

# APPLICATION REQUIREMENTS



CITY OF COLORADO SPRINGS

5/4/2010

## Use Variance

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

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

**PLAN SUBMITTAL CHECKLIST:** The following items will need to be included in any Use Variance review submittal.

Applicant

Planner

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|---|--------------------------|
| <input type="checkbox"/> <b>General Development Application Form</b>  | <input type="checkbox"/> |
| <b>Project Statement</b> identifying the following:   |                          |
| <input type="checkbox"/> 1. A clear description of the proposed development.  |                          |
| <input type="checkbox"/> 2. A Justification based on the review criteria addressing why the proposed project should be approved; and  | <input type="checkbox"/> |
| <input type="checkbox"/> 3. An Issue List stating how each of the pre-application issues, as communicated to the applicant/owner by the reviewing planner, has been addressed in the approved development plan. |                          |
| <input type="checkbox"/> A copy of a <b>black line</b> of the proposed project, reduced to 11" x 17", or a <b>.pdf</b>  | <input type="checkbox"/> |
| <input type="checkbox"/> A <b>legal description</b> of the proposed project   | <input type="checkbox"/> |
| <input type="checkbox"/> 4 copies of a <b>Geo-Technical Hazards Report or Exemption</b>   | <input type="checkbox"/> |
| <input type="checkbox"/> 4 copies of a <b>Drainage Report</b> , prepared by a qualified engineer will be required, unless waived in writing by the City Subdivision Engineering Review Team (SERT).             | <input type="checkbox"/> |
| <input type="checkbox"/> 4 copies of a <b>Traffic Study</b> prepared by a qualified engineer will be required, unless waived in writing by the City Subdivision Engineering Review Team (SERT).                 | <input type="checkbox"/> |
| <input type="checkbox"/> 2 copies of a <b>Wastewater Facilities Master Report</b>   | <input type="checkbox"/> |
| <input type="checkbox"/> <b>Use Variance Development Plan</b> showing all "Plan Content Requirements" listed below ( <i># TBD by Planner</i> )  | <input type="checkbox"/> |
| <input type="checkbox"/> <b>Preliminary or Final Landscape Plan</b> (included in Plan Set)  | <input type="checkbox"/> |
| <input type="checkbox"/> A copy of the <b>Pre-Application Meeting Summary</b> from the assigned City Planner  | <input type="checkbox"/> |
| <input type="checkbox"/> <b>Mineral Estate Owner Notification Certification Affidavit</b> (Public Hearing Items ONLY).  | <input type="checkbox"/> |

**PLAN CONTENT REQUIREMENTS:** The content of the development plan must include the following information.

### General Information

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|--|--------------------------|
| <input type="checkbox"/> Provide an area for the Land Use Review file number in the lower right-hand corner of all sheets.   | <input type="checkbox"/> |
| <input type="checkbox"/> Note the sheet number in the lower right-hand corner (i.e. 1 of 10, 2 of 10, etc.)  | <input type="checkbox"/> |
| <input type="checkbox"/> Indication of standardized scale, both fractional and bar (i.e. 1" = 20')   | <input type="checkbox"/> |
| <input type="checkbox"/> North arrow   | <input type="checkbox"/> |
| <input type="checkbox"/> Vicinity Map (does not have to be to scale). The map should show the proposed site outlined with the existing adjacent streets within the neighborhood. | <input type="checkbox"/> |
| <input type="checkbox"/> Any Conditions of Record established at the time of zoning.   | <input type="checkbox"/> |
| <input type="checkbox"/> Notes describing any covenants/easements permitting the use of the land by adjacent property owners.  | <input type="checkbox"/> |
| <input type="checkbox"/> Notes which describe any approved variances which apply to the property. Include the City File Number and date of approval.                             | <input type="checkbox"/> |
| <input type="checkbox"/> Legend indicating the following information regarding the project site:   | <input type="checkbox"/> |
| <input type="checkbox"/> Owner name and address  | <input type="checkbox"/> |

