



**APPLICATION FORM FOR NEW REVOCABLE PERMIT – SURFACE:**

Access/Private Drive (\$95) _____	Attachment to Vertical Utility Infrastructure (\$110) _____
Awning (\$115) _____	Balcony (\$100 per bldg.) _____
Commercial Fence/Retaining Wall (\$80) _____	Commercial Lighting (\$100) _____
Flower Vendor (\$10 per location) _____	Landscaping (\$60) _____
Merchandise for existing business (\$100) _____	Media Event (\$40) _____
Newspaper Condo Box (\$40 per location) _____	Newspaper Vendor (\$50 plus \$5 per location) _____
Non-Vegetative Landscape Amenities (\$60) _____	Outdoor Café > 8 Seats (\$225) _____
Outdoor Café < 8 Seats (\$145) _____	Parking (\$160) _____
Permanent Dumpster (\$50 per location) _____	Permanent Sign (\$115) _____
Residential Fence/Retaining Wall (\$20) _____	Semi-Permanent Builder Directional Sign (\$100) _____
Staging for Horse Carriages (\$70) _____	Surface Structure (\$130) _____
Surface Structure [> 1' encroachment] (\$30) _____	Other _____

1. If a request is received for a use of City property for which a specific fee does not exist, the Planning Director shall determine the appropriate fee based upon the Revocable Permit category that is most similar.
2. In the instance when multiple Revocable Permit applications are reviewed concurrently for the same piece of property, the Revocable Permit fee shall be reduced by twenty percent (20%) for each application.

Applicant: \_\_\_\_\_ Telephone \_\_\_\_\_ Zip Code \_\_\_\_\_

Address: \_\_\_\_\_ E-mail \_\_\_\_\_

Property Owner: \_\_\_\_\_ Telephone \_\_\_\_\_ Zip Code \_\_\_\_\_

Address: \_\_\_\_\_ E-mail \_\_\_\_\_

Address of Premises Involved: \_\_\_\_\_

Specific Location: \_\_\_\_\_

Date use to begin: \_\_\_\_\_

Purpose of the Use: \_\_\_\_\_

**PUBLIC NOTICE:**

Public notice (i.e. posting and surrounding property notifications) in conjunction with the administrative review of this application is at the discretion of Land Use Review.

**OFFICIAL CITY USE ONLY:**

Fee Receipt # \_\_\_\_\_ Date of Application Accepted \_\_\_\_\_

**APPLICATION FORM FOR NEW REVOCABLE PERMIT, continued**

Applicant/Owner Authorization:

I (we) understand that if this Revocable Permit is granted by the Mayor or their designee, I (we) will be required to comply with all provisions in accordance with the Use and Occupancy of Public Property in the Code of the City of Colorado Springs, 2001 as amended, including evidence of current liability insurance in the name of the licensee with the City of Colorado Springs also named as an insured, if applicable. I (we) agree to be responsible for any and all damages to property or injury to persons arising out of the exercise of the permit or the construction, installation or maintenance of any device or structure. I (we) agree to indemnify and save harmless the City, its Enterprises and all its officers, agents and employees from all suits, action or claims of any type brought for or on account of any injuries or damages received or sustained by any person or property related to the exercise of the permit, any act or omission of the permittee, the permittee's agents or employees, or the failure of the permittee to maintain the structure or device or to provide necessary safety devices. I (we) agree to defend against any suit, action, or claim and pay any judgement with costs, which may be obtained against the City, its Enterprises, its officers, employees or agents growing out of the injury or damage. I (we) agree to maintain the permitted facilities throughout their operation and to provide location information of the permitted facilities as may be needed for future improvements.

\_\_\_\_\_  
Name of Owner (PLEASE PRINT)

\_\_\_\_\_  
Name of Applicant (PLEASE PRINT)

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**SUBMITTAL REQUIREMENTS:**

This application should be submitted to the Land Use Review Division located at 30 South Nevada Avenue, Suite 105, Colorado Springs, CO 80903. An application must be completed in full and accompanied by the following information:

APPLICANT

PLANNER

- |       |  |       |
|-------|--|-------|
| _____ | 1. One (1) copy of a statement identifying a clear description of the proposed Revocable Permit use. | _____ |
| _____ | 2. City Planning may require additional information for this application as needed.                  | _____ |

**REVOCABLE PERMIT SITE PLAN CONTENT REQUIREMENTS:**

The Applicant is required to submit **five (5) copies** of a completed site plan for the property showing the location of the proposed use. The site plan must include all of the information set forth below:

**REVOCABLE PERMIT SITE PLAN CONTENT REQUIREMENTS:**

APPLICANT

PLANNER

The applicant is required to submit four (4) copies of a completed site plan for the proposed revocable permit showing the location of the use and must include all of the information set forth below:

