PRE-APPLICATION MEETING SUMMARY

Applicant(s) Present: Katie Butler
Site Location: 4825 N Academy Boulevard
Project Description: Update facade, signage, patio area

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

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

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PRE-APPLICATION MEETING SUMMARY

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):

- Minor Modification to the approved development plan (case number DS DP 71-23) to illustrate site changes.
- Signage is by separate permit. Contact Kurt Schmitt with questions, 719-385-5072.
- FYI: Code Enforcement is citing property owners whose sites are out of compliance with their approved landscape plan. Ensure the site is within conformance.

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: 1 hard copy; 1 digital copy

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hvannimwegen@springsgov.com
PRE-APPLICATION MEETING SUMMARY

Applicant(s) Present: Matt Larson
Site Location: Vista del Pico Boulevard
Project Description: D49 Elementary School

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 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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NEIGHBORHOOD ORGANIZATION:
Neighborhood Association/Contact: N/A

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

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

☐ Public Hearing Stage
☐ Custom distance: ________

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

☐ Contact:
☐ Contact:
☐ Contact: Erin Powers, 719-385-5852

☐ 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):

- Development Plan required in order to show site layout, preliminary grading, preliminary utilities, and landscape. Development plan should include conceptual building elevations.
- Final Plat to establish lot, ownership, and maintenance. Staff is requesting the entire lot is platted. May plat the adjacent park area with same application.
- Elementary schools require 2 parking stalls per classroom.
- Drainage report required with Final Plat 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: $6,091.00 (Dev plan @ 9 ac; plat @ 16 ac; tech fee)
Number of Plans: 1 hard copy, 1 digital copy

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Pre-application Meeting Summary

Applicant(s) Present: Shane Cassidy
Site Location: 4020 Lee Vance
Project Description: Early learning academy

Area: Central Date: 10/4/17
Lot Size: 1.06 ac
TSN: 6311211004 Zone: PBC/AO

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

No application to the Planning Department required

Neighborhood Association/Contact: N/A

Public Notification Requirements:
Postcard
Poster
No Public Notice Required

Pre-Application Stage
Internal Review Stage
Public Hearing Stage

Postcard
Poster

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

Geo-Hazard Report
Traffic Impact Analysis
Wastewater Master Facility Report
Mineral Estate Owner Notification

Drainage Report
Landscape setbacks = 25' adjacent to Woodmen, Lee Vance Dr, and Cook Communications Ln.; 0' adjacent to internal property line.
Landscape setbacks = 25' adjacent to Woodmen; 10' adjacent to Lee Vance Drive and Cook Communication Ln.

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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.

Fee Estimate: $5,238.00 (Dev plan @1 ac; plat @3 ac; tech fee)
Number of Plans: 1 hard copy, 1 digital copy

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

- Development Plan required in order to show site layout, preliminary grading, preliminary utilities, and landscape. Development plan should include conceptual building elevations.
- Final Plat to replat lot and establish ownership, and maintenance. Drainage report required with application (contact Erin Powers listed above). May submit a property boundary adjustment if property line doesn’t increase lot size more than 15%.
- Will park property using the "daycare" ratio = 1 stall per 400 square feet
- Building setbacks = 25’ adjacent to Woodmen, Lee Vance Dr, and Cook Communications Ln.; 0’ adjacent to internal property line.
PRE-APPLICATION MEETING SUMMARY

Applicant(s) Present: Ted Luera
Site Location: 3642 N. Hancock
Project Description: Build deck

APPLICATION(S) REQUIRED:
- No application to the Planning Department required
- Pre-Application Stage
- Internal Review Stage
- Public Hearing Stage
- No Public Notice Required
- Custom distance: ADJ

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

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

LDTC MEETING:
- Yes
- No

COMMENTS:
- Rear setback = 25'; Side setback = 5'; lot coverage = 40% of the lot area (2,106 square feet).
- Decks which are over 8' in height or covered factor into the lot's overall coverage.
- May apply for Administrative Relief if within 15% of the requirement. 15% of 25' = 21.3'; 15% of 40% (lot coverage) = 6% (allowing 46% coverage). Admin Relief does not require public notice, has a 1-week review period.
- If encroaching or surpassing requirements beyond 15%, Nonuse variances will be required. Nonuse variances have a 3-week initial review period, and require public notice to adjacent neighbors.
- Decks less than 18" in height may project into the setback a maximum of 30" as long as their posts are out of the setback. Decks which exceed 18" in height are held to principal structure setbacks and are measured from the edge of the deck (as a structure would be measured).

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

Fee Estimate: $290 (per Admin Relief) / $1,050 (1 variance) / $1,625 (2 variances)
Number of Plans: 1 hard copy, 1 digital copy

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**PRE-APPLICATION MEETING SUMMARY**

**Applicant(s) Present:** John Raptis  
**Site Location:** 3055 Flying Horse  
**Project Description:** New single-family residential

**APPLICATION(S) REQUIRED:**  
- ☐ 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

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**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  
- ☑ Wastewater Master Facility Report  
- ☐ Mineral Estate Owner Notification  
- ☐ Land Suitability Analysis  
- ☑ Drainage Report  
- ☑ Other: ___________

**LDTC MEETING:**  
- ☑ Yes  
- ☐ No  
**Date:** TBD  
**Time:** 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):

- Site zoned for single-family residential. The DFOZ (design flexibility overlay zone) permits flexibility in the lot size. Without a rezoning, the site permits the following single-family residential lot standards:
  - Culmination of lots must average 6,000 sqft
  - The minimum permitted lot size is 4,000 sqft
  - The minimum lot size of at least 50% of lots is 6,000
  - If homes will be greater than 18’ in height the maximum permitted lot coverage is 40% on the lots which are under 6,000 sqft and 30% for lots 6,000 sqft or greater.
  - Minimum lot width is 40’
  - Setbacks: Front to house = 15’
- The DFOZ overlay requires a development plan be submitted in lieu of a preliminary plat.
- Park and Schools fees are triggered when new residential units are added to the City. Fees will be collected at the building permit stage.

**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:** Dependent on # of lots. Assume approx $5,800  
**Number of Plans:** 1 hard copy, 1 digital

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PRE-APPLICATION MEETING SUMMARY

Applicant(s) Present: Brandon Whallon
Site Location: 505 N Chelton
Project Description: New retail and freestanding sign

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

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APPLICATION(S) REQUIRED:
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MJ = Major Amendment, MN = Minor Amendment, and MM = Minor Modification

PRE-APPLICATION MEETING SUMMARY

Applicant(s) Present: Brandon Whallon
Site Location: 505 N Chelton
Project Description: New retail and freestanding sign

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

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

APPLICATION(S) 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:

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
☐ 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
☐ Drainage Report
Contact:
Contact:
Contact:

☐ Hydraulic Grade Line
☐ Wastewater Master Facility Report
☐ Other: Coordinated Sign Plan
☐ Elevation Drawings
☐ Mineral Estate Owner Notification
☐ Land Suitability Analysis
LDTC MEETING:

☐ Yes ☑️ No

Date: TBD
Time: 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):

- Development Plan to include the following: cover sheet, dimensional site plan, landscape plan, preliminary grading plan, preliminary utility plan, and building elevations.
- A coordinated sign plan will be a separate application in order to cover the entirety of the mall area.
- Drainage report or letter required with application. Contact Erin Powers, listed above for specifics
- Initial review is 4 weeks and each subsequent review is 2 weeks. Development plans generally take 3 months to complete.

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: $3,453.00 (development plan @ 1 ac + tech fee)
Number of Plans: 1 hard copy, 1 digital copy

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PRE-APPLICATION MEETING SUMMARY

Applicant(s) Present: Elayne Rayburn
Site Location: 1719 N. Nevada Avenue
Project Description: Car port addition

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

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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:

Contact: ☐ Hydraulic Grade Line ☐ Wastewater Master Facility Report ☐ Land Suitability Analysis
Contact: ☐ 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):

- Setbacks: Side = 5'; Rear = 10' (if doors or carport entrance faces the alley), 5' (if doors or carport entrance face interior to the lot).
- Lot coverage = 30% (2,850 square feet of a 9,500 square foot lot); decks which are taller than 18” and/or covered count into the overall lot coverage, decks that are shorter than 18” or uncovered (and less than 8’ in height) do not count towards the lot coverage.
- Accessory structures have a building height of 16’ if the roof pitch is 5:12 or less. If the roof pitch is 6:12 or greater, the maximum building height is 20’.
- Carports are subject to approval by the City’s historic preservation board. All new structures must meet the Old North End Design Standards.
- Staff needs 3-weeks advance notice to prepare an item for hearing by the historic preservation board. Meetings typically occur on the first Monday of each month.

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 to be heard by the Board
Number of Plans: 8 copies

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**PRE-APPLICATION MEETING SUMMARY**

**Applicant(s) Present:** Jeremy Bonner

**Site Location:** 6910 Mark Dabling

**Project Description:** Mini warehouse with RV and boat storage

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

**PUBLIC NOTIFICATION REQUIREMENTS:**
- [ ] Pre-Application Stage
- [ ] Internal Review Stage
- [ ] Public Hearing Stage

**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  **Time:** TBD

**COMMENTS:**
- Zone change to C-6 or M-1 required to permit “automotive storage.” Site considered “functionally separated” from the stream. Conditional Use for the SS Overlay not required.
- A Concept Plan or Development Plan must accompany the zone change application.
- Staff anticipates there will be neighborhood push back on the proposed land use because of the existing Conditions of Record prohibiting mini warehouses and storage of equipment/vehicles.
- Due to the proximity to the Monument Valley Trail and the anticipated neighborhood opposition, staff suggests upgrading the architecture of the mini warehouses to appear more office or residential-like and screening the RV/boat storage from the residential properties to the west. Staff also expects some type of feature (benches, lighting, upgraded landscaping) along the Monument Trail frontage.

**Summary:**
- After further consideration and discussion with coworkers, Staff cannot support a zone change to accommodate the land use in this location: 1) Staff does not support “spot zoning” which be the result of a zone change to either C-6 or M-1 for the land use. 2) Current conditions of record prohibit truck, tractor, trail, and bus storage yards—likely the result of neighborhood push back. 3) Area is designated as an employment center in the City’s Comprehensive Plan. Supported land uses include research and development, office complexes, educational facilities, and supporting land uses such as restaurant, hotel, childcare etc. Staff acknowledges the need for this type of land use, but this location may be difficult to work with and cannot be supported.

