PRE-APPLICATION MEETING SUMMARY

Area: Central Date: 6/8/18 Pre-Application No.: CAS-18-51 Lot Size: N/A TSN: 6331338001 Zone: OR

Applicant(s) Present: Doug Lofland/douglofland@gmail.com/719.339.8427
Site Location: 2510 N. Cascade Ave. Project Description: vacation of Public ROW (alley)

APPLICATION(S) REQUIRED: □ No application to the Planning Department required

 加 □ 2020 Land Use Map Amendment
 加 □ Administrative Relief
 加 □ Amendment to Plat Restriction
 加 □ Annexation
 加 □ Building Permit to Unplatted Land
 加 □ CMRS No.
 加 □ Concept Plan MJ MN MM
 加 □ Conditional Use MJ MN MM
 加 □ Development Agreement (PUD Zone)
 加 □ Development Plan MJ MN MM
 加 □ Historic Preservation Board
 加 □ Master Plan MJ MN MM
 加 □ Minor Improvement Plan
 加 □ Nonuse Variance / Warrant
 加 □ Preservation Easement Adjustment
 加 □ Property Boundary Adjustment
 加 □ Street Name Change
 加 □ Subdivision Plat PP FP PFP
 加 □ Subdivision Waiver Design Process
 加 □ Use Variance MJ MN MM
 加 □ Vacation of Plat
 加 □ Vacation of Public Right-of-Way
 加 □ Waiver of Replat
 加 □ Zone Change

Visit the Land Use Review Division website at www.coloradosprings.gov/planninginfo for application forms and checklists
MJ = Major Amendment, MN = Minor Amendment, and MM = Minor Modification

NEIGHBORHOOD ORGANIZATION: Neighborhood Association/Contact: Old North End Neighborhood Board (66)

PUBLIC NOTIFICATION REQUIREMENTS:
Note: Applicant will be required to pay for postage at time of poster pick-up.
 加 □ Pre-Application Stage
 加 □ Internal Review Stage □ Public Hearing Stage
 加 □ No Public Notice Required
 加 □ Postcard □ Poster
 加 □ Buffer Distance: 150 ft. 500 ft. 1,000 ft. □ Custom distance: _______

ADDITIONAL STUDIES/MATERIALS TO BE SUBMITTED WITH APPLICATION:
 加 □ Geo-Hazard Report
 加 □ Traffic Impact Analysis
 加 □ Drainage Report
 加 □ Contact: Patrick Morris, 719-385-5075 Contact: Zaker Alazzeh, 719-385-5468 Contact: Jeri Pulkinen, 719-385-
 加 □ Hydraulic Grade Line
 加 □ Wastewater Master Facility Report
 加 □ Land suitability Analysis
 加 □ Elevation Drawings
 加 □ Mineral Estate Owner Notification
 加 □ Other: _______

LDTC MEETING: □ Yes □ No Date: N/A Time: _______

COMMENTS: (This is a preliminary listing of issues and attention items; additional issues will likely surface as the application proceeds through the review process):

Proposed vacation of right of way (alley at the west/rear of the property). Requires a Vacation of ROW application, vacation sketch and additional items per the checklist to submit. CSU, Eng. Dev. Review and LUR will review; requires approval by City Council at a public hearing to vacate ROW. 1000’ public notice buffer for application going to City Council. If approved each adjacent landowner would benefit 50/50 split of the alley (15’ wide alley/7”-6” wide to each). Additional items applicant will need to submit with the application:

1. Letter of consent from the adjacent property owner on opposite (west side) of the alley.

Issues:
1. Existing overhead utility poles. CSU will require to put in a public easement.

NOTE: The above information is intended to assist in the preparation of an application. This sheet is not a complete list of submittal requirements. Refer to the Zoning and Subdivision Ordinances and the appropriate application checklists for further information and details.

This form and the information contained herein is valid for 6 months.

Fee Estimate: $2227.00 (Vacation of ROW and $25 tech fee)
Number of Plans: 1 - 24"x36", 1 - 11" x 17" reduced & 1 electronic PDF
PRE-APPLICATION MEETING SUMMARY

Applicant(s) Present: Peter Williams/303.523.8288/pbwdenver@gmail.com
Site Location: 703 E. Espanola St.
Project Description: New detached garage

APPLICATION(S) REQUIRED:
☐ No application to the Planning Department required
☐ 2020 Land Use Map Amendment
☐ Administrative Relief
☐ Amendment to Plat Restriction
☐ Annexation
☐ Building Permit to Unplatted Land
☐ CMRS No.
☐ Concept Plan ☑ MJ ☑ MN ☑ MM
☐ Conditional Use ☑ MJ ☑ MN ☑ MM
☐ Development Agreement (PUD Zone)
☐ Development Plan ☑ MJ ☑ MN ☑ MM
☐ Historic Preservation Board
☐ Master Plan ☑ MJ ☑ MN ☑ MM
☐ Minor Improvement Plan
☐ Nonuse Variance / Warrant
☐ Preservation Easement Adjustment
☐ Property Boundary Adjustment
☐ Subdivision Plat ☑ PP ☑ FP ☑ PFP
☐ Subdivision Waiver ☑ Design ☑ Process
☐ Use Variance ☑ MJ ☑ MN ☑ MM
☐ Vacation of Plat
☐ Vacation of Public Right-of-Way
☐ Waiver of Replat
☐ Zone Change

Visit the Land Use Review Division website at www.coloradosprings.gov/planninginfo for application forms and checklists
MJ = Major Amendment, MN = Minor Amendment, and MM = Minor Modification

NEIGHBORHOOD ORGANIZATION:
Neighborhood Association/Contact: Patty Jewett Neighborhood Assoc. (84)

PUBLIC NOTIFICATION REQUIREMENTS:
☐ Pre-Application Stage
☐ Postcard
☐ Buffer Distance: ☑ 150 ft.
☐ Poster
☐ 500 ft.
☐ 1,000 ft.
☐ Custom distance: 

ADDITIONAL STUDIES/MATERIALS TO BE SUBMITTED WITH APPLICATION:
☐ Geo-Hazard Report
☐ Contact: Patrick Morris, 719-385-5075
☐ Hydraulic Grade Line
☐ Elevation Drawings
☐ Traffic Impact Analysis
☐ Contact: Zaker Alazzeh, 719-385-5468
☐ Wastewater Master Facility Report
☐ Mineral Estate Owner Notification

LDTC MEETING: ☑ Yes ☐ No
Date: N/A

COMMENTS: (This is a preliminary listing of issues and attention items; additional issues will likely surface as the application proceeds through the review process):
Proposed accessory structure (garage) addition in R-1 6000 zone district. Max size permitted for a garage is 1200 s.f. (no more than 4 vehicle doors, and the existing garage counts towards this requirement), the accessory structure footprint cannot exceed the footprint of the principal structure (home). Height of structure permitted depends on roof pitch: less than 6:12 pitch, 16' max height; 6:12 or greater 20' max height. R-1 6000 development standards: Side yard setback 5' (south lot line), rear yard setback (alley) if garage doors facing alley=10' permitted, front yard setback (El Paso and Espanola frontage)= 25'. max lot coverage= 40%. See site plan requirement/checklist for plan contents and additional documents to submit with the application (Project Statement, vicinity map...etc). Public notice required 150' buffer and sign posting.

Two Nonuse Variances would be required:
1) Sec. 7.3.104 A for required 25' front yard setback. Determine distance of structure from lot lines to demonstrate in the site plan and confirm the distance requesting to be varied from code.
2) 7.3.105 A, 1, a: section of code restricts accessory structures from being situated in front yard setback at all. Note, Staff would recommend structure "in-line" with existing home or offset further south than the home's frontage to mitigate the view corridor down Espanola and further to limit any restriction of visibility for traffic coming in or out of the alley.

NOTE: The above information is intended to assist in the preparation of an application. This sheet is not a complete list of submittal requirements. Refer to the Zoning and Subdivision Ordinances and the appropriate application checklists for further information and details.

This form and the information contained herein is valid for 6 months.

Fee Estimate: $1175.00 (NV x 2 and $25 tech fee)
Number of Plans: 1 - 11"x17" & 1 electronic PDF
**PRE-APPLICATION MEETING SUMMARY**

**Applicant(s) Present:** Brian Bucher/719.484.0480/brian@bucherdesign.com

**Site Location:** 2175 Hollow Brook Drive & 6040 Hollow Tree Ct.

**Project Description:** multi-family apartments

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**APPLICATION(S) REQUIRED:**

- ☐ No application to the Planning Department required
- ☑ 2020 Land Use Map Amendment
- ☑ Administrative Relief
- ☑ Amendment to Plat Restriction
- ☑ Annexation
- ☑ Building Permit to Unplatted Land
- ☑ CMRS No.
- ☑ Concept Plan
- ☑ Conditional Use

**DEVELOPMENT PERMIT TO SUBMIT WITH APPLICATION:**

- ☑ Development Agreement (PUD Zone)
- ☑ Development Plan (MJ MN MM)
- ☑ Historic Preservation Board
- ☑ Master Plan (MJ MN MM)
- ☑ Minor Improvement Plan
- ☐ Nonuse Variance / Warrant
- ☑ Preservation Easement Adjustment
- ☑ Property Boundary Adjustment
- ☑ Street Name Change
- ☑ Subdivision Plat (PP FP PFP)
- ☑ Subdivision Waiver (Design Process)
- ☑ Use Variance (MJ MN MM)
- ☑ Vacation of Plat
- ☑ Vacation of Public Right-of-Way
- ☑ Waiver of Replat
- ☑ Zone Change

Visit the Land Use Review Division website at www.coloradosprings.gov/planninginfo for application forms and checklists

MJ = Major Amendment, MN = Minor Amendment, and MM = Minor Modification

**NEIGHBORHOOD ORGANIZATION:**

Neighborhood Association/Contact: Brooktree Village HOA (249) - adjacent HOA

**PUBLIC NOTIFICATION REQUIREMENTS:**

- ☑ Pre-Application Stage
- ☑ Internal Review Stage
- ☑ Postcard
- ☑ Poster
- ☑ Buffer Distance: 150 ft.
- ☑ 500 ft.
- ☑ 1,000 ft.
- ☐ No Public Notice Required
- ☑ Custom distance:

**ADDITIONAL STUDIES/MATERIALS TO BE SUBMITTED WITH APPLICATION:**

- ☑ Geo-Hazard Report
- ☑ Traffic Impact Analysis
- ☑ Drainage Report
- ☑ Hydraulic Grade Line
- ☑ Wastewater Master Facility Report
- ☑ Land Suitability Analysis
- ☑ Elevation Drawings
- ☑ Mineral Estate Owner Notification
- ☐ Other:

**LDTC MEETING:**

- ☑ Yes
- ☐ No

**Date:** Avail=6/20 & 7/18 (7/4 is holiday)

**Time:** TBD based on LDTC schedule

**COMMENTS:**

This is a preliminary listing of issues and attention items; additional issues will likely surface as the application proceeds through the review process:

- Multi family development in an OC zone is permitted using R-5 dev. standards (7.3.104 A). Height=45', FYSB=20', SYSB=5', RYSB=25', density (lot area per unit): 1 story= 1400s.f., 2 story=1100, 3 story=900, 4 story=800, Max lot coverage=40%. Parking for multi family based on # of bedrooms for each unit (1 bed=1.5 per DU/2 bed=1.7, 3 bed=2). Development Plan required including a site plan, grading/erosion control plan, utility plan, landscape/irrigation plan, elevations and photometric plan (lighting must be FULL CUT OFF; conditions of record regarding light spill onto adjacent residential). HGL, WWMFR and Drainage Report required with DP application. Landscape setback= 10' along Hollow Brook Dr and Hollow Tree Ct.

Final Plat required if replatting 2 lots into 1 overall lot for an apartment complex development.

- Ordinance: 82-144 property subject to conditions of record. Provide copy to Applicant. Address each conditions related to your project.
- Existing sidewalk, curb, gutter may require public improvements for a new development.
- Full spectrum water quality detention required if developing 1 or more acre of land. Lot size could be issue to accommodate building, required parking, landscaping and water detention. Contact Jeri Pulkinen/Water Resources Engineer regarding water detention.
- Possible neighborhood opposition from adjacent HOA to the east of the site. Staff recommends sending "post cards" (applicant pays postage) prior to application or a neighborhood meeting.

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**Area:** Central  
**Date:** 06/01/18

**Lot Size:** 1.08 acres/1.44 acres

**TSN:** 6316211021/6316211022

**Zone:** OC/CR/CU

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**Chris Staley**

Planner II  
Land Use Review  
Planning & Community Development

30 S. Nevada Avenue, Suite 105  
Phone: (719) 385-5090

P.O. Box 1575, MC 155  
Fax: (719) 385-5167

Colorado Springs, CO 80901-1575  
cstaley@springsgov.com

**Fee Estimate:** $3453 (DP and $25 tech fee); Final Plat $1753.00

**Number of Plans:** 1 - 24"x36" & 1 electronic PDF

**NOTE:** The above information is intended to assist in the preparation of an application. This sheet is not a complete list of submittal requirements. Refer to the Zoning and Subdivision Ordinances and the appropriate application checklists for further information and details.

This form and the information contained herein is valid for 6 months.
PRE-APPLICATION MEETING SUMMARY

Applicant(s) Present: Rick Hibbard/rick@tremmeldesign.com/719.623.5641 x8
Site Location: 1915 N. Nevada Ave.
Project Description: new rear deck and new large rear door

APPLICATION(S) REQUIRED:  □ No application to the Planning Department required

☐ 2020 Land Use Map Amendment
☐ Administrative Relief
☐ Amendment to Plat Restriction
☐ Annexation
☐ Building Permit to Unplatted Land
☐ CMRS No. □
☐ Concept Plan  □ MJ  □ MN  □ MM
☐ Conditional Use  □ MJ  □ MN  □ MM

☐ Development Agreement (PUD Zone)
☐ Development Plan  □ MJ  □ MN  □ MM
☐ Historic Preservation Board
☐ Master Plan  □ MJ  □ MN  □ MM
☐ Minor Improvement Plan
☐ Nonuse Variance / Warrant
☐ Preservation Easement Adjustment
☐ Property Boundary Adjustment
☐ Street Name Change
☐ Subdivision Plat  □ PP  □ FP  □ PFP
☐ Subdivision Waiver
☐ Use Variance  □ MJ  □ MN  □ MM
☐ Vacation of Plat
☐ Vacation of Public Right-of-Way
☐ Waiver of Replat
☐ Zone Change

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MJ = Major Amendment, MN = Minor Amendment, and MM = Minor Modification

Area: Central    Date: 6/12/18
Pre-Application No.: CAS-18-56
Lot Size: 9500 s.f.
TSN: 6406126013
Zone: R2/HP

NEIGHBORHOOD ORGANIZATION:
Neighborhood Association/Contact: Old North End Neighborhood Board (66)

PUBLIC NOTIFICATION REQUIREMENTS:
Note: Applicant will be required to pay for postage at time of poster pick-up.

☐ Pre-Application Stage  ☑ Internal Review Stage
☐ Postcard  ☑ Poster
Buffer Distance:  □ 150 ft.  □ 500 ft.  □ 1,000 ft.
Custom distance:

ADDITIIONAL STUDIES/MATERIALS TO BE SUBMITTED WITH APPLICATION:

☐ Geo-Hazard Report
Contact: Patrick Morris, 719-385-5075
☐ Hydraulic Grade Line
☐ Elevation Drawings
☐ Traffic Impact Analysis
Contact: Zaker Alazzeh, 719-385-5468
☐ Wastewater Master Facility Report
☐ Mineral Estate Owner Notification
☐ Drainage Report
Contact: Jonathan Scherer, 719-385-5546
☐ Land Suitability Analysis
☐ Other:

LDTC MEETING:  □ Yes  ☑ No
Date: N/A
Time:

COMMENTS:
(This is a preliminary listing of issues and attention items; additional issues will likely surface as the application proceeds through the review process):

Proposed deck and rear entry door to the rear of the home located in the Old North End Neighborhood and in the Historic Preservation Overlay; zoned R2/HP. Located in the subarea 2 Nevada/Tejon. The exterior changes to the home must be approved by the HP Board, and design reviewed against the Old North End Historic District Design Standards/Criteria. R2 zone development standards: SYSB=5’, Front&RYSB=25’, max lot coverage=30%. Site plan required to illustrate all existing structures (home, garage, any sheds or covered patios/decks/calculate sq. ft. of each structure and include in lot coverage calculation for the lot), west elevation of rear of home, dimensions/sq. ft. of the finished deck floor, deck height above grade. Also callout the full scope of the project in the site plan/elevation and project statement (i.e...2 existing windows removed and replaced with 1 folding door, 1 existing door removed and replaced with 1 new double hung window, and appears 1 existing window will relocate a few feet to the south to accommodate space for the new door). Proposed deck does not count towards lot coverage (not covered and not 8’ or greater in height). The project would be heard by the Minor Works Committee; application and submittal requirements must be received no later than 6/18 to make the 7/9 agenda and meeting.

***zoning code does not specify an expiration for approvals granted by the HP Board.

NOTE: The above information is intended to assist in the preparation of an application. This sheet is not a complete list of submittal requirements. Refer to the Zoning and Subdivision Ordinances and the appropriate application checklists for further information and details.

This form and the information contained herein is valid for 6 months.

Fee Estimate: None
Number of Plans: 8 - 11”x17” and 1 electronic PDF

Chris Staley
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30 S. Nevada Avenue, Suite 105
P.O. Box 1575, MC 155
Colorado Springs, CO 80901-1575
Phone: (719) 385-5090
Fax: (719) 385-5167
cstaley@springsgov.com
PRE-APPLICATION MEETING SUMMARY

Applicant(s) Present: Danny Mellen/719.491.5757/stoneridgeconstruct@gmail.com

Site Location: 1614 Wood Avenue

Project Description: 12’x14’ covered patio addition to the rear of home

APPLICATION(S) REQUIRED: ☒ No application to the Planning Department required

☐ 2020 Land Use Map Amendment
☐ Administrative Relief
☐ Amendment to Plat Restriction
☐ Annexation
☐ Building Permit to Unplatted Land
☐ CMRS No.
☐ Concept Plan ☒ MJ ☐ MN ☐ MM
☐ Conditional Use ☒ MJ ☐ MN ☐ MM

APPLICATION(S) REQUIRED:

☐ Development Agreement (PUD Zone)
☐ Development Plan ☒ MJ ☐ MN ☐ MM
☐ Historic Preservation Board
☐ Master Plan ☒ MJ ☐ MN ☐ MM
☐ Minor Improvement Plan
☐ Nonuse Variance / Warrant
☐ Preservation Easement Adjustment
☐ Property Boundary Adjustment
☐ Street Name Change
☐ Subdivision Plat ☐ PP ☐ FP ☐ PFP
☐ Subdivision Waiver ☒ MJ ☐ MN ☐ MM
☐ Use Variance ☐ MJ ☐ MN ☐ MM
☐ Vacation of Plat
☐ Vacation of Public Right-of-Way
☐ Waiver of Replat
☐ Zone Change

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MJ = Major Amendment, MN = Minor Amendment, and MM = Minor Modification

Public Notification Requirements:

Note: Applicant will be required to pay for postage at time of poster pick-up.

☐ Pre-Application Stage ☐ Internal Review Stage ☐ Public Hearing Stage
☐ Postcard ☐ Poster ☐ No Public Notice Required
Buffer Distance: ☐ 150 ft. ☐ 500 ft. ☐ 1,000 ft.
Custom distance: __________

ADDITIONAL STUDIES/MATERIALS TO BE SUBMITTED WITH APPLICATION:

☐ Geo-Hazard Report
Contact: Patrick Morris, 719-385-5075
☐ Hydraulic Grade Line
☐ Elevation Drawings

☐ Traffic Impact Analysis
Contact: Zaker Alazzeh, 719-385-5468
☐ Wastewater Master Facility Report
☐ Mineral Estate Owner Notification

LDTC MEETING: ☒ Yes ☐ No
Date: N/A
Time:

COMMENTS: (This is a preliminary listing of issues and attention items; additional issues will likely surface as the application proceeds through the review process):

Proposed 12’ x 14’ patio addition to the rear of property located in the Old North End Neighborhood and in the Historic Preservation Overlay. The work determined not visible from the right of way. A Notice to Proceed to be issued for the work. A site plan review will still be required at the time of permit plan review. The site plan must illustrate footprint of all structures on the lot (home, covered porches/patios/garage and the proposed patio) with dimensions and sq. ft. of each, calculate lot coverage (max permitted 25%), show side yard setback dimension of proposed improvement, and include an elevation showing height and roof pitch. The HP Notice to Proceed will need to accompany your plans for building permit. Note, a waiver of replat will not be required as all improvements are on Lot 5 which is platted.

R1-9 zone district development standards:
FYSB=25’
SYSB=10’
RYSB=30’
Lot coverage max=25%

NOTE: The above information is intended to assist in the preparation of an application. This sheet is not a complete list of submittal requirements. Refer to the Zoning and Subdivision Ordinances and the appropriate application checklists for further information and details.

This form and the information contained herein is valid for 6 months.

Fee Estimate: N/A

Number of Plans: 1 - 11”x17” site plan review with permit application

Area: Central Date: 6/20/18
Pre-Application No.: CAS-18-58
Lot Size: 12,350 s.f.
TSN: 6406309008
Zone: R1-9/HP/UV

Chris Staley
Planner II
Land Use Review
Planning & Community Development
30 S. Nevada Avenue, Suite 105
P.O. Box 1575, MC 155
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Phone: (719) 385-5090
Fax: (719) 385-5167
cstaley@springsgov.com
PRE-APPLICATION MEETING SUMMARY

Applicant(s) Present: Gary Strauss/719.640.7726/straussgw@gmail.com

Site Location: Tract A Subdivision No. 1 Georgetown Square 1

Project Description: expand the "RV/camper" parking area on existing tennis courts

APPLICATION(S) REQUIRED:  □ No application to the Planning Department required

□ 2020 Land Use Map Amendment
□ Administrative Relief
□ Amendment to Plat Restriction
□ Annexation
□ Building Permit to Unplatted Land
□ CMRS No. □
□ Concept Plan □ MJ □ MN □ MM
□ Conditional Use □ MJ □ MN □ MM

□ Development Agreement (PUD Zone)
□ Development Plan □ MJ □ MN □ MM
□ Historic Preservation Board
□ Master Plan □ MJ □ MN □ MM
□ Minor Improvement Plan
□ Nonuse Variance / Warrant
□ Preservation Easement Adjustment
□ Property Boundary Adjustment
□ Street Name Change
□ Subdivision Plat □ PP □ FP □ PFP
□ Subdivision Waiver □ Design □ Process
□ Use Variance □ MJ □ MN □ MM
□ Vacation of Plat
□ Vacation of Public Right-of-Way
□ Waiver of Replat
□ Zone Change

Visit the Land Use Review Division website at www.coloradosprings.gov/planninginfo for application forms and checklists

MJ = Major Amendment, MN = Minor Amendment, and MM = Minor Modification

NEIGHBORHOOD ORGANIZATION:
Neighborhood Association/Contact: Georgetown Square HOA (100)

PUBLIC NOTIFICATION REQUIREMENTS:
□ Pre-Application Stage  □ Internal Review Stage  □ Public Hearing Stage
□ Postcard  □ Poster  □ No Public Notice Required
□ Buffer Distance: □ 150 ft. □ 500 ft. □ 1,000 ft. □ Custom distance:

ADDITIONAL STUDIES/MATERIALS TO BE SUBMITTED WITH APPLICATION:
□ Geo-Hazard Report
□ Traffic Impact Analysis
Contact: Patrick Morris, 719-385-5075
Contact: Zaker Alazzeh, 719-385-5468
□ Hydraulic Grade Line
□ Wastewater Master Facility Report
□ Elevation Drawings
□ Mineral Estate Owner Notification

LDTC MEETING:  □ Yes  □ No
Date: N/A
Time:

COMMENTS: (This is a preliminary listing of issues and attention items; additional issues will likely surface as the application proceeds through the review process):

Proposed expansion of the RV/camper parking on the tennis court area. Minor Amendment to the Development Plan required (Amend City File No CPC P 68-33-A7(76)). Amended site plan to illustrate the proposed area, any new gates to access the area, internal drives (include gate widths and drive widths). All changes to be "clouded" to clearly identify what's amended. See attached checklist for plan requirements. Screening required along north lot line fencing and east along lot line abutting Sand Creek (slats) or wood fencing (6' height max of fencing). Heights taller than 6' would require non-use variance

A new storage building (Accessory Structure) on Tract A may require replatting the tract into a Lot in order for a building permit to be issued legally. Per City Zoning Code BP can only be issued for a platted "lot". Setbacks of an Accessory structure are TBD; the approved Development Plan did not specify for the PUD. Staff would to further review and make determination of rear and side yard setbacks. Contact Planner if the HOA wants to pursue. Further research and determinations required prior to application to build accessory structure on Tract A. Final Plat fees are apprx. $1721.00. A additional Minor Amendment to the Development Plan would also be required to amend the change; apprx. Minor Amendment application fee of $995.00 (Fire, Engineering, CSU and Land Use Review).

NOTE: The above information is intended to assist in the preparation of an application. This sheet is not a complete list of submittal requirements. Refer to the Zoning and Subdivision Ordinances and the appropriate application checklists for further information and details.

This form and the information contained herein is valid for 6 months.

Fee Estimate: $505.00(Minor DP and $25 tech fee)
Number of Plans: 1 - 24"x36" & 1 electronic PDF

Pre-Application No.: CAS-18-59
Lot Size: 40,305 s.f.
TSN: no TSN for the track per County Assc.
Zone: PUD

Area: Central
Date: 6/19/18

30 S. Nevada Avenue, Suite 105
P.O. Box 1575, MC 155
Colorado Springs, CO 80901-1575
Phone: (719) 385-5090
Fax: (719) 385-5167
cstaley@springsgov.com

Chris Staley
Planner II
Land Use Review
Planning & Community Development
Proposed parking reconfiguration for grocery pick up stalls. Scope includes signs and directional arrow signs. Requires a Minor Modification to the Development Plan. Amend the approved development plan Sheets 2 site plan from the last approved amended plan. Must illustrate the changes to the parking lot on the site plan, size of the proposed spaces, any proposed loading areas and amend the parking required/provided calculations as needed (if parking space count changes + or -), proposed signs/type to be called out on the site plan, additional sign details required for proposed signs. Per the attached checklist for minor mod, all prior changes and approval stamps to be removed, insert new modifications and use "clouding" around all changes so the specific amended changes to the DP are easily identified.
**Pre-application Meeting Summary**

**Applicant(s) Present:** Mike Butler/214.288.0083/mike.butler@verizon.net  
**Site Location:** 4142 Austin Bluffs Parkway  
**Project Description:** reconfigure parking

**Application(s) Required:**  
- No application to the Planning Department required

**Neighborhood Organization:**  
Neighborhood Association/Contact: N/A

**Public Notification Requirements:**  
- Pre-Application Stage
  - Postcard
  - Buffer Distance: 150 ft.
- Internal Review Stage
  - Poster
  - 500 ft.
  - 1,000 ft.
- No Public Notice Required
  - Custom distance: __________

**Additional Studies/Materials to Be Submitted with Application:**  
- Geo-Hazard Report  
  - Contact: Patrick Morris, 719-385-5075
  - Hydraulic Grade Line  
  - Elevation Drawings
- Traffic Impact Analysis  
  - Contact: Zaker Alazzeh, 719-385-5468
  - Wastewater Master Facility Report
  - Mineral Estate Owner Notification
  - Drainage Report  
  - Contact: Jeri Pulkinen, 719-385-__

**LDTC Meeting:**  
Yes [x] No

**Date:** N/A  
**Time:**

**Comments:** (This is a preliminary listing of issues and attention items; additional issues will likely surface as the application proceeds through the review process):

- Proposed parking reconfiguration for grocery pick up stalls. Scope includes signs and directional arrow signs. Requires a Minor Modification to the Development Plan. Amend the approved development plan Sheets 1 and 2 from the last approved amended plan. Must illustrate the changes to the parking lot on the site plan, size of the proposed spaces, any proposed loading areas and amend the parking required/provided calculations as needed (if parking space count changes + or -), proposed signs/type to be called out on the site plan, additional sign details required for proposed signs. Per the attached checklist for minor mod, all prior changes and approval stamps to be removed, insert new modifications and use "clouding" around all changes so the specific amended changes to the DP are easily identified.

**Area:** Central  
**Date:** 6/14/18  
**Pre-Application No.:** CAS-18-61  
**Lot Size:** 4.12 acres  
**TSN:** 6326216046  
**Zone:** PBC

**Note:** The above information is intended to assist in the preparation of an application. This sheet is not a complete list of submittal requirements. Refer to the Zoning and Subdivision Ordinances and the appropriate application checklists for further information and details.

