



## ZONING CODE CHAPTER 18.30 MINOR CONDITIONAL USE PERMIT 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.manitouspringsgov.com](http://www.manitouspringsgov.com)

***A pre-application conference shall be scheduled with Planning Staff a minimum of 10 working days prior to Minor Conditional Use Permit submittal in order for the Applicant to:***

1. Become acquainted with the minor conditional use and any other related City requirements.
2. Obtain a checklist of what the application will need to include plus additional documentation that may be required as set forth in **Chapter 18.08** “Specific Zone Designations, **Chapter 18.14** “Planning Permission”, and **Chapter 18.30** “Conditional Use Requirements and Procedures.”

By **4:30 p.m. on the published submittal date** the following information, as specified in the Manitou Springs Zoning Code, shall be electronically submitted to [planningdept@comsgov.com](mailto:planningdept@comsgov.com):

✓

- 1) A completed **Development Review Application** form with nonrefundable application fee.
- 2) A **letter of explanation** which provides:
  - the existing zone designation and use
  - a detailed description of the proposed use including possible positive and negative impacts
  - justification for approval per the items in the Basis for Issuance of a Minor Conditional Use Permit (Section 18.30.050.A)
  - dates and hours of operation, etc., as may be applicable.
- 3) **Evidence of Mailed Notification** (PS Form 3817 - Proof of Mailing) including a copy of the notice sent to neighbors within 200 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 via telephone (685-4398) and email as noted above.
- 4) A **vicinity map** showing the location of the subject property and the locations and uses of existing surrounding structures and lands.
- 5) A Traffic Analysis performed by a licensed Traffic Engineer, or a Traffic Statement by the Applicant (*as required by the Planning Staff*).
- 6) Citizen Participation Plan and Report (*as required by Planning Staff*)
- 7) One full-size, to-scale plan up to 24"x36" in size and one reduced-size plan suitable for printing at up to 11"x 17" in size showing existing and proposed topography, locations of existing and proposed structures/improvements and current/proposed uses, parking, signage, etc. (*as required by Planning Staff*). Sizes for optimum printing must be provided in the file name or shown on the plan itself.

- ❑ 8) Environmental and Fiscal Impact Report (*as required by Planning Staff*)
- ❑ 9) **Bed and Breakfast and Multi-Use Inn requests**, or any application where there is more than a single use proposed within a building or complex of buildings, shall be accompanied by floor plan(s) showing the proposed uses for each room.
- ❑ 10) **Vacation Rental requests** shall be accompanied by the requirements in **Chapter 18.89** and the letter of explanation must include **the following statement**, signed and notarized by the property owner:

“As owner of \_\_\_\_\_ (property address) I have read and agree to comply with all the regulations and requirements in Chapter 18.89 of the Manitou Springs Municipal Code pertaining to the operation of a vacation rental.”

- ❑ 11) Other information relevant to the particular Conditional Use being proposed, as required by the Planning Staff, in order for the Planning Commission to make an informed recommendation to the City Council.

**Sketch Plans or Site Surveys are strongly advised for this meeting.**



## **PRE-APPLICATION MEETING REQUEST FORM**

Manitou Springs Planning Department  
606 Manitou Avenue  
Manitou Springs, CO 80829  
(719) 685-4398

[planningdept@comsgov.com](mailto:planningdept@comsgov.com)  
[www.manitouspringsgov.com](http://www.manitouspringsgov.com)

A pre-application meeting is required prior to submission of an Annexation, Rezoning, Conditional Use Permit, Variance, Comprehensive Sign Plan, Material Change of Appearance, Demolition, Major or Minor Development Plan, a Master Plan, Vacation of Easement, Vacation of Right-of-Way, or Minor/Major Subdivision application to the Planning Department in order to be scheduled before the Manitou Springs Planning Commission or Historic Preservation Commission. The purpose of the pre-application meeting is to inform an applicant of review procedures, submittal requirements, development standards, and other pertinent matters before finalizing the development proposal application. Staff comments presented during a pre-application meeting are informational only and do not represent a commitment on behalf of the City regarding acceptability of the proposal. Additionally, staff comments are not intended to be all inclusive or to guarantee a favorable staff report recommendation.