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

**Fee Estimate:** TBD when concept plan or development plan route is decided

**Number of Plans:** 1 digital, 1 hard copy

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**GENERAL INFORMATION**

Applicant(s) Present: Justin Oliver  
Site Location: 3906 Panorama Rd  
Project Description: Subdivide property

**PUBLIC NOTIFICATION REQUIREMENTS:**  
Pre-Application Stage: Yes  
Postcard: ☑  Buffer Distance: 150 ft.  
Post: ☑  500 ft.  
No Public Notice Required: ☑  1,000 ft.

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

**LDTC MEETING:**  
Yes: ☑  No: ☑  Date: 10/3/17  
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 Engineering will not require a Geohazard Report for subdivision, however the following note must be added to both the preliminary and final plats: “The subject property is located within the area of a known subsidence area; for the purposes of subdividing the property a geologic hazard report was not required. A geologic hazard report will be required to be submitted for review and approval prior to issuance of a building permit for any new structures or building additions as required by the City of Colorado Springs City Code.”

Please talk with CSU regarding water and wastewater services; talk w/ Regional Building and/or City Fire regarding creating a lot line down the common wall of the structure and if separation will be required.

The property is considered “legal non-conforming”, staff’s opinion of subdividing the property does not extend or expand upon the non-conforming use and that subdividing actually would make them "more conforming". Staff would encourage the consideration to demo and separate the buildings to make them conforming (individual single-family homes on separate lots) and then consider options for a new garage if necessary.

**APPLICATION(S) 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

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

**PRE-APPLICATION MEETING SUMMARY**

Applicant(s): Justin Oliver  
Site Location: 3906 Panorama Rd  
Project Description: Subdivide property  
Fee Estimate: $1,747.00  
Number of Plans: 1 set of both Pre. and Final - digital submittal required

Area: Central  
Date: 10/3/17  
Pre-Application No.: 17-87  
Lot Size: 18,500 sq. ft.  
TSN: 6329402001  
Zone: R-1-6
The proposal is to utilize the east 3/4 of the site for self-storage utilizing shipping containers. The site is over 1 acre which likely will trigger water quality requirements; please contact Erin Powers to discuss (see above for phone #, e-mail: epowers@springsgov.com). Screening to the south regarding the mobile home units will need to occur, usually this involves a minimum 6-foot screen fence and/or 15-foot wide landscaped buffer. If an existing opaque fence exists along the property line, we can work on viable landscape plan that will help screen the site. According to the Code building setbacks for M-1 are based on landscape requirements, in this case it would be 15-feet. Staff is willing to consider alternatives to the landscaping, such as providing an 15-ft average, increasing the fence height, providing more evergreen trees between fence and containers, etc. Landscaping along the northern boundary would also be preferred since it abuts a City trail and the property sits below the trail. We could consider using the sliver of City property to provide some vegetation; staff would consider alternatives such as decorative painting/art on the roofs of the containers. Staff would ask that paving be used throughout the site as required by Code. 24-ft drive lanes required, however staff willing to consider 20-22-ft lanes; Fire turnaround/access will be key. Electronic submittal will be required through Dropbox.
PRE-APPLICATION MEETING SUMMARY

GENERAL INFORMATION

Applicant(s) Present: Kyle Campbell - 785-0790
Site Location: SE of Mustang Rim & Dublin Blvd
Project Description: Small Lot PUD

Area: Central Date: 11/31/17
Pre-Application No.: 17-100
Lot Size: 19 acres
TSN: 531710020, 028, 029
Zone: AG & PUD/AO

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

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

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 Stage □ Poster Stage □ No Public Notice Required
Buffer Distance: □ 150 ft. □ 500 ft. □ 1,000 ft.

ADDITIONAL STUDIES/MATERIALS TO BE SUBMITTED WITH APPLICATION:

□ Contact:
□ Hydraulic Grade Line □ Wastewater Master Facility Report Contact: Erin Powers, 719-385-5852
□ Elevation Drawings □ 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):

This project would duplicate the small lot development project to the north, Renaissance at Indigo. The Stetson Ridge Master Plan has been determined to be "implemented" or more than 85% developed, so no amendment is necessary at this time. However, staff will ask that a letter be provided from SD 49 indicating that they no longer need the property for a school site. The small lot PUD guidelines suggest that a buffer be provided between small lot developments and other single-family: please consider some type of buffer or mew to run along the extreme east edge of the property. Show/detail type of sound wall along Dublin Blvd. Provide lot typicals, including setbacks and private space.

Digital submittal required; please contact me when you are ready to submit and I will forward a Dropbox invite. Please follow file naming protocol for the digital files.

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: $9,882.00
Number of Plans: 1 hard copy set of DP, application, drainage report, etc.

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

GENERAL INFORMATION

Applicant(s) Present: Paul Heu & Andy McClard
Site Location: 3030 N Cascade
Project Description: Parking lot expansion

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

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: Central  Date: 10/16/17
Pre-Application No: 17-93
Lot Size: 7 acres
TSN: 6331207001
Zone: C-6/CR

NEIGHBORHOOD ISSUES:
Neighborhood Association/Contact:

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

ADDITIIONAL STUDIES/MATERIALS TO BE SUBMITTED WITH APPLICATION:
- [ ] Geo-Hazard Report
- [ ] Traffic Impact Analysis
- [ ] Drainage Report
 Contact: Erin Powers 719-385-5852
- [ ] Hydraulic Grade Line
- [ ] Wastewater Master Facility Report
- [ ] Land Suitability Analysis
- [ ] Elevation Drawings
- [ ] Mineral Estate Owner Notification
- [ ] Other:

LDTC MEETING: [x] 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 to expand the existing parking lot located at 3030 N. Cascade, the additional parking would help serve off-site parking for Penrose Main (employees are currently parking at the Expo Center to the north).

The zoning of the property to the north and east is zoned PUD for the purpose of future mobile home park, however that use does not exist; the current uses are non-conforming. The existing home is being used for single-family residential, Code requires a 15-foot buffer/screen from residential; however alternative compliance can be suggested. Staff would recommend some buffering and screening, however a smaller distance than 15-feet can be suggested.

10-ft landscape buffer is required along Cascade and Buchanan Street. Staff would NOT anticipate requiring curb, gutter or sidewalk, however staff is confirming with Patrick Morris, Engineering Development Review, that this public improvements would not be required.

Electronic submittal is required, please coordinate with me to set up a Dropbox account.

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: $747.00
Number of Plans: 1 hard copy set

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
GENERAL INFORMATION

Applicant(s) Present: Todd Baldwin, Brent Benke
Site Location: 4125 - 4145 Arrowswest Dr
Project Description: Brewery/Makers Market

APPLICATION(S) REQUIRED:
- ☐ No application to the Planning Department required.
- ☐ Conditional Use  ☐ MJ  ☐ MN  ☐ MM
- ☐ Development Agreement (PUD Zone)  ☐ PP  ☐ FP  ☐ PFP
- ☐ Development Plan  ☐ MJ  ☐ MN  ☐ MM
- ☐ Historic Preservation Board  ☐ Use Variance  ☐ MJ  ☐ MN  ☐ MM
- ☐ Master Plan  ☐ MJ  ☐ MN  ☐ MM
- ☐ Nonuse Variance  ☐ Vacation of Plat
- ☐ Preservation Easement Adjustment  ☐ Vacation of Public Right-of-Way
- ☐ Property Boundary Adjustment  ☐ 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: Kissing Camels

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

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: Erin Powers, 719-385-5852
- ☒ Wastewater Master Facility Report
- ☐ Mineral Estate Owner Notification
- ☐ Land Suitability Analysis
- ☐ Other: Photometric Plan

LDTC MEETING: ☒ Yes  ☐ No  Date: Nov 15th?
Time: TBD

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):

Full production and distribution brewery would not be permitted within the PBC zone; a PUD zone change would allow for a mixed use facility that would allow full production, distribution and the makers market/retail/restaurant space that would be integrated within the development. Will need to discuss maximum square feet of industrial, retail and restaurant space that is capped as part of PUD zone change (see email for additional notes). PUD zoning also allows for flexibility in building height and building setbacks; however staff would recommend a max height of 45-ft, setbacks along the public streets would likely be 25-ft and 10-ft along the private road, the rear slope may dictate the rear (south setback).

Staff would recommend talking with Patrick Morris, City Engineering, regarding the need for a geo-hazard report because of the "landslide susceptibility area" identified on the south side of the site. Additional concern on the site may be in regards to any undocumented fill on the site.

Would strongly consider talking with Kissing Camels regarding proposed use, particularly if proposed development immediately south of site occurs.

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 set + electronic submittal of plans

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:** Guillermo Moratonio  
**Site Location:** SW of N. Nevada and G of G Rd  
**Project Description:** Lumber Yard

**Area:** Central  
**Date:** 11/28/17  
**Lot Size:** 2.34 acre  
**TSN:** 6330100132  
**Zone:** C-6 & R-5

**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  
- [ ] Pre-Application No.:

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

**PUBLIC POSTAGE REQUIREMENTS:**  
- [x] Pre-Application Stage  
- [x] Internal Review Stage  
- [ ] Public Hearing Stage  
- [ ] No Public Notice Required

**ADDITIONAL STUDIES/MATERIALS TO BE SUBMITTED WITH APPLICATION:**  
- [ ] Traffic Impact Analysis  
- [ ] Drainage Report  
- [ ] Land Suitability Analysis  
- [ ] Other:

**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):

Exploratory Meeting. Staff explained to the applicant that a majority of the site is located within Monument Creek and/or has steep banks that prohibit essentially any use of the property. Staff also explained that the site is encumbered with flood zone and streamside overlay that would restrict use of the property. Staff also explained the efforts for the Renew North Nevada Master Plan and that this use would not be desirable.

