



## Development Plan, Use Variance, & Conditional Use Application Requirements & Checklist

### Submittal Checklist

General Requirements	
<input type="checkbox"/>	General Applicant and Owner Acknowledgement form
<input type="checkbox"/>	Project Statement to include the following information: <ol style="list-style-type: none"> <li>1. Description: Describe the project and/or land uses proposed</li> <li>2. Justification: Justify the approval of the project and address the review criteria</li> <li>3. Issues: Explain how the issues identified during the pre-application process have been addressed or mitigated</li> </ol>
<input type="checkbox"/>	Development Plan showing all the "Plan Contents" below
<input type="checkbox"/>	<a href="#">Mineral Estates Owner Notification Certification Affidavit</a> (Public Hearing Items ONLY)
<input type="checkbox"/>	Pre-application summary

Reports and Studies – Requirement for each report is determined prior to submittal.	
<input type="checkbox"/>	<a href="#">Geologic Hazard Report</a> (See item 3 Subdivision Policy Manual - <a href="https://coloradosprings.gov/public-works/page/subdivision-policy-manual">https://coloradosprings.gov/public-works/page/subdivision-policy-manual</a> )
<input type="checkbox"/>	<a href="#">Drainage Reports</a> (see item 4 Subdivision Policy Manual - <a href="https://coloradosprings.gov/public-works/page/subdivision-policy-manual">https://coloradosprings.gov/public-works/page/subdivision-policy-manual</a> )
<input type="checkbox"/>	<a href="#">Traffic Impact Analysis</a>
<input type="checkbox"/>	Submittal of the <a href="#">Hydraulic Grade Line (HGL) Request Form</a> to Colorado Springs Utilities (CSU) Email completed form and map to <a href="mailto:waterplanning@csu.org">waterplanning@csu.org</a> or fax to 719-668-5651 prior to application submittal.
<input type="checkbox"/>	Submittal of the <a href="#">Wastewater Facilities Master Report</a> to Colorado Springs Utilities (CSU) Email completed form and map to <a href="mailto:wwmasterplansubmit@csu.org">wwmasterplansubmit@csu.org</a> prior to application submittal.

\*\*This checklist is intended to assist in preparing a complete plan that will address all City development standards, requirements, and review criteria. The following information must be included with the plan submittal. If justified, the City may exempt any requirement. *The Land Use Review Division may require additional information in accordance with City Code section 7.5.202.E.*

### Plan Contents

All plans should be neat, clear, legible and drawn to a standard Engineer's scale. Inaccurate, incomplete, and poorly drawn plans may be rejected. Plans must not exceed 24 in. x 36 in. and should be folded no larger than 9 in. x 14 in. with the lower right-hand corner exposed.

Overall Page Layout	
A complete development plan will include the pages listed in the order listed below.	
<input type="checkbox"/>	Cover Page
<input type="checkbox"/>	Site Plan
<input type="checkbox"/>	<a href="#">Preliminary Grading Plan</a> (see item 5 under the Subdivision Policy Manual)
<input type="checkbox"/>	<a href="#">Preliminary Utility Plan</a> (click on Preliminary Plan checklist under the General section, this section also includes the general notes)
<input type="checkbox"/>	<a href="#">Landscape</a> (Label the plan as Preliminary or Final)
<input type="checkbox"/>	Elevations Plan
<input type="checkbox"/>	Lighting Plan



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If applicable:	
<input type="checkbox"/>	Land Suitability Analysis
<input type="checkbox"/>	<a href="#">Streamside Plan</a>
<input type="checkbox"/>	<a href="#">Coordinated Sign Plan</a>

Include the information listed below on all plan sheets.	
▪	Project name
▪	File number in the lower right hand corner
▪	Sheet (X of X) in the lower right hand corner
▪	North arrow
▪	Scale (both written and graphic)

