



## ZONING CODE CHAPTER 18.24 and 18.72 MINOR 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](http://www.manitougov.com)

"Minor development" means and includes:

1. Four or fewer single-family dwellings;
2. Seven or fewer multifamily dwellings;
3. Expansion of existing, nonresidential development by less than thirty percent;
4. Nonresidential change of use without significant impacts.

***A pre-application conference shall be scheduled with Planning staff in order for the applicant to:***

- A. Become acquainted with the Minor Development requirements and other related city requirements; and***
- B. Obtain a checklist of what the application shall include plus additional documentation that may be required as set forth in: Chapter 18.08, Specific Zone Designations; Chapter 18.14, Planning Permission; Chapter 18.72, Major Development Plan; and Chapter 18.74, Citizen Participation Plan and Report.***

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 **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
- 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
  - Show a vicinity map to scale of up to one inch equals four hundred feet showing the relationship of the site to the surrounding land area;
  - Show setback dimensions from lot lines, and indicate any structures proposed to be removed;
  - For subdivided land, all boundary lines must be labeled with bearings, distances and curve data as shown on the final plat;

- For unsubdivided land, all boundary lines must be labeled with bearings, distances and curve data shown on the certified boundary survey;
- Identify the proposed street address of each building;
- Show locations and dimensions of all existing and proposed signs to show relationship to proposed site features. However, all signs require approval of a Sign Permit in accordance with the Sign Ordinance;
- Provide dimensions and identify all existing and proposed structures showing points of ingress/egress;
- Show locations and dimensions of all public and private streets, walks, and trails, rights-of-way and points of access on or adjacent to the proposed site and note surface materials;
- Provide the zoning of the site and the zoning and current uses of the adjacent land.

- 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) **Citizen participation plan and report** as specified in 18.72.170 and Chapter 18.74
- 15) Additional, detailed technical studies/data as required by Planning staff due to the scale, location or impact of the proposed development.