**PLAN CONTENT REQUIREMENTS:** *Continued from previous page.*

Applicant	Planner
<input type="checkbox"/> Acreage	<input type="checkbox"/>
<input type="checkbox"/> Name of Master Plan (if applicable)	<input type="checkbox"/>
<input type="checkbox"/> Existing zoning and proposed zoning (if applicable)	<input type="checkbox"/>
<input type="checkbox"/> Legal Description	<input type="checkbox"/>
<input type="checkbox"/> Density (gross and net, residential projects ONLY)	<input type="checkbox"/>
<input type="checkbox"/> Parking ratios, parking required and parking provided	<input type="checkbox"/>
<input type="checkbox"/> Approximate schedule for development	<input type="checkbox"/>
<input type="checkbox"/> Square footage and use data for each proposed building	<input type="checkbox"/>
<input type="checkbox"/> Percentage of site covered with structures	<input type="checkbox"/>
<input type="checkbox"/> Percentage of site covered with pavement	<input type="checkbox"/>
<input type="checkbox"/> Proposed development phasing plan and any anticipated future expansions	<input type="checkbox"/>
<input type="checkbox"/> Geologic Hazard Study disclosure statement (not required if exemption is approved)	<input type="checkbox"/>
<b><u>Site Development Information</u></b>	
<input type="checkbox"/> Existing and proposed topography at two foot (2') contour intervals	<input type="checkbox"/>
<input type="checkbox"/> Location, dimensions, and size of proposed lot(s)	<input type="checkbox"/>
<input type="checkbox"/> Location of all floodplain boundaries	<input type="checkbox"/>
<input type="checkbox"/> The following information regarding existing and proposed streets adjacent to the development site:	<input type="checkbox"/>
<input type="checkbox"/> Rights-of-way and pavement widths	<input type="checkbox"/>
<input type="checkbox"/> Existing, proposed and anticipated street names and classifications. Designate a private street by including "private" immediately following the street name.	<input type="checkbox"/>
<input type="checkbox"/> Existing and/or proposed access points	<input type="checkbox"/>
<input type="checkbox"/> Acceleration and deceleration lanes	<input type="checkbox"/>
<input type="checkbox"/> Traffic islands and other traffic control devices	<input type="checkbox"/>
<input type="checkbox"/> Information regarding the general internal and external traffic circulation	<input type="checkbox"/>
<input type="checkbox"/> Sight Distance Triangle as calculated from the Public Works Design Manual (No fence, walls, buildings, pillars, landscaping, signs, or any other obstruction to vision between the heights of 3 ft. and 10 ft. above street level shall be permitted in this triangle).	<input type="checkbox"/>
<input type="checkbox"/> The following information on all existing and proposed buildings:	<input type="checkbox"/>
<input type="checkbox"/> Location and specific distance from property lines	<input type="checkbox"/>
<input type="checkbox"/> Dimensions and square footage	<input type="checkbox"/>
<input type="checkbox"/> Building height	<input type="checkbox"/>
<input type="checkbox"/> Proposed Use	<input type="checkbox"/>
<input type="checkbox"/> Location and dimensions of required building and landscaping setbacks	<input type="checkbox"/>
<input type="checkbox"/> General location and size of all parking areas and driving and maneuvering lanes	<input type="checkbox"/>
<input type="checkbox"/> Zoning and land uses on adjacent properties	<input type="checkbox"/>
<input type="checkbox"/> Elevation drawings for all proposed buildings	<input type="checkbox"/>
<input type="checkbox"/> Pedestrian walkways or sidewalks (existing and proposed) including pedestrian curb ramps at all crosswalks, at all intersections, and where public sidewalks cross driveways with curbs	<input type="checkbox"/>
<input type="checkbox"/> Location, height and material of fences	<input type="checkbox"/>
<input type="checkbox"/> Location, type (i.e. metal halide, low pressure sodium, etc.) and height of lighting (both poles and building packs)	<input type="checkbox"/>

**PLAN CONTENT REQUIREMENTS:** *Continued from previous pages.*

Applicant

Planner

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|--|--------------------------|
| <input type="checkbox"/> Location of all proposed retaining walls, shown with appropriate dimensional information including typical detail/cross-section drawings  | <input type="checkbox"/> |
| <input type="checkbox"/> Location, size, use, ownership, and maintenance of all tracks and easements   | <input type="checkbox"/> |
| <input type="checkbox"/> Location, dimensions, and intended use of all common areas. Include drafts of agreements or covenants which delineate the intended ownership maintenance of common areas. These may be notes located in the legend of the plan.           | <input type="checkbox"/> |
| <input type="checkbox"/> Location of all existing and proposed bikeways and multi-use trails as delineated on the Multi-Use Trails Plan and in the Bicycle Plan  | <input type="checkbox"/> |
| <input type="checkbox"/> A Utility Plan showing the location of retaining walls, existing and proposed utility mains and service lines adjacent to or within the proposed site, and the locations of fire hydrants, storm water catch basins, utility risers, etc. | <input type="checkbox"/> |
| <input type="checkbox"/> <b>All items on the Hillside and/or Streamside Development Checklist(s) if developing in a HS or SS overlay zone</b>  | <input type="checkbox"/> |