**This form and the information contained herein is valid for 6 months.**

**Fee Estimate:** $175.00  (Minor Modification to the DP)  
**Number of Plans:** 1 - 24"x36" & 1 electronic PDF

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**Chris Staley**  
Planner II  
Land Use Review  
Planning & Community Development

30 S. Nevada Avenue, Suite 105  
P.O. Box 1575, MC 155  
Colorado Springs, CO 80901-1575

Phone: (719) 385-5090  
Fax: (719) 385-5167  
cstaley@springsgov.com
Pre-Application Meeting Summary

Applicant(s) Present: Tim McConnell/719.260.0887/tmconnell@drexelbarrell.com
Site Location: 755 S. Rockrimmon Blvd.
Project Description: Raze existing building for new Firestone Automotive Service Center

APPLICATIOn(S) REQUIRED: ☐ No application to the Planning Department required
☐ Development Agreement (PUD Zone)
☐ Development Plan (MJ MN MM)
☐ Street Name Change
☐ Subdivision Plat (PP FP PFP)
☐ Historic Preservation Board (Design Process)
☐ Subdivision Waiver (MJ MN MM)
☐ Master Plan (MJ MN MM)
☐ Use Variance (MJ MN MM)
☐ Building Permit to Unplatted Land
☐ Minor Improvement Plan
☐ Vacation of Plat
☐ Concept Plan (MJ MM)
☐ Nonuse Variance / Warrant
☐ Vacation of Public Right-of-Way
☐ Conditional Use (MJ MM)
☐ Preservation Easement Adjustment
☐ Waiver of Replat
☐ Subdivision Waiver
☐ Property Boundary Adjustment
☐ Zone Change
☐ Use Variance

Visit the Land Use Review Division website at www.coloradosprings.gov/planninginfo for application forms and checklists
MJ = Major Amendment, MN = Minor Amendment, and MM = Minor Modification

PUBLIC NOTIFICATION REQUIREMENTS:
☐ Pre-Application Stage ☒ Internal Review Stage ☐ Public Hearing Stage
☐ No Public Notice Required
☐ Postcard ☒ Poster ☒ Custom distance:
Buffer Distance: ☐ 150 ft. ☒ 500 ft. ☒ 1,000 ft.

ADDITIONAL STUDIES/MATERIALS TO BE SUBMITTED WITH APPLICATION:
☐ Geo-Hazard Report ☐ Traffic Impact Analysis
Contact: Patrick Morris, 719-385-5075
Contact: Zaker Alazzeh, 719-385-5468
☐ Hydraulic Grade Line
☐ Wastewater Master Facility Report
☐ Elevation Drawings
☐ Mineral Estate Owner Notification
☐ Other:

LDTC MEETING: ☒ Yes ☐ No
Date: 8/1/2018
Time: 8:30am MST

COMMENTS: (This is a preliminary listing of issues and attention items; additional issues will likely surface as the application proceeds through the review process):

Demo existing building and build new Firestone Auto Care Center. Use is Automotive Service and a permitted use in PBC (use definition 7.3.302 C,2,f and PBC permitted/conditional use table 7.3.203), and additional conditions apply to the use Sec. 7.3.205 Zoning Code. Development Plan to illustrate site layout, access (include cross access easements and reception#’s), internal drives, fire lanes, prelim utility plan, grading plan, landscape/irrigation plan, building elevations, and photometric plan if lighting site and/or building (full cut off lights). Additional Studies/materials to be submitted with application: Geo Hazard Report, Drainage Report, HGL, WWMFR, Sidewalk connection from building to public sidewalk along Rockrimmon (grade steep, consider ADA slope standards, railing?), and plan to include a bike rack (U type preferred with a detail). PBC development standards: 25’ front/side/rear setbacks, 20’ landscape setback frontage to Rockrimmon, height max 45’, and max lot coverage of 40%. Parking requirement using Automotive Service; 1 space per 200 s.f. of building (see Sec. 7.4.205 for ADA accessible parking requirements).

Issues:
- adjacent residential to the east
- demonstrate legal access from Rockrimmon via access easements.

NOTE: The above information is intended to assist in the preparation of an application. This sheet is not a complete list of submittal requirements. Refer to the Zoning and Subdivision Ordinances and the appropriate application checklists for further information and details.

This form and the information contained herein is valid for 6 months.

Fee Estimate: $3494.00 (DP + $25 tech fee) & $584.00 (Geo Haz Report)
Number of Plans: 1 - 24"x36" & 1 electronic PDF
Pre-Application Meeting Summary

Applicant(s) Present: Gary F. Betchan/719.659.5075/gbetchan@usa.net

Site Location: 204 Taylor Street

Project Description: Accessory Dwelling Unit (ADU) addition

Area: Central  Date: 6/28/18
Lot Size: 7880s.f.
TSN: 6331306012
Zone: R5

APPLICATION(S) REQUIRED: [X] No application to the Planning Department required

- Development Agreement (PUD Zone)
- Development Plan (MJ MN MM)
- Subdivision Plan PP FP PFP
- Street Name Change
- Historic Preservation Board
- Subdivision Waiver MJ MN MM
- Amendment to Plat Restriction
- Use Variance MJ MN MM
- Annexation
- Vacation of Plat
- Building Permit to Unplatted Land
- Vacation of Public Right-of-Way
- CMRS No.
- Waiver of Replat
- Concept Plan MJ MN MM
- Zone Change
- Conditional Use MJ MN MM
- Property Boundary Adjustment
- Subdivision Plat
- Preservation Easement Adjustment
- Use Variance MJ MN MM
- Minor Improvement Plan
- Preservation Easement Adjustment
- Nonuse Variance / Warrant
- Property Boundary Adjustment

Visit the Land Use Review Division website at www.coloradosprings.gov/planninginfo for application forms and checklists

MJ = Major Amendment, MN = Minor Amendment, and MM = Minor Modification

PUBLIC NOTIFICATION REQUIREMENTS:

- Pre-Application Stage
  - Postcard
  - Buffer Distance: 150 ft.
- Internal Review Stage
  - Poster
  - Buffer Distance: 500 ft.
- Public Hearing Stage
  - No Public Notice Required
  - Buffer Distance: 1,000 ft.
- Custom distance: __________

ADDITIONAL STUDIES/MATERIALS TO BE SUBMITTED WITH APPLICATION:

- Geo-Hazard Report
- Traffic Impact Analysis
- Wastewater Master Facility Report
- Mineral Estate Owner Notification
- Hydraulic Grade Line
- Drainage Report
- Elevations Drawings
- Land Suitability Analysis
- Other:

LDTC MEETING: [X] No  Date: N/A  Time: ___

COMMENTS: (This is a preliminary listing of issues and attention items; additional issues will likely surface as the application proceeds through the review process):

Proposed addition of an Accessory Dwelling Unit (ADU) to the rear lot; existing duplex on the lot as the Principal structure. An ADU is permitted in R5. Site Plan review/approval required by Planning. Site Plan to illustrate layout of existing/proposed structures, setbacks, footprint dimensions&sq. ft.,adjacent right of way, lot coverage calculations, and demonstrate required/provided parking on plan (duplex by # of bedrooms in each unit: 2 bed=1.7 spaces per dwelling unit; ADU= 1 space required). Elevations of the ADU required. Alternative Parking allowance would be applicable for off street parking requirement using "on-street" spaces fronting property (Sec. 7.4.204 B). Minimum lot size for duplex and ADU in R5 zone is 6000s.f. Development Standards for ADU:
- ADU maximum footprint or finished living area (whichever is greater) cannot exceed 750s.f. (footprint and gross living called out in plan)
- ADU gross floor area cannot be greater than the size of the footprint of the principal structure (gross of garage/living space)
- Max lot coverage= 40%
- ADU必须 be located behind rear corners of principle structure and maintain 20’ setback from principle residence
- ADU must be 5’ setback from rear and side lot line.
- ADU max height=25'
- Front yard setback of 20’ applies to the frontage along Wood Ave.

Issues: approved curb cut/drive 204 lot required, appears access would come from Wood Ave to access a garage (see curb/drive permit)

NOTE: The above information is intended to assist in the preparation of an application. This sheet is not a complete list of submittal requirements. Refer to the Zoning and Subdivision Ordinances and the appropriate application checklists for further information and details.

This form and the information contained herein is valid for 6 months.

Fee Estimate: N/A for site plan review

Number of Plans: 1 - 11"x17" & 1 electronic PDF

Pre-Application No.: CAS-18-65

Chris Staley
Planner II
Land Use Review
Planning & Community Development
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Colorado Springs, CO 80901-1575 cstaley@springsgov.com
PRE-APPLICATION MEETING SUMMARY

Applicant(s) Present: Katie Whitford (Phone # 471-0073)
Site Location: 5852 Big Paw Heights, 5804 Big Paw Heights
Project Description: Amend Approved DP to address retaining wall & parking changes

APPLICATION(S) REQUIRED:  □ No application to the Planning Department required.

2020 Land Use Map Amendment
Administrative Relief
Amendment to Plat Restriction
Annexation
Building Permit to Unplatted Land
Building Permit Prior to Platting
CMRS No.
Concept Plan

Conditional Use
Development Agreement (PUD Zone)
Development Plan
Historic Preservation Board
Master Plan
Nonuse Variance
Preservation Easement Adjustment
Property Boundary Adjustment
Street Name Change
Subdivision Plat
Subdivision Waiver
Use Variance
Vacation of Plat
Vacation of Public Right-of-Way
Waiver of Replat
Zone Change

Visit the Land Use Review Division website at www.coloradosprings.gov/planninginfo for application forms and checklists

MJ = Major Amendment, MN = Minor Amendment, and MM = Minor Modification

PUBLIC NOTIFICATION REQUIREMENTS:
Note: Applicant will be required to pay for postage at time of poster pick-up.

Pre-Application Stage
Internal Review Stage
Public Hearing Stage
No Public Notice Required

Buffer Distance:

150 ft.
500 ft.
1,000 ft.

ADDITIONAL STUDIES/MATERIALS TO BE SUBMITTED WITH APPLICATION:

Geo-Hazard Report
Traffic Impact Analysis
Drainage Report
Hydraulic Grade Line
Elevation Drawings
Wastewater Master Facility Report
Mineral Estate Owner Notification

LDTC MEETING:

Yes  □ No

Date: _____________________  Time: _____________________

Issues to be addressed (Note: This is a preliminary listing of issues; additional issues will likely surface as the application proceeds through the development review process):

The proposed DP amendments involve modifications to show changes to retaining walls throughout the site, particularly on the north side of the site. Additional changes include relocating the location of ADA parking stalls.

Question if the Geo-hazard Study, Drainage Report and Land Suitability Analysis should be updated showing the relocation of the retaining walls. Not knowing exactly the location of the walls and ultimate design, Staff is willing to take in the minor amendment and determine if these documents will need to be updated based on the proposed changes. Staff would recommend installing native landscaping between retaining wall features OR willing to consider installation of weed control barriers to control weed growth. Depending on extent of changes, the landscape plans may also need to be updated.

Question on the location of the ADA stalls in relation to the accessible housing units constructed meeting Federal standards; will the stalls be located in close proximity to those units?

Amendments would be to two separate plans.

NOTE: The above information is intended to assist in the preparation of an application. This sheet is not a complete list of submittal requirements. Refer to the Zoning and Subdivision Ordinances and the appropriate application checklists for further information and details.

This form and the information contained herein is valid for 6 months.

Fee Estimate: $636 per DP amendment (LUR and Engineering review)
Number of Plans: 1 hard copy set + Digital submittal

Mike Schultz, AICP
Principal Planner
Land Use Review Division
Planning & Community Development
30 S. Nevada Avenue, Suite 105  Phone: (719) 385-5089
P.O. Box 1575, MC 155  Fax: (719) 385-5167
Colorado Springs, CO 80901-1575 mdschultz@springsgov.com
Pre-application Meeting Summary

Applicant(s) Present: Vic Lauer

Site Location: 7339 Duryea Dr

Project Description: Add 18 parking stalls to ENT Credit Union

Area: Central

Date: 6/28/18

Pre-Application No.: MDS 18-64

Lot Size: 2.12 AC

TSN: 6312117003

Zone: C-6/CR/OA

APPLICATION(S) REQUIRED: ☐ No application to the Planning Department required.

☐ 2020 Land Use Map Amendment
☐ Administrative Relief
☐ Amendment to Plat Restriction
☐ Annexation
☐ Building Permit to Unplatted Land
☐ Building Permit Prior to Platting
☐ CMRS No. ☐
☐ Concept Plan ☐ MJ ☐ MN ☐ MM
☐ Subdivision Plat ☐ PP ☐ FP ☐ PFP
☐ Subdivision Waiver ☐ Design ☐ Process
☐ Historic Preservation Board
☐ Development Plan ☐ MJ ☐ MN ☐ MM
☐ Master Plan ☐ MJ ☐ MN ☐ MM
☐ Official Local Plan ☐ MJ ☐ MN ☐ MM
☐ Preservation Easement Adjustment
☐ Property Boundary Adjustment
☐ Street Name Change
☐ Use Variance ☐ MJ ☐ MN ☐ MM
☐ Vacation of Plat
☐ Vacation of Public Right-of-Way
☐ Waiver of Replat
☐ Zone Change

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PUBLIC NOTIFICATION REQUIREMENTS:

☐ Pre-Application Stage
☐ Internal Review Stage
☐ Public Hearing Stage
☐ No Public Notice Required

Note: Applicant will be required to pay for postage at time of poster pick-up.

Buffer Distance: ☐ 150 ft. ☐ 500 ft. ☐ 1,000 ft.

ADDITIONAL STUDIES/MATERIALS TO BE SUBMITTED WITH APPLICATION:

☐ Geo-Hazard Report
☐ Contact: Jeri Pulkinen - 385-5472
☐ Hydraulic Grade Line
☐ Elevation Drawings
☐ Traffic Impact Analysis
☐ Contact:
☐ Wastewater Master Facility Report
☐ Mineral Estate Owner Notification
☐ Drainage Report
☐ Contact: Jeri Pulkinen - 385-5472
☐ Land Suitability Analysis
☐ Other: Landscape and Irrigation Plans

LDTC MEETING: ☐ Yes ☐ No

Date: ____________________ Time: ____________________

Issues to be addressed (Note: This is a preliminary listing of issues; additional issues will likely surface as the application proceeds through the development review process):

Proposal is to add 18 parking stalls to the south side of the building/site. Please contact Jeri Pulkinen regarding amendment to the approved drainage report. Landscape and irrigation plan will need to be amended to show new/relocation of plants and irrigation lines. At least two (2) over-story trees should be included. Pedestrian walkway from the parking lot to the building should be considered. If parking lot pole lighting is added staff will ask for an updated photometric plan; if bollard lighting is used, photometric plan doesn’t need to be updated.

Contact Staff to arrange a Dropbox folder for this project prior to submittal. Be sure current property owner signs General Land Use application.

NOTE: The above information is intended to assist in the preparation of an application. This sheet is not a complete list of submittal requirements. Refer to the Zoning and Subdivision Ordinances and the appropriate application checklists for further information and details.

This form and the information contained herein is valid for 6 months.

Fee Estimate: $636.00 (LUR and Engineering Review only)

Number of Plans: 1 hard copy, digital submittal through Dropbox
Pre-Application Meeting Summary

Applicant(s) Present: Bill Fitzgerald
Site Location: 3895 N Cascade
Project Description: OPC license transfer

APPLICANT(S) REQUIRED: ☑ No application to the Planning Department required

☐ 2020 Land Use Map Amendment  ☐ Development Agreement (PUD Zone)
☐ Administrative Relief  ☐ Development Plan MJ MN MM
☐ Amendment to Plat Restriction  ☐ Historic Preservation Board
☐ Annexation  ☐ Master Plan MJ MN MM
☐ Building Permit to Unplatted Land  ☐ Minor Improvement Plan
☐ CMRS No.  ☐ Nonuse Variance / Warrant
☐ Concept Plan MJ MN MM  ☐ Preservation Easement Adjustment
☐ Conditional Use MJ MN MM  ☐ Property Boundary Adjustment

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Fee Estimate: NA
Number of Plans: NA

MMJ is not an allowed use within the North Nevada Overlay Zone. Applicant advised that this type of use will not be supported by staff. Applicant might pursue a hemp use as a commercial greenhouse is an allowed use. Approved DP AR MDP 98-713

Mike McConnell
Planner II
Land Use Review
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Phone: (719) 385-5396
Fax: (719) 385-5167
mmcconnell@springsgov.com

NOTE: The above information is intended to assist in the preparation of an application. This sheet is not a complete list of submittal requirements. Refer to the Zoning and Subdivision Ordinances and the appropriate application checklists for further information and details.

PUBLIC NOTIFICATION REQUIREMENTS:
Pre-Application Stage  ☐ Postcard Buffer Distance: ☐ 150 ft.
Internal Review Stage  ☐ Poster ☐ 500 ft.
Public Hearing Stage  ☐ 1,000 ft.
No Public Notice Required  ☐ Custom distance:

ADDITIONAL STUDIES/MATERIALS TO BE SUBMITTED WITH APPLICATION:
Geo-Hazard Report
Hydraulic Grade Line
Elevation Drawings
Traffic Impact Analysis
Wastewater Master Facility Report
Mineral Estate Owner Notification

LDTC MEETING: ☐ Yes  ☐ No  Date: Time:  

COMMENTS: (This is a preliminary listing of issues and attention items; additional issues will likely surface as the application proceeds through the review process):

Contact:
Phone: (719) 385-5396
Fax: (719) 385-5167
mmcconnell@springsgov.com
PRE-APPLICATION MEETING SUMMARY

GENERAL INFORMATION
Applicant(s) Present: Gary Booth
Site Location: 27965 Rick Nurse
Project Description: New SR

Area: Central Date: 6/17
Pre-Application No.: 157-16
Lot Size: 30,313
TSN: 032-040-2019
Zone: PUD HS

APPLICATIONS REQUIRED:
- Conditional Use: MJ MN MM
- Subdivision: PP FP PFP
- Development Agreement (PUD Zone):
- Use Variance: MJ MN MM
- Subdivision Waiver (Design/Process)
- Vacate of Plat
- Nonuse Variance
- Preservation Easement Adjustment
- Vacate of Public Right of Way
- Master Plan: MJ MN MM
- Waiver of Replat
- Concept Plan: MJ MN MM
- Street Name Change
- CMRS No.

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MJ = Major Amendment, MN = Minor Amendment, and MM = Minor Modification

NEIGHBORHOOD ISSUES:
Neighborhood Association:
Contact Person(s) and information:
Potential Neighborhood Issues:

ADDITIONAL STUDIES/MATERIALS TO BE SUBMITTED WITH APPLICATION:
- Elevation Drawings
- Geo-Hazard Report or Exemption (Contact a geologist to determine which)
- Land Suitability Analysis
- Wastewater Master Facility Report
- Mineral Estate Owner Notification
- Drainage Report
- Traffic Study
- Other:

PUBLIC NOTIFICATION REQUIREMENTS:
- Pre-Application Stage
- Internal Review Stage
- Public Hearing Stage
- No Public Notice Required

Pre-Application Stage:
- Buffer Distance: 150 ft. 500 ft. 1,000 ft.

Note: Applicant will be required to pay for postage at time of poster pick-up.

LDTC MEETING:
- Yes
- No
- Date: ________
- Time: _______

Issues to be addressed (Note: This is a preliminary listing of issues; additional issues will likely surface as the application proceeds through the development review process):
- Geologic report is required
- Hillside site plan is required
- Grading and erosion control plan is required
- Plans will be reviewed by City Engineering and Colorado Geological Survey

NOTE: The above information is intended to assist in the preparation of an application. This sheet is not a complete list of submittal requirements. Refer to the Zoning and Subdivision Ordinances and the appropriate application checklists for further information and details.

This form and the information contained herein is valid for 6 months.

Fee Estimate: $984.00
Number of Plans: ________

Susanna Dalsing
Planner I
Development Review Enterprise
Planning & Community Development
2880 International Circle, #200-7 Phone: (719) 385-5080
P.O. Box 1575, MC 378 Fax: (719) 385-7385
Colorado Springs, CO 80901-1575 sdalsing@springsgov.com
PRE-APPLICATION MEETING SUMMARY

GENERAL INFORMATION

Applicant(s) Present: Michael Ryal
Site Location: 1444 Belleair Dr
Project Description: Garage

APPLICATIONS REQUIRED:

- 2020 Land Use Map Amendment
- Conditional Use MJ MN MM
- Development Agreement (PUD Zone) MF H MF MM
- Development Plan MJ MN MM
- Master Plan MJ MN MM
- Subdivision Plat FP FP FPF
- Subdivision Waiver (Design/Process) MJ MN MM
- Use Variance MJ MN MM
- Vacation of Plat MJ MN MM
- Vacation of Public Right-of-Way MJ MN MM
- Waiver of Replat MJ MN MM
- Zone Change MJ MN MM

Visit the Land Use Review Division website at www.coloradosprings.gov/planninginfo for application forms and checklists.

MJ = Major Amendment, MN = Minor Amendment, and MM = Minor Modification

NEIGHBORHOOD ISSUES:

Neighborhood Association: 
Contact Person(s) and Information: 
Potential Neighborhood Issues: 

ADDITIONAL STUDIES/MATERIALS TO BE SUBMITTED WITH APPLICATION:

- Elevation Drawings
- Geo-Hazard Report or Exemption (Contact a geologist to determine which)
- Land Suitability Analysis
- Wastewater Master Facility Report
- Mineral Estate Owner Notification
- Drainage Report
- Traffic Study
- Other: 

PUBLIC NOTIFICATION REQUIREMENTS:

- Pre-Application Stage
- Internal Review Stage
- Public Hearing Stage
- No Public Notice Required

Note: Applicant will be required to pay for postage at time of poster pick-up.

LDTC MEETING: Yes ☐ No ☐ Date: Time: 

Issues to be addressed (Note: This is a preliminary listing of issues; additional issues will likely surface as the application proceeds through the development review process): 

- City Planning Staff would be supportive of administrative relief for rear setback
- 1 week review
- 60 days
- No public notice
- Neighbors can still appeal
- 15' relief from requirement
- $10
- 10.5' x 15 = 157.5
- 8.5' Rear Setback Required

NOTE: The above information is intended to assist in the preparation of an application. This sheet is not a complete list of submittal requirements. Refer to the Zoning and Subdivision Ordinances and the appropriate application checklists for further information and details.

This form and the information contained herein is valid for 6 months.

Fee Estimate: $400
Number of Plans: 

Susanna Dalsing
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Development Review Enterprise
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P.O. Box 1575, CO 1378
Fax: (719) 385-7385
Colorado Springs, CO 80901-1575 sdalsing@springsgov.com
PRE-APPLICATION MEETING SUMMARY

GENERAL INFORMATION

Applicant(s) Present: Meg Albach
Site Location: 5948 Del Razo
Project Description: Shed in Residential

Area: Central Date: 6/17
Pre-Application No.: 18-18
Lot Size: 9,280
TSN: 0315818012
Zone: R1-1000

APPLICATIONS REQUIRED:

☐ 2020 Land Use Map Amendment
☐ Administrative Relief
☐ Amendment to Plat Restriction
☐ Annexation
☐ Building Permit to Unplatted Land
☐ Building Permit Prior to Platting
☐ CMRS No.
☐ Concept Plan ☐ MJ ☐ MN ☐ MM
☐ Conditional Use ☐ MJ ☐ MN ☐ MM
☐ Development Agreement (PUD Zone)
☐ Development Plan ☐ MJ ☐ MN ☐ MM
☐ Master Plan ☐ MJ ☐ MN ☐ MM
☐ Nonuse Variance
☐ Preservation Easement Adjustment
☐ Property Boundary Adjustment
☐ Street Name Change
☐ Subdivision Plat ☐ PP ☐ FP ☐ PFP
☐ Subdivision Waiver (Design/Process)
☐ Use Variance ☐ MJ ☐ MN ☐ MM
☐ Vacation of Plat
☐ Vacation of Public Right-of-Way
☐ Waiver of Replat
☐ Zone Change

Visit the Land Use Review Division website at www.coloradosprings.gov/planninginfo for application forms and checklists
MJ = Major Amendment, MN = Minor Amendment, and MM = Minor Modification

NEIGHBORHOOD ISSUES:

Neighborhood Association:
Contact Person(s) and information:
Potential Neighborhood Issues:

ADDITIONAL STUDIES/MATERIALS TO BE SUBMITTED WITH APPLICATION:

☐ Elevation Drawings
☐ Geo-Hazard Report or Exemption (Contact a geologist to determine which)
☐ Land Suitability Analysis
☐ Wastewater Master Facility Report
☐ Mineral Estate Owner Notification
☐ Drainage Report
☐ Traffic Study
☐ Other:

PUBLIC NOTIFICATION REQUIREMENTS:

☐ Pre-Application Stage ☐ Internal Review Stage ☐ Public Hearing Stage
☐ No Public Notice Required

☐ Postcard Buffer Distance: ☐ 150 ft. ☐ 500 ft. ☐ 1,000 ft.
Note: Applicant will be required to pay for postage at time of poster pick-up.

LDTC MEETING: ☐ Yes ☐ No Date: Time:

Issues to be addressed (Note: This is a preliminary listing of issues; additional issues will likely surface as the application proceeds through the development review process):

* NO application Required.

Shed is meeting all setbacks/easements

NOTE: The above information is intended to assist in the preparation of an application. This sheet is not a complete list of submittal requirements. Refer to the Zoning and Subdivision Ordinances and the appropriate application checklists for further information and details.

This form and the information contained herein is valid for 5 months.

Fee Estimate:
Number of Plans:

Susanna Dalsing
Planner I
Development Review Enterprise
Planning & Community Development
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P.O. Box 1575, MC 1378 Fax: (719) 385-7385
Colorado Springs, CO 80991-1575 sdalsing@springsgov.com
PRE-APPLICATION MEETING SUMMARY

Applicant(s) Present: Anne Steven S
Site Location: 5428 Vermillion Bue St
Project Description: Check in KYSB

Area: Central Date: 2/17
Pre-Application No.: 18-81
Lot Size: 37,711
TSN: 6318405008
Zone: RE-100 DD DF AO

APPLICATIONS REQUIRED:
- Conditional Use (MJ, MN, MM)
- Subdivision Plat (PP, FP, FPP)
- 2020 Land Use Map Amendment
- Development Agreement (PUD Zone)
- Subdivision Waiver (Design/Process)
- Administrative Relief
- Development Plan (MJ, MN, MM)
- Use Variance (MJ, MN, MM)
- Amendment to Plat Restriction
- Master Plan (MJ, MN, MM)
- Vacation of Plat
- Annexation
- Nonuse Variance
- Vacations of Public Right-of-Way
- Building Permit to Unplatted Land
- Preservation Easement Adjustment
- Waiver of Replat
- Building Permit Prior to Platting
- Property Boundary Adjustment
- Zone Change
- CMRS No.
- Street Name Change

Visit the Land Use Review Division website at www.coloradosprings.gov/planninginfo for application forms and checklists

MJ = Major Amendment, MN = Minor Amendment, and MM = Minor Modification

NEIGHBORHOOD ISSUES:

Neighborhood Association:
Contact Person(s) and Information:
Potential Neighborhood Issues:

ADDITIONAL STUDIES/MATERIALS TO BE SUBMITTED WITH APPLICATION:

Elevation Drawings
Geo-Hazard Report or Exemption (Contact a geologist to determine which)
Land Use Suitability Analysis
Wastewater Master Facility Report
Mineral Estate Owner Notification
Drainage Report
Traffic Study
Other:

PUBLIC NOTIFICATION REQUIREMENTS:

Pre-Application Stage
Internal Review Stage
No Public Notice Required
Postcard
Poster
Buffer Distance: 150 ft. 500 ft. 1,000 ft.

Note: Applicant will be required to pay for postage at time of poster pick-up.

LDTC MEETING:
Yes
No
Date:
Time:

Issues to be addressed (Note: This is a preliminary listing of issues; additional issues will likely surface as the application proceeds through the development review process):

- Nonuse Variance is required
- Neighbors can appeal
- Planning staff recommends talking to neighbors before applying
- 3 week notice
- $515
- 10 day public notice
- Neighbors within 150 feet receive notice

NOTE: The above information is intended to assist in the preparation of an application. This sheet is not a complete list of submittal requirements. Refer to the Zoning and Subdivision Ordinances and the appropriate application checklists for further information and details.

This form and the information contained herein is valid for 6 months.

Fee Estimate: $515
Number of Plans:

Susanna Dalsing
Planner I
Development Review Enterprise
Planning & Community Development
2880 International Circle, #200-7
P.O. Box 1575, MC 1378
Colorado Springs, CO 80901-1575
Phone: (719) 385-5090
Fax: (719) 385-7385
sdalsing@springsgov.com
PRE-APPLICATION MEETING SUMMARY

GENERAL INFORMATION

Applicant(s) Present: Mustafa Aliev

Site Location: 4735 Barnes

Project Description: Changing retail to restaurant

APPLICATIONS REQUIRED:

- 2020 Land Use Map Amendment
- Conditional Use
- Subdivision Plat
- MJ
- PP
- PFP
- Administrative Relief
- Development Agreement (PUD Zone)
- Subdivision Waiver (Design/Process)
- Amendment to Plat Restriction
- Development Plan
- Use Variance
- MJ
- MN
- MM
- Annexation
- Master Plan
- Vacation of Plat
- □ MJ
- □ MN
- □ MM
- Building Permit to Unplatted Land
- Nonuse Variance
- Vacation of Public Right-of-Way
- Building Permit Prior to Platting
- Preservation Easement Adjustment
- Waiver of replat
- CMRS No.
- Concept Plan
- Zone Change
- □ MJ
- □ MN
- □ MM
- □ Street Name Change

Visit the Land Use Review Division website at www.coloradosprings.gov/planninginfo for application forms and checklists.

MJ = Major Amendment, MN = Minor Amendment, and MM = Minor Modification

NEIGHBORHOOD ISSUES:

Neighborhood Association:

Contact Person(s) and information:

Potential Neighborhood Issues:

ADDITIONAL STUDIES/MATERIALS TO BE SUBMITTED WITH APPLICATION:

- Elevation Drawings
- Land Suitability Analysis
- Drainage Report
- Geo-Hazard Report or Exemption (Contact a geologist to determine which)
- Wastewater Master Facility Report
- Traffic Study
- Mineral Estate Owner Notification
- Other: ____________________________

PUBLIC NOTIFICATION REQUIREMENTS:

- Pre-Application Stage
- Internal Review Stage
- Public Hearing Stage
- No Public Notice Required

Postcard
- Buffer Distance: □ 150 ft. □ 500 ft. □ 1,000 ft.

Note: Applicant will be required to pay for postage at time of poster pick-up.

LDTC MEETING: □ Yes □ No Date: ____________________________ Time: ____________________________

Issues to be addressed (Note: This is a preliminary listing of issues; additional issues will likely surface as the application proceeds through the development review process):

No application required
Tennant is not going to lease space any longer

NOTE: The above information is intended to assist in the preparation of an application. This sheet is not a complete list of submittal requirements. Refer to the Zoning and Subdivision Ordinances and the appropriate application checklists for further information and details.

