



# MANITOU SPRINGS HISTORIC DISTRICT DESIGNATION SUBMITTAL INSTRUCTIONS and CHECKLIST

[Zoning Code Chapter 17.04.040](#)

A Historic District may be nominated by the City Council, the Historic Preservation Commission, the owner(s) of the structure(s) to be designated, or upon a petition from any person, group or organization. While this checklist may be helpful, it is not designed to be a substitute for the Historic Preservation Code provisions. Applicants are expected to review the details of the code. A pre-application meeting shall be scheduled with the Planning Staff prior to a Historic District Designation submittal. The following information needs to be provided at the pre-submittal meeting:

- 1) Site map illustrating boundaries of the proposed district.
- 2) Preliminary statement of significance

By 5:00 p.m. on the published submittal date, the following information, as specified in [Chapter 17.04.040](#) of the Manitou Springs Municipal Code, shall be provided to the Planning Department:



- 1. Completed application form with nonrefundable application fee.
- 2. One to scale copy up to 11"x 17", or three copies over 11"x 17" and up to 24"x 36" and a reduced size (not to exceed 11" x 17"), of a map delineating the boundaries of the proposed district.
- 3. An address/ownership list of all properties located within the proposed boundaries.
- 4. The construction dates for each building on these properties.
- 5. A statement asserting that a majority of the buildings, structures, or sites within the proposed boundaries, when considered as a whole:
  - a) reflect significant geographical patterns, including those associated with different eras of settlement and growth, particular transportation modes or distinctive examples of park or community planning; or
  - b) convey a sense of historic or architectural cohesiveness through their design, setting, materials, workmanship or association; or
  - c) have historic significance and retain a high degree of Integrity; or
  - d) embody distinctive Characteristics of a style, type, period or method of Construction, or are a valuable example of the use of indigenous materials or craftsmanship; or
  - e) represent the works of notable builders, designers or architects; or
  - f) The area in general is associated with a historically significant period in the development of the community or is associated with special historical events.

6. Draft Historic District Designation Ordinance.

**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, Minor/Major Subdivision, or any other application as determined by 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. Applicants are responsible for reading and understanding all applicable requirements under the Municipal Code.

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"/> Major Conditional Use                 | <input type="checkbox"/> Minor Subdivision                           | <input type="checkbox"/> Vacation Plat          |
| <input type="checkbox"/> Minor Conditional Use                 | <input type="checkbox"/> Subdivision Waiver                          | <input type="checkbox"/> Vacation of R-O-W      |
| <input type="checkbox"/> Major Conditional Use (Telecom. Fac.) | <input type="checkbox"/> Annexation _____ (ft <sup>2</sup> /acreage) | <input type="checkbox"/> Easement Vacation      |
| <input type="checkbox"/> Minor Conditional Use (Telecom. Fac.) | <input type="checkbox"/> Rezoning                                    | <input type="checkbox"/> Concept Plan           |
| <input type="checkbox"/> Major Development Plan                | <input type="checkbox"/> Flood Management: Development               | <input type="checkbox"/> Medical Marijuana      |
| <input type="checkbox"/> Minor Development Plan                | <input type="checkbox"/> Flood Management: Variance                  | <input type="checkbox"/> Recreational Marijuana |

### 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                         |
| <input type="checkbox"/> Commercial <input type="checkbox"/> Residential | <input type="checkbox"/> Local <input type="checkbox"/> Nat. Register | <input type="checkbox"/> Local <input type="checkbox"/> 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: [planningdept@comsgov.com](mailto:planningdept@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. The property will be posted a minimum of 10 days prior to the posted meeting dates.

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.

Outside agencies may charge an applicant directly for review and comments on any application.

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



**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

\_\_\_\_\_  
Signature

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

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