Staff would not be able to support the use on this site.
PRE-APPLICATION MEETING SUMMARY

Area: Central Date: 10/25/17
Pre-Application No.: 17-108
Lot Size: 6,257 sf
TSN: 6410116019
Zone: C5 CU

Applicant(s) Present: Via Email
Site Location: 1218 N. Academy
Project Description: MMC change of location

APPLICATION(S) REQUIRED: [X] 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

NEIGHBORHOOD ORGANIZATION:
Neighborhood Association/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: ________________________________
☐ Hydraulic Grade Line ☐ Wastewater Master Facility Report ☐ Land Suitability Analysis
Contact: ________________________________
☐ 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):

MMC is an permitted use in the C5 district. No OPC or MIP is associated with this property.

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: NA

Mike McConnell
Planner II
Land Use Review
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 mmcconnell@springsgov.com
Applicant(s) Present: Nicole Thomas

Site Location: 1515 N. Murray

Project Description: Large Home Daycare

Applicant wished to increase her regular home day care to a large home day care. Traffic/parking concerns make this unfeasible.
**PRE-APPLICATION MEETING SUMMARY**

Applicant(s) Present: Mitchell Stars, Paul Reu  
Site Location: 2940 N. Circle Dr.  
Project Description: Med office bldg addition

**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) ☐ MJ ☐ MN ☐ MM
- ☐ 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](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  
  - ☑ Postcard  
  - ☑ Internal Review Stage  
  - ☑ Poster  
  - ☑ Buffer Distance: ☑ 150 ft. ☑ 500 ft. ☑ 1,000 ft.  
  - ☑ Custom distance: __________  

**ADDITIONAL STUDIES/MATERIALS TO BE SUBMITTED WITH APPLICATION:**
- ☐ Geo-Hazard Report  
  - ☐ Contact: ____________________________  
- ☐ Hydraulic Grade Line  
- ☐ Elevation Drawings  
- ☐ Traffic Impact Analysis  
  - ☐ Contact: ____________________________  
- ☐ Wastewater Master Facility Report  
- ☐ Mineral Estate Owner Notification  
- ☐ Drainage Report  
  - ☐ Contact: Erin Powers, 719-385-5852  
- ☐ 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):

How large are the additions? Is there enough parking on site to accommodate additions? Shared parking agreement?

**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: $661.00  
Number of Plans: 1 + digital submittal.
### GENERAL INFORMATION

Applicant(s) Present: Tony Kinter  
Site Location: 2005 Avalon Ct  
Project Description: Covered deck

### APPLICATIONS REQUIRED:

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<th>Requirement</th>
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<td>2020 Land Use Map Amendment</td>
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<td>Administrative Relief</td>
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<td>Waiver of Replat</td>
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### ADDITIONAL STUDIES/MATERIALS TO BE SUBMITTED WITH APPLICATION:

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<th>Study/Material</th>
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<td>Elevation Drawings</td>
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<td>Geo-Hazard Report or Exemption (Contact a geologist to determine which)</td>
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<td>Land Suitability Analysis</td>
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<td>Mineral Estate Owner Notification</td>
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<td>Wastewater Master Facility Report</td>
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<td>Drainage Report</td>
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<td>Traffic Study</td>
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### PUBLIC NOTIFICATION REQUIREMENTS:

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<td>Internal Review Stage</td>
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<td>Public Hearing Stage</td>
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<tr>
<td>No Public Notice Required</td>
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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:

<table>
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<th>Yes</th>
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### ISSUES TO BE ADDRESSED

(R1-6 HS. Rear setback of 25’ is to be met unless approved for a nonuse variance or administrative relief. Nonuse variance: 3 week process, $575.00, 10 day public notice, neighbors can appeal. Administrative relief: 1 week process, $290.00, no public notice 15% of the required setback (21’3” setback allowed with approved administrative relief.) Nonuse variance or administrative relief will also be required for exceeding the maximum lot coverage of 30%. If the lot coverage exceeds 34.5%, a nonuse variance will be required. Pergola is to be calculated into lot coverage. Likely that two nonuse variances will be required. 1 for the rear setback and 1 for exceeding max lot coverage.)

---

**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: $1150

Number of Plans: ___________
PRE-APPLICATION MEETING SUMMARY

Area: Central Date: 10/2/2017
Pre-Application No.: 17-87
Lot Size: 7,500
TSN: 6404103007
Zone: R2

GENERAL INFORMATION
Applicant(s) Present: Ryan Hodorovich
Site Location: 1338 N Corona
Project Description: detached garage

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.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: ☑ 150 ft. ☑ 500 ft. ☑ 1,000 ft.
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):

Zoned R2 (two family residential). Max lot coverage 40%, 5’ rear and side setback for detached structures, maximum height depends on lot coverage. Nonuse variance: $575.00, 3 week process, 10 day public notice, neighbors within 150’ will get notified, neighbors can appeal the project. City Planning highly recommends talking to neighbors before applying for a nonuse variance.

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: $1,150
Number of Plans: __________________________
The property is zoned R1-6 (single family residential) and is subject to the following setbacks. 25' front, 25' rear, 5' side. Maximum height 30' and maximum lot coverage 30%. A nonuse variance will be required for the side setback. Variance: $575, 3 week process, neighbors within 150' will receive notification, poster in front yard for 10 days, neighbors can appeal. Administrative relief required for the front setback, Admin Relief: 1 week process, $290, 15% of the requirement (21’3” front setback), and no public notice. 1 year expiration date for nonuse variance and administrative relief.
Pre-Application Meeting Summary

Area: Central  Date: 10/18/2017
Pre-Application No.: ___________________________
Lot Size: 10,945
TSN: 6406118010
Zone: R1-6 UV

General Information
Applicant(s) Present: ___________________________
Site Location: 2108 N Wahsatch
Project Description: garage

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 ☐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:
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:
☐ Postcard
☐ Poster
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: ___________________________

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):

Total attached and detached garages cannot exceed 1200 square feet or the footprint of the home. Maximum total garage area allowed for this lot is 1142 square feet. Detached garage shall be setback 10’ from alley if the garage doors are adjacent to the alley. If the garage is side loading, then a 5’ rear setback will be required. A maximum height of 16’ or 20’ is required. 16’ max height if the roof pitch is less than 6:12. 20’ max height if the roof pitch is greater than 6:12.
PRE-APPLICATION MEETING SUMMARY

Area: Central       Date: 10/24/2017
Pre-Application No.: 17-0089
Lot Size: 14,250
TSN: 6406301009
Zone: R1-9 HP

Applicant(s) Present: Richard Gilliland
Site Location: 1819 N Cascade
Project Description: addition

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.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
☐ 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):

1 non use variance will be required. Nonuse variance: $575.00, 3 week process, 10 day public notice, neighbors can appeal, 1 year expiration date. "ADU" is allowed above garage as long as there is no 220 volt for a stove. "ADU" can have washer, dryer, fridge, microwave, etc. just no 220 volt stove. 110 volt stoves are allowed. If you would like to make the second story to the garage a real ADU, a use variance would be required. Use variance is about $1,500 and about a 6 month process. No nonuse variance is required for conversion of second story space to an "ADU" with the 110 volt stove.

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

GENERAL INFORMATION

Applicant(s) Present: Shana Fredrick
Site Location: 1819 1827 N Corona
Project Description: addition

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.coloradosprings.gov/planninginfo for application forms and checklists
MJ = Major Amendment, MM = 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
- Drainage Report
- Traffic Study
- Mineral Estate Owner Notification
- Other:

PUBLIC NOTIFICATION REQUIREMENTS:

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

LDTC MEETING:
- Yes
- No

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):

Property is zoned R1-6 (single family residential) and shall have the following setbacks. Front 25', sides 5', rear 25', max lot coverage 35%, and max building height of 30'. Nonuse variance and administrative relief may be required. Nonuse variance: $575.00, 3 week process, 10 day public notice, neighbors within 150' receive notification, neighbors can appeal, 1 year expiration date. Administrative relief: $290, 1 week process, 15% of the requirement (Ex. if you would like to apply for administrative relief for lot coverage, you would be allowed 40.25% lot coverage with approved admin relief), no public notice but neighbors can still appeal, 1 year expiration. City Planning recommends having an ILC (Improvement Location Certificate) done on the property. The ILC may be used as the site plan.
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.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:

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):

Nonuse variance is required if the footprint of the deck is changing. Nonuse variance: $575.00, 3 week process, 10 day public notice, neighbors within 150’ will be notified, neighbors can appeal and object to project. City Planning highly recommends talking to immediate neighbors before applying for a nonuse variance.

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

GENERAL INFORMATION

Applicant(s) Present: Bob Bontrager
Site Location: 1328 N Corona
Project Description: 4’x4’ stairs

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
- Other:

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:

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
- Drainage Report
- 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

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 is required for the 4’x4’ staircase located on the front of the homes.

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
GENERAL INFORMATION

Applicant(s) Present: Patty Hermosillo
Site Location: 233 Custer
Project Description: detached garage

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.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
- Waste Water Master Facility Report
- Mineral Estate Owner Notification
- Drainage Report
- Traffic Study
- Other:

PUBLIC NOTIFICATION REQUIREMENTS:

- Postcard
- Pre-Application Stage
- 150 ft.
- No Public Notice Required
- Poster
- Internal Review Stage
- 500 ft.
- Public Hearing Stage
- 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):

A waiver of Replat and a Nonuse Variance are required. Nonuse variance: $575.00 3 week process, 10 day public notice, neighbors within 150’ will get notified, neighbors can appeal. Waiver of replat: $453.00, 3 week process, no public notice, neighbors can’t appeal. Detached garage cannot exceed 16’ in height if the roof pitch is less than 6:12 or 20’ max height with a roof pitch of 6:12 or greater.

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: Chuck Murphy
Site Location: 129 West Las Animas
Lot Size: 4750 sqft
TSN: 6419207005
Date: 10/17/2017
Pre-Application No.: 
Project Description: Raze current diner and build new brewpub

APPLICATIONS REQUIRED:

- Conditional Use
- Development Agreement (PUD Zone)
- Master Plan
- Use Variance
- Vacation of Plat
- Street Name Change
- Warrant for parking

Applications will be approved by the the downtown review board - DRB

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

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

PUBLIC NOTIFICATION REQUIREMENTS:

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

Note: Applicant must pay for postage at time of poster pick-up.

LDTC MEETING:

- Yes
- No

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 is interested in razing the current structure and starting new with a mixed use building restaurant/bar with at least one residential unit on top. A development plan will be required. Applicant was made aware of the FBZ code and how the structure will need to be close to the property line.