This form and the information contained herein is valid for 6 months.

Fee Estimate: ____________________________

Number of Plans: ____________________________

Susanna Dalsing
Planner I
Development Review Enterprise
Planning & Community Development
2880 International Circle, #200-7 Phone: (719) 385-5080
P.O. Box 1575, MC 1378 Fax: (719) 385-7385
Colorado Springs, CO 80901-1575 sdalsing@springsgov.com
PRE-APPLICATION MEETING SUMMARY

GENERAL INFORMATION
Applicant(s) Present: Charles Prater
Site Location: 4791 Saddle Ridge
Project Description: Accessory Structure
Area: Central
Pre-Application No.: 18-041
Lot Size: 5,774
TSN: 5319308043
Zone: R1-10 DF140

APPLICATIONS REQUIRED:
- [ ] 2020 Land Use Map Amendment
- [ ] Administrative Relief
- [ ] Amendment to Plat Restriction
- [ ] Annexation
- [ ] Building Permit to Unplatted Land
- [ ] Building Permit Prior to Platting
- [ ] CMRS No.
- [ ] Concept Plan
- Conditional Use MJ MN MM
- Development Agreement (PUD Zone) MJ MN MM
- Use Variance MJ MN MM
- Subdivision Plat PP FP PFP
- Subdivision Waiver (Design/Process) MJ MN MM
- Vacant of Plat
- Vacation of Public Right-of-Way
- Waiver of Replat
- Zone Change
- Street Name Change

Visit the Land Use Review Division website at www.coloradosprings.gov/planninginfo for application forms and checklists
MJ = Major Amendment, MN = Minor Amendment, and MM = Minor Modification

NEIGHBORHOOD ISSUES:
Neighborhood Association: Will NOT need to sign off?
Contact Person(s) and information:
Potential Neighborhood Issues:

ADDITIONAL STUDIES/MATERIALS TO BE SUBMITTED WITH APPLICATION:
- [ ] Elevation Drawings
- [ ] Geo-Hazard Report or Exemption (Contact a geologist to determine which)
- [ ] Land Suitability Analysis
- [ ] Wastewater Master Facility Report
- [ ] Drainage Report
- [ ] Traffic Study
- [ ] Other:
  _______________________________________________________________________

PUBLIC NOTIFICATION REQUIREMENTS:
- [ ] Postcard
Buffer Distance: [ ] 150 ft. [ ] 500 ft. [ ] 1,000 ft.
- [ ] Pre-Application Stage
- [ ] Internal Review Stage
- [ ] Public Hearing Stage
- [ ] No Public Notice Required

Note: Applicant will be required to pay for postage at time of poster pick-up.

LDTC MEETING: [ ] Yes [ ] No Date: ____________ Time: ____________

Issues to be addressed (Note: This is a preliminary listing of issues; additional issues will likely surface as the application proceeds through the development review process):
- Nonuse Variance is required.
- 3 week review.
- $575.
- 15 day public notice.
- Neighbors within 150' receive notice before applying.
- Neighbors can appeal.
- Planning Staff highly recommends talking with most impacted neighbors.

NOTE: The above information is intended to assist in the preparation of an application. This sheet is not a complete list of submittal requirements. Refer to the Zoning and Subdivision Ordinances and the appropriate application checklists for further information and details.

This form and the information contained herein is valid for 6 months.
Fee Estimate: $575
Number of Plans:

Susanna Dalsing
Planner I
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2880 International Circle, #200-7
Phone: (719) 385-5080
P.O. Box 1575, MC 1378
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Colorado Springs, CO 80901-1575
sdalsing@springsgov.com
**PRE-APPLICATION MEETING SUMMARY**

**Applicant(s) Present:** Naile Jenkins  
**Site Location:** 1227 Desert Wind  
**Project Description:** Patio Cover

**APPLICATIONS REQUIRED:**
- Conditional Use (MJ, MN, MM)
- Subdivision Plat (PP, FP, PFP)
- Subdivision Waiver (Design/Process)
- Use Variance (MJ, MN, MM)
- Vacation of Plat
- Vacation of Public Right-of-Way
- Waiver of Replat
- Zone Change

Visit the Land Use Review Division website at [www.coloradosprings.gov/planninginfo](http://www.coloradosprings.gov/planninginfo) for application forms and checklists.  
MJ = Major Amendment, MN = Minor Amendment, and MM = Minor Modification

**NEIGHBORHOOD ISSUES:**
- Neighborhood Association:  
- Contact Person(s) and information:  
- Potential Neighborhood Issues:

**ADDITIONAL STUDIES/MATERIALS TO BE SUBMITTED WITH APPLICATION:**
- Elevation Drawings
- Geo-Hazard Report or Exemption (Contact a geologist to determine which)
- Land Suitability Analysis
- Wastewater Master Facility Report
- Mineral Estate Owner Notification
- Drainage Report
- Traffic Study
- Other:

**PUBLIC NOTIFICATION REQUIREMENTS:**
- Pre-Application Stage
- Internal Review Stage
- Public Hearing Stage
- No Public Notice Required

**Buffer Distance:**
- 150 ft.
- 500 ft.
- 1,000 ft.

Note: Applicant will be required to pay for postage at time of poster pick-up.

**LDTC MEETING:**
- Yes
- No  
**Date:**  
**Time:**

**Issues to be addressed** (Note: This is a preliminary listing of issues; additional issues will likely surface as the application proceeds through the development review process):
- 3 week review
- Nonuse Variance Required
- 475
- 10 day public notice
- Neighbors within 150' receive notice

**NOTE:** The above information is intended to assist in the preparation of an application. This sheet is not a complete list of submittal requirements. Refer to the Zoning and Subdivision Ordinances and the appropriate application checklists for further information and details.

**This form and the information contained herein is valid for 6 months.**

**Fee Estimate:** $515

**Number of Plans:**

---

**Susanna Dalsing**  
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Colorado Springs, CO 80901-1575  
sdalsing@springsgov.com
PRE-APPLICATION MEETING SUMMARY

APPLICATIONS REQUIRED:

☐ 2020 Land Use Map Amendment
☐ Conditional Use ☐ MJ ☐ MN ☐ MM
☐ Subdivision Plat ☐ PP ☐ FP ☐ PFP
☐ Administrative Relief
☐ Development Agreement (PUD Zone) ☐ Subdivision Waiver (Design/Process)
☐ Amendment to Plat Restriction ☐ Development Plan ☐ MJ ☐ MN ☐ MM
☐ Use Variance ☐ MJ ☐ MN ☐ MM
☐ Annexation ☐ Master Plan ☐ MJ ☐ MN ☐ MM
☐ Vacation of Plat
☐ Building Permit to Unplatted Land ☐ Nonuse Variance
☐ Vacation of Public Right-of-Way
☐ Building Permit Prior to Platting ☐ Preservation Easement Adjustment
☐ Waiver of Replat
☐ CMRS No. ☐ Street Name Change
☐ Property Boundary Adjustment
☐ Zone Change

Visit the Land Use Review Division website at www.coloradosprings.gov/PlanningInfo for application forms and checklists

MJ = Major Amendment, MN = Minor Amendment, and MM = Minor Modification

NEIGHBORHOOD ISSUES:

Neighborhood Association:

Contact Person(s) and information:

Potential Neighborhood Issues:

ADDITIONAL STUDIES/MATERIALS TO BE SUBMITTED WITH APPLICATION:

☐ Elevation Drawings
☐ Land Suitability Analysis
☐ Drainage Report
☐ Geo-Hazard Report or Exemption (Contact a geologist to determine which)
☐ Wastewater Master Facility Report
☐ Traffic Study
☐ Other:
☐ Mineral Estate Owner Notification

PUBLIC NOTIFICATION REQUIREMENTS:

☐ Pre-Application Stage ☐ Internal Review Stage ☐ Public Hearing Stage
☐ No Public Notice Required

☐ Postcard
Buffer Distance: ☐ 150 ft. ☐ 500 ft. ☐ 1,000 ft.

Note: Applicant will be required to pay for postage at time of poster pick-up.

LDTC MEETING: ☐ Yes ☐ No Date: Time:

Issues to be addressed (Note: This is a preliminary listing of issues; additional issues will likely surface as the application proceeds through the development review process):

- Talk to Patrick McNamara regarding curbside application 385.5675
- Waiver of replat is required
- Minor variance is required

NOTE: The above information is intended to assist in the preparation of an application. This sheet is not a complete list of submittal requirements. Refer to the Zoning and Subdivision Ordinance and the appropriate application checklists for further information and details.

This form and the information contained herein is valid for 6 months.

Fee Estimate: $11,28
Number of Plans:

Susanna Dalsing
Planner I
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Planning & Community Development
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P.O. Box 1575, MC 1378 Fax: (719) 385-7385
Colorado Springs, CO 80901-1575 sdalsing@springsgov.com
PRE-APPLICATION MEETING SUMMARY

GENERAL INFORMATION

Applicant(s) Present: [Handwritten: Muizz Faragut]
Site Location: [Handwritten: Daniel Morey Residence]
Project Description: [Handwritten: Addition]

APPLICATIONS REQUIRED:

☐ 2020 Land Use Map Amendment
☐ Conditional Use ☐ MJ ☐ MN ☐ MM
☐ Development Agreement (PUD Zone) ☐ Subdivisor Plat ☐ PP ☐ FP ☐ PFP
☐ Administrative Relief ☐ Development Plan ☐ MJ ☐ MN ☐ MM
☐ Annexation ☐ Master Plan ☐ MJ ☐ MN ☐ MM
☐ Building Permit to Unplatted Land ☐ Nonuse Variance
☐ Building Permit Prior to Platting ☐ Preservation Easement Adjustment
☐ CMRS No. ☐ Property Boundary Adjustment
☐ Concept Plan ☐ MJ ☐ MN ☐ MM ☐ Street Name Change

Visit the Land Use Review Division website at www.coloradosprings.gov/planninginfo for application forms and checklists
MJ = Major Amendment, MN = Minor Amendment, and MM = Minor Modification

NEIGHBORHOOD ISSUES:

Neighborhood Association:
Contact Person(s) and information:
Potential Neighborhood Issues:

ADDITIONAL STUDIES/MATERIALS TO BE SUBMITTED WITH APPLICATION:

☐ Elevation Drawings ☐ Land Suitability Analysis ☐ Drainage Report
☐ Geo-Hazard Report or Exemption (Contact a geologist to determine which) ☐ Wastewater Master Facility Report ☐ Traffic Study
☐ Mineral Estate Owner Notification ☐ Other:

PUBLIC NOTIFICATION REQUIREMENTS:

☐ Pre-Application Stage ☐ Internal Review Stage ☐ Public Hearing Stage
☐ Poster ☐ No Public Notice Required
☐ Buffer Distance: ☐ 150 ft. ☐ 500 ft. ☐ 1,000 ft.

Note: Applicant will be required to pay for postage at time of poster pick-up.

LDC/T MEETING:

☐ Yes ☐ No Date: ___________________________ Time: ___________________________

Issues to be addressed (Note: This is a preliminary listing of issues; additional issues will likely surface as the application proceeds through the development review process):

- 3 week process
- Neighbors can appeal
- Planning staff recommends talking to neighbors before appealing
- Neighbors within 150 receive notice
- Nonuse Variance is required
- "legal"
- 10 day public notice

NOTE: The above information is intended to assist in the preparation of an application. This sheet is not a complete list of submittal requirements. Refer to the Zoning and Subdivision Ordinances and the appropriate application checklists for further information and details.

This form and the information contained herein is valid for 6 months.

Fee Estimate: $1691
Number of Plans:

Susanna Dalsing
Planner I
Development Review Enterprise
Planning & Community Development
2880 International Circle, #200-7 Phone: (719) 385-5080
P.O. Box 1575, MC 1378 Fax: (719) 385-7385
Colorado Springs, CO 80901-1575 sdalsing@springsgov.com
PRE-APPLICATION MEETING SUMMARY

GENERAL INFORMATION

Applicant(s) Present: **Doug Colie**
Site Location: **4515 Paramount Place**
Project Description: **New SPR**

Area: Central  
Date: **01/20**  
Pre-Application No.: **18-88-A**  
Lot Size:  
TSN:  
Zone:  

APPLICATIONS REQUIRED:

- Conditional Use  
- MJ  
- MN  
- MM  
- Subdivision Plat  
- PP  
- FP  
- PFP  
- Development Agreement (PUD Zone)  
- Use Variance  
- MJ  
- MN  
- MM  
- Subdivision Waiver (Design/Process)  
- Vacation of Plat  
- Vacation of Public Right-of-Way  
- Master Plan  
- MJ  
- MN  
- MM  
- Nonuse Variance  
- Preservation Easement Adjustment  
- Vacant of Plat  
- Waiver of Replat  
- CMRS No.  
- Concept Plan  
- MJ  
- MN  
- MM  
- Street Name Change  
- Property Boundary Adjustment  

Visit the Land Use Review Division website at [www.coloradosprings.gov/planninginfo](http://www.coloradosprings.gov/planninginfo) for application forms and checklists

*MJ = Major Amendment, MN = Minor Amendment, and MM = Minor Modification*

NEIGHBORHOOD ISSUES:

Neighborhood Association:

Contact Person(s) and Information:

Potential Neighborhood Issues:

ADDITIONAL STUDIES/MATERIALS TO BE SUBMITTED WITH APPLICATION:

- Elevation Drawings  
- Land Suitability Analysis  
- Drainage Report  
- Geo-Hazard Report or Exemption (Contact a geologist to determine which)  
- Wastewater Master Facility Report  
- Traffic Study  
- Mineral Estate Owner Notification  
- Other:

PUBLIC NOTIFICATION REQUIREMENTS:

- Pre-Application Stage  
- Internal Review Stage  
- Public Hearing Stage  
- No Public Notice Required

Buffer Distance:  
- 150 ft.  
- 500 ft.  
- 1,000 ft.

Note: Applicant will be required to pay for postage at time of poster pick-up.

LDTC MEETING:

- Yes  
- No  

Date:  
Time:  

Issues to be addressed (Note: This is a preliminary listing of issues; additional issues will likely surface as the application proceeds through the development review process):

- Update geohazard to discuss land slope
- Report will be sent to CCE for review

NOTE: The above information is intended to assist in the preparation of an application. This sheet is not a complete list of submittal requirements. Refer to the Zoning and Subdivision Ordinances and the appropriate application checklists for further information and details.

This form and the information contained herein is valid for 6 months.

Fee Estimate: **$500**

Number of Plans:  

Susanna Dalising  
Planner I  
Development Review Enterprise  
Planning & Community Development  
2880 International Circle, #200-7  
Phone: (719) 385-5080  
P.O. Box 1375, MC 1378  
Fax: (719) 385-7385  
Colorado Springs, CO 80901-1375  
sdalising@springsgov.com
Applicant is proposing to change the curb in two locations near the drive thru and repairing the ADA stalls. The Urban Planning Division staff has determined that an application is not needed for such minor updates.

Drive thru stacking is up to code.
NEIGHBORHOOD ORGANIZATION:
Applicant(s) Present: Rich Guy and Jack Keiler
Site Location: 421, 429, 431, 437 Pikes Peak Ave.
Project Description: Combine 4 parcels to with a replat

APPLICATION(S) REQUIRED:
☐ No application to the Planning Department required
☐ Development Agreement (PUD Zone)
☐ Development Plan (MJ) (MN) (MM)
☐ Historic Preservation Board
☐ Master Plan (MJ) (MN) (MM)
☐ Minor Improvement Plan
☐ Nonuse Variance / Warrant
☐ Preservation Easement Adjustment
☐ Property Boundary Adjustment
☐ Street Name Change
☐ Subdivision Plat (FP) (FP) (PFP)
☐ Subdivision Waiver (Design) (Process)
☐ Use Variance (MJ) (MN) (MM)
☐ Vacation of Plat
☐ Vacation of Public Right-of-Way
☐ Waiver of Replat
☐ Zone Change

Visit the Land Use Review Division website at www.coloradosprings.gov/planninginfo for application forms and checklists

MJ = Major Amendment, MN = Minor Amendment, and MM = Minor Modification

PUBLIC NOTIFICATION REQUIREMENTS:
Pre-Application Stage
☐ Postcard Buffer Distance: 150 ft.
☑ Poster 500 ft.
☐ 1,000 ft.
☐ No Public Notice Required
☐ Custom distance: __________

ADDITIONAL STUDIES/MATERIALS TO BE SUBMITTED WITH APPLICATION:
☐ Geo-Hazard Report
☐ Traffic Impact Analysis
☐ Drainage Report
☐ Concept Plan (MJ) (MN) (MM)
☐ Hydraulic Grade Line
☐ Wastewater Master Facility Report
☐ Other:
☐ Elevation Drawings
☐ Mineral Estate Owner Notification
☐ Other:
☐ CMRS No.
☐ Other:
☐ Concept Plan (MJ) (MN) (MM)
☐ Conditional Use (MJ) (MN) (MM)

LDTC MEETING: ☐ Yes ☑ No
☐ Pre-Application Stage
☐ Internal Review Stage
☐ Public Hearing Stage
☐ No Public Notice Required
☐ Custom distance: __________

CONTACT: Matthew Fitzsimmons, AICP LEED
Planner II
Urban Planning
Planning & Community Development
30 S. Nevada Avenue, Suite 105
P.O. Box 1575, MC 155
Colorado Springs, CO 80901-1575
mfitzsimmons@springsgov.com

Pre-Application No.: MPF 18-0030
Lot Size: 14,289, 6092, 9554, 6154 (1.95 ac)
TSN: 6418118037, 32, 33, 34
Zone: FBZ T1

Area: Urban Date: 6/20/18

Applicant(s) Present: Rich Guy and Jack Keiler
Site Location: 421, 429, 431, 437 Pikes Peak Ave.
Project Description: Combine 4 parcels to with a replat

APPLICATION(S) REQUIRED:
☐ 2020 Land Use Map Amendment
☐ Administrative Relief
☐ Amendment to Plat Restriction
☐ Annexation
☐ Building Permit to Unplatted Land
☐ CMRS No.
☐ Concept Plan (MJ) (MN) (MM)
☐ Conditional Use (MJ) (MN) (MM)
☐ No application to the Planning Department required

Visit the Land Use Review Division website at www.coloradosprings.gov/planninginfo for application forms and checklists

MJ = Major Amendment, MN = Minor Amendment, and MM = Minor Modification

PUBLIC NOTIFICATION REQUIREMENTS:
Pre-Application Stage
☐ Postcard Buffer Distance: 150 ft.
☑ Poster 500 ft.
☐ 1,000 ft.
☐ No Public Notice Required
☐ Custom distance: __________

ADDITIONAL STUDIES/MATERIALS TO BE SUBMITTED WITH APPLICATION:
☐ Geo-Hazard Report
☐ Traffic Impact Analysis
☐ Drainage Report
☐ Concept Plan (MJ) (MN) (MM)
☐ Hydraulic Grade Line
☐ Wastewater Master Facility Report
☐ Other:
☐ Elevation Drawings
☐ Mineral Estate Owner Notification
☐ Other:
☐ CMRS No.
☐ Concept Plan (MJ) (MN) (MM)
☐ Conditional Use (MJ) (MN) (MM)

LDTC MEETING: ☐ Yes ☑ No
☐ Pre-Application Stage
☐ Internal Review Stage
☐ Public Hearing Stage
☐ No Public Notice Required
☐ Custom distance: __________

CONTACT: Matthew Fitzsimmons, AICP LEED
Planner II
Urban Planning
Planning & Community Development
30 S. Nevada Avenue, Suite 105
P.O. Box 1575, MC 155
Colorado Springs, CO 80901-1575
mfitzsimmons@springsgov.com

Pre-Application No.: MPF 18-0030
Lot Size: 14,289, 6092, 9554, 6154 (1.95 ac)
TSN: 6418118037, 32, 33, 34
Zone: FBZ T1

Area: Urban Date: 6/20/18

Applicant(s) Present: Rich Guy and Jack Keiler
Site Location: 421, 429, 431, 437 Pikes Peak Ave.
Project Description: Combine 4 parcels to with a replat

APPLICATION(S) REQUIRED:
☐ 2020 Land Use Map Amendment
☐ Administrative Relief
☐ Amendment to Plat Restriction
☐ Annexation
☐ Building Permit to Unplatted Land
☐ CMRS No.
☐ Concept Plan (MJ) (MN) (MM)
☐ Conditional Use (MJ) (MN) (MM)
☐ No application to the Planning Department required
PRE-APPLICATION MEETING SUMMARY

GENERAL INFORMATION

Applicant(s) Present: Steve Purdy
Site Location: 517 N. Wahsatch
Project Description: Exploring possibility of adding Duplex or ADU to rear of property

APPLICATIONS REQUIRED:

- 2020 Land Use Map Amendment
- Administrative Relief
- Amendment to Plat Restriction
- Annexation
- Building Permit to Unplatted and
- Building Permit Prior to Platting
- CMRS No.
- Concept Plan
- Conditional Use
- Development Agreement (PUD Zone)
- Development Plan
- Master Plan
- Non-use Variance
- Preservation Easement Adjustment
- Property Boundary Adjustment Street
- Name Change
- Subdivision Plat
- Subdivision Waiver (Design/Process)
- Use Variance
- Vacuation of Plat
- Vacuation of Public Right-of-Way
- Waiver of Replat
- Zone Change
- Administrative Relief
- Subdivision Waiver (Design/Process)
- Use Variance
- Vacuation of Plat
- Vacuation of Public Right-of-Way
- Waiver of Replat
- Zone Change
- Amendment to Plat Restriction
- Use Variance
- Annexation

APPLICATIONS REQUIRED:

- 2020 Land Use Map Amendment
- Administrative Relief
- Amendment to Plat Restriction
- Annexation
- Building Permit to Unplatted and
- Building Permit Prior to Platting
- CMRS No.
- Concept Plan
- Conditional Use
- Development Agreement (PUD Zone)
- Development Plan
- Master Plan
- Non-use Variance
- Preservation Easement Adjustment
- Property Boundary Adjustment Street
- Name Change
- Subdivision Plat
- Subdivision Waiver (Design/Process)
- Use Variance
- Vacuation of Plat
- Vacuation of Public Right-of-Way
- Waiver of Replat
- Zone Change

- Visit the Land Use Review Division website at www.springsgov.com/SectionIndex.aspx?NavID=795 for application form and checklists
- Note: MJ = Major Amendment, MN = Minor Amendment, and MM = Minor Modification

NEIGHBORHOOD ISSUES:

Name of Neighborhood Association: Shooks Run Neighborhood Assoc.
Contact person(s) and information:
Possible Issues that might be raised with the neighborhood:
Density, scale

ADDITIONAL STUDIES/MATERIALS TO BE SUBMITTED WITH APPLICATION:

- Elevation Drawings
- Geo-Hazard Report or Exemption (Contact a geologist to determine which)
- Land Suitability Analysis
- Wastewater Master Facility Report
- Drainage Report
- Mineral Estate Owner Notification
- Traffic Study
- Other:

PUBLIC NOTIFICATION REQUIREMENTS:

- Pre-Application Stage
- Internal Review Stage
- Public Hearing Stage
- Poster
- No Public Notice Required

Note: Applicant will be required to pay for postage at time of poster pick-up.

LDTC MEETING:

- Yes
- No
Date: TBD
Time:

Development issues which need to be addressed with application (Note: This is a preliminary listing of development issues; additional issues will likely surface as the application proceeds through the development review process.):

Applicant would like to build ADU in back yard. A nonuse variance is required because the proposed development's gross square footage (garage + ADU) is larger than the square footage of footprint of principle structure.

Admin Relief for any ADU sf above 750 sf. 15% max.

Parking Requirements: single family house = 1 per unit. + 1 ADU = 2 (no ADA required)

Setbacks ADU: 5 feet side and back - no alley access.

Waiver of Replat: is not required

Lot Coverage: 35% max - 25ft. height max

PLDO fees: park and school fees apply to all new dwelling units

NOTE: The above information is intended to assist in the preparation of an application. This sheet is not a complete list of submittal requirements. Refer to the Zoning and Subdivision Ordinances and the appropriate application checklists for further information and details.

This form and the information contained herein is valid for 6 months.

About $500 per variance. review with planner before submittal

All fees subject to change

NUMBER OF PLANS: 1 hard copy, 1 digital

Matthew Fitzsimmons
Planner II
Urban Planning Division
Planning & Community Development
30 S. Nevada Avenue, Suite 105
Phone: (719) 385-5396
P.O. Box 1575, MC 155
Fax: (719) 385-5167
Colorado Springs, CO 80901-1575
mfitzsimmons@springsgov.com
PRE-APPLICATION MEETING SUMMARY

Applicant(s) Present: Dawn Streb + Owner
Site Location: 616 N. Corona St.
Project Description: ADU in back with large deck

APPLICATION(S) REQUIRED: ☐ No application to the Planning Department required

☐ 2020 Land Use Map Amendment  ☐ Development Agreement (PUD Zone)
☐ Administrative Relief  ☐ Development Plan (MJ MN MM)
☐ Amendment to Plat Restriction  ☐ Historic Preservation Board
☐ Annexation  ☐ Master Plan (MJ MN MM)
☐ Building Permit to Unplatted Land  ☐ Minor Improvement Plan
☐ CMRS No. ☐ Nonuse Variance / Warranty
☐ Concept Plan (MJ MN MM)  ☐ Preservation Easement Adjustment
☐ Conditional Use (MJ MN MM)  ☐ Property Boundary Adjustment

Visit the Land Use Review Division website at www.coloradosprings.gov/planninginfo for application forms and checklists
MJ = Major Amendment, MN = Minor Amendment, and MM = Minor Modification

NEIGHBORHOOD ORGANIZATION:
Shooks Run Neighborhood Association

PUBLIC NOTIFICATION REQUIREMENTS:
☐ Pre-Application Stage  ☐ Internal Review Stage  ☐ Public Hearing Stage  ☐ No Public Notice Required
☐ Postcard ☐ Poster ☐ Custom distance: 
Buffer Distance: ☐ 150 ft. ☐ 500 ft. ☐ 1,000 ft.

ADDITIONAL STUDIES/MATERIALS TO BE SUBMITTED WITH APPLICATION:
☐ Contact: ☐ Contact:
☐ Hydraulic Grade Line  ☐ Wastewater Master Facility Report  ☐ Land Suitability Analysis
☐ Elevation Drawings  ☐ Mineral Estate Owner Notification  ☐ Other:
☐ LDTC MEETING: ☐ Yes ☐ No
☐ Date: ☐ Time:

COMMENTS: (This is a preliminary listing of issues and attention items; additional issues will likely surface as the application proceeds through the review process):
Applicant has plans to build a garage (750sf) with an ADU (750sf) on top with a large deck off of the ADU on the west and south sides. The deck may have a roof over it creating a protected porch. This area is not considered livable space and does not count against the 750sf max size of an ADU. Please review the ADU one sheet included with this email for additional ADU code standards.

Applications:
1. Non-use Variance: Because of the height, scale and bulk of the deck, this project will require a variance to be within the 10ft rear setback requirements for an ADU (decks count as structure). Staff will support this variance if the deck starts 5' back from the lot line. The applicant can either move the whole structure back or reduce the deck size.
2. Non-use Variance or Admin Relief: Lot Coverage exceeds 30%. Staff will support up to a 15% of admin relief for lot coverage issues or you can reduce the size of the deck to be compliant. Any amount more than 15% requires a variance.
3. Non-use Variance: The gross square footage of all of the accessory structures exceeds the square footage of the footprint of the principle structure.

It is strongly suggested that the applicant talks with all of the owners around the property regarding the project before they receive a postcard. PLDO fees apply (park and school fees - CSU to collect). A covered deck does not count as ADU square footage, but adds to bulk.

NOTE: The above information is intended to assist in the preparation of an application. This sheet is not a complete list of submittal requirements. Refer to the Zoning and Subdivision Ordinances and the appropriate application checklists for further information and details.

This form and the information contained herein is valid for 6 months.

Fee Estimate: 1,915. for 3 variance - fees subject to change.
Number of Plans: 1 hardcopy + Digital copy in Drop Box.

Matthew Fitzsimmons, AICP LEED
Planner II
Urban Planning
Planning & Community Development
30 S. Nevada Avenue, Suite 105   Phone: (719) 385-5396
P.O. Box 1575, MC 155   Fax: (719) 385-5167
Colorado Springs, CO 80901-1575   mfitzsimmons@springsgov.com
### Neighborhood Organization

**Neighborhood Association/Contact:** Shooks Run Neighborhood Assoc.

**Public Notification Requirements:**
- Pre-Application Stage: [ ]
- Internal Review Stage: [x]
- Postcard: [ ] 150 ft.
- Poster: [ ] 500 ft.
- Buffer Distance: [ ] 1,000 ft.
- Custom distance: [ ]

**Additional Studies/Materials to Submit:**
- Geo-Hazard Report: [ ]
- Hydraulic Grade Line: [x]
- Elevation Drawings: [x]

**LDTC Meeting:**
- Yes: [x], No: [ ]

**Comments:** (This is a preliminary listing of issues and attention items; additional issues will likely surface as the application proceeds through the review process):

The applicant wants to place a 4plex on this property.