To request a pre-application meeting, please fill out the information below and submit to the physical or email address provided above. Once the Planning Department has this form, we will contact you to schedule a meeting. Pre-application meetings must occur a minimum of ten (10) working days prior to the submittal deadline for the Planning Commission and/or Historic Preservation Commission. Please see the attached meeting schedules; it may take up to two (2) days to schedule the meeting.

Subject Property Address: \_\_\_\_\_

Applicant(s) Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Property Owner (if not the Applicant): \_\_\_\_\_

Nature of the Request: \_\_\_\_\_

\_\_\_\_\_

## **TOPICS OF DISCUSSION**

At the meeting, the Applicant will present a synopsis of the proposal and any plans or surveys available; the following topics will need to be covered. Some of these items may not be applicable based on the type of request.

1. Zoning – Current/Surrounding/Proposed land uses
2. Setbacks
3. Lot Coverage
4. Utilities/Easement Locations
5. General Site Layout/Other Development Standards
6. Traffic Impacts
7. Impacts on Adjacent Properties/Uses
8. Building Design/Demolition (Historic Districts or Major/Minor Developments)
9. Parking Requirements
10. Landscaping/Buffering/Lighting
11. Open Space/Parks/Schools Fee Triggers
12. Storm Drainage Issues
13. Existing natural features
14. Slope
15. Grading/Excavating
16. PlanManitou Compliance (Rezoning)
17. Manitou Springs Forward and Vision Guide Compliance (Rezoning)
18. Neighborhood Meeting
19. Minimum Submission Requirements/Fees/Deposits/Timelines
20. Other

Photos are helpful but not required.

To ensure proper correspondence and record of attendance please sign this form and leave a copy with the Planning Department prior to leaving the meeting.

Thank You.

\_\_\_\_\_  
Signature – Property Owner or Project Consultant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature – Staff

\_\_\_\_\_  
Date



**MANITOU SPRINGS DEVELOPMENT REVIEW APPLICATION**

606 Manitou Avenue, Manitou Springs, CO 80829 (719) 685-4398 Phone (719) 685-5233 Fax

ACTION NUMBER(S) \_\_\_\_\_  
DEPOSIT SUBMITTED  \$ \_\_\_\_\_ FEE(s): \_\_\_\_\_

+ 50.00 Documents Fee per request

**REQUEST(s)**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Conditional Use   | <input type="checkbox"/> Minor Subdivision  | <input type="checkbox"/> Minor Development   |
| <input type="checkbox"/> Major Development | <input type="checkbox"/> Rezoning           | <input type="checkbox"/> Vacation of R-O-W   |
| <input type="checkbox"/> Vacation Plat     | <input type="checkbox"/> Subdivision Waiver | <input type="checkbox"/> Easement Vacation   |
| <input type="checkbox"/> Minor Annexation  | <input type="checkbox"/> Major Annexation   | <input type="checkbox"/> Floodplain Variance |

**Major Subdivision (specify type)**

- |                                      |   |                                     |
|--------------------------------------|---|-------------------------------------|
| <input type="checkbox"/> Master Plan | <input type="checkbox"/> Preliminary Plat | <input type="checkbox"/> Final Plat |
|--------------------------------------|---|-------------------------------------|

**Variance (specify type and dimension/#)**

- Front \_\_\_  Side \_\_\_  Rear \_\_\_  Height \_\_\_  Sign \_\_\_  Parking \_\_\_  Lot Size/Density \_\_\_

**Material Change of Appearance Certification**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Exterior Alteration or Remodel | <input type="checkbox"/> New Construction     | <input type="checkbox"/> State Tax Credits    |
| <input type="checkbox"/> Demolition Recommendation      | <input type="checkbox"/> District Designation | <input type="checkbox"/> Property Designation |
| ___ Commercial ___ Residential                          | ___ Local ___ Nat. Register                   | ___ Local ___ Nat. Register                   |

**Appeals (Not subject to Documents Fee)**

- |  |   |
|--|---|
| <input type="checkbox"/> Appeal to Planning Commission | <input type="checkbox"/> Historic Sign Designation                  |
| <input type="checkbox"/> Appeal to City Council        | <input type="checkbox"/> Appeal to Historic Preservation Commission |

**PROPERTY ADDRESS:** \_\_\_\_\_

**CURRENT ZONE DESIGNATION:** \_\_\_\_\_

\*\*\* Please read about the process on the back -- -- initial where indicated \*\*\*