Parking: A Warrant may be required if there is not enough on site (1 stall per 250 sqft of building + 1 per unit). A warrant is included in the DP cost and paperwork.

Conditional use is required if bar sales = 50% or more of total sales.

Application will be approved by the downtown review board - DRB

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: $5,823 fee subject to change.

NUMBER OF PLANS: One hard copy and a digital copy

Matthew Fitzsimmons
Planner II
Urban Planning Division
Planning & Community Development
30 S. Nevada Avenue, Suite 105
Colorado Springs, CO 80901-1575
mfitzsimmons@springsgov.com
**PRE-APPLICATION MEETING SUMMARY**

Applicant(s) Present: Kevin Ferguson

Site Location: 4 N. Spruce

Project Description: Addition on to existing vocational school

**APPLICATION(S) REQUIRED:** [X] 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](http://www.coloradosprings.gov/planninginfo) for application forms and checklists

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

**PUBLIC NOTIFICATION REQUIREMENTS:**

- [X] Pre-Application Stage
- [X] Internal Review Stage
- [X] Public Hearing Stage

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

Custom distance: __________

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

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

**LDTC MEETING:** [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:

Vocational School (electrical) is looking to expand on their own property. Proprietary schools are a permitted use in C-6. Originally considering addition on 4 N. Spruce, but may try to place it in the back of 416 w. Pikes Peak to save money and time.

A development plan (DP) is triggered if addition is 50% or greater than original building. The building at 4 n. Spruce would increase size by over 50%, but the building at 416 w. pikes peak is bigger and would be less than 50% - not requiring a DP. Any building facing the street would require more expensive facade treatment.

Parking: proprietary schools: 0.5 space per faculty member and employee plus 1 space per 6 students.

C-6 standards: Height= 50 ft.

Setbacks determined by land scape and parking requirements listed in 7.4.3 in city code.

C-6 - General business: This zone district accommodates general commercial uses that are typically high volume traffic generators and are generally dependent on more than the immediate neighborhood for their market area.

Proprietary Schools: Schools such as art schools, language schools, business colleges, trade schools, secretarial colleges, gymnastic schools and dance schools.

**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: one Hard Copy + Digital Copy in Dropbox folder.
Applicant(s) Present: Aspen Nipp

Site Location: 109 S. Corona St.

Project Description: changing to a restaurant

APPLICATON(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

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
☐ Postcard  ☐ Poster  ☐ 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
☐ Contact:
☐ 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):

Applicant wants to open up a restaurant that will have over 50% receipt from non-alcoholic sources (not a bar).

- No development plan will be needed.
- Parking will be the biggest issue. Please verify size of building to determine parking demands.
- 1 space per 250 square feet = 1200sf of building/250 = 5 parking spaces
- ADA requires one of the parking spaces to be ADA compliant (marked and includes a sign).
- By code, parking can not back into the street.
- PARKING WARRANT is required.
- Warrants are only granted by the Downtown Review Board. - they meet once a month. A submittal takes about 2-3 months to get through the system.

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: $1,055.00 Warrant with Engineering review.

Number of Plans: 1 hard copy and 1 digital.
Applicant(s) Present: Charlie Martin
Site Location: 1020 S. Tejon St.
Project Description: Changing a residence into a restaurant

APPLICANT(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  □ Subdivision Plat
□ Amendment to Plat Restriction  □ Historic Preservation Board  □ Design
□ Annexation  □ Master Plan  □ Process
□ Building Permit to Unplatted Land  □ Minor Improvement Plan  □ Use Variance
□ CMRS No.  □ Nonuse Variance / Warrant  □ Vacation of Plat
□ Concept Plan  □ Preservation Easement Adjustment  □ Vacation of Public Right-of-Way
□ Conditional Use  □ Property Boundary Adjustment  □ Waiver of Replat
□ MM  □ 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

PARKING DEMAND FOR A RESTAURANT: 1 parking space for 250 square foot of building square footage. = 1,480/250 = 6 on site spaces (one being ADA compliant). There is no opportunity for parking on property for this site. Applicant will have to apply for a Parking Warrant. A parking warrant would allow the restaurant to exist without parking on the property. A warrant in FBZ area is granted by the Downtown Review Board, which only meets once a month. The next available hearing would be on December 6th. The application would have to be approved (not received by) by the planner by Nov. 8th to be placed on the Dec. agenda. An warrant application requires 3 weeks for processing for the first review and possible approval (application is needed asap for Dec. or one month for January 3rd).
Applicant(s) Present: Troy Coats and Brad Nichols
Site Location: 110 - 104 S. Weber St.
Project Description: combine two properties to allow a door between them.

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
☐ Concept Plan
☐ Conditional Use
☐ Development Agreement (PUD Zone)
☐ Development Plan
☐ Historic Preservation Board
☐ Master Plan
☐ Minor Improvement 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
☐ 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
☐ Contact:
☐ Contact:
☐ Contact:
☐ Hydraulic Grade Line
☐ Wastewater Master Facility Report
☐ Land Suitability Analysis
☐ Elevation Drawings
☐ Mineral Estate Owner Notification
☐ Other:
☐ Mineral Estate Owner Notification
☐ Mineral Estate Owner Notification
☐ Mineral Estate Owner Notification
☐ Pre-Application No.:
☐ Date:
☐ Lot Size:
☐ TSN:
☐ Zone:
☐ Area:
☐ Date:
☐ Fee Estimate:
☐ Number of Plans:

Applicant wants to combine two neighboring properties to be able to open a door between the two buildings.
Required Application: Waiver of Replat.

All minor improvements to the parking and some facade improvements can be documented with the Waiver of Replat.

This building is considered an historic building and therefore needs the HP board's approval if any element of the facade is disturbed. Hannah Van Nimwegen 385-5365 is the Planner for the HP board. coordinate with her to get on the next HP meeting's agenda.

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: waiver of replat $559.00
Number of Plans: One hard copy + Digital Submittal
Pre-Application Meeting Summary

Applicant(s) Present: Richard and Sue Larsen

Site Location: Idaho Lane

Project Description: New residential development

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:

PUBLIC NOTIFICATION REQUIREMENTS:

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

ADDITIONAL STUDIES/MATERIALS TO BE SUBMITTED WITH APPLICATION:

□ Geo-Hazard Report
Contact: 
□ Hydraulic Grade Line
Contact: Zaker Alazzeh, 719-385-5468
Contact: Anna Bergmark, 719-385-5613
□ Elevation Drawings
□ Traffic Impact Analysis
□ Wastewater Master Facility Report
□ Mineral Estate Owner Notification

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):

Access - will there be access off of Quail Creek. Need to check with Traffic Engineering

WQ/ Detention - what will be required for the lot development would be determined by WRED

Utilities - will need to reach out to CSU (Bill Davis 668-8254) for understanding of what extensions will be needed to the property for Water/ WW

Required:

Rezoning to establish use. Currently established for general residential. Would need to explore what residential zone could be established. Development for residential is allowable, but concerns for moving towards rural are to be reviewed.

Initial review: 4 weeks/ any resubmittal 2 week review

Next would be taking a general plan to LDTC for overall 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: TBD

Number of Plans: Electronic Submittal + One hard copy of each application
NEIGHBORHOOD ORGANIZATION:
Neighborhood Association/Contact:

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

ADDITIONAL STUDIES/MATERIALS TO BE SUBMITTED WITH APPLICATION:

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

OPTIONAL PARTS:
- The proposed mini-warehouse use is a permitted use in the PBC zone district, but its development on the subject property will require a minor concept plan amendment, development plan, and final plat applications.
- Due to the proximity of the development proposal to adjacent residential uses, a neighborhood meeting will be required and is expected to be held during the internal review stage.
- The building architecture, site design and layout, and landscape buffering will be paramount for this project to mitigate any visual off-site impacts.
- Due to recent traffic related concerns raised during the review of Bison Ridge at Kettle Creek Filings 5 & 6, it was recommended that a traffic analysis be proposed to analyze the Chapel Ridge Drive and Old Ranch Road intersection.
- A photometric plan will be required for this application.
- Per the definition of mini-warehouse, a manager’s/caretaker’s apartment may be constructed as part of the development.
- The parking requirement will be based on the square footage of provided office space and the number of bedrooms in the apartment.
- The development plan will need to include all necessary City standard notes, define the accessible route, and include off-site improvements (e.g. sidewalks, regional trail, etc.)
- A FDR will be required to show capacity within the nearby regional detention facility and how water quality is to be handled.

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: $6,511.00
Number of Plans: One digital and One hardcopy
**PRE-APPLICATION MEETING SUMMARY**

Applicant(s) Present: John Maynard (NES) - Dean (Owner)

Site Location: Venizia

Project Description: New residential subdivision

**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

**ADDITIONAL STUDIES/MATERIALS TO BE SUBMITTED WITH APPLICATION:**
- ☐ Geo-Hazard Report
- ☐ Hydraulic Grade Line
- ☐ Elevation Drawings

**LDTC MEETING:**
- ☐ Yes
- ☐ No

**COMMENTS:**

*PMJM - Will require a letter from USFW for the establishment of the boundary of the development. Application may be submitted but the letter will be required prior to approval.*

- Open Space conversation to come with City Parks
- What the trail possibilities are here/ engage the neighborhood. Support connectivity
- Lot configuration (60’-70’)
- Future buffer conversation for lots along Howels road. Look at precedent of other homes along Howels Road
- Fire access off of Howels will need to be evaluated. Meeting with Fire offline for access.

**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

Area: North       Date: 10/12/2017
Pre-Application No.: N 17-152
Lot Size: 6.03 ac
TSN: 5306300004
Zone: PUD/AO

Applicant(s) Present: Chad Kuzbek (WestWorks Eng.) and Laura Hester (Melody Living)
Site Location: NW of Tutt Blvd. and Woodmen Rd. intersection
Project Description: Senior Apartment Facility (105 units)

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
☐ Pre-Application Stage
☐ 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 (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:
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: ___________
X Postcard
☐ Poster
☐ 150 ft.
☐ 500 ft.
☐ 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
Date: 10/18/2017
Time: 10:15 a.m.