### Application(s) Required:

- Development Plan (PUD Zone)
- Historic Preservation Board
- Master Plan (MJ, MN, MM)
- Minor Improvement Plan
- Nonuse Variance / Warrant
- Preservation Easement Adjustment
- Property Boundary Adjustment
- Street Name Change
- Subdivision Plat (PP, FP, PFP)
- Subdivision Waiver
- Use Variance (MJ, MN, MM)
- Vacation of Plat
- Vacation of Public Right-of-Way
- Waiver of Replat
- Zone Change

**Application(s) Required:**

- Development Agreement (PUD Zone)
- Historic Preservation Board
- Master Plan (MJ, MN, MM)
- Minor Improvement Plan
- Nonuse Variance / Warrant
- Preservation Easement Adjustment
- Property Boundary Adjustment
- Subdivision Plat (PP, FP, PFP)
- Subdivision Waiver
- Use Variance (MJ, MN, MM)
- Vacation of Plat
- Vacation of Public Right-of-Way
- Waiver of Replat
- Zone Change

Visit the Land Use Review Division website at [www.coloradosprings.gov/planninginfo](http://www.coloradosprings.gov/planninginfo) for application forms and checklists.

MJ = Major Amendment, MN = Minor Amendment, and MM = Minor Modification.

### PRE-APPLICATION MEETING SUMMARY

**Applicant(s) Present:** Hootan Emami -

**Site Location:** 629 N. Corona

**Project Description:** New 4plex

**Area:** Urban

**Lot Size:** 7,950 sf

**TSN:** 6407411027

**Zone:** R-4 (PUD southern 3')

**Pre-Application No.:** MPF 18-014

**Date:** 7/6/18 Revised

**Fee Estimate:** $559 WR + TBD for other applications

Number of Plans: 1 hard copy + 1 Digital + 2 hard copies of reports

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**Issue:** The southern most 3' of the lot was at one time part of the two lots south of the 629 N. Corona, which are zoned PUD. The southern 3' are still zoned PUD. A waiver of replat only allows one zone within the lot. Therefore the lot needs to be rezoned to either a PUD or R-4 so this would not be considered spot zoning (the two zones found in the neighborhood). You can also return the 3' to the properties to the south with a quit claim deed. This would require the property owner's consent. A waiver of replat can be performed concurrently with the zone change.

- **Density for R-4 zoning:** lot area per unit on a multi-family development - 2,500 sf per unit for a 1 story building/ 2,000 sf 2 story / and 1,500 sf at 3 stories - on an R-4 zoned property.

  - **Parking:** Multi-family - 2bd = 1.7 parking spaces / 3bdrm = 2 parking spaces - 4plex x 2 parking spaces = **8 spaces**. spaces in front of property can count towards that total.
  - **Height max:** 40ft. - **Lot Coverage:** 35% - **Setbacks:** Front: 20 ft, Rear: 25 ft, Side: 5 ft. - two sided lot. You pick which side is the front and back - Corona is the obvious choice.
  - **Applications:** Zone Change (possible), Development Plan, Waiver of Replat, Variance - TBD.

---

**Matthew Fitzsimmons, AICP LEED**

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Colorado Springs, CO 80901-1575
mfitzsimmons@springsgov.com
Applicant(s) Present: Rodney Wiebe
Site Location: 1608 S. Wahsatch Ave
Project Description: 525 sf addition on the back of a house.

APPLICANT(S) REQUIRED:
- No application to the Planning Department required

<table>
<thead>
<tr>
<th>Buffer Distance:</th>
<th>150 ft.</th>
<th>500 ft.</th>
<th>1,000 ft.</th>
</tr>
</thead>
</table>

PUBLIC NOTIFICATION REQUIREMENTS:
- Pre-Application Stage
- Internal Review Stage
- Public Hearing Stage
- No Public Notice Required

ADDITIONAL STUDIES/MATERIALS TO BE SUBMITTED WITH APPLICATION:
- Geo-Hazard Report
- Traffic Impact Analysis
- Drainage Report
- Wastewater Master Facility Report
- Mineral Estate Owner Notification
- Land Suitability Analysis
- Other:

COMMENTS:
Applicant is proposing a 525 sf addition on to a 1,249 sf single family house (includes the garage). A waiver of replat is triggered only when an addition is 50% or greater than the principle structures gross square footage. This addition will not reach the 50% threshold needed to require a waiver of replat. Residential standards for C-5 are R-5 standards. Please follow all R-5 standards listed below:

- **Standard:** R-5
  - Minimum lot area: 4,000 sq. ft.
  - Attached single-family: 2,200 sq. ft.
  - Minimum lot width: 50 ft.
  - Maximum lot coverage: 40%
  - Maximum building height: 45 ft.

NOTE: The above information is intended to assist in the preparation of an application. This sheet is not a complete list of submittal requirements. Refer to the Zoning and Subdivision Ordinances and the appropriate application checklists for further information and details.

This form and the information contained herein is valid for 6 months.

Fee Estimate: $0
Number of Plans: 0

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**PRE-APPLICATION MEETING SUMMARY**

**Applicant(s) Present:** Scott Cass and Jim Doak  
**Site Location:** Peak Vista 722 S. Wahsatch + 716 S. Wahsatch, 709 & 735 S. Weber, 0 E. Las Animas, Neighborhood Meeting  
**Project Description:** Peak Vista is under contract to buy property for a parking lot  

<table>
<thead>
<tr>
<th>APPLICATION(S) REQUIRED</th>
<th>No application to the Planning Department required</th>
</tr>
</thead>
</table>

- Development Agreement (PUD Zone)  
- Development Plan (MJ MN MM)  
- Historic Preservation Board  
- Master Plan (MJ MN MM)  
- Minor Improvement Plan  
- Nonuse Variance / Warrant  
- Preservation Easement Adjustment  
- Property Boundary Adjustment  
- Street Name Change  
- Subdivision Plat (FP PFP)  
- Subdivision Waiver (Design Process)  
- Use Variance (MJ MN MM)  
- Vacation of Plat  
- Vacation of Public Right-of-Way  
- Waiver of Plat  
- Zone Change  

Visit the Land Use Review Division website at [www.coloradosprings.gov/planninginfo](http://www.coloradosprings.gov/planninginfo) for application forms and checklists  

*MJ = Major Amendment, MN = Minor Amendment, and MM = Minor Modification*

### NEIGHBORHOOD ORGANIZATION:

- Neighborhood Association/Contact: Lowell neighborhood and Downtown Partnership  
- Neighborhood Meeting: No

### PUBLIC NOTIFICATION REQUIREMENTS:

- Pre-Application Stage  
- Internal Review Stage  
- Public Hearing Stage  
- No Public Notice Required

- Postcard  
- Poster  
- Custom distance: [_____]  

### ADDITIONAL STUDIES/MATERIALS TO BE SUBMITTED WITH APPLICATION:

- Geo-Hazard Report  
- Traffic Impact Analysis  
- Drainage Report  
- Hydraulic Grade Line  
- Wastewater Master Facility Report  
- Land Suitability Analysis  
- Elevation Drawings  
- Mineral Estate Owner Notification  
- Other: [_____]  

### LDTC MEETING:

- Yes  
- No

<table>
<thead>
<tr>
<th>Date:</th>
<th>Time:</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/12/2018</td>
<td>[_____]</td>
</tr>
</tbody>
</table>

### COMMENTS:

(This is a preliminary listing of issues and attention items; additional issues will likely surface as the application proceeds through the review process):

- The applicant is under contract to buy the land directly to the west of their current property for a parking lot to service their clients and employees.

**Applications needed:**

- **Concept Plan Amendment - Minor:** To change the Lowell Plan to reflect the new use of the land and parking issues.
- **Development Plan Amendment - Minor:** To document and insure City code standards are followed.
- **Subdivision Plat - Final Plat:** The land needed to create this parking lot is broken into 4 separate parcels. Two of the parcels will be 100% within Peak Vista’s new property, but two of them will only partially be included. Therefore the Plat is required to divide the land into 3 new parcels.

**Parcels to be part of the replat** (west to east):

- Lot 3, Lowell Subdivision - Entire lot
- Tract A, Lowell Subdivision - Only the northern tip of the property, The rest of “Tract A” will remain.
- Tract A, The Lowell Subdivision Filing No. 6 - Only the Southern tip of the property, The rest of “Tract A” will remain.
- Lot 3, The Lowell Subdivision Filing No. 6 - Entire Lot

**NOTE:** The above information is intended to assist in the preparation of an application. This sheet is not a complete list of submittal requirements. Refer to the Zoning and Subdivision Ordinances and the appropriate application checklists for further information and details.

This form and the information contained herein is valid for 6 months.

Fee Estimate: $3,709.00 - Fee subject to Change. Check w/ Planner before submittal

**Number of Plans:** 1 hard copy - 1 digital in Dropbox

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mfitzsimmons@springsgov.com
### PRE-APPLICATION MEETING SUMMARY

**Applicant(s) Present:** John Coppin (New Summit Charter School)  
**Site Location:** 7899 Lexington Drive  
**Project Description:** Convert parking lot to playground

### APPLICATION(S) REQUIRED:

- [ ] No application to the Planning Department required
- [ ] 2020 Land Use Map Amendment
- [ ] Administrative Relief
- [ ] Amendment to Plat Restriction
- [ ] Annexation
- [ ] Building Permit to Unplatted Land
- [ ] CMRS No.
- [ ] Concept Plan
- [ ] Conditional Use

### PUBLIC NOTIFICATION REQUIREMENTS:

- [ ] Pre-Application Stage  
- [ ] Internal Review Stage  
- [ ] Public Hearing Stage  
- [ ] No Public Notice Required  
- [ ] Custom distance: ________ ft.

### ADDITIONAL STUDIES/MATERIALS TO BE SUBMITTED WITH APPLICATION:

- [ ] Geo-Hazard Report  
- [ ] Traffic Impact Analysis  
- [ ] Drainage Report  
- [ ] Hydraulic Grade Line  
- [ ] Elevation Drawings  
- [ ] Wastewater Master Facility Report  
- [ ] Mineral Estate Owner Notification

### LDTC MEETING:

- [ ] Yes  
- [ ] No

### COMMENTS:

- The proposed conversion of an existing parking to a playground will require review and approval of a minor development plan amendment. Alternatively, the inclusion of the playground facility could be incorporated into the re-submittal of the previous amendment application for the school, which has yet to be provided to the City.
- Please provide clear analysis of on-site parking and circulation and the proposed queuing approach. If off-site agreements are being secured, please note those agreements on the plan and provide a copy of the agreement for the project file.
- Please coordinate with City Fire to ensure adequate access is afforded to all sides of the current building as a result of installing fencing around the playground area. It is likely that a minimum sized gate with a Knox lock will be necessary.
- After speaking with the WRED, it is unlikely that the City will fund and install a fence along the edge of the open-stormwater channel.
- Based on conversations with the consultants representing the adjacent residential development, it appears an agreement with the property owner of 7899 Lexington Dr stipulated a requirement for constructing a new access drive off Lexington Drive. Attached is an illustration of the conceptual location for the access. Please coordinate with the property owner to determine if this access is still being built and its exact location.

(Note: The above information is intended to assist in the preparation of an application. This sheet is not a complete list of submittal requirements. Refer to the Zoning and Subdivision Ordnances and the appropriate application checklists for further information and details.)

This form and the information contained herein is valid for 6 months.

Fee Estimate: TBD, contact case planner prior to submittal

Number of Plans: TBD, contact case planner prior to submittal
PRE-APPLICATION MEETING SUMMARY

Applicant(s) Present: Amanda Orsillo (Orsillo Design)
Site Location: 7610 N. Union Blvd.
Project Description: New multi-tenant commercial building

APPLICATION(S) REQUIRED:  
- No application to the Planning Department required
- Development Agreement (PUD Zone)
- Development Plan (MJ, MN, MM)
- Historic Preservation Board
- Master Plan (MJ, MN, MM)
- Minor Improvement Plan
- Nonuse Variance / Warrant
- Preservation Easement Adjustment
- Property Boundary Adjustment
- Street Name Change
- Subdivision Plat (PJ, PP, FP, PFP)
- Subdivision Waiver (PM, PP, FP, PFP)
- Use Variance (MJ, MN, MM)
- Vacation of Plat
- Vacation of Public Right-of-Way
- Waiver of Replat
- Zone Change

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MJ = Major Amendment, MN = Minor Amendment, and MM = Minor Modification

PUBLIC NOTIFICATION REQUIREMENTS:

- Pre-Application Stage
- Internal Review Stage
- Public Hearing Stage
- Pre-Application No.
- Lot Size: 2.64 ac.
- TSN: 6304406029
- Zone: OC
- Area: North
- Date: 6/6/2018

ADDITIONAL STUDIES/MATERIALS TO BE SUBMITTED WITH APPLICATION:
- Geo-Hazard Report
- Traffic Impact Analysis
- Drainage Report
- Hydraulic Grade Line
- Wastewater Master Facility Report
- Mineral Estate Owner Notification
- Elevation Drawings
- Other:

LDTC MEETING:  
- Yes
- No

COMMENTS: (This is a preliminary listing of issues and attention items; additional issues will likely surface as the application proceeds through the review process):

- The development proposal will require a major amendment to the existing development plan. If the owner decides to split the property into two separate parcels a concurrent application for a final subdivision plat will also be needed.
- Due to the age of the current entitlement and the scope of proposed improvements, a new FDR will likely be needed. Please coordinate with Anna Bergmark to determine what level of analysis is needed for the FDR or if a lesser report is appropriate.
- The amended plan must include all the City's current standard notes and notices (i.e. USAFA, lights, special districts/HOAs, ADA, signage, etc.)
- The accessible route from the accessible entrance must be delineated to a nearby public street.
- A traffic study will not be required at this time. Should the developer desire to construct a new access drive onto one or multiple adjacent public streets, the full design for this drive must be provided. The City's Traffic Engineering Division will determine whether the sitting and design are appropriate.
- The calculation of the required and provided parking for the site will be critical to determine the amount of development that is allowed. As appropriate consider the City's alternative parking allowances, which may allow for a reduction of the required number of parking spaces that need to be developed. The use of a Commercial Center use may be most appropriate for current and future tenants.
- A neighborhood meeting will not be required at this time. A meeting may be requested if significant public input is received.

NOTE: The above information is intended to assist in the preparation of an application. This sheet is not a complete list of submittal requirements. Refer to the Zoning and Subdivision Ordinances and the appropriate application checklists for further information and details.

This form and the information contained herein is valid for 6 months.

Fee Estimate: $3,559.00 (DP only) call for revised fee is a FP is desired
Number of Plans: 1 digital and 1 hard copy of plans (2 copies of reports)

Daniel Sexton  
Senior Planner  
Land Use Review  
Planning & Community Development  
30 S. Nevada Avenue, Suite 105  
P.O. Box 1575, MC 155  
Colorado Springs, CO 80901-1575  
Phone: (719) 385-5366  
Fax: (719) 385-5167  
dsexton@springsgov.com
PRE-APPLICATION MEETING SUMMARY

Applicant(s) Present: Brad N. (YOW), Kyle C. (Classic), and Beth (La Plata)
Site Location: Campus at Foothills Farm
Project Description: Subdivision and Three New Commercial Bldgs.

APPLICATION(S) REQUIRED:  
☐ No application to the Planning Department required  
☒ Development Agreement (PUD Zone)  
☐ Development Plan (MJ, MN, MM)  
☒ Street Name Change  
☐ Subdivision Plat (PP, FP, PFP)  
☐ Subdivision Waiver (Design, Process)  
☐ Use Variance (MJ, MN, MM)  
☐ Vacation of Plat  
☐ Vacation of Public Right-Of-Way  
☐ Waiver of Replat  
☐ Zone Change

NEIGHBORHOOD ORGANIZATION:  
Neighborhood Association/Contact:  
☐ No Neighborhood Meeting

PUBLIC NOTIFICATION REQUIREMENTS:  
Note: Applicant will be required to pay for postage at time of poster pick-up.  
☐ Pre-Application Stage  
☒ Internal Review Stage  
☐ Postcard Buffer Distance:  
☐ Poster 500 ft.  
☒ Poster 1,000 ft.  
☐ No Public Notice Required  
☐ Custom distance: ___________

ADDITIONAL STUDIES/MATERIALS TO BE SUBMITTED WITH APPLICATION:  
☒ Geo-Hazard Report  
☐ Traffic Impact Analysis  
☐ Drainage Report  
☐ Mineral Estate Owner Notification  
☐ Land Suitability Analysis  
☐ Other: Photometric Plan

Contact: Patrick Morris, 719-385-5075  
Contact: Anna Bergmark, 719-385-5613

LDTC MEETING:  
☐ Yes  
☒ No  
Date:  
Time:

COMMENTS: (This is a preliminary listing of issues and attention items; additional issues will likely surface as the application proceeds through the review process):
- As designed, the parcel of land adjacent to the pedestrian bridge will need to be rezoned to PUD.
- The required entitlements associated with the development include a PUD development plan and final subdivision plat. Should the parcel of land to the east be incorporated into the development for future use as a trail head, the plat note for this tract should include such a purpose.
- Please ensure the entitlements include all the City’s standard notes and notices (i.e. ADA, USAFA, lighting, PMJM, Channel Improvements, special districts/HOAs, covenants/design guidelines, etc).
- The accessible route from the site to a nearby public street must be illustrated.
- A FDR will be required for the project. Should a temporary detention facilities be used, please show it on the preliminary grading plan.
- A neighborhood meeting will not be required at this time. Should significant public comment be received, staff reserves the right to require a meeting.
- A photometric plan will be required. All light fixtures should be full cutt-off and/or shielded.
- No traffic analysis will be required.
- Provide four-sided architecture for all buildings and structures, as well as typical details for retaining walls, fencing, and path segments.
- Ultimately, the approval of these applications can not occur until CC has approved the master plan amendment, PUP, and PUZ apps.

NOTE: The above information is intended to assist in the preparation of an application. This sheet is not a complete list of submittal requirements. Refer to the Zoning and Subdivision Ordinances and the appropriate application checklists for further information and details.

This form and the information contained herein is valid for 6 months.

Fee Estimate: TBD, contact case planner prior to submittal.
Number of Plans: 1 digital and 1 hard copy of plans (2 copies of reports)

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Land Use Review
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Fax: (719) 385-5167  
dsexton@springsgov.com
PRE-APPLICATION MEETING SUMMARY

Applicant(s) Present: Conner Burba

Site Location: 1150, 1080, 1070 Kelly Johnson Blvd.

Project Description: Subdivide and expand parking facility

APPLICATION(S) REQUIRED:
- No application to the Planning Department required

PUBLIC NOTIFICATION REQUIREMENTS:
- Pre-Application Stage: Yes
- Internal Review Stage: Yes
- Public Hearing Stage: No

ADDITIONAL STUDIES/MATERIALS TO BE SUBMITTED WITH APPLICATION:
- Geo-Hazard Report
- Hydraulic Grade Line
- Elevation Drawings
- Traffic Impact Analysis
- Wastewater Master Facility Report
- Mineral Estate Owner Notification

LDTC MEETING:
- Yes
- No

COMMENTS:
- The proposal requires approval of a two development plan amendments and a final subdivision plat. The DP amendments will solidify the new lot configuration for 1150, 1080, 1070 Kelly Johnson Blvd. and illustrate the site improvements associated with the expanded parking facility on 1080 Kelly Johnson Blvd.
- A new FDR will be required for the project. Please coordinate with Anna Bergmark regarding the level of analysis needed for the FDR.
- Please ensure that all the applicable City standard notes are included on the amended DPs and FP (i.e., ADA, Lighting, USAFA, shared access/parking, etc.)
- In addition to the standard USAFA notice, the City requests that a private avigation easement, benefiting USAFA, be prepared with the proposal. The private easement should be created and recorded prior to approval so it can be referenced on the DP and FP.
- No traffic study will be required at this time.
- A neighborhood meeting will not be required at this time. Should significant comments be received, staff will request a meeting.
- As no vertical buildings or structures are proposed, no architectural drawings will be needed. Should, however, retaining walls or fencing be used, please ensure typical details for these improvements are provided.
- With the subdivision of the parcel, clear delineation of the accessible route and parking space must be provided, as well as standard spaces.

NOTE: The above information is intended to assist in the preparation of an application. This sheet is not a complete list of submittal requirements. Refer to the Zoning and Subdivision Ordinances and the appropriate application checklists for further information and details.

Fee Estimate: TBD, contact case planner prior to submittal
Number of Plans: 1 digital and 1 hard copies of plans (2 copies of reports)

Area: North Date: 6/13/2018
Lot Size: approx. 6 ac TSN: 6305301002, 1003, and 1004
Zone: 

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MJ = Major Amendment, MN = Minor Amendment, and MM = Minor Modification

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Colorado Springs, CO 80901-1575 dsexton@springsgov.com
PRE-APPLICATION MEETING SUMMARY

Applicant(s) Present: Fred (Nor’word) Jim (Nass) Ben (Cahen) Tim (Deepwater) Rick (Trail)
Site Location: Outparcel within Marketplace at Interquest
Project Description: New Restaurant w/drive-thru and subdivision

APPLICATION(S) REQUIRED: Yes

- 2020 Land Use Map Amendment
- Administrative Relief
- Amendment to Plat Restriction
- Annexation
- Building Permit to Unplatted Land
- CMRS No.
- Concept Plan
- Conditional Use

APPLICATION(S) REQUIRED: No

- Development Agreement (PUD Zone)
- Development Plan (MJ MM MN)
- Historic Preservation Board
- Master Plan (MJ MM MN)
- Minor Improvement Plan
- Nonuse Variance / Warrant
- Preservation Easement Adjustment
- Property Boundary Adjustment
- Street Name Change
- Subdivision Plat
- Subdivision Waiver
- Use Variance (MJ MM MN)
- Vacation of Plat
- Vacation of Public Right-of-Way
- Waiver of Replat
- Zone Change

PUBLIC NOTIFICATION REQUIREMENTS:

- Pre-Application Stage
- Internal Review Stage
- Postcard: 150 ft.
- Poster: 500 ft.
- Custom distance:

ADDITIONAL STUDIES/MATERIALS TO BE SUBMITTED WITH APPLICATION:

- Geo-Hazard Report
- Hydraulic Grade Line
- Elevation Drawings
- Traffic Impact Analysis
- Wastewater Master Facility Report
- Mineral Estate Owner Notification

LDTC MEETING: Yes

DATE: 6/13/2018
TIME: N/A

COMMENTS: (This is a preliminary listing of issues and attention items; additional issues will likely surface as the application proceeds through the review process):

- The proposed restaurant development will require approval of a PUD development plan and final subdivision plat.
- All entitlement documents must contain the City applicable standard notes and notices (i.e. USAFA, lighting, ADA, special dist., etc.)
- The accessible route from the accessible entrance must be delineated to a nearby public street.
- Four-sided architect is required for all buildings and structures, and must show the envisioned facade materials. For fencing and retaining walls, please provide typical details for these facilities.
- The parcel already appears to be covered by a private avigation easement in favor of the USAFA, please reference this encumbrance on the DP and FP.
- A FDR will be required. Please coordinate with Anna Bergmark to determine the level of analysis require for this report.
- While a traffic study will not be required, the fully designed intersection for the private access drive and Interquest Pkwy, which will be reviewed and approved by a separate application, must be shown on the DP.
- As discuss some improvements associated with the private access drive may occur off-site, please note the timing and scope of these improvements. If ownership changes before entitlement approval both property owners will need to authorize the applications.
- No neighborhood meeting will be required for the above referenced application.
- For further information regarding the dedication of easement outside of the platting process, please contact Real Estate Services.

NOTE: The above information is intended to assist in the preparation of an application. This sheet is not a complete list of submittal requirements. Refer to the Zoning and Subdivision Ordinances and the appropriate application checklists for further information and details.

This form and the information contained herein is valid for 6 months.

Fee Estimate: $5,778.00 (please contact staff if acreage changes)
Number of Plans: 1 digital and 1 hard copy of plans (2 copies all reports)

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NOTE: The above information is intended to assist in the preparation of an application. This sheet is not a complete list of submittal requirements. Refer to the Zoning and Subdivision Ordinances and the appropriate application checklists for further information and details.

This form and the information contained herein is valid for 6 months.
PRE-APPLICATION MEETING SUMMARY

Applicant(s) Present: Dave Hellmer (U-Haul)
Site Location: 6565 E Woodmen Road
Project Description: New U-Haul Mini-warehouse and Rental facility

APPLICATION(S) REQUIRED: ☐ No application to the Planning Department required
☐ 2020 Land Use Map Amendment ☐ Development Agreement (PUD Zone)
☐ Administrative Relief ☐ Development Plan MJ MN MM
☐ Amendment to Plat Restriction ☐ Historic Preservation Board
☐ Annexation ☐ Master Plan MJ MN MM
☐ Building Permit to Unplatted Land ☐ Minor Improvement Plan
☐ CMRS No. ☐ Nonuse Variance / Warrant
☒ Concept Plan MJ MN MM ☐ Preservation Easement Adjustment
☐ Conditional Use MJ MN MM ☐ Property Boundary Adjustment
☒ Zone Change

PUBLIC NOTIFICATION REQUIREMENTS:
☐ Pre-Application Stage ☐ Street Name Change
☐ Internal Review Stage ☐ Subdivision Plat PP FP PFP
☐ Public Hearing Stage ☐ Subdivision Waiver Design Process
☐ No Public Notice Required ☐ Use Variance MJ MN MM
☐ No Public Notice Required ☐ Vacation of Plat
☐ No Public Notice Required ☐ Vacation of Public Right-Of-Way
☐ No Public Notice Required ☐ Waiver of Replat
☐ Custom distance: __________

ADDITIONAL STUDIES/MATERIALS TO BE SUBMITTED WITH APPLICATION:
☐ Geo-Hazard Report ☐ Traffic Impact Analysis
☐ Contact: ☐ Drainage Report
☒ Hydraulic Grade Line ☐ Contact: Zaker Alazzeh, 719-385-5468
☒ Elevation Drawings ☐ Wastewater Master Facility Report
☐ Mineral Estate Owner Notification
☐ Other: Photometric Plan

LDTC MEETING: ☐ Yes ☐ No ☐ Maybe Date: 6/29/2018

COMMENTS: (This is a preliminary listing of issues and attention items; additional issues will likely surface as the application proceeds through the review process):
- The development proposal will require a zone change (PBC recommended), concept plan and/or development plan, and final plat.
- The proposed mini-warehouse and rental uses are both permitted uses in the recommended PBC zone district.
- It is likely that certain utility services will need to be extended from Woodmen Road and Templeton Gap Road to service the site. Please coordinate with CSU to understand where certain utility services are located.
- The site will require approval of a FDR, which illustrates how on-site stormwater detention and quality will function on-site.
- If the site design/layout becomes constrained, the applicant was encouraged to work with the abutting property owner, as they are actively looking for buyers of their property.
- The property is encumbered by the City’s Airport overlay zone district. The entitlement documents will thus need to include the City’s standard avigation easement language.
- Off-site improvements will be required along Old Templeton Gap Road and Templeton Gap Road.
- The concept plan and/or development plan will need to include standard City notes (i.e. special districts, ADA, lighting, etc.).
- Four-sided architecture will be required for all buildings and structures, and details should be provided for all fencing or retaining walls.
- A neighborhood meeting may be required depending on comments received during the internal review stage.
- As the properties are adjacent to residential uses, a photometric plan is requested.

NOTE: The above information is intended to assist in the preparation of an application. This sheet is not a complete list of submittal requirements. Refer to the Zoning and Subdivision Ordinances and the appropriate application checklists for further information and details.

This form and the information contained herein is valid for 6 months.

Fee Estimate: TBD, please contact case planner prior to submittal mtg.
Number of Plans: One digital and One hardcopy

Daniel Sexton
Senior Planner
Land Use Review
Planning & Community Development
30 S. Nevada Avenue, Suite 105
P.O. Box 1575, MC 155
Colorado Springs, CO 80901-1575
Phone: (719) 385-5366
Fax: (719) 385-5167
dsexton@springsgov.com
Pre-Application Meeting Summary

Applicant(s) Present: John Maynard
Site Location: Flying Horse - club
Project Description: Flying Horse Lodges 2

APPLICATI ON(S) REQUIRED:  No No application to the Planning Department required

☐ 2020 Land Use Map Amendment
☐ Administrative Relief
☐ Amendment to Plat Restriction
☐ Annexation
☐ Building Permit to Unplatted Land
☐ CMRS No.
☐ Concept Plan
☐ Conditional Use

Visit the Land Use Review Division website at www.coloradosprings.gov/planninginfo for application forms and checklists
MJ = Major Amendment, MN = Minor Amendment, and MM = Minor Modification

PUBLIC NOTIFICATION REQUIREMENTS:

☐ Pre-Application Stage
☐ Internal Review Stage
☐ Public Hearing Stage
☐ No Public Notice Required
☐ Custom distance:

ADDITIONAL STUDIES/MATERIALS TO BE SUBMITTED WITH APPLICATION:

☐ Geo-Hazard Report
☐ Traffic Impact Analysis
☐ Drainage Report
☐ Hydraulic Grade Line
☐ Wastewater Master Facility Report
☐ Land Suitability Analysis
☐ Elevation Drawings
☐ Mineral Estate Owner Notification
☐ Other:

LDTC MEETING:  Yes

Date: 6/25/18
Lot Size: +/- 2 acres
TSN: 6209301007
Zone: PUD/A

Fee Estimate: TBD
Number of Plans: Electronic Submittal + One hard copy of each application

NOTE: The above information is intended to assist in the preparation of an application. This sheet is not a complete list of submittal requirements. Refer to the Zoning and Subdivision Ordinances and the appropriate application checklists for further information and details.

