



# COLORADO SPRINGS PLANNING

## Land Use Review

### Street Name Change Application Requirements

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This checklist is intended to assist in preparing a complete plan that will address all City development standards, requirements, and review criteria. The following information must be included with the plan submittal. If justified, the City may except any requirement. *The Land Use Review Division may require additional information in accordance with City Code Section 7.5.403* All documents should be neat and legible; inaccurate, incomplete, and poorly completed documents may be rejected.

Please submit via the Planning Department's [online submittal system](#).

### Submittal Checklist

#### General Requirements

- [General Applicant and Owner Acknowledgement Form](#)
- Project Statement identifying the following:
  - A clear description of the proposed waiver.
  - A justification based on the review criteria addressing why the street name change should be approved.
- A legal description of the proposed project
- A list of all properties requiring an address change (owner names/current address/tax schedule number)

### Plan Content Requirements

#### Overall Page Layout

A complete site plan must include the following information:

- Provide an area for the Land Use Review file number in the lower right-hand corner of all sheets.
- Indication of standardized scale, both fractional and bar (i.e. 1" = 20')
- North arrow
- Date of preparation
- Subdivision name with all applicable recording information
- The requested street name change area (graphically illustrated and notated with existing and proposed street names)
- Dimensions of rights-of-way
- Names of all adjacent property owners
- Names of all adjacent streets
- Name, address and phone number of applicant/owner
- Outline in bold the entire area of the street name change.



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#### **Street Name Change Process**

The Planning Commission shall review the Street Name Change application in accordance with Subsection 7.5.407D.2 (Planning Commission, FBZ Review Board) based on the requirements of Subsection 7.4.304H (Street Names). Upon a determination that the application does not meet the requirements of Subsection 7.4.304.H, the Planning Commission shall deny the application. If the application meets the requirements of Subsection 7.4.304.H, the Planning Commission may approve or deny the application in its discretion.