvements on the property
 - A statement describing the scope of the project, the design intentions, and a comment on the project's visual impact on its surroundings
 - Detailed description of the proposal
 - Description of the proposed type of all exterior materials
 - 3. **Photographs** of the existing property and its relationship to the surrounding area.
 - 4. One to-scale copy up to 11"x 17" of the following **graphic information**:
 - Site Plan per Planning Commission requirements (see Chapter 18.72.030 Site plan requirements)
 - Existing and proposed floorplan layouts
 - Elevation drawings and details (projects involving commercial property must submit colored elevations)

*(If over 11"x17", please provide eight (8) copies **in addition to** an 11"x 17" or smaller version)*
 - 5. Completed **Checklist for Applicability**.
 - 6. Applications for properties in the Downtown Zone shall contain samples of the proposed exterior color(s)
 - 7. Applications for properties in the Downtown Zone may also be required to submit additional information or documentation such as a photo simulation, massing model, streetscape elevation, streetscape or building perspective and extended site plan incorporating the existing Resources surrounding the proposed construction, which demonstrates its overall compatibility in relation to siting, scale, height and massing
 - 8. Other information as requested by the Planning staff and/or the Historic Preservation Commission