This form and the information contained herein is valid for 6 months.
PRE-APPLICATION MEETING SUMMARY

Applicant(s) Present: Fred (Nor’wood) Jim (Nass)

Site Location: Marketplace at Interquest

Project Description: Amend boundary, access, and height limitations

APPLICATION(S) REQUIRED: [ ] No application to the Planning Department required

☐ 2020 Land Use Map Amendment
☐ Administrative Relief
☐ Amendment to Plat Restriction
☐ Annexation
☐ Building Permit to Unplatted Land
☐ CMRS No.
☐ Concept Plan ☑MJ ☑MN ☑MM
☐ Conditional Use ☑MJ ☑MN ☑MM
☐ Pre-Application No.: N 18-123
☐ Date: 6/13/2018
☐ Lot Size: TBD
☐ TSN: 6220200019
☐ Zone: PUD

Area: North

Contact: Daniel Sexton, Senior Planner
Land Use Review
Planning & Community Development
30 S. Nevada Avenue, Suite 105
P.O. Box 1575, MC 155
Colorado Springs, CO 80901-1575
Phone: (719) 385-5366
Fax: (719) 385-5167
dsexton@springsgov.com

PUBLIC NOTIFICATION REQUIREMENTS:

☐ Pre-Application Stage ☐ Internal Review Stage ☐ Public Hearing Stage
☐ No Public Notice Required
☐ Postcard ☐ Poster ☐ No Public Notice Required
Buffer Distance: ☑ 150 ft. ☑ 500 ft. ☑ 1,000 ft.
Custom distance: _____________

ADDITIONAL STUDIES/MATERIALS TO BE SUBMITTED WITH APPLICATION:

Contact: Zaker Alazzeh, 719-385-5468
Contact: Anna Bergmark, 719-385-5613
☐ Hydraulic Grade Line ☐ Wastewater Master Facility Report
☐ Elevation Drawings ☐ Mineral Estate Owner Notification
☐ Other: ____________________________

LDTC MEETING: [ ] Yes ☑ No
Date: ____________________________ Time: ____________________________

COMMENTS: (This is a preliminary listing of issues and attention items; additional issues will likely surface as the application proceeds through the review process):

- The proposed changes to the Marketplace at Interquest PUD concept plan will require a minor amendment.
- The new boundary of the planned area should be delineated and the agreement associated with the land-swap should be noted/referenced on the plan. Please provide a copy of the agreement for the file.
- While a traffic study will not be required for the new access points, please coordinate with the Traffic Engineering Division to establish the preferred design for the new intersections of the private access drive and Interquest Pkwy.
- A drainage letter will be required to account for the previously not approved changes. Please contact Anna Bergmark to discuss the appropriate level of analysis needed.
- As the based zone district has a very high maximum height limit (135’), staff has not problem revising the stated height limit per the PUP to allow for more intense and dense development.
- A neighborhood meeting will not be require for this application.

NOTE: The above information is intended to assist in the preparation of an application. This sheet is not a complete list of submittal requirements. Refer to the Zoning and Subdivision Ordinances and the appropriate application checklists for further information and details.

This form and the information contained herein is valid for 6 months.
Good Morning Mr. Butler,

I wanted to reach out to get you the paperwork and applications needed for the building permit request at 5550 E. Woodmen Road in Colorado Springs, CO.

Depending on the scope of work we will fall into two different applications.

1) Minor Amendment: We will need to complete this application if there is a canopy or structure over the new park and pickup location. I want to say there is but I couldn't remember 100%

2) Minor Modification: If it is truly just realignment of parking spaces, signage for the individual spaces etc. we can just run a minor modification application.

Both application require a completed “General Development Application” form to be completed. Please note that all pages that are being affected need to show the changes accordingly. All changes should be clouded.

NOTE: The above information is intended to assist in the preparation of an application. This sheet is not a complete list of submittal requirements. Refer to the Zoning and Subdivision Ordinances and the appropriate application checklists for further information and details.

This form and the information contained herein is valid for 6 months.

Fee Estimate: Pending scope of work
Number of Plans: Electronic submittal to dropbox
KAC determined that the use was considered Club (recreational). Due to this the parking requirements were now off on the approved DP. KAC asked DRE staff to process an AR R to account for parking deficiency.

"In discussions with the Assistant Director we will classify this as a Club (Recreational). Please ensure that parking is met. If you do not meet the parking on site, we can further discuss some of the other options as we discussed in our meeting."

NOTE: The above information is intended to assist in the preparation of an application. This sheet is not a complete list of submittal requirements. Refer to the Zoning and Subdivision Ordinances and the appropriate application checklists for further information and details.

This form and the information contained herein is valid for 6 months.
PRE-APPLICATION MEETING SUMMARY

Applicant(s) Present: Maverik and Galloway representatives
Site Location: Portion of 7470 Horseshoe Road
Project Description: New Convenience Food Sales Store w/gas sales

APPLICATION(S) REQUIRED:

No application to the Planning Department required

2020 Land Use Map Amendment
Administrative Relief
Amendment to Plat Restriction
Annexation
Building Permit to Unplatted Land
CMRS No.
Concept Plan
Conditional Use

Development Agreement (PUD Zone)
Development Plan
Historic Preservation Board
Master Plan
Minor Improvement Plan
Nonuse Variance / Warrant
Preservation Easement Adjustment
Property Boundary Adjustment

Street Name Change
Subdivision Change
Subdivision Waiver
Use Variance
Vacation of Plat
Vacation of Public Right-of-Way
Waiver of Replat
Zone Change

Visit the Land Use Review Division website at www.coloradosprings.gov/planninginfo for application forms and checklists
MJ = Major Amendment, MN = Minor Amendment, and MM = Minor Modification

PUBLIC NOTIFICATION REQUIREMENTS:
Pre-Application Stage
Internal Review Stage
Public Hearing Stage
No Public Notice Required
Custom distance: 1,000 ft.

Note: Applicant will be required to pay for postage at time of poster pick-up.

ADDITIONAL STUDIES/MATERIALS TO BE SUBMITTED WITH APPLICATION:

Geo-Hazard Report
Traffic Impact Analysis
Drainage Report
Wastewater Master Facility Report
Mineral Estate Owner Notification
Land Suitability Analysis
Other: Photometric Plan

Hydraulic Grade Line
Elevation Drawings

Traffic Impact Analysis

Contact: Zaker Alazzeh, 719-385-5468
Contact: Anna Bergmark, 719-385-5613

LDTC MEETING: Yes

Date: 6/28/2018

COMMENTS: (This is a preliminary listing of issues and attention items; additional issues will likely surface as the application proceeds through the review process):

- The previously CP, DP, and FP applications associated with the Jayden @ Woodmen Heights development were withdrawn in 2017.
- In order to develop a portion of the site with the proposed convenience food store w/gas sales use, review and approval of a concept plan, development plan, and final subdivision plat will be required.
- The entitlement plans must contain all applicable notes and notices (i.e. ADA, lighting, avigation easement, HOA, special districts, etc.).
- Staff is working with the Traffic Engineering Division to determine whether a full-movement access will be allowed onto Black Forest Rd. Staff will follow-up with further information.
- The building setbacks for the parcel will be 25 feet on all sides. Unless the development of this pad site and the remaining parcels to the east are developed as a commercial center land use, where setbacks will be measured from the periphery of the development.
- A FDR will be required for the project, and it should speak to the envisioned land development patterns for the eastern parcels.
- Any temporary facilities proposed outside of the parcel limits (i.e. access drives) must be illustrated on the plans and spoken to within the supporting documents/reports.
- Adjacent public improvement (i.e. sidewalk and curbing) will be required to be constructed with this project. Staff will verify with Parks as to whether a 10-foot regional trail will be required along Woodmen Road. Illustrate the accessible route.
- As copy of the ordinance establishing the PBC zone is attached for reference. Please review the conditions of record.

NOTE: The above information is intended to assist in the preparation of an application. This sheet is not a complete list of submittal requirements. Refer to the Zoning and Subdivision Ordinances and the appropriate application checklists for further information and details.

This form and the information contained herein is valid for 6 months.

Fee Estimate: TBD, contact case planner prior to submittal
Number of Plans: 1 digital and 1 hard copy (2 copies of all reports)
ORDINANCE NO. 07-149

AN ORDINANCE AMENDING THE ZONING MAP OF THE CITY OF COLORADO SPRINGS RELATING TO 3.699 ACRES LOCATED SOUTHEAST OF WOODMEN ROAD AND BLACK FOREST ROAD

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF COLORADO SPRINGS:

Section 1. The zoning map of the City of Colorado Springs is hereby amended by rezoning the property described in Exhibit A, attached hereto and made a part hereof by reference, consisting of 3.699 acres from Agriculture with Airport Overlay – Commercial District Overlay (A/AO-CAD) to Planned Business Center with conditions of record and Airport Overlay – Commercial District Overlay (PBC/ctl/AO-CAD) located southeast of Woodmen Road and Black Forest Road, pursuant to the Zoning Ordinance of the City of Colorado Springs, subject to the following conditions:

1. Adult book store, liquor stores, gun or weapon-oriented store, tattoo parlors, massage parlors, bars/lounges, bowling alleys, and pawn shops shall NOT be permitted; except for bars and alcohol sales associated with a restaurant use.
2. No outside storage of vehicles, equipment or materials; except for display and sales, when associated with a retail business.
3. Structures will be limited to 2-stories in height and maximum of forty feet (40’), measured in accordance with the City of Colorado Springs (the “City”) standards.
4. Lighting on the buildings and parking lots will be designed to minimized impact on the surrounding neighborhood.
5. Trash dumpsters must be in gated enclosures, designed to compliment the design of the main structure.
6. Exterior speakers for drive-up windows shall be engineered and kept at a volume that will not impact neighboring homes.
7. Building, Landscape and Development Plans shall be submitted to the Horseshoe Rancheros Architectural Review Committee for review and comment only, and not for approval. The Horseshoe Rancheros Architectural Review Committee will have ten (10) days from receipt of any such plans in which to provide written comments to the owner of Lot 1.

Section 2. This ordinance shall be in full force and effect from and after its passage and publication as provided by Charter.

Section 3. Council deems it appropriate that this ordinance be published by title and summary prepared by the City Clerk and that this ordinance shall be available for inspection and acquisition in the Office of the City Clerk.

Introduced, read, passed on first reading and ordered published this 25th day of September 2007.

Mayor

ATTEST:

City Clerk

CPC ZC 06-03102 / rt
Finally passed, adopted and approved this 9th day of October, 2007.

ATTEST:

[Signature]
Mayer

[Signature]
City Clerk

I HEREBY CERTIFY, that the foregoing ordinance entitled "AN ORDINANCE AMENDING THE ZONING MAP OF THE CITY OF COLORADO SPRINGS RELATING TO 3.699 ACRES LOCATED SOUTHEAST OF WOODMEN ROAD AND BLACK FOREST ROAD" was introduced and read at a regular meeting of the City Council of the City of Colorado Springs, held on September 25, 2007; that said ordinance was passed at a regular meeting of the City Council of said City, held on the 9th day of October, 2007, and that the same was published by title and summary, in accordance with Section 3-80 of Article III of the Charter, in the Daily Transcript, a newspaper published and in general circulation in said City, at least ten days before its passage.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the City, this 9th day of October, 2007.

[Signature]
City Clerk
EXHIBIT A

LEGAL:

Beginning at the Southeast corner of Lot 1, HORSESHOE RANCHEROS (Plat Book E-2, Page 66, El Paso County, Colorado records) (all bearings in this description are relative to the Southerly line of said Lot 1, which bears S89°21'49"W "assumed"; thence S89°21'49"W along Lot 1’s Southerly line 540.00 feet to a point on the Easterly right-of-way line of Black Forest Road (120’ r.o.w.); thence N00°08'04"W along said Black Forest Road’s Easterly right-of-way line, 234.84 feet to a point on the Southerly right-of-way line of E. Woodmen Road (r.o.w. width varies); thence N44°29'32"E along said Southerly right-of-way line, 70.88 feet; thence N89°21'49"E along said Southerly right-of-way line, 520.21 feet; thence S00°08'04E along said vacated right-of-way’s centerline, 284.85 feet to a point on the Easterly extension of the Southerly line of said Lot 1; thence S89°21'49"W along said Lot 1’s Southerly line’s extension, 30.00 feet to the Point of Beginning;

Containing 3.699 acres, more or less.

CPC ZC 06-00102 / rt
**PRE-APPLICATION MEETING SUMMARY**

Applicant(s) Present: Golden Parker

Site Location: 8415 Admiral Way

Project Description: New Proposed Deck

<table>
<thead>
<tr>
<th>APPLICATION(S) REQUIRED:</th>
<th>☒ No application to the Planning Department required</th>
</tr>
</thead>
</table>

| 2020 Land Use Map Amendment | ☐ |
| Administrative Relief      | ☐ |
| Amendment to Plat Restriction | ☐ |
| Annexation                 | ☐ |
| Building Permit to Unplatted Land | ☐ |
| CMRS No.                   | ☐ |
| Concept Plan               | ☐ |
| Conditional Use            | ☐ |
| Master Plan                | ☐ |
| Minor Improvement Plan     | ☐ |
| Nonuse Variance / Warrant  | ☐ |
| Preservation Easement Adjustment | ☐ |
| Property Boundary Adjustment | ☐ |

Visit the Land Use Review Division website at [www.coloradosprings.gov/planninginfo](http://www.coloradosprings.gov/planninginfo) for application forms and checklists

MJ = Major Amendment, MN = Minor Amendment, and MM = Minor Modification

**PUBLIC NOTIFICATION REQUIREMENTS:**

- Pre-Application Stage
- Internal Review Stage
- Public Hearing Stage
- No Public Notice Required
- Custom distance: ______

<table>
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<tr>
<th>Note: Applicant will be required to pay for postage at time of poster pick-up.</th>
</tr>
</thead>
</table>

| Pre-Application Stage | ☐ |
| Postcard              | ☐ |
| Poster                | ☐ |
| Buffer Distance:      | ☐ |
| 150 ft.               | ☐ |
| 500 ft.               | ☐ |
| 1,000 ft.             | ☐ |

<table>
<thead>
<tr>
<th>ADDITIONAL STUDIES/MATERIALS TO BE SUBMITTED WITH APPLICATION:</th>
</tr>
</thead>
</table>

- Geo-Hazard Report
- Hydraulic Grade Line
- Elevation Drawings

| Traffic Impact Analysis | ☐ |
| Wastewater Master Facility Report | ☐ |
| Mineral Estate Owner Notification | ☐ |
| Drainage Report          | ☐ |
| Land Suitability Analysis | ☐ |

**LDTC MEETING:**

| Yes | ☐ |
| ☒ No |

| Date: | NA |
| Time: | NA |

**COMMENTS:** (This is a preliminary listing of issues and attention items; additional issues will likely surface as the application proceeds through the review process):

- Proposed 20’x16’ deck
- Rear setback of 18’. New proposal appears to encroach into the rear setback by 4’.
- 36” max height with 36” handrail
- 7.4.102.F.1
- Applicant agreed to reduce deck size and use the 30” projection / overhang allowance in code section 7.4.102.F.1

New proposal is for a 12.5’x20’ deck with a 30” overhang/projection. Posts must meet setback and cantilever will not project more than 30” into the setback. Overhang will not be any closer than 15.5’ to rear property line. Deck is still 36” in max height and is uncovered. Lot coverage is unchanged. All setbacks are met.

**NOTE:** The above information is intended to assist in the preparation of an application. This sheet is not a complete list of submittal requirements. Refer to the Zoning and Subdivision Ordinances and the appropriate application checklists for further information and details.

This form and the information contained herein is valid for 6 months.

Fee Estimate: NA

Number of Plans: NA
### Pre-Application Meeting Summary

**Applicant(s) Present:** John Maynard (NES)

**Site Location:** Flying Horse

**Project Description:** *(previous Madonie parcel)* Flying Horse Spa

<table>
<thead>
<tr>
<th>APPLICATION(S) REQUIRED</th>
<th>No application to the Planning Department required</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020 Land Use Map Amendment</td>
<td>Development Agreement (PUD Zone)</td>
</tr>
<tr>
<td>Administrative Relief</td>
<td>Development Plan (MJ MN MM)</td>
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<td>Building Permit to Unplatted Land</td>
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<td>Concept Plan (MJ MN MM)</td>
<td>Preservation Easement Adjustment</td>
</tr>
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<td>Property Boundary Adjustment</td>
</tr>
<tr>
<td></td>
<td>Zoning Change</td>
</tr>
</tbody>
</table>

**PUBLIC NOTIFICATION REQUIREMENTS:**
- Pre-Application Stage
- Internal Review Stage
- No Public Notice Required
- Custom distance: __________

**ADDITIONAL STUDIES/MATERIALS TO BE SUBMITTED WITH APPLICATION:**
- Geo-Hazard Report
- Traffic Impact Analysis
- Drainage Report
- Concept Plan (MJ MN MM)
- Hydraulic Grade Line
- Elevation Drawings
- Wastewater Master Facility Report
- Mineral Estate Owner Notification
- Other: __________

**LDTD MEETING:**
- Yes
- No

**COMMENTS:**
*This is a preliminary listing of issues and attention items; additional issues will likely surface as the application proceeds through the review process:*

- Madonie / Hotel Spa (45-feet; hotel (?))
- Zone Change
- No change to the boundary from previously approved final plat. New Final Plat for whole boundary. Concept Plan to accompany. (DP at a later date)
- Traffic study.
- *few months for submittal
- *neighborhood meeting

---

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**This form and the information contained herein is valid for 6 months.**

**Fee Estimate:** TBD

**Number of Plans:** Electronic Submittal + One hard copy of each application
PRE-APPLICATION MEETING SUMMARY

Applicant(s) Present: John Maynard (NES)
Site Location: Flying Horse
Project Description: MP parcel # 13

APPLICATION(S) REQUIRED:
[☐] No application to the Planning Department required
[☐] Development Agreement (PUD Zone)
[☐] Development Plan (MJ, MN, MM)
[☐] Historic Preservation Board
[☐] Master Plan (MJ, MN, MM)
[☐] Minor Improvement Plan
[☐] Nonuse Variance / Warrant
[☐] Preservation Easement Adjustment
[☐] Property Boundary Adjustment
[☐] Street Name Change
[☐] Subdivision Plat (PP, FP, PFP)
[☐] Subdivision Waiver (Design, Process)
[☐] Use Variance (MJ, MN, MM)
[☐] Vacation of Plat
[☐] Vacation of Public Right-of-Way
[☐] Waiver of Replat
[☐] Zone Change

PUBLIC NOTIFICATION REQUIREMENTS:
Pre-Application Stage
Postcard
Buffer Distance: [☐] 150 ft. [☐] 500 ft. [☐] 1,000 ft.
[☐] No Public Notice Required
Internal Review Stage
Poster
Public Hearing Stage
Custom distance:

ADDITIONAL STUDIES/MATERIALS TO BE SUBMITTED WITH APPLICATION:
[☐] Geo-Hazard Report
[☐] Traffic Impact Analysis
[☐] Drainage Report
Contact:
[☐] Hydraulic Grade Line
[☐] Wastewater Master Facility Report
Contact: Zaker Alazzeh, 719-385-5648
[☐] Elevation Drawings
[☐] Mineral Estate Owner Notification
Contact: Anna Bergmark, 719-385-5613

LDTC MEETING:
[☐] Yes [☐] No
Date:
Time:

COMMENTS: (This is a preliminary listing of issues and attention items; additional issues will likely surface as the application proceeds through the review process):

Parcel 13: (same as Torino concept)
MP - major amendment
Zone Change/ DP/ Final Plat

*Less than 6000 sqft - small lot PUD

NOTE: The above information is intended to assist in the preparation of an application. This sheet is not a complete list of submittal requirements. Refer to the Zoning and Subdivision Ordinances and the appropriate application checklists for further information and details.

This form and the information contained herein is valid for 6 months.

Fee Estimate: TBD
Number of Plans: Electronic Submittal + One hard copy of each application
PRE-APPLICATION MEETING SUMMARY

Applicant(s) Present: Greg S (Matrix) and Kyle G. (Owner)

Site Location: Southeast of Marksheffel Road and Kenosha Dr

Project Description: Multi-family - Townhomes

APPLICATION(S) REQUIRED: □ No application to the Planning Department required

☐ 2020 Land Use Map Amendment
☐ Administrative Relief
☐ Amendment to Plat Restriction
☐ Annexation
☐ Building Permit to Unplatted Land
☐ CMRS No.
☐ Concept Plan □ MJ □ MN □ MM
☐ Conditional Use □ MJ □ MN □ MM
☐ Geo-Hazard Report
☐ Traffic Impact Analysis
☐ Hydraulic Grade Line
☐ Elevation Drawings
☐ Development Agreement (PUD Zone)
☐ Development Plan □ MJ □ MN □ MM
☐ Historic Preservation Board
☐ Master Plan □ MJ □ MN □ MM
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☐ Preservation Easement Adjustment
☐ Property Boundary Adjustment
☐ Subdivision Plat □ PP □ FP □ PFP
☐ Subdivision Waiver □ Design □ Process
☐ Use Variance □ MJ □ MN □ MM
☐ Vacation of Plat
☐ Vacation of Public Right-of-Way
☐ Waiver of Replat
☐ Zone Change

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MJ = Major Amendment, MN = Minor Amendment, and MM = Minor Modification

NOTE: The above information is intended to assist in the preparation of an application. This sheet is not a complete list of submittal requirements. Refer to the Zoning and Subdivision Ordinances and the appropriate application checklists for further information and details.

This form and the information contained herein is valid for 6 months.

Fee Estimate: TBD

Number of Plans: 1 digital and 1 hard copy of plans (2 copies of all reports)

Area: North Date: 6/27/2018

Pre-Application No.: N 18-133

Lot Size: TBD

TSN: 5304300010

Zone: PUD/AO

Public Hearing Stage
☐ No Public Notice Required

Pre-Application Stage ☑ Internal Review Stage ☑ Public Hearing Stage

Buffer Distance: ☑ 150 ft. ☑ 500 ft. ☑ 1,000 ft.

Custom distance: __________

LDTC MEETING: ☐ Yes ☑ No

Date: __________ Time: __________

COMMENTS: (This is a preliminary listing of issues and attention items; additional issues will likely surface as the application proceeds through the review process):

- The proposed multi-family development consisting of townhomes requires review and approval of a PUD development plan and final subdivision plat.
- The entitlements should include all the applicable notes and notices (i.e. ADA, avigation easement, lighting, access restrictions, special districts, etc.).
- The accessible route from the development should be shown to the public street.
- Vehicular access will be prohibited from Marksheffel Road for all parcels created by this development.
- A FDR will be required with the application.
- A neighborhood meeting will not be required at this time. Should significant concerns be raised, a neighborhood meeting may be requested.
- As a multi-family residential use is proposed, a photometric plan will be required.
- Please coordinate with the City’s Traffic Engineering Division to determine if a contribution of funds is needed for the future signalization of Marksheffel Road and Kenosha Drive. Also, no traffic study will be required for this project.
- An avigation easement will be established over the development as part of the final platting process.

Daniel Sexton
Senior Planner
Land Use Review
Planning & Community Development
30 S. Nevada Avenue, Suite 105 Phone: (719) 385-5366
P.O. Box 1575, MC 155 Fax: (719) 385-5167
Colorado Springs, CO 80901-1575 dsexton@springsgov.com
PRE-APPLICATION MEETING SUMMARY

Area: North  Date: 6/28/2018
Pre-Application No.: N 18-135
Lot Size: 4.52 ac
TSN: 6233311002
Zone: PBC

Applicant(s) Present: Katie Whitford (NES)
Site Location: 2368 Research Parkway
Project Description: New Assisted Living Facility

APPLICATION(S) REQUIRED:

- No application to the Planning Department required

- Development Agreement (PUD Zone)
- Development Plan (MJ, MN, MM)
- Historic Preservation Board
- Master Plan (MJ, MN, MM)
- Minor Improvement Plan
- Nonuse Variance / Warrant
- Preservation Easement Adjustment
- Property Boundary Adjustment

NOTE: The above information is intended to assist in the preparation of an application. This sheet is not a complete list of submittal requirements. Refer to the Zoning and Subdivision Ordinances and the appropriate application checklists for further information and details.

This form and the information contained herein is valid for 6 months.

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dsexton@springsgov.com

Public Notice Requirements:

- Pre-Application Stage
- Internal Review Stage
- No Public Notice Required
- Custom Distance: __________

Public Notification Requirements:

- Postcard
- Poster
- No Public Notice Required
- Custom Distance: __________

Additional Studies/Materials to be Submitted with Application:

- Geo-Hazard Report
- Traffic Impact Analysis
- Wastewater Master Facility Report
- Mineral Estate Owner Notification
- Drainage Report
- Land Suitability Analysis
- Other: __________

Comments:

- The development proposal will require approval of a conditional use development plan and minor concept plan amendment. The amended concept plan should account for the change in land use within the overall planned area and conceptual site design/layout. The DP will focus on the actual site design and layout.
- Ensure the entitlement include all the City’s standard notes and notices (i.e. ADA, avigation easement, lighting, HOA/Special Dist., etc.).
- A FDR will be required for this development.
- Staff is still working with the Traffic Division to determine whether a traffic study or an additional southern access will be required with this project. Staff will provide follow-up on this matter.
- Please make sure the accessible route from the development to the nearby public street is provided.
- At this time, a neighborhood meeting will not be required. Should significant public comment be receive a meeting may be requested.
PRE-APPLICATION MEETING SUMMARY

Applicant(s) Present: Cody Humphrey (La Plata Communities)
Site Location: Campus at Foothills Farm portion of The Farm Master Plan
Project Description: Change plan note

APPLICATION(S) REQUIRED:
- 2020 Land Use Map Amendment
- Administrative Relief
- Amendment to Plat Restriction
- Annexation
- Building Permit to Unplatted Land
- CMRS No.
- Concept Plan
- Conditional Use
- No application to the Planning Department required
- Development Agreement (PUD Zone)
- Development Plan
- Historic Preservation Board
- Master Plan
- Minor Improvement Plan
- Nonuse Variance / Warrant
- Preservation Easement Adjustment
- Property Boundary Adjustment
- Street Name Change
- Subdivision Plat
- Subdivision Waiver
- Use Variance
- Vacation of Plat
- Vacation of Public Right-of-Way
- Waiver of Replat
- Zone Change

NEIGHBORHOOD ORGANIZATION:
Neighborhood Association/Contact: Neighborhood Meeting

PUBLIC NOTIFICATION REQUIREMENTS:
- Pre-Application Stage
- Internal Review Stage
- Public Hearing Stage
- No Public Notice Required
- Custom distance: 1,000 ft.

ADDITIONAL STUDIES/MATERIALS TO BE SUBMITTED WITH APPLICATION:
- Geo-Hazard Report
- Hydraulic Grade Line
- Elevation Drawings
- Traffic Impact Analysis
- Wastewater Master Facility Report
- Mineral Estate Owner Notification
- Drainage Report
- Land Suitability Analysis
- Other: 

LDTC MEETING:
- Yes
- No

COMMENTS:
(This is a preliminary listing of issues and attention items; additional issues will likely surface as the application proceeds through the review process):

- The proposed changes to an existing note on the Farm Master Plan will require review and approval of a major amendment. As discussed, the amendment will focus on modifying the note language to allow for more employment/commercial square footage to be developed. The new note language will clearly link this change the annexation agreement.
- Accompanying the amendment request, a traffic memo must be provided. This memo is needed to understand if the currently constructed roadway system in the area is adequate for the envisioned end use(s).
- The project statement should be detailed enough to clarify what types of land uses and the total density/square footages are anticipated within the commercial campus.
- As necessary, the revised plan should contain all applicable notes and notices.

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This form and the information contained herein is valid for 6 months.

Fee Estimate: TBD, acreage is needed for the fees to be calculated
Number of Plans: 1 digital and 1 hard copy of plans (2 copies of all reports)
### Pre-Application Meeting Summary

**Applicant(s) Present:** Aspen Nipp  
**Site Location:** 15 Iowa Avenue  
**Project Description:** Convert to restaurant

**Area:** South  
**Date:** 6/25/18  
**Lot Size:** 7,750 sqft  
**TSN:** 6416218016  
**Zone:** C-6

#### Public Notification Requirements:

- Pre-Application Stage  
- Internal Review Stage  
- No Public Notice Required

#### Additional Studies/Materials to be Submitted with Application:

- Geo-Hazard Report
- Hydraulic Grade Line
- Elevation Drawings
- Traffic Impact Analysis
- Wastewater Master Facility Report
- Mineral Estate Owner Notification
- Drainage Report
- Land Suitability Analysis
- Other:

#### Comments:

- A minor amendment to a nonexistent development plan is required due to a use classification change from office to restaurant. The minor amendment should illustrate the parking lot layout, the building location, access, any easements on the property, and any other improvements planned for the new land use (patios etc).
- A nonuse variance to the required 200' minimum distance from a "liquor establishment" to a residential may be required. If the business plan projects food sales exceeding liquor sales and a bar area does not exceed 35% of the total area, then the land use can be classified as a restaurant and a variance to this code section is not required.
- A nonuse variance to the required minimum parking allotment may be required. The required parking ratio for a restaurant/bar is 1 stall per 100 sqft of building area, and 1 stall per 200 sqft of patio area. A variance to this section may be avoided if a shared parking agreement was produced, or the site was eligible for other parking alternatives. Provide proof of an agreement with Nemo’s Cafe if both uses intend to share the adjacent parking lot.
- A waiver of replat is triggered if the building were to be added onto in the future. One is not required at this time, but a deed dated prior to 1951 with the property’s same legal description is required to prove the lot is a "lot of record" for a building permit.
- Staff recommends removing the parking in the front of the building.
- A 10' landscape setback is recommended along the Iowa Avenue frontage.

### Neighborhood Organization:

**Neighborhood Association/Contact:** Knob Hill Neighborhood Assoc.

#### Neighborhood Meeting

**No application to the Planning Department required**

**Development Agreement (PUD Zone)**  
**Historic Preservation Board**  
**Master Plan**  
**Minor Improvement Plan**  
**Nonuse Variance / Warrant**  
**Preservation Easement Adjustment**  
**Property Boundary Adjustment**  
**Street Name Change**  
**Subdivision Plat**  
**Subdivision Waiver**  
**Use Variance**  
**Vacation of Plat**  
**Vacation of Public Right-of-Way**  
**Waiver of Replat**  
**Zone Change**

Visit the Land Use Review Division website at [www.coloradosprings.gov/planninginfo](http://www.coloradosprings.gov/planninginfo) for application forms and checklists.