APPLICANT

PLANNER

- |       |   |       |
|-------|---|-------|
| _____ | 1. Indication of the scale (i.e. 1" = 20') and a bar scale.   | _____ |
| _____ | 2. North arrow.   | _____ |
| _____ | 3. Property lines and dimensions of adjacent property.  | _____ |
| _____ | 4. Name of all adjacent public rights-of-way.   | _____ |
| _____ | 5. Total width of all adjacent streets and alley rights-of-way.   | _____ |
| _____ | 6. Location of curb, sidewalk, bus stop and/or bench locations and landscaping. Any structure, landscape amenity, art, newspaper dispenser, etc. shall be placed no closer than 20' in either direction as measured from the edge of a posted bus stop, bus bench or bus pad. | _____ |
| _____ | 7. Location, type, dimension and size of the proposed private use or structure to be placed within the public right-of-way (i.e., fences, parking, signs, café, landscaping, etc.)  | _____ |
| _____ | 8. Elevation drawing of any proposed structure or use to be placed within the public right-of-way.  | _____ |

**APPLICATION FORM FOR NEW REVOCABLE PERMIT, continued**

**REVOCABLE PERMIT SITE PLAN CONTENT REQUIREMENTS:**

APPLICANT

PLANNER

- \_\_\_\_\_ 9. An approved and stamped architectural or civil engineer set of drawings for an encroachment that physically attaches to an existing building i.e. awning, sign, balcony, etc. The drawings must indicate in detail how the encroachment will be attached to the building; for example, bolted, welded, cantilevered, etc.

**FORMAL REVIEW TIME PERIOD:**

The administration review procedure will take approximately **two to three (2 to 3) weeks** to complete.

**FINAL DISPOSTION:**

**APPROVAL:**

After completion of the Revocable Permit review, the reviewing planning staff member will return one (1) copy of the approved site plan to the applicant.

**DENIAL:**

If this application is denied, the planning staff member will provide written notification to the applicant that will clearly specify all of the reasons for denial.

**APPEALS:**

The Administration decision of the planning staff member to approve or deny an application for a Revocable Permit may be appealed to the City Council within ten (10) days from the date of the administration decision. The appeal must be in writing and specify briefly the grounds for the appeal. If a perfected appeal is filed within this ten (10) day period, the administrative decision to approve or deny will be suspended until the appeal process is finalized.

**REVOCABLE PERMIT REVIEW CRITERIA:**

Applications for a Revocable Permit must meet all of the criteria listed 3.2.213.F in the City code before an application can be approved. These criteria are as follows:

The following conditions as well as the other conditions shall apply to each of the structures and devices.

1. No device or structure shall be so located or used so as to:
  - a. Interrupt the normal flow of vehicular or pedestrian traffic;
  - b. Interfere with the public's normal use of the public property upon which the structure, device or use is permitted, such as the overhang diagonally parked automobiles or the door-opening radius of parallel parked automobiles;
  - c. Interfere with any other device or structure lawfully existing thereon, such as parking meters, water meters, curb cuts, bus stops, etc. The device, structure or use shall not occupy more than one-fifth (1/5) of the width of any paved sidewalk. Whenever possible, devices and structures shall be installed on unpaved or unused areas of sidewalks or in connection with other devices or structures already installed which break the flow of pedestrian traffic.
2. Any device or structure shall be installed in such a manner so as to prevent it from being dislodged by any natural force such as wind or any man-made force such as an act of vandalism.
3. Devices and structures permitted shall be so constructed as to reduce so far as is feasible sharp edges or protrusions that could cause injury to persons or damage to property. Devices and structures shall be easily visible and recognizable with regard to the available light from street lighting and light emanating from adjoining property during periods of darkness.
4. Devices and structures shall be installed so as to eliminate the collection of litter under and upon the same insofar as possible, and to facility cleaning of the adjacent area of litter and snow.

**OFFICIAL CITY DISTRUBUTION:**

_____ Traffic	_____ Engineering	_____ Utilities
_____ Risk Management	_____ Sign Enforcement	

OFFICIAL CITY REVIEW/APPROVAL:

LAND USE REVIEW:

REPRESENTATIVE: \_\_\_\_\_ APPROVAL/DENIAL: \_\_\_\_\_ DATE: \_\_\_\_\_

CONDITIONS/REASONS: \_\_\_\_\_  
\_\_\_\_\_

TRAFFIC ENGINEERING/:

REPRESENTATIVE: \_\_\_\_\_ APPROVAL/DENIAL: \_\_\_\_\_ DATE: \_\_\_\_\_

CONDITIONS/REASONS: \_\_\_\_\_  
\_\_\_\_\_

ENGINEERING:

REPRESENTATIVE: \_\_\_\_\_ APPROVAL/DENIAL: \_\_\_\_\_ DATE: \_\_\_\_\_

CONDITIONS/REASONS: \_\_\_\_\_  
\_\_\_\_\_

RISK MANAGEMENT:

REPRESENTATIVE: \_\_\_\_\_ APPROVAL/DENIAL: \_\_\_\_\_ DATE: \_\_\_\_\_

CONDITIONS/REASONS: \_\_\_\_\_  
\_\_\_\_\_

UTILITIES:

REPRESENTATIVE: \_\_\_\_\_ APPROVAL/DENIAL: \_\_\_\_\_ DATE: \_\_\_\_\_

CONDITIONS/REASONS: \_\_\_\_\_  
\_\_\_\_\_