Cover Page					
▪	Vicinity map				
▪	Sheet index				
▪	Owner/developer/applicant name				
▪	Date of preparation				
▪	Include a site data section that includes the following:				
▪	Use = _____ (Include use as defined by City Code)				
▪	Total square footage of each use				
▪	Total development size in acres or square feet				
▪	Legal description chose one of the following:				
	<ol style="list-style-type: none"> <li>1. Development Plan on an already platted lot - include the subdivision legal description only.</li> <li>2. Development Plan on an unplatted single lot (also in for final plat) - include the metes and bounds description AND a "to be platted as <i>insert subdivision legal</i>"</li> <li>3. Development Plan submitted for an overall development with several filings (only one filing being platted at time of development plan) - include the overall metes and bounds description for the development plan area AND a 'phase 1 to be platted as <i>insert subdivision legal</i>' for the current portion being platted as well as the note "Further phases to be platted in future".</li> </ol>				
▪	Site address				
▪	Building height				
▪	Zone district allowances for height, setbacks, and lot coverage				
▪	Tax Schedule Number(s)				
▪	Master Plan file number (if applicable)				
▪	Concept Plan file number (If applicable)				
▪	Existing zone district				
▪	Proposed zone district – include Ordinance numbers and conditions of record				
▪	Schedule of development				
▪	Parking table				
	Use	Parking Ratio	SF or units	Parking required	Parking provided
	Retail	1/300	1200 sf	4	6
	Multi-family	1.5/1 bed	6 units – 1 bed	9	10
	Total			13	16



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Accessible (included in total count)	2	2
<i>** if possible, consider commercial center parking (1 space per 250 square feet) for developments containing three of more tenants</i>		
<ul style="list-style-type: none"> <li>▪ PUD Projects</li> <li>▪ For commercial projects include use, maximum height, lot coverage.</li> <li>▪ For residential projects include             <ul style="list-style-type: none"> <li>○ height, type and density</li> <li>○ front, side and rear setbacks (include a lot typical)</li> <li>○ If any lots are next to tracts or second street frontages, specify setback</li> <li>○ Lot coverage ( if appropriate specify building heights for specific lot coverages)</li> <li>○ building envelopes</li> <li>○ for any nonstandard lots show the setbacks on the plan</li> <li>○ driveway lot coverage (for unique lots, this can be specified per lot)</li> <li>○ driveway length</li> <li>○ lot width</li> <li>○ lot size</li> <li>○ for smaller lots, consider limitation on decks, out buildings, etc.</li> <li>○ for new developments include a note that no variances will be allowed</li> </ul> </li> </ul>		

Include a general notes section that includes the following notes:	
<ul style="list-style-type: none"> <li>▪ FEMA floodplain statement: Include community map numbers and date, indicate whether the site is or is not located within a designated floodplain.</li> <li>▪ Geologic-hazard statement disclosure statement (if applicable): "This property is subject to the findings summary and conclusions of a Geologic Hazard Report prepared by _____ dated _____, which identified the following specific geologic hazard on the property: _____ . A copy of said report has been placed within file # _____ or within the subdivision file _____ of the City of Colorado Springs Planning and Development Team. Contact the Planning and Development Team, 30 South Nevada Avenue, Suite 105, Colorado Springs, CO, if you would like to review said report."</li> <li>▪ For nonuse variances associated with the site, include the file number and explain what the variance approved.</li> <li>▪ Include any private easement notes and reception numbers for the easements.</li> <li>▪ Include any notes related to special districts.</li> <li>▪ If there are any tracts or common areas, include ownership and maintenance details.</li> <li>▪ If needed, include notes pertaining to street improvements, drainage requirements, utilities, etc.</li> <li>▪ If the site is to be phased, include a phasing table that includes the phase numbers and a description of each phase to include public utilities, drainage, and site improvements.</li> <li>▪ Include the ADA Design Professional Standards statement: The parties responsible for this plan have familiarized themselves with all current accessibility criteria and specifications and the proposed plan reflects all site elements required by the applicable ADA design standards and guidelines as published by the United States Department of Justice. Approval of this plan by the City of Colorado Springs does not assure compliance with the ADA or any other Federal or State accessibility laws or any regulations or guidelines enacted or promulgated under or with respect to such laws. Sole responsibility for compliance with Federal and State accessibility laws lies with the property owner.</li> </ul>	