**APPLICANT NAME AND ADDRESS**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Phone( ) \_\_\_\_\_ Fax( ) \_\_\_\_\_  
 Email \_\_\_\_\_  
 Cell phone ( ) \_\_\_\_\_

**OWNER NAME AND ADDRESS**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_  
 Email \_\_\_\_\_  
 Cell Phone ( ) \_\_\_\_\_

**APPLICANT'S STATEMENT:** I UNDERSTAND THE PROCEDURES THAT APPLY TO MY REQUEST AND ACKNOWLEDGE AN INCOMPLETE APPLICATION SHALL NOT BE PROCESSED OR SCHEDULED FOR PUBLIC HEARING UNTIL SUCH TIME AS IT IS COMPLETE. CITY ACCEPTANCE OF THE APPLICATION, FEE AND ANY ACCOMPANYING MATERIALS DOES NOT CONSTITUTE COMPLETENESS. I FURTHER AGREE TO REIMBURSE THE CITY FOR TECHNICAL AND PROFESSIONAL CONSULTANT EXPENSES THAT MAY BE INCURRED DURING THE REVIEW OF MY REQUEST. FAILURE TO REIMBURSE THE CITY FOR INVOICED EXPENSES CONSTITUTES AN INCOMPLETE APPLICATION. I UNDERSTAND AND ACKNOWLEDGE THE USE OR ACTION FOR WHICH APPROVAL IS REQUESTED IS NOT ALLOWED UNLESS THE PERMIT IS GRANTED. I UNDERSTAND A PRE-APPLICATION APPOINTMENT IS REQUIRED A MINIMUM OF 10 WORK DAYS PRIOR TO SUBMISSION DEADLINE. ALL APPLICATIONS AND MATERIALS SHALL BE SUBMITTED ELECTRONICALLY TO: [planning@comsgov.com](mailto:planning@comsgov.com)

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

**OWNER'S STATEMENT:** I HAVE READ AND AGREE TO THE ABOVE STATEMENTS. IN ADDITION, IF I AM NOT THE APPLICANT FOR THIS REQUEST, I FURTHER GIVE THE ABOVE DESIGNATED APPLICANT PERMISSION TO MAKE THE REQUEST ON MY BEHALF.

\_\_\_\_\_  
PROPERTY OWNER'S SIGNATURE

\_\_\_\_\_  
DATE



## MANITOU SPRINGS DEVELOPMENT REVIEW PROCEDURES

*The following information describes the process development review requests go through after an application is submitted:*

The Monday after the submittal deadline each item is written in the Planning Department logbook, issued a request number, files are pulled, and agendas are drafted.

The Tuesday and Wednesday after submittal the information is distributed and assigned to a Planner, who briefly reviews the materials for completeness. Incomplete applications, for which completion within a short period of time is unlikely, are removed from the agendas. Public notice must be submitted to the local paper by Wednesday for publication a minimum of 10 days before the proposed meeting dates. Please note, due to this short timeframe, some requests may be advertised in anticipation of application completion or comment response within a sufficient timeframe to allow the request to move forward to the planned meeting date. Timely response is not always possible; therefore advertisement in the newspaper or appearance on the meeting agenda does not guarantee the Commission will hear the item.

The Friday after submittal the request is sent to both internal and external entities for review and comment and properties are posted.

During the next week to two weeks, Applicants may be contacted either in writing or verbally with questions and requests for additional information. Comments from reviewers may also be forwarded for response. If comment is requested from Colorado Springs Utilities (CSU), then the Applicant must present a Review Submittal Form to CSU and pay the required fees before CSU comments are generated. Depending on the type of request and the issues raised during this internal and external comment period, the Planners may determine at any point whether or not a request is ready for a public hearing.

Final review and scrutiny of the application is generally accomplished the week before the Commission meeting. Occasionally, an issue will be discovered that causes a postponement, however, most of the time, any remaining application issues are minor and will be noted in the Staff Report – giving the Applicant the opportunity to address these during the meeting.

For those items ready to move forward to the public hearing, the Planners finalize the Staff Reports and the meeting packets are compiled the Friday before the Commission meeting. Staff Reports are emailed or faxed to Applicants that provide this information. Due to the timing of mail delivery, Applicants not able to receive emailed or faxed information will be asked to make arrangements to pick up the Staff Report over the weekend. This helps to ensure adequate time for Applicants to review the report and, if they have questions, to contact the Planner.

