



HISTORIC PRESERVATION CODE CHAPTER 17.04.080
MATERIAL CHANGE OF APPEARANCE CERTIFICATION (MCAC)
DEMOLITION
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) *Site plan with proposed structure(s) to be demolished indicated*
- 2) *Photographs of all existing structures on the site*
- 3) *Conceptual replacement 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 applicant (if other than the owner)
 - Statement regarding the architectural and historical significance of the structure(s) to be demolished
 - Economic feasibility of rehabilitation, including the anticipated economic return after rehabilitation has been completed
 - Feasible alternatives to demolition, including, but not limited to, abatement of the immediate threat through repair, securing the premises through security fencing or other measures, stabilization, and limited demolition
 - 3. **Location** within the Historic District, as shown on a vicinity map
 - 4. **Photographs** of the existing property and its relationship to the surrounding area.
 - 5. Report on the **structural integrity**, as provided by at least one certified, structural engineer
 - 6. Applicant's **plans if demolition approved**. (No removal or demolition shall be considered if plans for the use of the property after demolition are not provided. Such a plan should be in accordance with any adopted Historic Design Guidelines – see instructions for *MCAC New Construction*.)
 - 7. Proof that the owner has the **financial ability** to complete the proposed plans for the property, if demolition approved
 - 8. Other information as requested by the Planning staff and/or the Historic Preservation Commission