



SUBDIVISION CODE CHAPTER 16.16 SUBDIVISION WAIVER 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

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:

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- The submittal information and materials required for the Major or Minor Subdivision application associated with the Waiver request.
- Payment of the additional nonrefundable application fee.
- A separate letter of application which:
 - Specifies each provision of the Subdivision regulations for which the waiver is proposed;
 - Specifies the proposed alternative to the regulation(s);
 - Provides written justification as required in the Subdivision Ordinance.

Section 16.16.040 Waivers shall be approved or recommended only in cases where, due to exceptional topographical or other conditions peculiar to the site, an unnecessary hardship is placed on the subdivider. Such waivers shall not be granted if it would be detrimental to the public good or impair the intent and purpose of these regulations.