

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.

18.20.030 LIMITATIONS ON APPROVAL

Approval of the concept plan does not constitute waiver of any required development or subdivision process, even though some design standards and requirements may be waived.

18.24 MINOR DEVELOPMENT PROCEDURES (see Chapter 18.72)

- A. Before undertaking any activity defined as a Minor Development the property owner or his agent shall seek Minor Development approval from the Planning Commission. The submittal requirements for a Minor Development Plan shall consist of the Major Development Plan requirements identified in **Section 18.26.020** as noted by asterisk (*). 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.
- B. Planning permission shall be requested in writing well in advance of the Planning Commission meeting and in accordance with the Planning Commission Submittal and Meeting schedule published annually by the Planning Department. Submitted materials are reviewed by the Planning Department for completeness and, if found substantially so, placed on the Planning Commission agenda for public hearing approximately 60 days from the date of submittal. After consideration of staff, professional/technical, agency and public comment, the Planning Commission will take final action on the request by approving, with or without conditions, by partially approving/denying the request or by denying the request. If the Planning Commission is in need of additional information upon which to make a final decision, it may postpone the request and require that the applicant submit additional information. At least one notice of hearing shall be placed on property or structure at least ten (10) days prior to the Planning Commission meeting at which the property or structure is to be considered.
- C. In the event that permission is denied by the Planning Commission, or conditionally given, and the applicant wishes to appeal the ruling, he may seek relief from the City Council at one of its regularly scheduled meetings, with appropriate notice of the hearing in the local newspaper, and payment of any cost of publication.
- D. Once planning permission is approved, the applicant shall be so notified, in writing, within seven (7) days of approval. The approval must be presented prior to the issuance of a grading or building permit.

18.26 MAJOR DEVELOPMENT PROCEDURES (see Chapter 18.72)

- A. Permission to conduct a major development shall be sought from the City Council, who shall consider the recommendation of the Planning Commission before the issuance for a grading or building permit. Planning permission may be sought concurrently with the approval of the preliminary plat as per the subdivision regulations, as appropriate.
- B. Major developments shall be as defined in Chapter 18.60 "Definitions."