**MJ** = Major Amendment, **MN** = Minor Amendment, and **MM** = Minor Modification

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**Hannah Van Nimwegen, AICP**

Senior Planner  
Land Use Review  
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Colorado Springs, CO 80901-1575  
Phone: (719) 385-5365  
Fax: (719) 385-5167  
hvannimwegen@springsgov.com
PRE-APPLICATION MEETING SUMMARY

Applicant(s) Present: RONALD PRICE
Lot Size: 06/12
Site Location: 104-106 NORTH 33RD STREET
Area: SOUTH
Project Description: NO MTG NECESSARY

Lot Size: 118,15,100SF
TSN: 7403409043
Zone: R2/HS

APPLICATIONS REQUIRED:
- Conditional Use □ MJ □ MN □ MM
- Development Agreement (PUD Zone) □
- Development Plan □ MJ □ MN □ MM
- Master Plan □ MJ □ MN □ MM
- Nonuse Variance □
- Preservation Easement Adjustment □
- Property Boundary Adjustment □
- Street Name Change □
- Subdivision Plat □ PP □ FP □ PFP
- Subdivision Waiver (Design/Process) □
- Use Variance □ MJ □ MN □ MM
- Vacation of Plat □
- Vacation of Public Right-of-Way □
- Waiver of Replat □
- Zone Change □

Visit the Land Use Review Division website at www.springsgov.com/SectionIndex.aspx?NovID=795 for application form and checklists
Note: MJ = Major Amendment, MN = Minor Amendment, and MM = Minor Modification

NEIGHBORHOOD ISSUES:
Name of Neighborhood Association:
Contact person(s) and Information:
Possible Issues that might be raised with the neighborhood:

ADDITIONAL STUDIES/MATERIALS TO BE SUBMITTED WITH APPLICATION:
- Elevation Drawings
- Geo-Hazard Report or Exemption (Contact a geologist to determine which)
- Land Suitability Analysis
- Wastewater Master Facility Report
- Mineral Estate Owner Notification
- Drainage Report
- Traffic Study
- Other:

PUBLIC NOTIFICATION REQUIREMENTS:
- Pre-Application Stage
- Internal Review Stage
- Public Hearing Stage
- No Public Notice Required

Buffer Distance: □ 150 ft. □ 500 ft. □ 1,000 ft.

LDTC MEETING: □ Yes □ No Date: ________ Time: ________

Development issues which need to be addressed with application (Note: This is a preliminary listing of development issues; additional issues will likely surface as the application proceeds through the development review process.):
- Applicant to go to the El Paso Tax Assessor's Office to see split the legal and add a new TSN for lot.

Development History:

NOTE: The above information is intended to assist in the preparation of an application. This sheet is not a complete list of submittal requirements. Refer to the Zoning and Subdivision Ordinance and the appropriate application checklists for further information and details.

This form and the information contained herein is valid for 6 months.

FEE ESTIMATE: _____________________________
NUMBER OF PLANS: _____________________________

Rachel Teixeira
Planner II
Land Use Review Division
Planning & Community Development
30 S. Nevada Avenue, Suite 105 Phone: (719) 385-5368
P.O. Box 1575, MC 155 Fax: (719) 385-5167
Colorado Springs, CO 80901-1575 rteixeira@springsgov.com
PRE-APPLICATION MEETING SUMMARY

Applicant(s) Present: WHITNEY JOHNSON
Site Location: 130 EAST CHEYENNE MTN. BLVD
Project Description: VET CLINIC

APPLICATIONS REQUIRED:
- Conditional Use MJ MN MM
- Development Agreement (PUD Zone) MJ MM
- Master Plan MJ MN MM
- Preservation Easement Adjustment
- Property Boundary Adjustment

Visit the Land Use Review Division website at www.springsgov.com/SectionIndex.aspx?NavID=795 for application form and checklists
Note: MJ = Major Amendment, MN = Minor Amendment, and MM = Minor Modification

NEIGHBORHOOD ISSUES:
Name of Neighborhood Association: BROADMOOR IMPROVEMENT SOCIETY
Contact person(s) and Information:
Possible Issues that might be raised with the neighborhood:

ADDITIONAL STUDIES/MATERIALS TO BE SUBMITTED WITH APPLICATION:
- Land Suitability Analysis
- Wastewater Master Facility Report
- Mineral Estate Owner Notification
- Drainage Report
- Traffic Study
- Other:

PUBLIC NOTIFICATION REQUIREMENTS:
- Pre-Application Stage
- Internal Review Stage
- Public Hearing Stage
- Postcard
- Buffer Distance: 150 ft. 500 ft. 1,000 ft.
Note: Applicant will be required to pay for postage at time of poster pick-up.

LDTC MEETING: Yes No Date: Time:

Development issues which need to be addressed with application (Note: This is a preliminary listing of development issues; additional issues will likely surface as the application proceeds through the development review process.):

Veterinary Service - Small animal clinic is a permitted use in PBC zone. Therefore, the site allows as a commercial center and parking will not be an issue.

Development History: SDP 86-317-AGMN12

NOTE: The above information is intended to assist in the preparation of an application. This sheet is not a complete list of submittal requirements. Refer to the Zoning and Subdivision Ordinances and the appropriate application checklists for further information and details.

FEE ESTIMATE: See attached document.
NUMBER OF PLANS: Contact Planner when ready to submit project.

Rachel Teixeira
Planner II
Land Use Review Division
Planning & Community Development
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Colorado Springs, CO 80901-1575
Phone: (719) 385-5368
Fax: (719) 385-5167
rteixeira@springsgov.com
PRE-APPLICATION MEETING SUMMARY

Applicant(s) Present: MIKE MORLEY
Site Location: 522 SOUTH ACADEMY BLVD-586
Project Description: CHANGE OF USE
Lot Size: 2.81 ACRES
ISN: 6428109009
Zone: PBC/CR/AC

APPLICATIONS REQUIRED:
- [ ] 2020 Land Use Map Amendment
- [ ] Administrative Relief
- [ ] Amendment to Plat Restriction
- [ ] Annexation
- [ ] Building Permit to Unplatted Land
- [ ] Building Permit Prior to Platting
- [ ] CMRS No.
- [ ] Concept Plan (MJ, MN, MM)
- [ ] Conditional Use (MJ, MN, MM)
- [ ] Development Agreement (PUD Zone)
- [ ] Development Plan (MJ, MN, MM)
- [ ] Master Plan (MJ, MN, MM)
- [ ] Nonuse Variance
- [ ] Preservation Easement Adjustment
- [ ] Property Boundary Adjustment
- [ ] Street Name Change
- [ ] Subdivision Plat (PP, FP, PFP)
- [ ] Subdivision Waiver (Design/Process)
- [ ] Use Variance (MJ, MN, MM)
- [ ] Vacation of Plat
- [ ] Vacation of Public Right-of-Way
- [ ] Waiver of Replat
- [ ] Zone Change

Visit the Land Use Review Division website at www.springsgov.com/SectionIndex.aspx?NavID=795 for application form and checklists
Note: MJ = Major Amendment, MN = Minor Amendment, and MM = Minor Modification

NEIGHBORHOOD ISSUES:
Name of Neighborhood Association: N/A
Contact person(s) and information: 
Possible Issues that might be raised with the neighborhood:

ADDITIONAL STUDIES/MATERIALS TO BE SUBMITTED WITH APPLICATION:
- [ ] Elevation Drawings
- [ ] Geo-Hazard Report or Exemption (Contact a geologist to determine which)
- [ ] Land Suitability Analysis
- [ ] Wastewater Master Facility Report
- [ ] Mineral Estate Owner Notification
- [ ] Drainage Report
- [ ] Traffic Study
- [ ] Other: ____________

PUBLIC NOTIFICATION REQUIREMENTS:
- [ ] Pre-Application Stage
- [ ] Internal Review Stage
- [ ] Public Hearing Stage
- [ ] No Public Notice Required
- [ ] Postcard
- [ ] Buffer Distance: 150 ft. 500 ft. 1,000 ft.

Note: Applicant will be required to pay for postage at time of postcard pick-up.

LDTC MEETING: [ ] Yes [ ] No Date: ____________ Time: ____________

Development issues which need to be addressed with application (Note: This is a preliminary listing of development issues; additional issues will likely surface as the application proceeds through the development review process.):

NEW FILE NO. "AR DPA 00-00010-A2MN18"
DAYCARE SERVICES"" DAYCARE FOR ADULTS - PERMITTED USE
PARKING: 1 PER 400 SF.
COMMERCIAL CENTER SITE PARKING.

Development History: AR DPA 00-00010-A1MN09
LOT 1 FAIRWAY CENTER FIL. NO. 3

NOTE: The above information is intended to assist in the preparation of an application. This sheet is not a complete list of submittal requirements. Refer to the Zoning and Subdivision Ordinances and the appropriate application checklists for further information and details.

This form and the information contained herein is valid for 6 months.

FEE ESTIMATE: $ 175.00

NUMBER OF PLANS: CONTACT PLANNER
WHEN READY TO SUBMIT PROJECT, AND TO SCHEDULE A MTG FOR SUBMITTAL.
Pre-Application Meeting Summary

Applicant(s) Present: Nicholas George
Site Location: 607 Pleasant St
Project Description: Residential addition

Area: South Date: 6/27/2018
Lot Size: 6,855
TSN: 7402308011
Zone: R2-6

APPLICATION(S) REQUIRED: ☐ No application to the Planning Department required

☐ Development Agreement (PUD Zone) ☐ Development Plan (☐ MJ ☐ MN ☐ MM)
☐ Street Name Change
☐ Amendment to Plat Restriction ☐ Historic Preservation Board
☐ Subdivision Plat (☐ PP ☐ FP ☐ PFP)
☐ Annexation ☐ Master Plan (☐ MJ ☐ MN ☐ MM)
☐ Subdivision Waiver (☐ Design ☐ Process)
☐ Building Permit to Unplatted Land ☐ Minor Improvement Plan
☐ Use Variance (☐ MJ ☐ MN ☐ MM)
☐ CMRS No. ☐ Nonuse Variance / Warrant
☐ Vacation of Plat
☐ Concept Plan (☐ MJ ☐ MN ☐ MM)
☐ Preservation Easement Adjustment
☐ Vacation of Public Right-of-Way
☐ Conditional Use (☐ MJ ☐ MN ☐ MM)
☐ Property Boundary Adjustment
☐ Waiver of Replat
☐ Neighborhood Meeting

NEIGHBORHOOD ORGANIZATION:
Neighborhood Association/Contact: 

PUBLIC NOTIFICATION REQUIREMENTS: ☑ Pre-Application Stage
☐ Internal Review Stage
☐ Public Hearing Stage
☐ Postcard
☐ Poster Buffer Distance: ☑ 150 ft.
☐ 500 ft. ☑ 1,000 ft.
☐ No Public Notice Required
☐ Custom distance: 

ADDITIONAL STUDIES/MATERIALS TO BE SUBMITTED WITH APPLICATION:
☐ Geo-Hazard Report ☐ Traffic Impact Analysis
☐ Contact: 
☐ Drainage Report
☐ Contact:
☐ Hydraulic Grade Line
☐ Wastewater Master Facility Report
☐ Mineral Estate Owner Notification
☐ Other:
☐ Elevation Drawings

LDTC MEETING: ☐ Yes ☐ No
Date: ____________________ Time: ____________________

COMMENTS: (This is a preliminary listing of issues and attention items; additional issues will likely surface as the application proceeds through the review process):

Proposed addition: 456 sq ft - 12’ x 38’
Existing building footprint - house: 888 sf & garage: 528 sf = 1,416 sf
As long as the residential addition does not exceed 50% of the building footprint, a geohazard waiver will NOT be required. If the detached garage gets torn down and rebuilt, a geohazard waiver will be required.
It’s an option to build the addition as a second story to the house, or expand the main level of the house as long as the development standards below are met. Lot coverage is based on the building footprint, adding a second level within the existing building footprint would not change the lot coverage.
Development standards:
Max lot coverage is 40% as long as building height does not exceed 18 ft, otherwise the max is 30% - Existing lot coverage is 20.6%.
Setbacks for principal structure - front: 25 ft, rear: 25 ft, side: 5 ft
Setbacks for detached structure: “if garage door is facing the alley - rear: 10 ft, side: 5 ft. “if garage door is not facing the alley - rear & side: 5 ft
Detached structure definition: Not attached and having no wall in common and separated by 3 ft or more; structures that are connected by a covered, unenclosed breezeway shall be considered detached if the breezeway is less than 12 ft in height or less than 6ft in width.

NOTE: The above information is intended to assist in the preparation of an application. This sheet is not a complete list of submittal requirements. Refer to the Zoning and Subdivision Ordinances and the appropriate application checklists for further information and details.

This form and the information contained herein is valid for 6 months.

Fee Estimate: ____________________
Number of Plans: ____________________

Katelyn Hyllested
Planner I
Development Review Enterprise
Planning & Community Development
2880 International Circle, #200-7 Phone: (719) 385-7347
P.O. Box 1575, MC 1378 Fax: (719) 385-7385
Colorado Springs, CO 80901-1575 khyllested@springsgov.com
NOTE: The above information is intended to assist in the preparation of an application. This sheet is not a complete list of submittal requirements. Refer to the Zoning and Subdivision Ordinances and the appropriate application checklists for further information and details.

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Fee Estimate: $575

Number of Plans: 1 electronic copy, 1 hardcopy

Pre-Application Meeting Summary

Applicant(s) Present: Michelle Hickox
Site Location: 745 Crestline Dr
Project Description: Carport in front setback

APPLICATION(S) REQUIRED:

No application to the Planning Department required

Pre-Application No.: 18-87
Lot Size: 8,250 sf
TSN: 6423104040
Zone: PUD AO

Area: South Date: 6/26/2018

Front setback is 25 ft from property lines along Crestline Dr and Tammany Dr (double frontage lot). In order to put a carport in the front setback, a nonuse variance would be required. Side setback is 5 ft and rear setback is 15 ft per the development plan (City File No. 78-00126-A1). It is unlikely that staff would support a nonuse variance to accommodate a carport. Code Enforcement has actively turned in carport cases in order to decrease the number of carports that are not meeting City Code.

Nonuse variance application provided - the three nonuse variance criteria would need to be justified if a nonuse variance application is pursued. 10 day public posting period and postcards would go out to neighbors within 150 ft radius of subject property. $575 application fee for each nonuse variance application.
PUBLIC NOTIFICATION REQUIREMENTS:

- Pre-Application Stage
- Postcard
- Traffic Impact Analysis
- Contact:
- Geohazard Report
- Hydraulic Grade Line
- Elevation Drawings
- Drainage Report
- Mineral Estate Owner Notification

ADDITIONAL STUDIES/MATERIALS TO BE SUBMITTED WITH APPLICATION:

- Development Agreement (PUD Zone)
- Historic Preservation Board
- Master Plan
- Minor Improvement Plan
- Nonuse Variance/Warrant
- Preservation Easement Adjustment
- Property Boundary Adjustment
- Street Name Change
- Subdivision Plat
- Historic Preservation Board
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PRE-APPLICATION MEETING SUMMARY

Area: South Date: 6/22/2018

Pre-Application No.: 18-86
Lot Size: 14,200 sf
TSN: 7414205029

Applicant(s) Present: Rosalinda Sanchez
Site Location: 1030 Calvert Ave
Project Description: Tiny home, manufactured home or addition to main house

APPLICATION(S) REQUIRED: ☐ No application to the Planning Department required
☐ Development Agreement (PUD Zone)
☐ Development Plan (MJ MN MM)
☐ Historic Preservation Board
☐ Master Plan (MJ MN MM)
☐ Minor Improvement Plan
☐ Nonuse Variance / Warrant
☐ Preservation Easement Adjustment
☐ Property Boundary Adjustment
☐ Street Name Change
☐ Subdivision Plat ☐ PP ☐ FP ☐ PFP
☐ Subdivision Waiver ☐ Design ☐ Process
☐ Use Variance ☐ MJ ☐ MN ☐ MM
☐ Vacation of Plat
☐ Vacation of Public Right-of-Way
☐ Waiver of Replat
☐ Zone Change

Visit the Land Use Review Division website at www.coloradosprings.gov/planninginfo for application forms and checklists
MJ = Major Amendment, MN = Minor Amendment, and MM = Minor Modification

NEIGHBORHOOD ORGANIZATION:
Neighborhood Association/Contact:

PUBLIC NOTIFICATION REQUIREMENTS:
☐ Pre-Application Stage ☐ Internal Review Stage ☐ Public Hearing Stage
☐ Postcard ☐ Poster ☐ No Public Notice Required
Buffer Distance: ☐ 150 ft. ☐ 500 ft. ☐ 1,000 ft.
Custom distance: 

ADDITIONAL STUDIES/MATERIALS TO BE SUBMITTED WITH APPLICATION:
☐ Geo-Hazard Report
☐ Traffic Impact Analysis
☐ Drainage Report
Contact:
Contact:
Contact:

☐ Hydraulic Grade Line
☐ Wastewater Master Facility Report
☐ Land Suitability Analysis
☐ Elevation Drawings
☐ Mineral Estate Owner Notification
☐ Other:

LDTC MEETING: ☐ Yes ☐ No Date: 
Time: 

COMMENTS: (This is a preliminary listing of issues and attention items; additional issues will likely surface as the application proceeds through the review process):

City Code does not prohibit extremely small homes in any of our residential districts; there is no minimum home size per zoning regulations. However, if the dwelling unit is portable (i.e. constructed with wheels and axil and likely built to Federal mobile home standards) then it is NOT a “single-family dwelling” per our zoning definitions - it would be considered a “mobile home” which is only permitted in PUD zones that specifically permit “mobile homes.”

If the dwelling is NOT portable, it can be considered a single-family dwelling for zoning purposes and must meet all zoning provisions (setbacks, coverage, etc.), building code provisions implemented by PPRBD, and utility provisions implemented by CSU.

Tiny homes must be on a foundation and hooked up to utilities if it’s to be considered a non-portable dwelling (we consider them ADU’s or SFR’s in this case).

Refer to regional building space/size requirements.

Geohazard waiver is required for detached structures or if the home addition is more than 50% of the existing footprint.
R2 Zone permits two dwelling units per property.
Waiver of replat required - or provide a deed that has the exact same legal description from 1951 or 192 or earlier to prove lot of record status.

Contact Katelyn Hyllested once you’ve decided to move forward with addition or detached structure to go over specific requirements.

NOTE: The above information is intended to assist in the preparation of an application. This sheet is not a complete list of submittal requirements. Refer to the Zoning and Subdivision Ordinances and the appropriate application checklists for further information and details.

This form and the information contained herein is valid for 6 months.

Fee Estimate: 
Number of Plans: 

Katelyn Hyllested
Planner I
Development Review Enterprise
Planning & Community Development
2880 International Circle, #200-7 Phone: (719) 385-7347
P.O. Box 1575, MC 1378 Fax: (719) 385-7385
Colorado Springs, CO 80901-1575 khyllested@springsgov.com
The proposed single family residence will fit within the existing building envelop but a small portion of the house will exceed the max height. Given the grade and conditions of the site, administrative relief for max height appears to be reasonable and will have minimal impact. Administrative relief was approved at 1182 Gold Camp Rd (just south of the subject site) for max height - City File No AR R 15-00125.

Geohazard waiver and GECP required prior to issuance of a building permit. Hillside site plan is required as this site lies within the hillside overlay.
PRE-APPLICATION MEETING SUMMARY

GENERAL INFORMATION

Applicant(s) Present: ERIC GLECKLER
Site Location: 1130 PECAN STREET
Project Description: 2 STORY ADDITION

APPLICATIONS REQUIRED:
- Conditional Use
- Development Agreement (PUD Zone)
- Development Plan
- Master Plan
- Nonuse Variance
- Preservation Easement Adjustment
- Property Boundary Adjustment
- Street Name Change

Visit the Land Use Review Division website at www.springsgov.com/SectionIndex.aspx?NavID=795 for application form and checklists
Note: MJ = Major Amendment, MN = Minor Amendment, and MM = Minor Modification

NEIGHBORHOOD ISSUES:
Name of Neighborhood Association: ORG. OF WESTSIDE NEIGHBORS
Contact person(s) and information:
Possible issues that might be raised with the neighborhood:

ADDITIONAL STUDIES/MATERIALS TO BE SUBMITTED WITH APPLICATION:
- Elevation Drawings
- Geo-Hazard Report or Exemption (Contact a geologist to determine which)
- Land Suitability Analysis
- Wastewater Master Facility Report
- Mineral Estate Owner Notification
- Drainage Report
- Traffic Study
- Other:

PUBLIC NOTIFICATION REQUIREMENTS:
- Pre-Application Stage
- Internal Review Stage
- Public Hearing Stage
- No Public Notice Required

Note: Applicant will be required to pay for postage at time of poster pick-up.

LDTC MEETING: Yes No Date: Time:

Development issues which need to be addressed with application (Note: This is a preliminary listing of development issues; additional issues will likely surface as the application proceeds through the development review process):

LAND USE EXISTING: AUTO SHOP (AUTO REPAIR GARAGE)

LAND USE PROPOSED: EXPAND VEHICLE STORAGE

4 LIVE WORK UNIT CONDITIONAL USE

AUTO SHOP (AUTO REPAIR GARAGE: 1 SPACE PER 200 SF

AUTO STORAGE YARD (1 SPACE PER 400 SF AND ADEQUATE SPACE FOR OFFICE SPACE FOR STORAGE

Development History:

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FEE ESTIMATE: $2,148

NUMBER OF PLANS: CONTACT PLANNER WHEN READY TO SUBMIT PROJECT.

NEED TO SCHEDULE A MEETING.

Rachel Teixeira
Planner II
Land Use Review Division
Planning & Community Development
30 S. Nevada Avenue, Suite 105
P.O. Box 1575, MC 155
Colorado Springs, CO 80901-1575
Phone: (719) 385-5368
Fax: (719) 385-5167
rteixeira@springsgov.com
PRE-APPLICATION MEETING SUMMARY

Area: South Date: 6/20/2018
Pre-Application No.: 18-85
Lot Size: 29,300 sf
TSN: 7435102090
Zone: R HS

Applicant(s) Present: Scott Schuster
Site Location: 1600 Pine Grove Ave
Project Description: Carport/covered patio in setback

APPLICATION(S) REQUIRED:
☐ No application to the Planning Department required
☐ 2020 Land Use Map Amendment
☐ Administrative Relief
☐ Amendment to Plat Restriction
☐ Annexation
☒ Building Permit to Unplatted Land
☐ CMRS No.
☐ Concept Plan (MJ MN MM)
☐ Conditional Use (MJ MN MM)

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MJ = Major Amendment, MN = Minor Amendment, and MM = Minor Modification

Neighborhood Organization/Contact:

PUBLIC NOTIFICATION REQUIREMENTS:
☐ Pre-Application Stage
☒ Postcard
Buffer Distance: ☒ 150 ft.
☐ Poster
☐ 500 ft.
☐ No Public Notice Required
☐ 1,000 ft.
☐ Custom distance: __________

ADDITIONAL STUDIES/MATERIALS TO BE SUBMITTED WITH APPLICATION:
☐ Geo-Hazard Report
☐ Traffic Impact Analysis
☐ Drainage Report
Contact:
☐ Hydraulic Grade Line
☐ Wastewater Master Facility Report
☐ Land Suitability Analysis
☐ Elevation Drawings
☐ Mineral Estate Owner Notification
☐ Other:

LDTC MEETING:
☐ Yes
☒ No
Date: ________ Time: ________

COMMENTS: (This is a preliminary listing of issues and attention items; additional issues will likely surface as the application proceeds through the review process):
May qualify under 7.7.1402.A if documentation is provided that this is a lot of record (definition below) which would waive building permit to unplatted land requirement.
No grading or earth disturbance proposed - GECP can be waived if this is shown on the site plan.
HS site plan is required.
10 ft side setback - NV required. Try to get a letter of support from the most impacted neighbor for the nonuse variance.

LOT OF RECORD: A parcel of land in the City, the deed of which was recorded in the public records of El Paso County, Colorado, on or before February 13, 1951; or a parcel of land which was subsequently annexed to the City which was either: a) a platted lot meeting the applicable subdivision requirements of El Paso County, b) a legal nonconforming lot in El Paso County, c) a parcel of land that was legally exempted by El Paso County from platting requirements, or d) a parcel of land in El Paso County created before September 1, 1972.

NOTE: The above information is intended to assist in the preparation of an application. This sheet is not a complete list of submittal requirements. Refer to the Zoning and Subdivision Ordinances and the appropriate application checklists for further information and details.

This form and the information contained herein is valid for 6 months.

Fee Estimate: $575 - $1,167
Number of Plans: 1 electronic copy, 1 hard copy
PRE-APPLICATION MEETING SUMMARY

Applicant(s) Present: Michael Malloy
Site Location: 1731 Mesa Road
Project Description: Subdivide

APPLICATION(S) REQUIRED: □ No application to the Planning Department required

Area: South  Date: 6/19/18
Pre-Application No.: 18-71
Lot Size: 40,429 sqft
TSN: 7401309003
Zone: R/HS

APPLICAITON(S) REQUIRED:

□ 2020 Land Use Map Amendment
□ Administrative Relief
□ Amendment to Plat Restriction
□ Annexation
□ Building Permit to Unplatted Land
□ CMRS No.
□ Concept Plan □ MJ ○ MN ○ MM
□ Conditional Use □ MJ ○ MN ○ MM
□ Historic Preservation Board
□ Master Plan □ MJ ○ MN ○ MM
□ Minor Improvement Plan
□ Nonuse Variance / Warrant
□ Preservation Easement Adjustment
□ Property Boundary Adjustment
□ Street Name Change
□ Subdivision Plat ○ PP ○ FP ○ PFP
□ Subdivision Waiver ○ Design ○ Process
□ Use Variance ○ MJ ○ MN ○ MM
□ Vacation of Plat
□ Vacation of Public Right-of-Way
□ Waiver of Replat
□ Zone Change

Visit the Land Use Review Division website at www.coloradosprings.gov/planninginfo for application forms and checklists

MJ = Major Amendment, MN = Minor Amendment, and MM = Minor Modification

PUBLIC NOTIFICATION REQUIREMENTS:

Note: Applicant will be required to pay for postage at time of poster pick-up.

☐ Pre-Application Stage  ☒ Internal Review Stage  ☐ Public Hearing Stage  ☐ No Public Notice Required
☐ Poster  ☒ 150 ft.  ☒ 500 ft.  ☒ 1,000 ft.  ☐ Custom distance: ________

ADDITIONAL STUDIES/MATERIALS TO BE SUBMITTED WITH APPLICATION:

Contact: Patrick Morris, 719-385-5075  Contact:  ☐ Wastewater Master Facility Report  ☒ Land Suitability Analysis
☐ Hydraulic Grade Line  ☒ Elevation Drawings  ☐ Mineral Estate Owner Notification  ☐ Other:

LDTC MEETING: ☐ Yes  ☒ No  Date:  ☒ __________ Time:  __________

COMMENTS: (This is a preliminary listing of issues and attention items; additional issues will likely surface as the application proceeds through the review process):

- Minimum lot size = 20,000 sqft; minimum lot width = 100'; front setback = 25'; side setback = 10'; rear setback = 35'; maximum lot coverage = 20%; maximum building height = 30'.
- A geologic hazard report or waiver is required with submittal. There is not a fee to review a geologic hazard waiver, however, if the waiver is not approved, a review fee for a geologic hazard report will be due.
- A drainage report is also required with submittal.
- Park & School fees are due at the building permit stage whenever new dwelling units are being created within City limits.
- Development Plan must include the following information: dimensional site plan, access points, preliminary grading plan, preliminary utility plan, proposed building elevations (do not have to be the final product), and a Land Suitability Analysis showing existing vegetation and/or other significant natural features. Provide a justification if planning to remove trees in ROW.

NOTE: The above information is intended to assist in the preparation of an application. This sheet is not a complete list of submittal requirements. Refer to the Zoning and Subdivision Ordinances and the appropriate application checklists for further information and details.

This form and the information contained herein is valid for 6 months.

Fee Estimate: $5,096.00 (HS dev plan, plat, tech fee) (+$540 for geohazard report review)
Number of Plans: 1 hard copy; 1 digital copy of all application materials; 2 copies of all reports

Hannah Van Nimwegen, AICP
Senior Planner
Land Use Review
Planning & Community Development
30 S. Nevada Avenue, Suite 105  Phone: (719) 385-5365
P.O. Box 1575, MC 155  Fax: (719) 385-5167
Colorado Springs, CO 80901-1575  hvannimwegen@springsgov.com
PRE-APPLICATION MEETING SUMMARY

Applicant(s) Present: Meredith Cullar
Site Location: 1918 West Uintah Street
Project Description: Convert detached garage to accessory dwelling unit (ADU)

APPLICATION(S) REQUIRED: □ No application to the Planning Department required

□ 2020 Land Use Map Amendment
□ Administrative Relief
□ Amendment to Plat Restriction
□ Annexation
□ Building Permit to Unplatted Land
□ CMRS No.
□ Concept Plan □ MJ □ MN □ MM
□ Conditional Use □ MJ □ MN □ MM
□ Development Agreement (PUD Zone)
□ Development Plan □ MJ □ MN □ MM
□ Historic Preservation Board
□ Master Plan □ MJ □ MN □ MM
□ Minor Improvement Plan
□ Nonuse Variance / Warrant
□ Preservation Easement Adjustment
□ Property Boundary Adjustment
□ Street Name Change
□ Subdivision Plat □ PP □ FP □ PFP
□ Subdivision Waiver □ Design □ Process
□ Use Variance □ MJ □ MN □ MM
□ Vacation of Plat
□ Vacation of Public Right-of-Way
□ Waiver of Replat
□ Zone Change

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MJ = Major Amendment, MN = Minor Amendment, and MM = Minor Modification

PUBLIC NOTIFICATION REQUIREMENTS:
Note: Applicant will be required to pay for postage at time of poster pick-up.
□ Pre-Application Stage
□ Internal Review Stage
□ Public Hearing Stage
□ No Public Notice Required

Postcard □ 150 ft. ■ 500 ft. ■ 1,000 ft.
□ Poster
□ Custom distance:

ADDITIONAL STUDIES/MATERIALS TO BE SUBMITTED WITH APPLICATION:
□ Geo-Hazard Report
□ Hydraulic Grade Line
□ Elevation Drawings
□ Traffic Impact Analysis
□ Wastewater Master Facility Report
□ Mineral Estate Owner Notification
□ Drainage Report
□ Land Suitability Analysis
□ Other:

LDTC MEETING: □ Yes □ No
Date: _____________________ Time: _____________________

COMMENTS: (This is a preliminary listing of issues and attention items; additional issues will likely surface as the application proceeds through the review process):

- A minor development plan amendment required in order to change the use of the garage into the ADU. Required per Condition of Record in Ord 81-118. Amending plan DS DP 81-140-A2(91).
- Maximum size of ADU = 750 square feet, a minimum separation of 20’ from edge of ADU to principal home required, and cannot exceed 25’ in height. The gross square footage of an accessory structure cannot exceed the footprint of the principal home.
- Three nonuse variances needed: first, for an accessory structure to exceed the footprint of the principal home; second, allow a 0’ setback along the side property line where 5’ is required; third, allow a 0’ setbacks along the rear property line where 10’ is required.
- Provide a floor plan of accessory structure to ensure ADU does not exceed 750 sqft. Provide a site plan to ensure the ADU is 20’ from principal structure.

