



ZONING CODE CHAPTER 18.32 VARIANCES 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

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 explaining the purpose of the request and providing justification for the request per the requirements contained in Section 18.32.030(A).
- 3) A site map indicating existing structures and the proposed development.
- 4) 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).
- 5) Other detailed technical studies/data needed due to the scale, location or impact of the proposed development, the submission of such additional studies/data as required by the Planning staff.