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<ul style="list-style-type: none"> <li>▪ If a use variance or conditional use is being requested, include a statement that explains what the use variance or conditional use would grant.</li> </ul>				
<ul style="list-style-type: none"> <li>▪ If there is any signage on the site include the statement: Signage is not approved with this plan, a sign permit is required prior to construction.</li> </ul>				
<ul style="list-style-type: none"> <li>▪ “All improvements depicted within this plan are required by City Code and/or are a condition of approval to ensure compliance with the City’s review criteria. Any private improvements provided as extra, will be labeled as “EX” and will not be included in the calculated amount required for a financial assurance.”</li> </ul>				
<ul style="list-style-type: none"> <li>▪ “Accessible routes, including ramps and sidewalks, within the public right-of-way shall be per the City’s Standard drawings and Specifications. City’s Inspector will have the final authority on accepting the public improvements.”</li> </ul>				
<ul style="list-style-type: none"> <li>▪ Include an amendment History Box for any amendments to the plans.</li> </ul>				
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;"><u>File number</u></td> <td style="width: 50%; border-bottom: 1px solid black;"><u>description/ special note</u></td> </tr> <tr> <td style="border-bottom: 1px solid black;"><i>Insert file number</i></td> <td style="border-bottom: 1px solid black;"><i>Insert note</i></td> </tr> </table>	<u>File number</u>	<u>description/ special note</u>	<i>Insert file number</i>	<i>Insert note</i>
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<i>Insert file number</i>	<i>Insert note</i>			
<ul style="list-style-type: none"> <li>▪ Avigation easement note, select the correct option:             <ul style="list-style-type: none"> <li>○ If a development plan is submitted concurrent with a subdivision plat include the note: An avigation easement effecting the subject property and development is therein established by the “Subdivision Plat Name” subdivision plat. This easement is subject to the terms and conditions as specified in the instrument recorded under reception no. 217069667 of the records of El Paso County, Colorado.</li> <li>○ If a development plan has been submitted on an existing platted lot without an existing avigation easement: An avigation easement will need to be prepared and recorded going through the process adopted by Colorado Springs Real Estate Services. Please contact Barbara Reinardy at (719) 385-5601 or <a href="mailto:breinardy@springsgov.com">breinardy@springsgov.com</a> for the forms and procedure.</li> </ul> </li> </ul>				

### SITE PLAN COMPONENTS

<u>Land Use</u>
<ul style="list-style-type: none"> <li>▪ If at all possible, DO NOT use numbered callouts for items.</li> <li>▪ Graphically show the following:             <ul style="list-style-type: none"> <li>○ All easements (utilities, public improvement easements, drainage, preservation and access) and reception numbers</li> <li>○ Include the area and dimension of each lot and tract. Label the lots and tracts, Ex Lot 1 or Tract A.</li> <li>○ City/County boundaries</li> <li>○ Property boundaries and dimensions</li> <li>○ Proposed zone district boundaries</li> <li>○ Proposed public or private open space and common areas include size and dimension.</li> <li>○ Existing historic sites and resources</li> <li>○ Preservation easements and no build lines.</li> <li>○ Show the location of all freestanding site exterior light fixtures on the site plan and landscape page.</li> </ul> </li> </ul>

<u>Streets/Alleys</u>
<ul style="list-style-type: none"> <li>▪ Illustrate and label all streets and intersections with street name, acceleration and deceleration lanes, classification, public or private and ROW width.</li> <li>▪ Include pavement, curb type and other improvements.</li> <li>▪ Show and label all access points to the property from adjacent streets and alleys</li> <li>▪ Show and label all speed line of sight visibility area at all street intersections</li> </ul>



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▪	If constructing new road ways, show all existing and proposed medians, new acceleration and deceleration lanes, traffic islands, traffic control devices, roundabouts, and typical cross sections. Provide dimensions and size and identify maintenance responsibilities.
▪	Show any existing or proposed encroachments into the public ROW that require a revocable permit. Submit the revocable permit application as part of the submittal package. Include approved permit number on the plan.