NOTE: The above information is intended to assist in the preparation of an application. This sheet is not a complete list of submittal requirements. Refer to the Zoning and Subdivision Ordinances and the appropriate application checklists for further information and details.

This form and the information contained herein is valid for 6 months.

Fee Estimate: $1,615.00 (MM + 3 NV (LUR only))
Number of Plans: 1 hard copy; 1 digital copy; 2 copies of all reports

Hannah Van Nimwegen
Senior Planner
Land Use Review
Planning & Community Development
30 S. Nevada Avenue, Suite 105 Phone: (719) 385-5365
P.O. Box 1575, MC 155 Fax: (719) 385-5167
Colorado Springs, CO 80901-1575 hvannimwegen@springsgov.com
## Pre-Application Meeting Summary

**Applicant(s) Present:** James Swonger

**Site Location:** 2115 Bruno Cir

**Project Description:** replace landing on side of split level house

**Area:** South  
**Date:** 6/26/2018  
**Pre-Application No.:** 18-80  
**Lot Size:** 4,513 sf  
**TSN:** 6425303007  
**Zone:** PUD AO

### Application(s) Required:
- [ ] No application to the Planning Department required
- [ ] Development Agreement (PUD Zone)
- [ ] Development Plan (MJ, MN, MM)
- [ ] Historic Preservation Board
- [ ] Master Plan (MJ, MN, MM)
- [ ] Minor Improvement Plan
- [ ] Nonuse Variance / Warrant
- [ ] Preservation Easement Adjustment
- [ ] Property Boundary Adjustment
- [ ] Street Name Change
- [ ] Subdivision Plat (PP, FP, PFP)
- [ ] Subdivision Waiver (Design, Process)
- [ ] Use Variance (MJ, MN, MM)
- [ ] Vacation of Plat
- [ ] Vacation of Public Right-of-Way
- [ ] Waiver of Replat
- [ ] Zone Change

### Neighborhood Organization:

**Neighborhood Association/Contact:**

### Public Notification Requirements:

- [X] Pre-Application Stage  
- [ ] Internal Review Stage  
- [ ] Public Hearing Stage  
- [ ] No Public Notice Required

**Pre-application Stage:**

- **Buffer Distance:**
  - [ ] 150 ft.
  - [ ] 500 ft.
  - [ ] 1,000 ft.
  - [ ] Custom distance:

### Additional Studies/Materials to be Submitted with Application:

- [ ] Geo-Hazard Report
- [ ] Traffic Impact Analysis
- [ ] Drainage Report
- [ ] Traffic Impact Analysis
- [ ] Wastewater Master Facility Report
- [ ] Land Suitability Analysis
- [ ] Hydraulic Grade Line
- [ ] Elevation Drawings
- [ ] Other:

### LDTC Meeting:

- [ ] Yes  
- [ ] No

**Date:**

**Time:**

### Comments:

(This is a preliminary listing of issues and attention items; additional issues will likely surface as the application proceeds through the review process.)

Project proposes to replace a 6 ft x 6ft landing and stairs off of the west side of a split level house. DP not found but per the Plantrack record for Horizon Sub, the side setback is 0 ft on the west side of this property and 10 ft on the east side of the property. The project proposes a 2 ft west side setback. No application is required.

Front SB is 18 ft and rear 20 ft.

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This form and the information contained herein is valid for 6 months.

**Fee Estimate:** $0

**Number of Plans:**

---

**Katelyn Hyllested**  
Planner I  
Development Review Enterprise  
Planning & Community Development  
2880 International Circle, #200-7  
Phone: (719) 385-7347  
P.O. Box 1575, MC 1378  
Fax: (719) 385-7385  
Colorado Springs, CO 80901-1575  
khyllested@springsgov.com
PRE-APPLICATION MEETING SUMMARY

Applicant(s) Present: SARA WEBB
Lot Size: 12.53
Site Location: 2205 WILLOW TREE GROVE
Zone: PUD
Project Description: AMENDMENT TO SITE

APPLICATIONS REQUIRED:
- Conditional Use □ MJ □ MN □ MM
- Development Agreement (PUD Zone) □
- Development Plan □ MJ □ MN □ MM
- Master Plan □ MJ □ MN □ MM
- Subdivision Plat □ PP □ FP □ PFP
- Subdivision Waiver (Design/Process) □
- Use Variance □ MJ □ MN □ MM
- Vacations of Plat □
- Vacations of Public Right-of-Way □
- Waiver of Replat □
- Zone Change □
- Nonuse Variance □
- Preservation Easement Adjustment □
- Property Boundary Adjustment □
- Street Name Change □
- Administrative Relief □
- Amendment to Plat Restriction □
- Annexation □
- Building Permit to Unplatted Land □
- Building Permit Prior to Platting □
- CMRS No. □
- Concept Plan □ MJ □ MN □ MM

Visit the Land Use Review Division website at www.springsgov.com Section Index.aspx?NavID=735 for application form and checklists
Note: MJ = Major Amendment, MN = Minor Amendment, and MM = Minor Modification

NEIGHBORHOOD ISSUES:
Name of Neighborhood Association: N/A
Contact person(s) and information:
Possible issues that might be raised with the neighborhood:

ADDITIONAL STUDIES/MATERIALS TO BE SUBMITTED WITH APPLICATION:
□ Elevation Drawings
□ Land Suitability Analysis
□ Drainage Report
□ Geo-Hazard Report or Exemption (Contact a geologist to determine which)
□ Wastewater Master Facility Report
□ Traffic Study
□ Mineral Estate Owner Notification
□ Public Hearing Stage
□ Other:

PUBLIC NOTIFICATION REQUIREMENTS:
- Pre-Application Stage □
- Internal Review Stage □
- Public Hearing Stage □
- No Public Notice Required □
Buffer Distance: □ 150 ft. □ 500 ft. □ 1,000 ft.
Note: Applicant will be required to pay for postage at time of poster pick-up.

LDTC MEETING: □ Yes □ No Date: Time:

Development issues which need to be addressed with application (Note: This is a preliminary listing of development issues; additional issues will likely surface as the application proceeds through the development review process):
- ADD THE NEW FILE NO. IN THE LOWER RIGHT CORNER OF ALL SUBMITTED SITE PLAN SHEETS. "AR DPA 98-000694-A3MN18".
- ADD THE CITY OF COLORADO SPRINGS SITE PLAN SHEET TO THE SET OF SITE PLANS.
- PROVIDE PROJECT STATEMENT ON SEPARATE SHEET.

Development History:
AR DPA 98-000694-A2(05)

NOTE: The above information is intended to assist in the preparation of an application. This sheet is not a complete list of submit requirements. Refer to the Zoning and Subdivision Ordinances and the appropriate application checklists for further information and details.

Rachel Teixeira
Planner II
Land Use Review Division
Planning & Community Development
30 S. Nevada Avenue, Suite 105
P.O. Box 1575, MC 155
Colorado Springs, CO 80901-1575
Phone: (719) 385-5358
Fax: (719) 385-5167
rteixeira@springsgov.com

This form and the information contained herein is valid for 6 months.

FEE ESTIMATE: $175.60

NUMBER OF PLANS: CONTACT PLANNER WHEN READY TO SUBMIT THE PROJECT.
NOTE: The above information is intended to assist in the preparation of an application. This sheet is not a complete list of submittal requirements. Refer to the Zoning and Subdivision Ordinances and the appropriate application checklists for further information and details.

This form and the information contained herein is valid for 6 months.

Pre-Application No.: 18-67
Lot Size: 1.29 ac
TSN: 7411328026
Zone: M-1

APPLICATION(S) REQUIRED:  □ No application to the Planning Department required

☐ 2020 Land Use Map Amendment
☐ Administrative Relief
☐ Amendment to Plat Restriction
☐ Annexation
☐ Building Permit to Unplatted Land
☐ CMRS No.  □
☐ Concept Plan  □ MJ  □ MN  □ MM
☐ Conditional Use  □ MJ  □ MN  □ MM
☐ Development Agreement (PUD Zone)
☐ Development Plan  □ MJ  □ MN  □ MM
☐ Historic Preservation Board
☐ Master Plan  □ MJ  □ MN  □ MM
☐ Minor Improvement Plan
☐ Nonuse Variance / Warrant
☐ Preservation Easement Adjustment
☐ Property Boundary Adjustment
☐ Street Name Change
☐ Subdivision Plat  □ PP  □ FP  □ PFP
☐ Subdivision Waiver  □ Design  □ Process
☐ Use Variance  □ MJ  □ MN  □ MM
☐ Vacation of Plat
☐ Vacation of Public Right-of-Way
☐ Waiver of Replat
☐ Zone Change

Visit the Land Use Review Division website at www.coloradosprings.gov/planninginfo for application forms and checklists
MJ = Major Amendment, MN = Minor Amendment, and MM = Minor Modification

STAFF DETERMINED:
- This was an expansion of an existing permitted land use. The conversion of some office space to packaging/sealing for distribution will not trigger an amendment to a nonexistent development plan at this time.
- If further expansion (building addition) or change of land use is necessary, an amendment to a nonexistent development plan may be required. Please contact Planning to set up another pre-app meeting at that time 719-385-5909, or use the website to submit a pre-app request coloradosprings.gov/planning

Fee Estimate: N/A
Number of Plans: N/A

Hannah Van Nimwegen
Senior Planner
Land Use Review
Planning & Community Development
30 S. Nevada Avenue, Suite 105  Phone: (719) 385-5365
P.O. Box 1575, MC 155  Fax: (719) 385-5167
Colorado Springs, CO 80901-1575  hvannimwegen@springsgov.com
### PRE-APPLICATION MEETING SUMMARY

**Applicant(s) Present:** Joe Martinez  
**Site Location:** 2311 Delta Drive  
**Project Description:** Covered Porch

<table>
<thead>
<tr>
<th>APPLICATION(S) REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ No application to the Planning Department required</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OBJECTIVE</th>
<th>ACTION</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reduce front setback</td>
<td>☑</td>
<td>☑</td>
</tr>
<tr>
<td>Front setback is 25 ft, double frontage lot - front setback will be applied to lot lines along Delta Dr and Granada Dr. Administrative relief is an option if the porch will reduce the front setback to 21.25 ft or greater, otherwise, a nonuse variance will be required. Proposed lot coverage is 15%.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Area:** South  
**Date:** 6/18/2018  
**Pre-Application No.:** 18-83  
**Lot Size:** 8,700 sf  
**TSN:** 6427405017  
**Zone:** R1-6 AO

<table>
<thead>
<tr>
<th>PUBLIC NOTIFICATION REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ Pre-Application Stage</td>
</tr>
<tr>
<td>☑ Internal Review Stage</td>
</tr>
<tr>
<td>☑ Public Hearing Stage</td>
</tr>
<tr>
<td>☑ No Public Notice Required</td>
</tr>
<tr>
<td>☑ Custom distance:</td>
</tr>
</tbody>
</table>

**ADDITIONAL STUDIES/MATERIALS TO BE SUBMITTED WITH APPLICATION:**

<table>
<thead>
<tr>
<th>STUDY/MATERIAL</th>
<th>DESCRIPTION</th>
<th>CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Geo-Hazard Report</td>
<td>☑</td>
<td>☑</td>
</tr>
<tr>
<td>Hydraulic Grade Line</td>
<td>☑</td>
<td>☑</td>
</tr>
<tr>
<td>Elevation Drawings</td>
<td>☑</td>
<td>☑</td>
</tr>
<tr>
<td>Traffic Impact Analysis</td>
<td>☑</td>
<td>☑</td>
</tr>
<tr>
<td>Wastewater Master Facility Report</td>
<td>☑</td>
<td>☑</td>
</tr>
<tr>
<td>Mineral Estate Owner Notification</td>
<td>☑</td>
<td>☑</td>
</tr>
</tbody>
</table>

**Additional Information:**

- This form and the information contained herein is valid for 6 months.
- Visit the Land Use Review Division website at [www.coloradosprings.gov/planninginfo](http://www.coloradosprings.gov/planninginfo) for application forms and checklists.
- MJ = Major Amendment, MN = Minor Amendment, and MM = Minor Modification.

**Contact:**

- Katelyn Hyllested  
  Planner I  
  Development Review Enterprise  
  Planning & Community Development  
  2880 International Circle, #200-7  
  P.O. Box 1575, MC 1378  
  Colorado Springs, CO 80901-1575  
  Phone: (719) 385-7347  
  Fax: (719) 385-7385  
  khyllested@springsgov.com
PRE-APPLICATION MEETING SUMMARY

GENERAL INFORMATION
Applicant(s) Present: MONICO RICO / MICHAEL
Site Location: 2530 DELTA DRIVE
Project Description: ALLOW OIL CHANGE

APPLICATIONS REQUIRED:
- Conditional Use
- Development Agreement (PUD Zone)
- Master Plan
- Nonuse Variance
- Preservation Easement Adjustment
- Property Boundary Adjustment
- Street Name Change
- Subdivision Plat
- Subdivision Waiver (Design/Process)
- Use Variance
- Vacation of Plat
- Vacation of Public Right-of-Way
- Waiver of Replat
- Zone Change

Visit the Land Use Review Division website at www.springsgov.com/SectionIndex.aspx?NavID=795 for application form and checklists
Note: MJ = Major Amendment, MN = Minor Amendment, and MM = Minor Modification

NEIGHBORHOOD ISSUES:
Name of Neighborhood Association: PIKES PEAK PARK HOA
Contact person(s) and information: FINCHAM PROPERTIES
Possible issues that might be raised with the neighborhood:
475-1234

ADDITIONAL STUDIES/MATERIALS TO BE SUBMITTED WITH APPLICATION:
- Elevation Drawings
- Geo-Hazard Report or Exemption (Contact a geologist to determine which)
- Land Suitability Analysis
- Wastewater Master Facility Report
- Mineral Estate Owner Notification
- Drainage Report
- Traffic Study
- Other:

PUBLIC NOTIFICATION REQUIREMENTS:
- Pre-Application Stage
- Poster
- No Public Notice Required

LDTC MEETING:
- Postcard
- Buffer Distance: 150 ft.
- 500 ft.
- 1,000 ft.
- Yes
- Date: Time:

Development issues which need to be addressed with application (Note: This is a preliminary listing of development issues; additional issues will likely surface as the application proceeds through the development review process;)
Auto Service - Only a Site Plan (Use Permitted)
Parking - Add 1 Landscaping to site - Planters

Development History: No Development Plan

NOTE: The above information is intended to assist in the preparation of an application. This sheet is not a complete list of submittal requirements. Refer to the Zoning and Subdivision OIdinances and the appropriate application checklists for further information and details.

This form and the information contained herein is valid for 6 months.

FEE ESTIMATE:

NUMBER OF PLANS:

Rachel Teixeira
Planner II
Land Use Review Division
Planning & Community Development
30 S. Nevada Avenue, Suite 105
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Colorado Springs, CO 80901-1575
Phone: (719) 385-5368
Fax: (719) 385-5167
rteixeira@springsgov.com
PRE-APPLICATION MEETING SUMMARY

Applicant(s) Present: Neil Katz

Site Location: 2726 Wheeler

Project Description: addition to CSU building

APPLICATION(S) REQUIRED: [ ] No application to the Planning Department required

☐ 2020 Land Use Map Amendment ☐ Development Agreement (PUD Zone) ☐ Street Name Change
☐ Administrative Relief ☐ Development Plan [MJ] [MN] [MM] ☐ Subdivision Plat [PP] [FP] [PFP]
☐ Amendment to Plat Restriction ☐ Historic Preservation Board ☐ Subdivision Waiver [Design] [Process]
☐ Annexation ☐ Master Plan [MJ] [MN] [MM] ☐ Use Variance [MJ] [MN] [MM]
☐ Building Permit to Unplatted Land ☐ Minor Improvement Plan ☐ Vacation of Plat
☐ CMRS No. ☐ Nonuse Variance / Warrant ☐ Vacation of Public Right-of-Way
☐ Concept Plan [MJ] [MN] [MM] ☐ Preservation Easement Adjustment ☐ Waiver of Replat
☐ Conditional Use [MJ] [MN] [MM] ☐ Property Boundary Adjustment ☐ Zone Change

Visit the Land Use Review Division website at www.coloradosprings.gov/planninginfo for application forms and checklists

MJ = Major Amendment, MN = Minor Amendment, and MM = Minor Modification

Area: South Date: 6/19/18

Lot Size: 

TSN: 7415120001

Zone: PF

Neighborhood Organization/Contact: 

PUBLIC NOTIFICATION REQUIREMENTS:

Note: Applicant will be required to pay for postage at time of poster pick-up.

☐ Pre-Application Stage ☐ Internal Review Stage ☐ Public Hearing Stage
☐ Postcard ☐ Poster ☐ No Public Notice Required
[ ] Buffer Distance: ☐ 150 ft. ☐ 500 ft. ☐ 1,000 ft. ☐ Custom distance: 

ADDITIONAL STUDIES/MATERIALS TO BE SUBMITTED WITH APPLICATION:

Contact: Patrick Morris, 719-385-5075 Contact: Jonathan Scherer, 719-385-5546
☐ Hydraulic Grade Line ☐ Wastewater Master Facility Report ☐ Land Suitability Analysis
☐ Elevation Drawings ☐ Mineral Estate Owner Notification ☐ Other:

LDTC MEETING: ☐ Yes ☐ No Date: 

Time: 

COMMENTS: (This is a preliminary listing of issues and attention items; additional issues will likely surface as the application proceeds through the review process):

- DP 89-103-A1 most recent DP for the site.
- C107082 building permit under review
- Use the existing development plan and bubble all areas of change.
- Include use - maintenance and service facility
- Revise the parking to state maintenance and service facility and park the vehicle storage and office uses at 1/200.
- The drive aisles and parking areas are different onsite than what is shown on the plan. Ensure the plan will match the site at time of CO.

NOTE: The above information is intended to assist in the preparation of an application. This sheet is not a complete list of submittal requirements. Refer to the Zoning and Subdivision Ordinances and the appropriate application checklists for further information and details.

This form and the information contained herein is valid for 6 months.

Fee Estimate: no fee City submittal - LUR, EDRD, Fire review

Number of Plans: 1 full size

Lonna Thelen, AICP LEED AP BD+C
Principal Planner
Land Use Review
Planning & Community Development
30 S. Nevada Avenue, Suite 105 Phone: (719) 385-5383
P.O. Box 1575, MC 155 Fax: (719) 385-5167
Colorado Springs, CO 80901-1575 lthelen@springsgov.com
NEIGHBORHOOD ORGANIZATION

Neighborhood Association/Contact: Mesa Neighborhood Assoc.

PUBLIC NOTIFICATION REQUIREMENTS:

Note: Applicant will be required to pay for postage at time of poster pick-up.

- Pre-Application Stage
- Internal Review Stage
- Public Hearing Stage
- No Public Notice Required
- Custom distance: __________

ADDITIONAL STUDIES/MATERIALS TO BE SUBMITTED WITH APPLICATION:

- Geo-Hazard Report
- Hydraulic Grade Line
- Elevation Drawings
- Traffic Impact Analysis
- Wastewater Master Facility Report
- Mineral Estate Owner Notification
- Drainage Report
- Land Suitability Analysis
- Other: Photometric plan

LDTC MEETING:

- Yes
- No

Date: TBD

COMMENTS: (This is a preliminary listing of issues and attention items; additional issues will likely surface as the application proceeds through the review process):

- A zone change to PUD and a concept plan for senior living was approved May 27, 2017. Concept plan established height zones with the tallest allowing structures up to 57’. Reference case numbers CPC ZC 15-00107 and CPC CP 15-00108. Concept plan does not cement minor site layout details, and site layout may be altered with the development plan. However, the zone district and concept plan does cement high level aspects of the project such as specific height limitations and access points.

- The PUD development plan must include the following sheets: cover sheet, dimensional site plan, preliminary utility plan, preliminary grading plan, land suitability analysis, landscape plan, and a photometric plan.

- An updated geologic hazard report and drainage report will be required with application submittal. Contact reviewers above for more info and clarification.

- Applicable neighborhood organizations: Mesa Neighborhood Assoc., Broadview Ranch, Friendship Crescent, Kissing Camels, La Posada, Mesa Pointe, The Park at Kissing Camels.

- Contact planner below to set up a LDTC meeting when site is further in the design process, but prior to application submittal. Currently, LDTC is scheduling about a month in advance.

NOTE: The above information is intended to assist in the preparation of an application. This sheet is not a complete list of submittal requirements. Refer to the Zoning and Subdivision Ordinances and the appropriate application checklists for further information and details.

This form and the information contained herein is valid for 6 months.

Fee Estimate: $4,748 (Dev plan for PUD zone)

Number of Plans: 1 hard copy; 1 digital copy; 2 copies of all reports

PRE-APPLICATION MEETING SUMMARY

Applicant(s) Present: Meaghan Turner, Bruce Shogren, Bill Taylor, Pat Gleason, John Heiberger

Site Location: 2744 Grand Vista Circle

Project Description: Senior living facility

APPLICATION(S) REQUIRED:

☐ No application to the Planning Department required

☐ Development Agreement (PUD Zone)

☐ Historic Preservation Board

☐ Master Plan

☐ Minor Improvement Plan

☐ Preservation Easement Adjustment

☐ Property Boundary Adjustment

☐ Street Name Change

☐ Subdivision Plat

☐ Use Variance

☐ Vacation of Plat

☐ Waiver of Replat

☐ Zone Change

Visit the Land Use Review Division website at www.coloradosprings.gov/planninginfo for application forms and checklists

MJ = Major Amendment, MN = Minor Amendment, and MM = Minor Modification

Area: South

Date: 6/11/18

Pre-Application No.: 18-68

Lot Size: 15.26 ac

TSN: 7335403002

Zone: R-5/HS

Hannah Van Nimwegen
Senior Planner
Land Use Review
Planning & Community Development
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Colorado Springs, CO 80901-1575
hvannimwegen@springsgov.com

Phone: (719) 385-5365
Fax: (719) 385-5167
PRE-APPLICATION MEETING SUMMARY

GENERAL INFORMATION
Applicant(s) Present: TAMARA SELERS
Site Location: 3110 AND 3035 BOYCHUK AVE
Project Description: Broker Auto Sales

APPLICATIONS REQUIRED:
[ ] 2020 Land Use Map Amendment
[ ] Administrative Relief
[ ] Amendment to Plat Restriction
[ ] Annexation
[ ] Building Permit to Unplatted Land
[ ] Building Permit Prior to Platting
[ ] CMRS No.
[ ] Concept Plan
[ ] Conditional Use
[ ] Development Agreement (PUD Zone)
[ ] Development Plan
[ ] Master Plan
[ ] Nonuse Variance
[ ] Preservation Easement Adjustment
[ ] Property Boundary Adjustment
[ ] Street Name Change

[ ] Subdivision Plat
[ ] Subdivision Waiver (Design/Process)
[ ] Use Variance
[ ] Vacation of Plat
[ ] Vacation of Public Right-of-Way
[ ] Waiver of Replat
[ ] Zone Change

Visit the Land Use Review Division website at www.springsgov.com/SectionIndex.aspx?NavID=795 for application form and checklists
Note: MU = Major Amendment, MN = Minor Amendment, and MM = Minor Modification

NEIGHBORHOOD ISSUES:
Name of Neighborhood Association: N/A
Contact person(s) and Information:
Possible issues that might be raised with the neighborhood:

ADDITIONAL STUDIES/MATERIALS TO BE SUBMITTED WITH APPLICATION:
[ ] Elevation Drawings
[ ] Geo-Hazard Report or Exemption (Contact a geologist to determine which)
[ ] Land Suitability Analysis
[ ] Wastewater Master Facility Report
[ ] Mineral Estate Owner Notification
[ ] Drainage Report
[ ] Traffic Study
[ ] Other:

PUBLIC NOTIFICATION REQUIREMENTS:
[ ] Postcard
Buffer Distance: [ ] 150 ft. [ ] 500 ft. [ ] 1,000 ft.
[ ] Pre-Application Stage
[ ] Internal Review Stage
[ ] Public Hearing Stage
[ ] No Public Notice Required

LDTC MEETING: [ ] Yes [ ] No
Date: ___________ Time: ___________

Development issues which need to be addressed with application (Note: This is a preliminary listing of development issues; additional issues will likely surface as the application proceeds through the development review process.):

Provide project statement addressing 3 criteria for conditional use.
Modify site plan to reflect proposed use.

Development History: YES

NOTE: The above information is intended to assist in the preparation of an application. This sheet is not a complete list of submittal requirements. Refer to the Zoning and Subdivision Ordinances and the appropriate application checklists for further information and details.

This form and the information contained herein is valid for 6 months.

FEE ESTIMATE: $2,105.00
NUMBER OF PLANS: Contact Planner for submittal requirements.

Rachel Teixeira
Planner II
Land Use Review Division
Planning & Community Development
30 S. Nevada Avenue, Suite 105
P.O. Box 1575, MC 155
Colorado Springs, CO 80901-1575
Phone: (719) 385-5368
Fax: (719) 385-5167
rteixeira@springsgov.com
PRE-APPLICATION MEETING SUMMARY

GENERAL INFORMATION

Applicant(s) Present: JOY FOCHT

Site Location: 3110 BOYCHUK AVENUE

Project Description: SUBDIVIDE PROPERTY RU STORAGE

APPLICATIONS REQUIRED:

☐ 2020 Land Use Map Amendment
☐ Administrative Relief
☐ Amendment to Plat Restriction
☐ Annexation
☐ Building Permit to Unplatted Land
☐ Building Permit Prior to Plating
☐ CMRS No.
☐ Concept Plan

☐ Conditional Use
☐ Development Agreement (PUD Zone)
☐ Development Plan
☐ Master Plan
☐ Nonuse Variance
☐ Preservation Easement Adjustment
☐ Property Boundary Adjustment
☐ Street Name Change

Visit the Land Use Review Division website at www.springsgov.com/SectionIndex.aspx?NavID=795 for application form and checklists
Note: MJ = Major Amendment, MN = Minor Amendment, and MM = Minor Modification

NEIGHBORHOOD ISSUES:

Name of Neighborhood Association: N/A

Contact person(s) and information: ________________

Possible Issues that might be raised with the neighborhood:

ADDITIONAL STUDIES/MATERIALS TO BE SUBMITTED WITH APPLICATION:

☐ Elevation Drawings
☐ Geo-Hazard Report or Exemption (Contact a geologist to determine which)
☐ Land Suitability Analysis
☐ Wastewater Master Facility Report
☐ Mineral Estate Owner Notification
☐ Drainage Report
☐ Traffic Study
☐ Other: ________________________________

PUBLIC NOTIFICATION REQUIREMENTS:

☐ Pre-Application Stage
☐ Internal Review Stage
☐ Public Hearing Stage

☐ Yes ☐ No

Date: ____________________________

Time: ____________________________

Development issues which need to be addressed with application (Note: This is a preliminary listing of development issues; additional issues will likely surface as the application proceeds through the development review process):

RU STORAGE YARD

DRAINAGE / GEO - HAZARD

THREE PLANNING OPTIONS FOR APPLICANT

Development History: AR DP 00-00374-A2MN07

AR DP 00-00364

NOTE: The above information is intended to assist in the preparation of an application. This sheet is not a complete list of submittal requirements. Refer to the Zoning and Subdivision Ordinances and the appropriate application checklists for further information and details.

This form and the information contained herein is valid for 6 months.