COMMENTS: (This is a preliminary listing of issues and attention items; additional issues will likely surface as the application proceeds through the review process):
- Per the City’s Zoning Code, the proposed land use will be classified as a multi-family development. Because the facility is unlicensed with the State of Colorado as a Human Services Establishment, the most similar land use category is multi-family residential.
- A FDR will be required and concurrently reviewed with this proposal.
- Contact Kathleen Krager in the City’s Traffic Division to discuss if a TIA is required and if the 3/4 access off of Tutt Blvd. will be allowed.
- The subject property is encumbered by a larger CSU utility easement. As such, please coordinate with CSU to determine what private improvements are allowed within the easement, or if specific designs/materials are required.
- The property is also located within the City’s Airport Overlay zone district, and must comply with the City’s code requirements for this zone. As such, the City’s standard avigation easement note must be applied to the final subdivision plat.
- Close coordination with District 20 will be required to understand whether school impact fees will be required for this development, as it is proposed to be age restricted.
- The City will require certain standard notes to be added to the entitlement documents concerning ADA, avigation easement, special districts, etc. Additionally, the City cannot through land use entitlement restrict the age group of residents living in the facility, so either CC&Rs or a Deed Restriction will have to be applied to the property. Either instrument should be referenced on the DP and final plat.
- A non-use variance may be required if the required number of parking spaces, even after alternative compliance, can’t be provided.

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

Fee Estimate: TBD, 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 Phone: (719) 385-5366
P.O. Box 1575, MC 155 Fax: (719) 385-5167
Colorado Springs, CO 80901-1575 dsexton@springsgov.com
**Neighborhood Organization:**

Neighborhood Association/Contact: 

**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
- Wastewater Master Facility Report
- Land Suitability Analysis
- Mineral Estate Owner Notification
- Other:

**Comments:**

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

Administrative review: 4 weeks initial review/ any resubmittal 2 week review
- Submittal: any reports need 2 hard copies and all as digital. Each application should have one hard of each item for initial submittal.
- Drainage: future discussions needed with WRED for off site detention and what would be needed for on site.
- Connie Perry for any landscape questions.
- Supply traffic analysis that was recently completed

*Will not update concept plan at this time with application pending for full concept plan amendment to bring all up to current. Also pending landscape and as-build information for locations already constructed.

**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: TBD

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

Applicant(s) Present: Georgianne Willard (M&S Civil Consultants, Inc.)

Site Location: Between Forest Meadows Ave. and Woodmen Rd.

Project Description: Pines at Forest Meadows Filing No. 2

Area: North Date: 10/13/2017

Lot Size: 4 ac.

TSN: 5300000662, 5305320004, 5305407001

Zone: PUD/AO

APPLICANTS 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 Buffer Distance: □ 150 ft.
□ Poster □ 500 ft. □ 1,000 ft.
□ Custom distance: ___________
□ Drainage Report Contact: Anna Bergmark, 719-385-5613
□ Traffic Impact Analysis
□ Wastewater Master Facility Report
□ Land Suitability Analysis
□ Mineral Estate Owner Notification
□ Other: ___________

LDTC MEETING: □ Yes □ No
□ Yes
□ No
Date: ___________
□ Internal Review Stage
□ Public Hearing Stage
□ No Public Notice Required
□ Postcard Buffer Distance: □ 150 ft.
□ Poster □ 500 ft. □ 1,000 ft.
□ Custom distance: ___________
□ Drainage Report Contact: Anna Bergmark, 719-385-5613
□ Traffic Impact Analysis
□ Wastewater Master Facility Report
□ Land Suitability Analysis
□ Mineral Estate Owner Notification
□ Other: ___________

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 subdivision proposal requires the review and approval, administratively, of a final subdivision plat application.
- Please make sure the proposed layout of lots, tracks, and private streets correlates with the approved PUD development plan.
- The plat should include all the appropriate easement and general notes (i.e. avigation easement special district, CC&R, etc.).
- Please coordinate with Cory Sharp to confirm the preferred method for depicting the “As-Platted” sheet if the intent is to record Pines at Forest Meadows Filing No. 1 before this plat is approved and recorded.
- Ensure labels are provided for all existing and proposed easements, and include reception numbers as appropriate.

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: $1,843.00

Number of Plans: One digital and One hardcopy

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

Applicant(s) Present: Dave Hellmer (U-Haul) and Jeremy Booner (Amerco)

Site Location: 6565 E Woodmen Road

Project Description: New U-Haul Mini-warehouse and Rental facility

Area: North Date: 10/13/2017

Lot Size: 6 +/- ac

TSN: 5307001010

Zone: A/AO

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

NEIGHBORHOOD ORGANIZATION:

Neighborhood Association/Contact:

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
☐ Traffic Impact Analysis
☐ Drainage Report
☐ Wastewater Master Facility Report
☐ Land Suitability Analysis
☒ Hydraulic Grade Line
☒ Elevation Drawings
☒ Other: Photometric Plan

LDTC MEETING: ☑ Yes ☑ No ☑ Maybe Date: _______

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

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Land Use Review
Planning & Community Development
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P.O. Box 1575, MC 155 Fax: (719) 385-5167
Colorado Springs, CO 80901-1575 dsexton@springsgov.com
PRE-APPLICATION MEETING SUMMARY

Applicant(s) Present: Scott Lucas (R&R Engineers)
Site Location: 9733 Federal Dr., 10833, 10859 and 10937 New Allegiance Dr.
Project Description: Amend PUD and Replatting

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 Stage ☐ X Internal Review Stage ☐ X Public Hearing Stage
☐ Street Name Change
☐ Subdivision Plat ☐ PP ☐ FP ☐ PFP
☐ Subdivision Waiver ☐ Design ☐ Process
☐ Master Plan ☐ MJ ☐ MN ☐ MM
☐ Historic Preservation Board
☐ Use Variance ☐ MJ ☐ MN ☐ MM
☐ Minor Improvement Plan
☐ Nonuse Variance / Warrant
☐ Preservation Easement Adjustment
☐ Property Boundary Adjustment
☐ Postcard ☐ Buffer Distance: ☐ 150 ft. ☐ 500 ft. ☐ 1,000 ft.
☐ Poster ☐ Custom distance: ☐
☐ Pre-Application Stage ☐ X Internal Review Stage ☐ X Public Hearing Stage
☐ No Public Notice Required
☐ Postcard ☐ Buffer Distance: ☐ 150 ft. ☐ 500 ft. ☐ 1,000 ft.
☐ Poster ☐ Custom distance: ☐
☐ Pre-Application Stage ☐ X Internal Review Stage ☐ X Public Hearing Stage
☐ No Public Notice Required
☐ Postcard ☐ Buffer Distance: ☐ 150 ft. ☐ 500 ft. ☐ 1,000 ft.
☐ Poster ☐ Custom distance: ☐

PUBLIC NOTIFICATION REQUIREMENTS:
Note: Applicant will be required to pay for postage at time of poster pick-up.
☐ Geo-Hazard Report
☐ Traffic Impact Analysis
☐ Drainage Report
☐ Contact: Scott Lucas (R&R Engineers)
☐ Contact: ☐ ☐ ☐
☐ Hydraulic Grade Line
☐ Wastewater Master Facility Report
☐ ☐ ☐
☐ Elevation Drawings
☐ 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):
- Proposal will require approval of a minor PUD development amendment and final plat.
- It is strongly recommended that the two applications be submitted concurrently to prevent the need for the future gas station/convenience store user to require a subsequent minor PUD development plan amendment for the development of their pad site. As such, the site design and architectural details for the future user would need to be included in this amendment request. This approach will also help to minimize the duplication of analysis.
- With the new entitlement documents, the City’s standard notes will need to be added (i.e. ADA, special districts, private avigation easement, etc.)
- Please coordinate with Anna Bergmark to confirm the level of required drainage analysis.
- At this time, a new traffic analysis will not be required.
- The amended development plan will need to illustrate the accessible route from the different pad sites to the adjacent public streets.
- There is a fair amount of interest from the other ownership groups within the planned area to revised the signage allowances and design. Please contact Jeff Marck at Vogel & Associates at (303) 893-4288 or email at jmarck@vogelassoc.com.
- Please coordinate with the case planner if an LDTC meeting is needed to discuss the project scope with other internal and external agencies.

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

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Land Use Review
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Colorado Springs, CO 80901-1575
Phone: (719) 385-5366
Fax: (719) 385-5167
dsexton@springsgov.com
PRE-APPLICATION MEETING SUMMARY

Applicant(s) Present: Jeremy Layton
Site Location: 7605 N. Academy Blvd.
Project Description: Redevelopment Site w/Restaurant

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

Public Notification Requirements:
- Pre-Application Stage
- Postcard
- Buffer Distance: 150 ft.
- Poster
- 500 ft.
- 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: Photometric Plan

LDTG Meeting: Yes

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 scope of this project has yet to be finalized, the proposal will either require a major or minor development plan amendment.
- The redevelopment of the site will either require a drainage letter of FDR. Please coordinate with Anna Bergmark to determine what level of analysis is required.
- No traffic impact analysis will be required at this time.
- Please coordinate with Fire Prevention Division to determine whether turning radius analysis will be required for the revised site layout.
- Four-sided architecture will be required for all proposed buildings and structures. Additionally, typical details should be provided for any fencing or retaining walls.
- A neighborhood meeting may be required if significant feedback is provided during the internal review of the application.
- The entitlement document will need to include all applicable City standard notes (e.g. ADA, special districts, avigation easement, etc.).
- An accessible route for the establishment’s accessible entrance will need to be provided to the public street.
- While note proposed at this time, a condition of record was established for this PBC zone district prohibiting adult uses.
- At the close of the initial review period, building permit applications may be made to Pike Peak Regional Building Department.
- At time of submittal, the request may be made to have this application processes as a "Rapid Response" project. This only reduces the initial review period down to three weeks.