	<u>Sidewalks/Trails</u>
▪	Show all existing and proposed locations, dimensions and surface materials of all sidewalks.
▪	Show pedestrian ramps at all pedestrian crossings and intersections with reference to City standard type. Also show stripping by pavement marking or different pavement material at pedestrian crossings.
▪	Show all sidewalks connecting building entries to public sidewalks or internal sidewalks.
▪	To meet ADA requirements: <ul style="list-style-type: none"> <li>○ Indicate accessible route from public ROW to each building. (Note 60% of all public entrances must meet the ADA Standards 206.4.1.)</li> <li>○ Provide ADA accessible ramps along all ADA accessible corridors.</li> </ul>
▪	Show and label existing and proposed public improvement easements for sidewalks and pedestrian ramps outside of dedicated ROW areas.
▪	For detached sidewalks, show the distance from the back of curb to the edge of sidewalk.
▪	Indicate the location and include a detail for bicycle parking. Ensure the location does not conflict with the ADA accessible route or pedestrian routes.
▪	Show all existing and proposed trails, and include dimensions and surface materials of all trails. Include a note on construction of the trail and maintenance of the trail.
▪	If there is a City Parks Plan that affects the property, include the name of the Parks Plan.

	<u>Internal Parking lots</u>
▪	Show the location and dimension of parking lots/maneuvering areas and drive aisles. Indicate pavement material.
▪	Show the location and dimensions of all loading areas and bays.
▪	For drive thru lanes include stacking distances and widths to meet code requirements.
▪	Indicate how fire lanes are to be identified and mark location on plans.
▪	For residential projects, when adjacent to a principal arterial roadway, indicate sound barrier walls and show a minimum of 40' spacing from roadway or provide alternative sound mitigation methods (sound studies).
▪	For residential project driveways, show less than 8' or more than 18' to sidewalk and travel-way.
▪	Show the location and number of all regular, compact and accessible spaces. For ADA accessible parking stalls include adjacent aisles and signage. Include clear identification of ADA route from stalls to designated AA building entry.
▪	Provide a typical or detail for all regular, compact and ADA parking spaces.
▪	Show the location of loading docks.

	<u>Buildings and Structures</u>
▪	Graphically show the following: <ul style="list-style-type: none"> <li>○ The existing land use, square footage, dimensions and location for any existing buildings to remain.</li> <li>○ The use, square footage, dimensions and location of each proposed building.</li> <li>○ Show location and type of signage (free-standing and low profile).</li> </ul>
	<ul style="list-style-type: none"> <li>▪ <i>Note: Sign design is being reviewed for compatibility with surrounding uses. Additional notes may be required on the plan to ensure compatibility.</i></li> </ul>



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	<ul style="list-style-type: none"> <li>○ Location, materials, and height with detailed exhibits for all fences, retaining walls, and sound barrier walls.</li> </ul>
	<ul style="list-style-type: none"> <li>○ Location, materials, and height with detailed exhibit for all trash enclosures. Depict all four elevations and label with direction.</li> </ul>

	<u>Phasing</u>
	<ul style="list-style-type: none"> <li>▪ If the site is to include phasing include the following:           <ul style="list-style-type: none"> <li>○ A graphic representation of the phase boundaries, including phase numbers.</li> <li>○ Show barriers at the edge of each phase to prevent vehicles from entering and parking on unpaved areas.</li> </ul> </li> </ul>

	<u>Lighting Plan</u>
	<ul style="list-style-type: none"> <li>▪ A photometric plan may be required for certain uses (gas canopies, convenience food stores, and auto sales) that are adjacent to other less intensive uses. This plan will be required on a case-by-case basis.</li> <li>▪ Whether or not a photometric plan is required, include the following:           <ul style="list-style-type: none"> <li>○ Provide a product detail for all light fixtures.</li> <li>○ Include a note that states "All lighting is to be full cut-off."</li> <li>○ Show a detail of the freestanding light fixtures, include overall height from grade and color.</li> <li>○ If no exterior lights are proposed, include a note under the notes section on page one that states, "No exterior site lighting will be provided for the project."</li> </ul> </li> </ul>

	<u>Elevation Plan Components</u>
	<ul style="list-style-type: none"> <li>▪ Show all four elevations of each building and label the buildings with North, South, East or West.</li> <li>▪ Include an overall height of the buildings from grade to the tallest point of each structure on each elevation.</li> <li>▪ Indicate the material and color of each material proposed for the structure.</li> <li>▪ Show the location of building mounted light fixtures.           <ul style="list-style-type: none"> <li>▪ <i>Note: The purpose of reviewing building elevations during development plan review is to understand the bulk and scale and to ensure use-to-sue compatibility between the proposed structures and the surrounding properties. It is understood that the proposed building design will evolve and may not be finalized until time of building permit. At that time, the City will review the elevations for substantial compliance. Major changes may be considered administratively.</i></li> </ul> </li> </ul>