The Monday and Tuesday before the Commission meeting the Planners typically review final details and information. Additionally, within this timeframe internal comments or questions may be finalized and information may be submitted by the Applicants in response to the Staff Reports.

Wednesday – Meeting Day! The Planners review the Reports and any supplemental information for presentation to the Commission beginning at 6:00 p.m.

Some items are reviewed and approved by the Commissions. Several kinds of requests require City Council approval. Please make sure you clearly understand which category your application falls into. Applicants, or their representatives, are expected to attend the Commission and the City Council meetings (as applicable). Failure to attend the required meetings will result in a postponement or indefinite postponement of the application.

**Application approval does not take the place of processing building plans and permits, or other licenses that are required. Please familiarize yourself with the time period within which approvals are valid. Failure to reimburse the City for invoiced expenses will result in either the postponement of application review and/or the issuance of future permits and licenses.**

\_\_\_\_\_ Applicant Initials

# El Paso County Assessor Website Tutorial

## <http://land.elpasoco.com/>

When Mailed Public Notification is required per Municipal Code 18.44.020(C), use the El Paso County Assessor's website to find mailing addresses.

1) Go to <http://land.elpasoco.com/>

2) Public Record Real Estate Property Search

Enter the Schedule # OR address (leave off Avenue, Road, Street, etc.)

3) Public Record Real Estate Property Search Results

Click on the appropriate Schedule # on the left side of the page

4) Public Record Property Information

Click on Parcel Map on the left side of the page. The yellow highlighted area is your property.

5) Measuring the distance

Use the Measure Tool at the top of the page (red-orange bar) to measure 100' in all directions from your property lines (remember that rights-of-way (streets) don't count):

- Click on "Measure Tool"
- Agree to the disclaimer
- Select "Distance"
- Position the cursor where you want it and click. Don't hold the mouse down but drag where you want to stop. Double click. The distance will appear in the Measure box.
- "Deactivate" and x out of the Measure box when you are finished.

6) Finding mailing addresses

Click on a property. The Schedule #, Owner and Location will appear in a box in the upper right. Click on "More Info" to find the mailing address. A new screen will appear. The Mailing Address is found under Personal Information. In some cases the property address (location) and the mailing address will be the same but not in all. ***You must mail notifications to the mailing address.***

# SAMPLE NOTIFICATION LETTER

To Whom It May Concern:

We are planning to \_\_\_\_\_ at our address of \_\_\_\_\_ . The City of Manitou Springs requires that we notify you of our intentions and of a public meeting regarding this issue. The anticipated meeting date is \_\_\_\_\_ and the meeting will be held at 7:00 pm in Council Chambers (606 Manitou Avenue).

You may also contact the Planning Department at 719-685-4398 if you have any questions or comments.

Thank you.

[Signature]

**This is the minimum information required for Mailed Public Notification per Municipal Code 18.44.020(C). We also encourage the inclusion of any relevant additional information and/or details regarding the proposal.**

U.S. POSTAL SERVICE <b>CERTIFICATE OF MAILING</b>
MAY BE USED FOR DOMESTIC AND INTERNATIONAL MAIL, DOES NOT PROVIDE FOR INSURANCE-POSTMASTER
Received From: <b>SAMPLE</b>
One piece of ordinary mail addressed to: _____ _____ _____

Affix fee here in stamps or meter postage and post mark. Inquire of Postmaster for current fee.

PS Form 3817, January 2001

***Go to the Post Office for proof of mailing – Example above.***





**CREDIT CARD AUTHORIZATION FORM**  
**(NOT USED FOR RECURRING CHARGES**  
**- ONE TIME USE ONLY)**

Forms also found online [www.manitouspringsgov.com](http://www.manitouspringsgov.com)

Date: \_\_\_\_\_

I, \_\_\_\_\_, authorize the City Of Manitou Springs to charge my Visa/Mastercard/Discover (Circle appropriate one)

**Please Print -**

Name on Card: \_\_\_\_\_

Address (including zip code) \_\_\_\_\_

Credit Card number: \_\_\_\_\_

Expiration date: \_\_\_\_\_

CVC Code \_\_\_\_\_

Please return payment information to: City of Manitou Springs

Address: Planning Department  
606 Manitou Avenue  
Manitou Springs CO 80829  
Fax: 719-685-5233  
Email: [dbecker@comsgov.com](mailto:dbecker@comsgov.com)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Phone #