



## ZONING CODE CHAPTER 18.05 REZONING 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)

***A pre-application conference shall be scheduled with Planning Staff prior to application submittal. The following information needs to be provided at the pre-submittal meeting:***

- 1. Existing zoning and use of the site***
- 2. Adjacent zoning and land uses***
- 3. Conceptual site layout (if applicable)***

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) The name(s) and address(es) of the owner(s) of the property
  - 3) Evidence of Mailed Notification (proof of mailing) as specified in Section 18.44.020(C), 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) A detailed explanation of the request for rezoning, including all reasons for the request, which addresses the criteria stated in Section 18.05.010(A) through (F), Requirements for Change
  - 5) Supporting documents and maps
  - 6) An Environmental and Fiscal Impact Report shall be provided that complies with the requirements of Section 16.06.030(K) of the Manitou Springs Subdivision Regulations (Title 16), as amended, and as defined in Chapter 18.60, Definitions.
  - 7) Citizen Participation Plan and Report, per Chapter 18.74