

18.14 PLANNING PERMISSION

Before any parcel of land is developed, prepared for development, or the use thereof changed, or any structural alteration made to an existing structure, permission shall be obtained from the City of Manitou Springs. Whenever planning permission has been granted for a single-family residential lot or group of lots, any subsequent purchasers may develop a single family dwelling without obtaining planning permission, or further recourse to the Planning Commission or City Council, unless a variance is requested.

The conversion of a single family residence to a multifamily residence shall be considered either an Administrative Review, Minor Development or Major development, depending upon the number of proposed dwelling units, and shall require planning permission.

18.16 ADMINISTRATIVE REVIEW

Before undertaking any activity defined under Administrative Review the property owner or his agent shall seek Administrative Review approval from the Planning Department. The submittal requirements for Administrative Review are as follows:

1. A narrative as described in **Chapter 18.72**.
2. A site plan, drawn to scale, with north arrow which illustrates property boundaries and lot lines, adjacent rights-of-way, proposed or existing points of access, setback dimensions and all existing or proposed improvements. The base document for any site plan shall be stated on the plan and a copy of such base document provided to the City.

In addition information regarding landscaping, lighting, parking and drive aisles, grading, signage, building elevations and a building materials description shall also be provided. If, in the opinion of the Planning staff, additional, detailed technical studies/data are needed due to the scale, location or impact of the proposed development, the submission of such additional studies/data may be required.

18.20 CONCEPT PLAN

18.20.010 SUBMITTAL

The developer shall submit, after preliminary consultation with the planning commission, a concept plan delineating the basic land use, circulation, open space and other patterns.

18.20.020 REVIEW

- A. The planning commission shall not recommend the approval of any concept plan until all agencies, which normally comment on a preliminary plat, have had a chance to review and comment on the plan.
- B. Such review and comment shall be processed between the meeting at which the plan was presented and the next regular meeting. The planning commission shall act on the concept plan at its next regular meeting and shall make its recommendations to the City Council who shall act on the recommendations as soon as practical.