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 the case planner prior to submittal mtg.
Number of Plans: One digital and One hardcopy

Area: North Date: 10/18/2017
Lot Size: 1.49 ac
TSN: 6305405037
Zone: PBC/cr

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

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P.O. Box 1575, MC 155 Fax: (719) 385-5167
Colorado Springs, CO 80901-1575 dsexton@springsgov.com

Fee Estimate: TBD, contact the case planner prior to submittal mtg.
Number of Plans: One digital and One hardcopy
PRE-APPLICATION MEETING SUMMARY

Applicant(s) Present: Mike Degrant (Oakwood Homes)
Site Location: NW of Marksheffel Rd. and Woodmen Rd. intersection
Project Description: New residential development (approx. 400 units), plus commercial

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 MM MM)
[ ] Conditional Use (MJ MM 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
[ ] Pre-Application Stage
[ ] Postcard
[ ] Buffer Distance: [ ] 150 ft.
[ ] [ ] 500 ft.
[ ] [ ] 1,000 ft.
[ ] Traffic Impact Analysis
[ ] Contact: Zaker Alazzeh, 719-385-5468
[ ] Drainage Report
[ ] Contact: Anna Bergmark, 719-385-5613

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 redevelopment proposal will require a series of entitlement applications. Based on the phased development approach discussed, the applications required during each phase include: Phase I - Minor PUD concept plan amendment, PUD development plan, and final plat; Phase II - Major Master Plan Amendment, PUD concept plan amendment, PUD development plan, final subdivision plat, and, potentially, street name change. The sequence of applications could change based on the timing/type of development.
- A second pre-application meeting should occur prior to scheduling a submittal meeting to discuss the project scope and applications.
- Should the applicant desire, an LDTC meeting can be scheduled to more thoroughly understand agency concerns/requirements.
- The subject properties are impacted by the City’s Airport and Streamside Overlay zone district. For the Airport Overlay, standard notes will be required on the PUD development and final plat. To meet the Streamside Overlay requirements, a separate stream side sheet will be required to articulate how the development complies with City Code.
- All entitlement documents must include or should be updated to include the City’s standard notes (e.g. ADA, avigation easement, special districts, etc.). In terms of accessibility, an accessible route/facilities must be provided as part of the development.
- A contribution will be required for the future intersection improvements at Kenosha and Marksheffel.
- A TIA and FDR will be required for this development to understand on- and off-site impacts, whether other improvements are needed.
- Further input will be provided once the project scope is more finalized.

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 mtg.
Number of Plans: One hardcopy and One digital copy
PRE-APPLICATION MEETING SUMMARY

Applicant(s) Present: Jim B. and Nicole F. (Challenger Homes)
Site Location: NE of Cowpoke Rd. and Canary Cir.
Project Description: New Single-Family Detached Subdivision

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

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:
Hydraulic Grade Line  Wastewater Master Facility Report  Other:
Elevation Drawings  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):
- Before applications can be processed for the development of the property in question with a single-family detached residential subdivision, a letter for District 49 must be provided to confirm their intent to not develop the site with an elementary school. Additionally, District 49 must confirm how the transaction is complying with City Code Section 7.71207 (E) Disposal of Surplus School Land.
- Once confirmation from District 49 is provided, the development proposal will require a major master plan amendment, zone change, development plan, and final plat. All applications will be processed concurrently, with the exception of the final plat which is an administrative approval.
- Please coordinate with the Water Resources Engineering and Traffic divisions of Public Works to ensure adjacent facilities (roadways, detention ponds, etc.) are sized to handle the proposed development.
- A neighborhood meeting will be required for this project to inform residents of the land use change prior to public hearing. A district 49 representative should be in attendance.
- At this time, the City’s Parks department does not appear to want to take the property for an expanded park facility. Confirmation of this stance will occur during application review. Additionally, there does not appear to be a provision within City Code or the annexation agreement affording the City first right of refusal for the development of the site with another public facility.
- Please ensure the entitlement documents contain all the applicable city standard notes.

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Senior Planner
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P.O. Box 1575, MC 155  Fax: (719) 385-5167
Colorado Springs, CO 80901-1575  dsexton@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.

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

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

NEIGHBORHOOD ORGANIZATION:
Neighborhood Association/Contact: Na  ☑ 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  ☐ Public Hearing Stage  ☑ No Public Notice Required
☐ Postcard  ☐ Poster  ☐ Custom distance: 1,000 ft.
Buffer Distance: 150 ft.  500 ft.

ADDITIONAL STUDIES/MATERIALS TO BE SUBMITTED WITH APPLICATION:

Contact:  ☐ Contact:  ☐ Contact:  ☐ Date: Na
☐ Hydraulic Grade Line  ☐ Wastewater Master Facility Report  ☐ Land Suitability Analysis  ☐ Time: Na
☐ Elevation Drawings  ☐ Mineral Estate Owner Notification

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):

New Shed - 319 sq ft.
Admin relief for rear setback
Admin relief for accessory structure height
Submit applications for both admin reliefs
give me a final building height for the shed on the site plan
submit payment

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: Nichole Johnson

Site Location: 0 S 8th Street

Project Description: mixed commercial/residential

Area: South Date: 10/10/17

Lot Size:

TSN: 742420038

Zone: OC

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

☐ 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 (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

NEIGHBORHOOD ORGANIZATION:

Neighborhood Association/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
☐ No Public Notice Required
☐ Custom distance: __________

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

ADDITIONAL STUDIES/MATERIALS TO BE SUBMITTED WITH APPLICATION:

☒ Geo-Hazard Report
Contact: Patrick Morris, 719-385-5075

☒ Hydraulic Grade Line
Contact:

☒ 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

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 property is zoned OC and allows specific uses within the zone district. Office and Residential uses would be allowed, but not retail, bar or some restaurant uses.
- If the uses proposed are allowed within the OC zone, a Dev Plan and final plat would be required. If the uses are not allowed, a zone change, development plan and final plat would be required.
- If residential units, a 40’ noise setback would apply from 8th Street.
- Talk to County Parks for access/trail connections.
- Setbacks 25’ front, 20’ side, and 20’ rear.

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Fee Estimate: TBD

Number of Plans: TBD

Lonna Thelen, AICP LEED AP BD+C
Principal Planner
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Colorado Springs, CO 80901-1575 lthelen@springsgov.com
Applicant(s) Present: Kathy Farina
Site Location: 2 N Cascade
Project Description: Add 1 antenna to existing installation

**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
- Concept Plan
- Conditional Use

**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
- 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):

Applicant would like to add 1 antenna to an existing AT&T installation. The site currently has 11 AT&T antennas and will be increased to 12 with this application. No engineering or utilities review is required at this time.

AR CM3 05-565-A1CM312 shows 9 proposed antennas. AR CM3 16-00375 shows 11 proposed antennas. This application is required to show the update to 12 antennas.
PRE-APPLICATION MEETING SUMMARY

Applicant(s) Present: Nathan Fisk
Site Location: 17 North Meade Avenue
Project Description: Redevelop Site

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 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

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: N/A

PUBLIC NOTIFICATION REQUIREMENTS:
Pre-Application Stage
Postcard
Internal Review Stage
Poster
Buffer Distance: 150 ft., 500 ft., 1000 ft.

ADDITIONAL STUDIES/MATERIALS TO BE SUBMITTED WITH APPLICATION:
- [ ] Geo-Hazard Report 385-5412
- [ ] Traffic Impact Analysis
- [ ] Hydrologic Master Facility Report
- [ ] Wastewater Master Facility Report
- [ ] Mineral Estate Owner Notification

LDTC MEETING: [ ] Yes [ ] No
Date: Contact Planner
Contact:

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

Parking based on No. of Bedrooms
Fire Dept. - Steve Smith 385-7362
Regional Bldg. Dept. (719) 324-2880

Contact Planner to schedule LDTC mtg, have site plan and project stat.

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Fee Estimate:
Number of Plans:

Rachel Teixeira
Planner II
Land Use Review
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: JOE GONZALES
Site Location: 304-312 SOUTH 8TH ST.
Project Description: remodel existing neighbor shopping center

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: OWN
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
☐ Poster
☐ 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 development proceeds through the development review process.):

ADA Note
Signage Note
Commercial Center Parking [1 space per 250 SF]

Restaurant C - Parking per

Development History:

Stripe parking in rear. (PROPERTY OWNER)

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: Send an e-mail

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Phone: (719) 385-5368
Fax: (719) 385-5167
rteixeira@springsgov.com

Area: SOUTH
Lot Size: 4.66 Acres
TSN: 7413314009
Zone: Cle/SZ

Date: 10/11/2017
PRE-APPLICATION MEETING SUMMARY

Applicant(s) Present: CHRIS CAMBRIDGE
Site Location: 323-327 S. 18th St
Project Description: combine two lots Res & Comm.

APPLICATIONS REQUIRED:
- 2020 Land Use Map Amendment
- Conditional Use
- Development Agreement (PUD Zone)
- Subdivision Plat
- Development Plan
- Master Plan
- Nonuse Variance
- Preservation Easement Adjustment
- Property Boundary Adjustment
- Street Name Change
- 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/Section/0.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 Neigh
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
- Master Plan
- Mineral Estate Owner Notification
- Drainage Report
- Traffic Study
- Other:

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

LDTC MEETING: Yes  No  Date: 11/01/2017  Time: 10:00 to 10:30 AM

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:

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: 

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PRE-APPLICATION MEETING SUMMARY

Date: 10/30/2017
Area: SOUTH
Lot Size: 1.89 ACRES
TSN: 411311012
Zone: M1

APPLICANT(S) PRESENT: ADAM PERLMAN

SITE LOCATION: 411 SOUTH 26TH STREET
PROJECT DESCRIPTION: STEALTH TOWER

APPLICATIONS REQUIRED:
- Conditional Use CMJ CMN CMM
- Subdivision Plat CP P CP FP CFPP
- Development Agreement (PUD Zone)
- Subdivision Waiver (Design/Process)
- Development Plan CMJ CMN CMM
- Use Variance CMJ CMN CMM
- Master Plan CMJ CMN CMM
- Vacation of Plat
- Nonuse Variance CMJ CMN CMM
- Vacation of Public Right-of-Way
- Building Permit to Unplatted Land
- Preservation Easement Adjustment
- Building Permit Prior to Platting
- Property Boundary Adjustment
- Waiver of Replat
- Concept Plan CMJ CMN CMM
- Zone Change
- Street Name Change

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

NEIGHBORHOOD ISSUES:
Name of Neighborhood Association: Organ of Westside Neighbors
Possible Issues that might be raised with the neighborhood:

ADDITIONAL STUDIES/MATERIALS TO BE SUBMITTED WITH APPLICATION:
- Elevation Drawings
- Geo-Hazard Report of Exemption (Contact a geologist to determine which)
- Land Suitability Analysis
- Wastewater Master Facility Report
- Mineral Estate Owner Notification
- Drainage Report
- Traffic Study
- Other: Landscaping
- Site Plan
- Postcard
- Buffer Distance: 150 ft. 500 ft. 1,000 ft.

