



MANITOU SPRINGS DEVELOPMENT REVIEW APPLICATION

606 Manitou Avenue, Manitou Springs, CO 80829

(719) 685-4398 (719) 685-5233 fax

ACTION NUMBER(S) _____

DEPOSIT SUBMITTED \$ _____

FEE(s): _____

+ \$25 Documents Fee per request

REQUEST(s)

- Conditional Use
- Major Development
- Vacation Plat
- Minor Annexation

- Minor Subdivision
- Rezoning
- Subdivision Waiver
- Major Annexation

- Minor Development
- Vacation of R-O-W
- Easement Vacation
- Floodplain Variance

Major Subdivision (specify type)

Master Plan

Preliminary Plat

Final Plat

Variance (specify type and dimension/#)

Front ___ Side ___ Rear ___ Height ___ Sign ___ Parking ___ Lot Size/Density ___

Material Change of Appearance Certification

Exterior Alteration or Remodel*

New Construction*

State Tax Credits*

Demolition Recommendation

District Designation*

Property Designation*

___ Commercial ___ Residential

___ Local ___ Nat. Register

___ Local ___ Nat. Register

Historic Sign Designation

Other _____

Appeal to City Council*

* Not subject to Documents Fee

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.

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 faxed to Applicants that provide this information. Due to the timing of mail delivery, Applicants not able to receive 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 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 7:00 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 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**