



HISTORIC PRESERVATION CODE CHAPTER 17.04 MATERIAL CHANGE OF APPEARANCE CERTIFICATION EXTERIOR REMODEL/NEW CONSTRUCTION SUBMITTAL INSTRUCTIONS and CHECKLIST

This checklist is not designed to be a substitute for the Historic Preservation Code provisions and Applicants are expected to review both the Manitou Springs Design Guidelines and details of the code before developing exterior remodel or new construction concepts. Copies of the Design Guideline are available for free in the Planning Department, the Historic Preservation Code can be purchased in the Planning Department, or accessed online at <http://municipalcodes.lexisnexis.com/codes/manitou/>

A pre-application conference shall be scheduled with the Planning Staff prior to Material Change of Appearance Certification submittal to become acquainted with submittal requirements, the Design Guidelines, and any other related City requirements. The following information needs to be provided at the pre-submittal meeting:

- 1) Conceptual site layout
- 2) Conceptual building exterior elevations including exterior materials.

By 5:00 p.m. on the published submittal date the following information, as specified in Chapter 17.04.050 of the Manitou Springs Municipal Code shall be provided to the Planning Department:



- 1. Completed application form with nonrefundable application fee.
- 2. Letter of Explanation containing the following information:
 - Name, address, phone number of developer or contractor, if other than the owner.
 - Name, address, phone number of architect or designer, if commissioned.
 - A description of the present improvements on the property.
 - A description of the scope of the project, the design intentions, and a comment on the project's visual impact on its surroundings.
 - Description of the proposed type of all exterior materials.
 - Approximate Dates Construction of any existing improvements on the property.
- 3. Photographs of the existing property and its relationship to the surrounding area.

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 the following graphic information:

- 4. Site Plan per Planning Commission requirements
- 5. Existing and proposed floorplan layouts.
- 6. Elevation drawings and details. Projects involving commercial property must submit colored elevations.

- 7. Applications for properties in the Downtown Commercial Zone shall contain samples of the proposed exterior color(s).
- 8. Applications for properties in the Downtown Zone may be required to submit additional information or documentation such as a photo simulation, massing model, streetscape elevation, streetscape or building perspective and extended site plan incorporating the existing Resources surrounding the proposed Construction, which demonstrates its overall compatibility in relation to siting, scale, height and massing.
- 9. Other information as requested by the Planning Staff and/or the Historic Preservation Commission.