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

LOTC MEETING:
- Yes
- No

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):

47 FT TOWER OVER M1 ZONE — 40 FT MAX. PERMITTED.
ADD LANDSCAPING AROUND THE 6 FT SCREEN WALL.
PROVIDE PHOTO SIMULATIONS (EXISTING AND PROPOSED) OF ALL ELEVATIONS.

Development History:

LOT 2 CHECKER AUTO SUB FIL NO. 1

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: $1,652.00

NUMBER OF PLANS: CONTACT ME FOR SUBmittal PROCEDURE

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: Dan Kupferer
Site Location: 820 Jefferson
Project Description: subdivide into 2 lots

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

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

ADDITIONAL STUDIES/MATERIALS TO BE SUBMITTED WITH APPLICATION:
☐ Geo-Hazard Report
Contact: Patrick Morris, 719-385-5075
☐ Hydraulic Grade Line
Contact: Jonathan Scherer, 719-385-5546
☐ 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):

- single-family in the R2 requires 5,000 sf lot size, duplex requires 7,000 sf.
- Setbacks - front 25', side 5', rear 25'. Lot coverage must be met on new lots. 50' minimum lot width.
- Provide a preliminary plat with three drawings - Site plan page, Utility Page, and Grading page.
- Garages are not allowed on their own lots. If the lot layout leaves a garage on a lot without a single-family home there are two options - either tear down the garage prior to recording the plat or provide a financial assurance to cover tearing down the garage and pull a building permit within 3 months of recording the final plat.
- All lots must access a public street. If not, a subdivision waiver is required to be approved by City Planning Commission.

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: $2,330 - includes GH report
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 Fax: (719) 385-5167
Colorado Springs, CO 80901-1575 lthelen@springsgov.com
PRE-APPLICATION MEETING SUMMARY

GENERAL INFORMATION
Applicant(s) Present: MARC VAN NESS
Site Location: 909 West Cucharas Street
Project Description: SINGLE FAMILY RESIDENCE

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

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
- 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

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):

Amend site plan to reflect (residential office)
mixed use - permitted
OFFICE (1 PER 400 SF)
RESIDENCE (SINGLE FAMILY RES.) ➔ 1 SPACE PER DWELLING UNIT

Development History:
CPC CU 13-00127

EXISTING- Editorial Office Structure with Residence in Lower Level on Lot 1

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: 3 FULL SIZE SITE PLANS

LEVEL 1: 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 80931-1575
Phone: (719) 385-5368
Fax: (719) 385-5167
rteixeira@springsgov.com
PRE-APPLICATION MEETING SUMMARY

Applicant(s) Present: TODD JONES
Site Location: 2904 HAGERMAN STREET
Project Description: Personal Improvement Services

APPLICATIONS REQUIRED:
- Conditional Use CMJ CMN CMM
- Development Agreement (PUD Zone)
- Development Plan CMJ CMN CMM
- Master Plan CMJ CMN CMM
- Nonuse Variance Parking
- Preservation Easement Adjustment
- Property Boundary Adjustment
- Street Name Change
- Subdivision Plat CPP CPF PFP
- Subdivision Waiver (Design/Process)
- Use Variance CMJ CMN CMM
- 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: Organization of Westside Neighbors
Contact person(s) and information:
Possible Issues that might be raised with the neighborhood: Jim Thompson

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: Landscaping

PUBLIC NOTIFICATION REQUIREMENTS:
- Postcard Buffer Distance: ☐ 150 ft. ☑ 500 ft. ☒ 1,000 ft.
- Pre-Application Stage ☐ Roster ☒ 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.):

Contact CSU Administration 668-8111 for fees and requirement - Wastewater Master Facility Report?
Illustrate existing and proposed landscaping on site plan.
Gym - Personal Improvement Services (1 per 250 SF)
Storage - Warehouse (1 per 1,000 SF)

Development History: N/A

ADA spaces required and 1 of those spaces must be van.

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: Contact Planner
NUMBER OF PLANS: Contact Planner

Rachel Teixeira
Planner II
Land Use Review Division
Planning & Community Development
30 S. Nevada Avenue, Suite 105
P.O. Box 1575, MC 135
Colorado Springs, CO 80901-1575
Phone: (719) 385-5368
Fax: (719) 385-5167
rteixeira@springsgov.com
PRE-APPLICATION MEETING SUMMARY

Applicant(s) Present: MIKE SNOVER
Site Location: 2430 PLATTE PLACE
Project Description: COMM. MUN. OF PARK, MODEL HOMES

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)
- Development Plan (MJ, MN, MM)
- Master Plan (MJ, MN, MM)
- Nonuse Variance
- Preservation Easement Adjustment
- Street 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

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

NEIGHBORHOOD ISSUES:
Name of Neighborhood Association: Flatte Avenue Business HOA
Contact person(s) and Information: Stephanie Johnson, # 719-473-5653
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
- 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):

Development Plan for Light Industrial
Waiver of Replat for Legal Description
Parking (Light Industry): 1 space per 750 sq. ft.
City Engineering Joel Dagnillo 385-5412
Use is indoors with outdoor storage

Development History:
LOTS 14-26 BLK N PLATTE ACRES

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: Attached sheet
NUMBER OF PLANS: Contact Planner

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

Applicant(s) Present: Matthew Erickson
Site Location: 2433 E Fountain Blvd
Project Description: new Uhaul facility

Area: South Date: 10/25/17
Pre-Application No.: 17-84
Lot Size: ________________________________
TSN: 6421306006, 6421416009
Zone: PBC

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

The uses proposed are considered: Automotive rental - permitted (15,000 GVWR or less), Miniwarehouse - P in PBC, and Automotive Storage Yard - not allowed in PBC, permitted in C-6
The property is platted as one lot a portion of another whole platted lot (Prospect Park Sub No. 5 and No. 3)
The west property (Automotive Storage Lot) will need a zone change (ZC) and a development plan (DP) for development. The east lot (Automotive rental and miniwarehouse) will need a DP and a waiver of replat (WR).
The ZC will need to include a condition of record removing the more intense uses from the C-6 zone district to make it compatible with surrounding PBC.
In order to expedite the process - two submittals may be needed:
1. The ZC and a concept plan (CP) for the west lot. If the DP is ready it may be submitted with the ZC or come in later.
2. The DP and WR for the east lot.
- parking 1/400 for office, 1/300 for retail / cross access easement for west lot / show bike rack / sidewalk along Fountain Boulevard

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: $6,482 CP & ZC, $4,065 DP & WR, DP $1,949
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: **NEIL KATZ**

Site Location: 2509 EAST PLATTE PLACE

Project Description: MMJ EXPANSION

APPLICATIONS REQUIRED:
- [x] Conditional Use MM
- [x] Development Agreement MM
- [x] Development Plan MM
- [x] Master Plan MM
- [x] Nonuse Variance MM
- [x] Preservation Easement Adjustment
- [x] Property Boundary Adjustment
- [x] 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: Platte Avenue Business HOA
Contact person(s) and information: Stephanie Johnson #473-5673

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

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 [x]

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):

Conditional Use to expand MMJ Grow Dispensary
Parking: 1 space per 300 sft (retail)
1 space per 400 sft (office)

Connie Perry # (719) 385-5375

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.

Fee Estimate: See attached sheet

Number of Plans: Planner for Submittal

Rachel Teixeira
Planner II
Land Use Review Division
Planning & Community Development
305. 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

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

Applicant(s) Present: Gary Harrison

Site Location: 2720 - 2750 South Academy Boulevard

Project Description: ADDITIONAL RETAIL AND DRIVE-THRU PAD SITES

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)
☐ Vacations of Plat
☐ Vacations 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; MM = Minor Modification

NEIGHBORHOOD ORGANIZATION:

Neighborhood Association/Contact: PRIDE IN THE PARK / ERIC PETERSON #719-634-5012

PUBLIC NOTIFICATION REQUIREMENTS:

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

ADDITIONAL STUDIES/MATERIALS TO BE SUBMITTED WITH APPLICATION:

☐ Geo-Hazard Report
☐ Traffic Impact Analysis
Contact: Zaker Alazeh
☐ Hydraulic Grade Line
☐ Wastewater Master Facility Report
☐ Elevation Drawings
☐ Mineral Estate Owner Notification

☐ Land Suitability Analysis
☐ Other: Landscaping

LDTC MEETING:

☐ Yes ☐ No

Date: ☐ Internal Review Stage
☐ Poster 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):

Speak to Carl Schueler #385-5391 or Hancock/Academy improvements.

Contact Zaker Alazeh #385-5468 for street improvements.

Traffic CSU Administration #668-8111

Landscaping - Contact Connie Perry #385-5375

Curb Cut: Right In Right-Out (Zaker Alazeh)

Commercial Center Parking 1 Space per 300 SF.

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 DOCUMENT.

Number of Plans: CONTACT PLANNER WHEN READY TO SUBMIT PROJECT.