### Supplemental Plan Items

	Drainage Report
	<ul style="list-style-type: none"> <li>▪</li> <li>▪</li> </ul>
	Geologic Hazard Report
	<ul style="list-style-type: none"> <li>▪</li> <li>▪</li> </ul>
	Hydraulic Grad Line and Wastewater Facility Master Report
	<ul style="list-style-type: none"> <li>▪</li> <li>▪</li> </ul>



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### Review Criteria

#### **DEVELOPMENT PLAN REVIEW CRITERIA:**

The City will review the development plan using the following criteria. A development plan shall be approved when the plan complies with all of the requirements of the zone district in which it is located, is consistent with the intent and purpose of the Zoning Code and is compatible with the land uses surrounding the site.

1. The details of the use, site design, building location, orientation and exterior building materials are compatible and harmonious with the surrounding, neighborhood, buildings and uses, including not-yet-developed uses identified in approved development plans.
2. The development plan substantially complies with any City- adopted plans that are applicable to the site, such as master plans, neighborhood plans, corridor plans, facilities plans, urban renewal plans, or design manuals.
3. The project meets dimensional standards, such as but not limited to, building setbacks, building height and building area set forth in this chapter, or any applicable FBZ or PUD requirement.
4. The project grading, drainage, flood protection, storm water quality and storm water mitigation comply with the City's drainage criteria manual and the drainage report prepared for the project on file with the City Engineering Department.
5. The project provides off-street parking as required by this chapter, or a combination of off-street or on-street parking as permitted by this chapter.
6. All parking stalls, drive aisles, loading/unloading areas, and waste removal areas meet the location and dimension standards set forth by this chapter.
7. The project provides landscaped areas, landscape buffers, and landscape materials as set forth in this chapter and the landscape design manual.
8. The project preserves, protects, integrates or mitigates impacts to any identified sensitive or hazardous natural features associated with the site.
9. The building location and site design provide for safe, convenient and ADA-accessible pedestrian, vehicular, bicycle, and applicable transit facilities and circulation.
10. The number, location, dimension and design of driveways to the site substantially comply with the City's traffic criteria manual. To the extent practicable, the project shares driveways and connect to drive aisles of adjoining developments.
11. The project connects to or extends adequate public utilities to the site. As required by Colorado Springs Utilities, the project will extend the utilities to connect to surrounding properties.
12. If necessary to address increased impacts on existing roadways and intersections, the project includes roadway and intersection improvements to provide for safe and efficient movement of multi-modal traffic, pedestrians and emergency vehicles in accordance with the City's traffic criteria manual, public safety needs for ingress and egress and a City accepted traffic impact study, if required, prepared for the project.
13. Significant off-site impacts reasonably anticipated as a result of the project are mitigated or offset to the extent proportional and practicable. Impacts may include, but are not limited to light, odor and noise.

#### **CONDITIONAL USE REVIEW CRITERIA:**

The Planning Commission may approve and/or modify a conditional use application in whole or in part, with or without conditions, only if all three (3) of the following findings are made:

- A. Surrounding Neighborhood: That the value and qualities of the neighborhood surrounding the conditional use are not substantially injured.
- B. Intent of Zoning Code: That the conditional use is consistent with the intent and purpose of this Zoning Code to promote public health, safety and general welfare.



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- C. Comprehensive Plan: That the conditional use is consistent with the Comprehensive Plan of the City.

### **USE VARIANCE REVIEW CRITERIA:**

The following criteria must be met in order for a Use Variance to be granted:

1. That there are exceptional or extraordinary circumstances or conditions applicable to the property involved or to the intended use of the property that do not apply generally to the property or class of uses in the same zone so that a denial of the petition would result in undue property loss; and
2. That such variance is necessary for the preservation and enjoyment of a property right of the petitioner; and also,
3. That such variance will not be detrimental to the public welfare or convenience nor injurious to the property or improvements of other owners of property.