FEE ESTIMATE: $3,769.00

NUMBER OF PLANS: ________________

Rachel Teixeira
Planner II
Land Use Review Division
Planning & Community Development
30 S. Nevada Avenue, Suite 105
P.O. Box 1575, MC 155
Colorado Springs, CO 80901-1575
Phone: (719) 385-5368
Fax: (719) 385-5167
rteixeira@springsgov.com
PRE-APPLICATION MEETING SUMMARY

GENERAL INFORMATION
Applicant(s) Present: MIKE BUTLER
Site Location: 3201 EAST PLATTE AVE.
Project Description: AMEND SITE PLAN

APPLICATIONS REQUIRED:
- Conditional Use C MJ C MN C MM
- Development Agreement (PUD Zone)
- Development Plan C MJ C MM
- Master Plan C MJ C MN C MM
- Nonuse Variance
- Preservation Easement Adjustment
- Property Boundary Adjustment
- Street Name Change
- Subdivision Plat C PP C FP C PFP
- Subdivision Waiver (Design/Process)
- Use Variance C MJ C MN C MM
- Vacation of Plat
- Vacation of Public Right-of-Way
- Waiver of Replat
- Zone Change

Visit the Land Use Review Division website at www.springsgov.com/SectionIndex.aspx?NavID=795 for application form and checklists
Note: MJ = Major Amendment, MN = Minor Amendment, and MM = Minor Modification

NEIGHBORHOOD ISSUES:
Name of Neighborhood Association: NA
Contact person(s) and information:
Possible issues that might be raised with the neighborhood:

ADDITIONAL STUDIES/MATERIALS TO BE SUBMITTED WITH APPLICATION:
- Elevation Drawings
- Geo-Hazard Report or Exemption (Contact a geologist to determine which)
- Land Suitability Analysis
- Wastewater Master Facility Report
- Mineral Estate Owner Notification
- Drainage Report
- Traffic Study
- Other:

PUBLIC NOTIFICATION REQUIREMENTS:
- Pre-Application Stage
- Internal Review Stage
- Public Hearing Stage
- No Public Notice Required

LDTU MEETING:
Yes ☑
No ☐
Date: ___________ Time: ___________

Development issues which need to be addressed with application (Note: This is a preliminary listing of development issues; additional issues will likely surface as the application proceeds through the development review process):

PROVIDE PROJECT STATEMENT ON SEPARATE SHEET COMPLETE AND SIGN "GENERAL APPLICATION FORM", MODIFY THE SITE PLAN TO INCLUDE THE GROCERY PICK-UP AREA.

Development History: DS DP 95-00137-A1(05)

NOTE: The above information is intended to assist in the preparation of an application. This sheet is not a complete list of submittal requirements. Refer to the Zoning and Subdivision Ordinances and the appropriate application checklists for further information and details.

This form and the information contained herein is valid for 6 months.

FEE ESTIMATE: $175.00

NUMBER OF PLANS: CONTACT PLANNER WHEN READY TO SUBMIT PROJECT, NEED TO SCHEDULE A MEETING.

Rachel Teixeira
Planner II
Land Use Review Division
Planning & Community Development
305 Colorado Ave, Suite 105
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Phone: (719) 385-5308
Fax: (719) 385-5167
rteixeira@springsgov.com
PRE-APPLICATION MEETING SUMMARY

GENERAL INFORMATION

Applicant(s) Present: LYSCHEL HARTWAY
Site Location: 4307 MOONBEAM DRIVE
Project Description: LARGE HOME DAY

APPLICATIONS REQUIRED:
- Conditional Use C'MJ C'MN C'MM
- Development Agreement (PUD Zone) C'MJ C'MN C'MM
- Master Plan C'MJ C'MN C'MM
- Nonuse Variance C'MJ C'MN C'MM
- Preservation Easement Adjustment
- Property Boundary Adjustment
- Street Name Change
- Subdivision Plat C'PP C'FP C'FP C'FP
- Subdivision Waiver (Design/Process) C'MJ C'MN C'MM
- Use Variance C'MJ C'MN C'MM
- Vacation of Plat
- Vacation of Public Right-of-Way
- Waiver of Replat
- Zone Change

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Note: MJ = Major Amendment, MN = Minor Amendment, and MM = Minor Modification

NEIGHBORHOOD ISSUES:
Name of Neighborhood Association: N/A
Contact person(s) and information:
Possible Issues that might be raised with the neighborhood:

ADDITIONAL STUDIES/MATERIALS TO BE SUBMITTED WITH APPLICATION:
- Elevation Drawings
- Geo-Hazard Report or Exemption (Contact a geologist to determine which)
- Land Suitability Analysis
- Wastewater Master Facility Report
- Mineral Estate Owner Notification

PUBLIC NOTIFICATION REQUIREMENTS:
- Postcard C'MJ C'MN C'MM
- Pre-Application Stage C'MJ C'MN C'MM
- Internal Review Stage C'MJ C'MN C'MM
- Public Hearing Stage C'MJ C'MN C'MM
- No Public Notice Required

Go to El Paso County Tax Assessor's Garden of Gods/
Centennial

LDTC MEETING:
Yes C'MJ C'MN C'MM
No
Date: ____________ Time: ____________

Development issues which need to be addressed with application (Note: This is a preliminary listing of development issues; additional issues will likely surface as the application proceeds through the development review process):

Provide a site plan of property and a project statement addressing the three review criteria for conditional use: small day care?

Development History:

NOTE: The above information is intended to assist in the preparation of an application. This sheet is not a complete list of submittal requirements. Refer to the Zoning and Subdivision Ordinances and the appropriate application checklists for further information and details.

This form and the information contained herein is valid for 6 months.

FEE ESTIMATE: SEE ATTACHED SHEET.
NUMBER OF PLANS: CONTACT PLANNER WHEN READY TO SUBMIT PROJECT.
PRE-APPLICATION MEETING SUMMARY

Date: 06/26/2018
Lot Size: 3.94 ACRES
Area: SOUTH
TSN: 6414103005
Zone: PBC/CR

Applicant(s) Present: DON VAUGHN
Site Location: 4355 EAST PIKES PEAK AVE
Project Description: ADJUST PARKING

APPLICATIONS REQUIRED:

- Conditional Use (MJ, MN, MM)
- Development Agreement (PUD Zone)
- Master Plan (MJ, MN, MM)
- Nonuse Variance
- Preservation Easement Adjustment
- Property Boundary Adjustment
- Street Name Change
- Subdivision Plat (PP, FP, CFP)
- Subdivision Waiver (Design/Process)
- Use Variance (MJ, MN, MM)
- Vacation of Plat
- Vacation of Public Right-of-Way
- Waiver of Replat
- Zone Change

Visit the Land Use Review Division website at www.springsgov.com/SectionIndex.aspx?NavID=795 for application form and checklists
Note: MJ = Major Amendment, MN = Minor Amendment, and MM = Minor Modification

NEIGHBORHOOD ISSUES:
Name of Neighborhood Association: NO OUTDOOR STORAGE OF HOUSEHOLD ITEMS
Contact person(s) and information:
Possible issues that might be raised with the neighborhood:

ADDITIONAL STUDIES/MATERIALS TO BE SUBMITTED WITH APPLICATION:

- Elevation Drawings
- Geo-Hazard Report or Exemption (Contact a geologist to determine which)
- Land Suitability Analysis
- Wastewater Master Facility Report
- Mineral Estate Owner Notification
- Drainage Report
- Traffic Study
- Other:

PUBLIC NOTIFICATION REQUIREMENTS:
- Pre-Application Stage
- Internal Review Stage
- Public Hearing Stage
- No Public Notice Required

LDTC MEETING: Yes No Date: ___________ Time: ___________

Development issues which need to be addressed with application (Note: This is a preliminary listing of development issues; additional issues will likely surface as the application proceeds through the development review process):

- Need to designate the type and dimension(s) of the parking spaces being proposed
- Fire needs to review fencing adjacent to the proposed storage lot 1 block 1 central sub. no. 8
- VEHICLE PARKING IN THE
- STAFF DOES NOT SUPPORT

Development History:

NOTE: The above information is intended to assist in the preparation of an application. This sheet is not a complete list of submittal requirements. Refer to the Zoning and Subdivision Ordinances and the appropriate application checklists for further information and details.

This form and the information contained herein is valid for 6 months.

FEE ESTIMATE: __________________________

NUMBER OF PLANS: _____________________
PRE-APPLICATION MEETING SUMMARY

Applicant(s) Present: Rocio Gonzales

Site Location: Lot A8 of Golden Acres MHP - 5150 Airport Rd

Project Description: Adding a carport

APPLICATION(S) REQUIRED:
- ☐ No application to the Planning Department required
- ☐ Development Agreement (PUD Zone)
- ☐ Development Plan (MJ, MN, MM)
- ☐ Historic Preservation Board
- ☐ Master Plan (MJ, MN, MM)
- ☐ Minor Improvement Plan
- ☐ Preservation Easement Adjustment
- ☐ Property Boundary Adjustment
- ☐ Street Name Change
- ☐ Subdivision Plat (PP, FP, PFP)
- ☐ Subdivision Waiver (Design, Process)
- ☐ Use Variance (MJ, MN, MM)
- ☐ Vacation of Plat
- ☐ Vacation of Public Right-of-Way
- ☐ Waiver of Replat
- ☐ Zone Change

Visit the Land Use Review Division website at www.coloradosprings.gov/planninginfo for application forms and checklists

MJ = Major Amendment, MN = Minor Amendment, and MM = Minor Modification

PUBLIC NOTIFICATION REQUIREMENTS:
- ☑ Pre-Application Stage
- ☐ Internal Review Stage
- ☐ Public Hearing Stage
- ☐ No Public Notice Required
- ☐ Custom distance: _______

ADDITIONAL STUDIES/MATERIALS TO BE SUBMITTED WITH APPLICATION:
- ☐ Geo-Hazard Report
- ☐ Traffic Impact Analysis
- ☐ Drainage Report
- ☐ Hydraulic Grade Line
- ☐ Wastewater Master Facility Report
- ☐ Land Suitability Analysis
- ☐ Elevation Drawings
- ☐ Mineral Estate Owner Notification
- ☐ Other: _______

LDTC MEETING: ☐ Yes ☐ No

Date: ________________ Time: ________________

COMMENTS: (This is a preliminary listing of issues and attention items; additional issues will likely surface as the application proceeds through the review process):

Carport must be 6 ft from the interior street and 6 ft from each principal structure. If there are other accessory structures on site, each accessory structure must be 6 ft away from each other.

Max height is 16 feet when roof pitch is less than 6:12 and 20 ft when the roof pitch is 6:12 or greater.

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This form and the information contained herein is valid for 6 months.

Fee Estimate: ____________________________

Number of Plans: ________________________

Katelyn Hyllested
Planner I
Development Review Enterprise
Planning & Community Development
2880 International Circle, #200-7
P.O. Box 1575, MC 1378
Colorado Springs, CO 80901-1575
Phone: (719) 385-7347
Fax: (719) 385-7385
khyllested@springsgov.com
PRE-APPLICATION MEETING SUMMARY

Applicant(s) Present: DAN KMIEC

Site Location: 5255 ELDON DRIVE

Project Description: MOBILE HOME

APPLICATIONS REQUIRED:

☐ 2020 Land Use Map Amendment
☐ Administrative Relief
☐ Amendment to Plat Restriction
☐ Annexation
☐ Building Permit to Unplatted Land
☐ Building Permit Prior to Platting
☐ CMRS No.
☐ Concept Plan
☐ Conditional Use
☐ Development Agreement (PUD Zone)
☐ Development Plan
☐ Master Plan
☐ Nonuse Variance
☐ Preservation Easement Adjustment
☐ Property Boundary Adjustment
☐ Street Name Change
☐ Subdivision Plat
☐ Subdivision Waiver (Design/Process)
☐ Use Variance
☐ Vacation of Plat
☐ Vacation of Public Right-of-Way
☐ Waiver of Replat
☐ Zone Change

Visit the Land Use Review Division website at www.springsgov.com/SectionIndex.aspx?NavID=795 for application form and checklists

Note: MJ = Major Amendment, MN = Minor Amendment, and MM = Minor Modification

NEIGHBORHOOD ISSUES:

Name of Neighborhood Association: N/A

Contact person(s) and Information:

Possible Issues that might be raised with the neighborhood:

ADDITIONAL STUDIES/MATERIALS TO BE SUBMITTED WITH APPLICATION:

☐ Elevation Drawings
☐ Geo-Hazard Report or Exemption (Contact a geologist to determine which)
☐ Land Suitability Analysis
☐ Wastewater Master Facility Report
☐ Mineral Estate Owner Notification
☐ Drainage Report
☐ Traffic Study
☐ Other:

PUBLIC NOTIFICATION REQUIREMENTS:

☐ Postcard
Buffer Distance: ☐ 150 ft. ☐ 500 ft. ☐ 1,000 ft.

Note: Applicant will be required to pay for postage at time of poster pick-up.

LDTC MEETING:

☐ Yes ☐ No

Date: ____________________________ Time: ____________________________

Development issues which need to be addressed with application (Note: This is a preliminary listing of development issues; additional issues will likely surface as the application proceeds through the development review process.):

Development History: DP 82-254

NOTE: The above information is intended to assist in the preparation of an application. This sheet is not a complete list of submittal requirements. Refer to the Zoning and Subdivision Ordinances and the appropriate application checklists for further information and details.

This form and the information contained herein is valid for 6 months.

FEE ESTIMATE: ____________________________

NUMBER OF PLANS: ____________________________

Rachel Teixeira
Planner II
Land Use Review Division
Planning & Community Development
30 S. Nevada Avenue, Suite 105
P.O. Box 1375, MC 155
Colorado Springs, CO 80901-1575
Phone: (719) 385-5360
Fax: (719) 385-5167
rteixeira@springsgov.com
PRE-APPLICATION MEETING SUMMARY

Applicant(s) Present: Bill Guman, Joel owner, Maddie, Logan - Entec, Ed - LS
Site Location: Broadmoor Glen South
Project Description: 10-12 SFR lots

APPLICATION(S) REQUIRED: ☐ No application to the Planning Department required

☐ 2020 Land Use Map Amendment
☐ Administrative Relief
☐ Amendment to Plat Restriction
☐ Annexation
☐ Building Permit to Unplatted Land
☐ CMRS No.
☐ Concept Plan
☐ Conditional Use

☐ Development Agreement (PUD Zone)
☐ Development Plan
☐ Historic Preservation Board
☐ Master Plan
☐ Minor Improvement Plan
☐ Nonuse Variance / Warrant
☐ Preservation Easement Adjustment
☐ Property Boundary Adjustment

☐ Street Name Change
☐ Subdivision Plat
☐ Subdivision Waiver
☐ Use Variance
☐ Vacation of Plat
☐ Vacation of Public Right-of-Way
☐ Waiver of Replat
☐ Zone Change

Visit the Land Use Review Division website at www.coloradosprings.gov/planninginfo for application forms and checklists

MJ = Major Amendment, MN = Minor Amendment, and MM = Minor Modification

PUBLIC NOTIFICATION REQUIREMENTS:

☐ Pre-Application Stage
☐ Postcard
Contact: Jonathan Scherer, 719-385-5546
☐ Poster
Contact: Patrick Morris, 719-385-5075
☐ Buffer Distance: 150 ft.
☐ 500 ft.
☐ 1,000 ft.

☐ Internal Review Stage
☐ Poster

☐ Public Hearing Stage
☐ No Public Notice Required

☐ Pre-application No.
☐ Date:
☐ Lot Size:
☐ Site Location:
☐ Project Description:

ADDITIONAL STUDIES/MATERIALS TO BE SUBMITTED WITH APPLICATION:

☐ Geo-Hazard Report
☐ Hydraulic Grade Line
☐ Elevations
☐ Concept Plan
☐ Conditional Use

☐ Traffic Impact Analysis
☐ Wastewater Master Facility Report
☐ Mineral Estate Owner Notification

☐ Drainage Report
☐ Land Suitability Analysis
☐ Other:

LDTC MEETING: ☒ Yes ☐ No
Date: TBD
Time:

COMMENTS: (This is a preliminary listing of issues and attention items; additional issues will likely surface as the application proceeds through the review process):

- AR DPA 98-00092-A4MU15 is the most recent approved DP for the site. The area in for a pre-app is called out as Broadmoor Glen South Future Filing on the DP and includes a note that Broadmoor Glen South Future Filing Lot 1-21 are subject to future geologic analysis.
- The property is zoned R1-9, all lots must meet the R1-9 standards.
- Provide an Land Suitability Analysis that shows slopes over 25% and significant vegetation. Also show where geologic hazard concerns exist. This analysis should determine where the lots are located. Show building envelopes on lots that are outside of the steep slopes, significant vegetation and geologic hazards.
- Provide a geologic hazard report that shows areas of concerns on the site this report will be reviewed by City Engineering and Colorado Geologic Survey.
- A neighborhood meeting will be required at the pre-application stage.
- The proposal is for 10-12 lots about 1 AC in size for a total of 13-14 acre of development. The northern half of the property has landslide issues and is not likely for development it is possible a permanent conservation easement for part of the lot. The southern part of the property is being studied by Entech to determine if there are buildable areas on this part of the property.
- Water quality is required for this site.

NOTE: The above information is intended to assist in the preparation of an application. This sheet is not a complete list of submittal requirements. Refer to the Zoning and Subdivision Ordinances and the appropriate application checklists for further information and details.

This form and the information contained herein is valid for 6 months.

Fee Estimate: TBD
Number of Plans: 1 full size

Lonna Thelen, AICP LEED AP BD+C
Principal Planner
Land Use Review
Planning & Community Development
30 S. Nevada Avenue, Suite 105 Phone: (719) 385-5383
P.O. Box 1575, MC 155 Fax: (719) 385-5167
Colorado Springs, CO 80901-1575
lthelen@springsgov.com
PRE-APPLICATION MEETING SUMMARY

Applicant(s) Present: Ron Waldhausen

Site Location: NWC of Delta Dr & Hancock

Project Description: Multi-family

APPLICATION(S) REQUIRED:  No application to the Planning Department required

□ 2020 Land Use Map Amendment  □  Development Agreement (PUD Zone)  □  Street Name Change
□  Administrative Relief  □  Development Plan (MJ  MN  MM)  □  Subdivision Plat  (PP  (FP  (PFP
□  Amendment to Plat Restriction  □  Historic Preservation Board  □  Subdivision Waiver  (Design  (Process
□  Annexation  □  Master Plan  (MJ  MN  MM)  □  Use Variance  (MJ  MN  MM
□  Building Permit to Unplatted Land  □  Minor Improvement Plan  □  Vacation of Plat
□  CMRS No.  □  Nonuse Variance / Warrant  □  Vacation of Public Right-of-Way
□  Concept Plan (MJ  MN  MM  □  Preservation Easement Adjustment  □  Waiver of Replat
□  Conditional Use  (MJ  MN  MM  □  Property Boundary Adjustment  □  Zone Change

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This form and the information contained herein is valid for 6 months.

Fee Estimate: TBD

Number of Plans: 1 full size

Lonna Thelen, AICP LEED AP BD+C
Principal Planner
Land Use Review
Planning & Community Development
30 S. Nevada Avenue, Suite 105  Phone: (719) 385-5383
P.O. Box 1575, MC 155  Fax: (719) 385-5167
Colorado Springs, CO 80901-1575  lthelen@springsgov.com

- The comprehensive plan for this area calls it out as Employment Center. The Spring Creek Master Plan calls out this area as commercial, business park and government facility.
- Justify the master plan amendment and compliance with the Comprehensive Plan
- Ordinance 04-17 is for the C-5 portion of the property. The conditions of record do not allow multi-family. The PBC portion requires a CU for Multi-family. The C-5 portion of the site is required to be rezoned. Rezone the entire site to R5 for the multi-family and C5 for the commercial area.
- There is a 40’ noise setback along Circle and Hancock and a noise wall requirement
- Staff recommends that multi-family could be a viable use in this location as long as the multifamily is adequately buffered from Circle and Hancock. Staff strongly recommends leaving a commercial strip along Hancock to buffer the multi-family. Formal approval on this site is required to come from City Council due to the rezone and master plan amendment. Additional comments and review will be provided when a site layout is provided for review.
PRE-APPLICATION MEETING SUMMARY

Applicant(s) Present: Barry Helton
Site Location: 821 W Vermijo
Project Description: Shipping containers for sale or rental

APPLICATION(S) REQUIRED:

☐ No application to the Planning Department required
☐ 2020 Land Use Map Amendment
☐ Administrative Relief
☐ Amendment to Plat Restriction
☐ Annexation
☐ Building Permit to Unplatted Land
☐ CMRS No.
☐ Concept Plan
☐ Conditional Use
☐ Development Agreement (PUD Zone)
☐ Development Plan (MJ, MN, MM)
☐ Historic Preservation Board
☐ Master Plan (MJ, MN, MM)
☐ Minor Improvement Plan
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☐ Subdivision Waiver
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☐ Vacation of Plat
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☐ Waiver of Replat
☐ Zone Change

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MJ = Major Amendment, MN = Minor Amendment, and MM = Minor Modification

PUBLIC NOTIFICATION REQUIREMENTS:

☐ Pre-Application Stage ☐ Internal Review Stage ☐ Public Hearing Stage
☐ Postcard ☑ ☐ ☐ ☐
☐ Poster ☑ ☐ ☐ ☐
Buffer Distance: 100 ft. 500 ft. 1,000 ft.
Custom distance:

ADDITIONAL STUDIES/MATERIALS TO BE SUBMITTED WITH APPLICATION:

☐ Geo-Hazard Report
Contact: Patrick Morris, 719-385-5075
☐ Hydraulic Grade Line
☐ Elevation Drawings
☐ Traffic Impact Analysis
Contact:
☐ Wastewater Master Facility Report
☐ Mineral Estate Owner Notification
☐ Drainage Report
Contact: Jonathan Scherer, 719-385-5546
☐ Land Suitability Analysis
☐ Other:

LDTC MEETING:
☐ Yes ☐ No Date: TBD

COMMENTS: (This is a preliminary listing of issues and attention items; additional issues will likely surface as the application proceeds through the review process):

- The most recent DP for the site is AR MDP 04-00071-MM01 approved in Feb of 2013. This allowed an office use to continue for 5 years (Feb of 2018) at that time, the plan would need to be reviewed by CSU, City Engineering and City Planning to determine if the intersection was going to change or remain in its current location.
- The current use on the site of shipping containers is not a permitted use. This use would require a development plan to be an approved use. Include both lots in the development plan that contain shipping containers for mini storage.
- The use could be considered mini-storage. If this is the use, all buildings must be on a permanent foundation.
- Accessory retail sales is allowed in the M-1 but has limitations on use of the site and building 7.3.205.C
- The setbacks for the site are: 20’ front, 10’ rear, side setback - per the DP. The Landscape - 25’ along Limit and Hwy 24, 10’ along Vermijo Ave, staff is willing to allow a 10’ landscape setback along Hwy 24.
- City Traffic has no proposed need for this site and CDOT has not noted that they will need this site either. Therefore a permanent Development Plan can be established for the site.
- The site will need to show parking, driving lanes, landscape, screening
- The site will need to be platted to allow permanent structures. Drainage fees will apply for plating.
- July 12 is the deadline to submit plan to review to City Planning.

NOTE: The above information is intended to assist in the preparation of an application. This sheet is not a complete list of submittal requirements. Refer to the Zoning and Subdivision Ordinances and the appropriate application checklists for further information and details.

This form and the information contained herein is valid for 6 months.

Fee Estimate: TBD
Number of Plans: 1 full size

Lonna Thelen, AICP LEED AP BD+C
Principal Planner
Land Use Review
Planning & Community Development
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P.O. Box 1575, MC 155
Colorado Springs, CO 80901-1575
Phone: (719) 385-5383
Fax: (719) 385-5167
lthelen@springsgov.com
PRE-APPLICATION MEETING SUMMARY

Applicant(s) Present: Joel Meranski

Site Location: Spring Creek Shopping Center

Project Description: Site updates

APPLICATION(S) REQUIRED:  X  No application to the Planning Department required

☐ 2020 Land Use Map Amendment
☐ Administrative Relief
☐ Amendment to Plat Restriction
☐ Annexation
☐ Building Permit to Unplatted Land
☐ CMRS No.
☐ Concept Plan  □ MJ ☐ MN ☐ MM
☐ Conditional Use  □ MJ ☐ MN ☐ MM

☐ Development Agreement (PUD Zone)
☐ Development Plan  □ MJ ☐ MN ☐ MM
☐ Historic Preservation Board
☐ Master Plan  □ MJ ☐ MN ☐ MM
☐ Minor Improvement Plan
☐ Nonuse Variance / Warrant
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☐ Street Name Change
☐ Subdivision Plat  □ PP ☐ FP ☐ PFP
☐ Subdivision Waiver  □ Design ☐ Process
☐ Use Variance  □ MJ ☐ MN ☐ MM
☐ Vacation of Plat
☐ Vacation of Public Right-of-Way
☐ Waiver of Replat
☐ Zone Change

Visit the Land Use Review Division website at www.coloradosprings.gov/planninginfo for application forms and checklists
MJ = Major Amendment, MN = Minor Amendment, and MM = Minor Modification

NEIGHBORHOOD ORGANIZATION:
Neighborhood Association/Contact: Spring Creek HOA

PUBLIC NOTIFICATION REQUIREMENTS:
Note: Applicant will be required to pay for postage at time of poster pick-up.

☐ Pre-Application Stage  ☑ Internal Review Stage  ☐ Public Hearing Stage
☐ Postcard  ☑ Poster  ☐ No Public Notice Required
Buffer Distance:  ☑ 150 ft.  ☑ 500 ft.  ☐ 1,000 ft.
Custom distance: 

ADDITIONAL STUDIES/MATERIALS TO BE SUBMITTED WITH APPLICATION:
☐ Geo-Hazard Report
☐ Hydraulic Grade Line
☒ Elevation Drawings
☐ Traffic Impact Analysis
☐ Wastewater Master Facility Report
☐ Mineral Estate Owner Notification
☐ Drainage Report
☐ Land Suitability Analysis
☐ Other:

LDTC MEETING:  ☑ No 
Date: 
Time:

COMMENTS: (This is a preliminary listing of issues and attention items; additional issues will likely surface as the application proceeds through the review process):

- The intent of this meeting was to get some preliminary information on potential projects for the site. No application to the Planning Dept is required at this time, but a future application may be required depending on the scale and scope of a proposed change. Updated signage and/or facade updates may only trigger a Minor Modification, changes to the landscaping may trigger a Minor Amendment, and a liquor establishment (on premise consumption) may trigger a nonuse variance to code section 7.3.205.J (proximity to residential).
- There is an approved Use Variance (CPC UV 14-00018) to allow a BBQ distribution facility. Conditions of approval have been placed on the plan.

NOTE: The above information is intended to assist in the preparation of an application. This sheet is not a complete list of submittal requirements. Refer to the Zoning and Subdivision Ordinances and the appropriate application checklists for further information and details.

This form and the information contained herein is valid for 6 months.

Fee Estimate: TBD
Number of Plans: TBD
The existing building was constructed in 1975 prior to current development plan requirements. While a Conditional Use application was approved in 2010 for a billboard on the southern-most extent of the parcel, the site plan that was reviewed/approved as part of that application was extremely limited. Staff concludes that the proposed work does not trigger a new development plan based on Code Section 7.5.502.B. nor is an amendment needed for the 2010 CU plan since it included so little detail on the building itself. As such, the proposed drive-through canopy can go directly to building permit. The site plan on the building permit should document the fact that the City’s parking requirements are still met when some stalls are removed for the new drive-through area. Staff suggests early dialog with CSU and (maybe) City Engineering to make sure there are no surprise hold ups at building permit stage. While a waiver of replat could be used to help clean up the existing parcel lines and legal descriptions, it not required in order to get the building permit for the canopy based on Section 7.7.1402.
**PRE-APPLICATION MEETING SUMMARY**

Applicant(s) Present: Robert Beaird

Site Location: 123 E Bijou

Project Description: Craft Brewery (bar) in existing commercial building

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<th>APPLICATION(S) REQUIRED:</th>
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**NEIGHBORHOOD ORGANIZATION:**

Neighborhood Association/Contact: Downtown Partnership / Downtown Residential Coalition

**PUBLIC NOTIFICATION REQUIREMENTS:**

<table>
<thead>
<tr>
<th>Buffer Distance:</th>
<th>Pre-Application Stage</th>
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</tbody>
</table>

Note: Applicant will be required to pay for postage at time of poster pick-up.

**ADDITIONAL STUDIES/MATERIALS TO BE SUBMITTED WITH APPLICATION:**

Geo-Hazard Report

Traffic Impact Analysis

Drainage Report

Wastewater Master Facility Report

Land Suitability Analysis

Mineral Estate Owner Notification

Hydraulic Grade Line

Elevation Drawings

**LDTC MEETING:**

□ Yes ☑ No

Date: June 1, 2018

Time: 

**COMMENTS:** (This is a preliminary listing of issues and attention items; additional issues will likely surface as the application proceeds through the review process):

The proposed use is considered a “bar” for zoning purposes and therefore requires approval of a Conditional Use permit by the Downtown Review Board. The application will be judged on the three required Cond Use criteria, so please address each criteria in your project statement. The application submittal requires a completed general application (found here: [https://coloradosprings.gov/sites/default/files/general_development_application-2018_updated.pdf](https://coloradosprings.gov/sites/default/files/general_development_application-2018_updated.pdf)) and a Cond Use checklist (found here: [https://coloradosprings.gov/sites/default/files/fbz_conditional_use-2017.pdf](https://coloradosprings.gov/sites/default/files/fbz_conditional_use-2017.pdf)) as well as a project statement and a Wastewater Master Facility Report (found here: [https://www.csu.org/CSUDocuments/wwmasterfacilityform.pdf](https://www.csu.org/CSUDocuments/wwmasterfacilityform.pdf)) and Mineral Estate Owner Notification form (found here: [https://coloradosprings.gov/sites/default/files/planning/mineralrightsnotif.pdf](https://coloradosprings.gov/sites/default/files/planning/mineralrightsnotif.pdf)). The plan should illustrate general building layout, any external changes (e.g. patios, facade changes, etc.), and any other physical changes. It should also include standard plan data and notes describing any operational restrictions (e.g. hours, outdoor amplification, smell, etc.). Given past stakeholder input a “neighborhood” meeting may be necessary before the DRB hearing. Suggest contact with Sarah Humbarqar of the Downtown Partnership about the process and possible support for the project. Also suggest contact with Lee McRea of the City Clerk's office at 385-5106 regarding liquor licensing needs and process.

**NOTE:** The above information is intended to assist in the preparation of an application. This sheet is not a complete list of submittal requirements. Refer to the Zoning and Subdivision Ordinances and the appropriate application checklists for further information and details.

This form and the information contained herein is valid for 6 months.

Fee Estimate: $1,993.00

Number of Plans: 1 hard copy plus digital documents