Rachel Teixeira
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) 385-5368
Fax: (719) 385-5167
rteixeira@springsgov.com
PRE-APPLICATION MEETING SUMMARY

Applicant(s) Present: ELDEN LEASURE
Site Location: 2801 West Colorado Avenue
Project Description: FENCE/TRASH Enclosure

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
- [x] 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: M = Major Amendment, MN = Minor Amendment, and MM = Minor Modification

NEIGHBORHOOD ISSUES:
Name of Neighborhood Association: OWN
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.
  Poster 1,000 ft.
  Internal Review Stage
  Public Hearing Stage
  No Public Notice Required
  If neighbor complained then neighbor notification
  Time: 

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.):

Is the fence located on city's property? (Right of Way)
Illustrate the fence and trash enclosure
Note on the site plan is only for the trash enclosure and fence,
City Planning needs to contact Code Enforcement
Development History:

CPC CU 91-92

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: 

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

**Applicant(s) Present:** Miguel De la Torre  
**Site Location:** 2814 East Fountain Blvd.  
**Project Description:** Used Car Lot

**Area:** Smith  
**Pre-Application No.:**  
**Lot Size:** 309.28 SF  
**TSN:** 6481402012  
**Zone:** PBC

**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 CPFP CPFP)  
- [ ] 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.  
- [ ] Preservation Easement Adjustment  
- [ ] Vacation of Public Right-of-Way  
- [ ] Concept Plan (MJ MN MM)  
- [ ] Property Boundary Adjustment  
- [ ] Waiver of Replat  
- [ ] Conditional Use (MJ MN MM)  
- [ ] 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:** NO HOA  
- [ ] Neighborhood Meeting

**Public Notification Requirements:**  
- [ ] Pre-Application Stage  
- [ ] Internal Review Stage  
- [ ] Public Hearing Stage  
- [ ] Postcard  
- [ ] No Public Notice Required  
- [ ] Buffer Distance: 150 ft.  
- [ ] Poster  
- [ ] 500 ft.  
- [ ] 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: Landscaping  
- [ ] Contact: Connie Perry 385-5375

**LDTC Meeting:**  
- [ ] Yes  
- [ ] No  
**Date:**  
**Time:**  
**Contact Planner when project is ready for submittal:**

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

CSU Administration # 668-8111  
PAVING WILL BE REQUIRED  
TRAFFIC ENGINEERING - Zaker Alazzez # 385-5468  
CITY ENGINEERING - Joel Dagnillo # 385-5412  
WATER RESOURCES - Jonathan Scherer # 385-5546  
Landscape Architect

Contact Planner when project is ready for submittal.  
Bldg. Permits & Pikes Peak Regional Building Dept.

---

**Rachel Teixeira**  
Planner II  
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  
rtexiera@springsgov.com
## Pre-Application Meeting Summary

**Applicant(s) Present:** Bill Guman

**Site Location:** 2850 S Circle Drive

**Project Description:** Annexation into City

### Application(s) Required:
- No application to the Planning Department required
- 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
- Vacations 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 Organization:
- Neighborhood Association/Contact:

### Public Notification Requirements:
- Pre-Application Stage
- Internal Review Stage
- Public Hearing Stage

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

**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
- Wastewater Master Facility Report
- Mineral Estate Owner Notification
- 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):

- This site is an existing hotel. The applicant would like to update the site with new parking, landscaping, and an interior remodel.
- The site is within the SE CO water Conservancy, Garden Valley water and sanitation, and Stratmor Hills Fire Protection District.
- Provide a development plan that shows the site changes to the property.
- Staff proposes establishing City PBC zoning when annexing into the City.

*****Provide 1/6 contiguity confirmation, it appears that the road to the west is owned by a private entity, contiguity may be an issue - provide proof prior to submittal. No direct access is shown to Circle Drive, provide the access easement and include the reception number on the DP from S Circle Drive into the site. Fire flow may require sprinklers or loop around the building. (Steve Smith - 385-7362)

- If no building additions are to be added, platting will not be required. If building additions are to be added, platting will be required and drainage fees will be due. ($11,940 - per acre)
- $53,000 approx fees due when annexation
- Building permit to unplatted land - could be submitted to allow the porte cochere annexation
- Electric and Gas from CSU currently. Water and Sewer connection in Circle Drive
- Garden Valley Water District contact Donald Gregory - maxart@pcisys.net / Contact for Pheonix Tower - Kyle Campbell

KCampbell@classicconsulting.net

### Notes:
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:** $11,228.00

**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: Eric Blamiers

Site Location: 5475 Imola Ln

Project Description: change the street name

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

**PUBLIC NOTIFICATION REQUIREMENTS:**  
- Postcard: 150 ft.
- Poster: 500 ft.
- Buffer Distance: ☑ 1,000 ft.

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

**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):

- AR DPA 98-00092-A4MJ15 - is the most recent DP for the site.
- There are no other homes addressed off this road and Bootsy Jones, the Public Safety Street Naming Administrator is ok with the street name change.
- The street name change must be approved by City Planning Commission.
- If the owner would like to create a new lot out of the existing lot, he will need to provide proof through a land suitability analysis that the preservation area is not needed on the site. This will require an amendment to the existing DP on the site re-evaluating the existing land suitability analysis for steep slopes (over 25%) and existing vegetation. This amendment should also show the new lot line. A final plat will also be needed.

**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: $1,378.00 for the St. name change, FP & DP - 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  
P.O. Box 1575, MC 155  
Colorado Springs, CO 80901-1575  
Phone: (719) 385-5383  
Fax: (719) 385-5167  
lthelen@springsgov.com
Applicant(s) Present: David Hentschel
Site Location: 6030 Wyman
Project Description: New HS residence

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
- 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

Additional Studies/Materials to be Submitted with Application:
- Geo-Hazard Report
- Traffic Impact Analysis
- Drainage Report

Contact: Patrick Morris, 719-385-5075

LDTC Meeting: [X] No

Comments:
(Application is building a new hillside residence. Hillside site plan requirements, geologic hazards, and setbacks were discussed during the meeting. A completed hillside checklist was given to the applicant to make corrections for a future submittal. 6” of the home was proposed in an easement but that portion will be removed to resolve any potential conflict. Previous email (May 2017) from Patrick Morris established that the property is not subject to a geologic hazard report. I will contact Patrick Morris to confirm this is still the understanding.)

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: 1

Greg Sanders
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
gsanders@springsgov.com
PRE-APPLICATION MEETING SUMMARY

Applicant(s) Present: Clovis Gault
Site Location: along Rampart Range Road inside Garden of the Gods
Project Description: new single-family home

APPLICATION(S) REQUIRED:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Yes</th>
<th>No</th>
</tr>
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<td>Concept Plan</td>
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<td>Conditional Use</td>
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<td>Development Agreement (PUD Zone)</td>
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<td>Master Plan</td>
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<td>Minor Improvement Plan</td>
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<td>Nonuse Variance / Warrant</td>
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<td>Zone Change</td>
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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:

PUBLIC NOTIFICATION REQUIREMENTS:

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<tr>
<th>Stage</th>
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<td>Pre-Application</td>
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<td>Public Hearing</td>
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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
- Hydraulic Grade Line
- Elevation Drawings
- Traffic Impact Analysis
- Wastewater Master Facility Report
- Mineral Estate Owner Notification

LDTC MEETING:

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Date: TBD

COMMENTS:

- A plan for a combination of 18 property owners was started for Rampart Heights in 1982
- In June of 1984 a development plan/preliminary plat was approved. A Utilities plan was approved in August of 1986
- This plan has expired, a preliminary and final plat must be approved. New Prelim Plat to include - site plan, utility plan and grading plan
- Concerns for this property include:
  - Geologic Hazards - a geologic hazard report will be required to be submitted and reviewed by Colorado Geologic Survey. The report will likely dictate where a suitable area for development is on the site.
  - Utilities - Utilities are not within Rampart Range Road. The applicant will need to work with CSU to determine how to get utilities to the site and will likely need to acquire easements from private property owners to get utilities into the site.
  - Neighborhood concerns - a full public process will be a part of this review. The neighbors within 1,000 feet will be allowed to comment on the review and if the plans are approved, could appeal the plans to City Planning Commission and City Council.
  - Fire Access - Fire will need to determine the type of access needed for the site. / Parks Dept may have concerns
  - Staff strongly recommends and LDTC meeting to discuss these concerns. More concerns may be added at that meeting.
- Hillside Review Criteria will apply. Provide Land Suitability Analysis showing areas over 25% slope and showing existing vegetation.
- Drainage fees will be due at time of plat recording.

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
NEIGHBORHOOD ORGANIZATION:
Organization of Westside Neighbors

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

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

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

- May carry forward the zone change application from previous submittal. A new development plan application will be required for the new concept, however, a concept plan may be submitted to accompany the zone change. This may move the zone change forward quicker.
- Final plat application may be deferred to after development plan approval, but will be required prior to permit. Plat will be subject to drainage fees as applicable. Park and School fees will also be required at the building permit stage.
- A photometric plan will be required if exterior site lighting is proposed. Photometric plan may be limited to northwest and northeast property lines.
- Provide roughly 200 sqft of open space per bedroom on-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: $3,534.00 (development/concept plan @ 3 ac); $1,785.00 (final plat @ 3 ac)
Number of Plans: 1 hard copy, 1 digital copy

Hannah Van Nimwegen
Planner II
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: Jim Dibiase and Bobby Hill
Site Location: SW corner of Tejon and Costilla
Project Description: Mixed use building with approx 250 room hotel and ground floor retail

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
☐ 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
☐ Vacacion 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: Downtown Partnership / Downtown Residents Coalition

PUBLIC NOTIFICATION REQUIREMENTS:

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

☐ Postcard
☐ Poster
☐ 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
☐ Hydraulic Grade Line
☐ WasteMaster Facility Report
☐ Land Suitability Analysis
☐ Elevation Drawings
☐ Mineral Estate Owner Notification
☐ Other: revocable permit applications

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):

The proposed project is well aligned with the Experience Downtown Master Plan and the Form-Based Code. A Form-Based Development Plan or Conditional Use Plan is necessary for redevelopment; given the presence of “bar” uses within the building a Conditional Use application will be necessary (CU’s must be reviewed/approved by the Downtown Review Board). Most FBC standards appear to be met on initial plans. However, the setback from the south property line can not exceed 20’ without relief. Suggest analysis of design guidelines within the FBC regulating plan for direction on architectural articulation, encroachments, services, parking, etc. A revocable permit will be needed for all private encroachments into the public ROW; generally, encroachments are encouraged but detailed review from CSU and others is necessary. Some subdivision application will be necessary to construct a building that spans multiple historic lots (either full replat or waiver of replat may be used). Staff encourages active ground-floor uses; outdoor patios are also encouraged. Details along the Costilla vehicle drop off area are necessary to ensure that pedestrian/vehicle conflicts are minimized. As a parking exempt site, you have latitude on how many off-street stalls to provide - however, discussions with City, URA, and DDA may drive parking numbers more than FBC standards. Public improvements (hardscape, landscape, benches, bike racks, etc.) are required to be shown 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: approx. $3,700 based on CU and FP
Number of Plans: 2 hard copies plus digital submittal docs

 Ryan Tefertiller, AICP
Urban Planning Manager
Urban Planning
Planning & Community Development
30 S. Nevada Avenue, Suite 105 Phone: (719) 385-5382
P.O. Box 1575, MC 155 Fax: (719) 385-5167
Colorado Springs, CO 80901-1575 rtefertiller@springsgov.com