

**Sketch Plans or Site Surveys are strongly advised for this meeting.**



## **PRE-APPLICATION MEETING REQUEST FORM**

Manitou Springs Planning Department  
606 Manitou Avenue  
Manitou Springs, CO 80829  
(719) 685-4398  
[planningdept@comsgov.com](mailto:planningdept@comsgov.com)  
[www.manitouspringsgov.com](http://www.manitouspringsgov.com)

A pre-application meeting is required prior to submission of an Annexation, Rezoning, Conditional Use Permit, Variance, Comprehensive Sign Plan, Material Change of Appearance, Demolition, Major or Minor Development Plan, a Master Plan, Vacation of Easement, Vacation of Right-of-Way, Minor/Major Subdivision, or any other application as determined by the Planning Department in order to be scheduled before the Manitou Springs Planning Commission or Historic Preservation Commission. The purpose of the pre-application meeting is to inform an applicant of review procedures, submittal requirements, development standards, and other pertinent matters before finalizing the development proposal application. Staff comments presented during a pre-application meeting are informational only and do not represent a commitment on behalf of the City regarding acceptability of the proposal. Additionally, staff comments are not intended to be all inclusive or to guarantee a favorable staff report recommendation. Applicants are responsible for reading and understanding all applicable requirements under the Municipal Code.

To request a pre-application meeting, please fill out the information below and submit to the physical or email address provided above. Once the Planning Department has this form, we will contact you to schedule a meeting. Pre-application meetings must occur a minimum of ten (10) working days prior to the submittal deadline for the Planning Commission and/or Historic Preservation Commission. Please see the attached meeting schedules; it may take up to two (2) days to schedule the meeting.

Subject Property Address: \_\_\_\_\_

Applicant(s) Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Property Owner (if not the Applicant): \_\_\_\_\_

Nature of the Request: \_\_\_\_\_

\_\_\_\_\_

## **TOPICS OF DISCUSSION**

At the meeting, the Applicant will present a synopsis of the proposal and any plans or surveys available; the following topics will need to be covered. Some of these items may not be applicable based on the type of request.

1. Zoning – Current/Surrounding/Proposed land uses
2. Setbacks
3. Lot Coverage
4. Utilities/Easement Locations
5. General Site Layout/Other Development Standards
6. Traffic Impacts
7. Impacts on Adjacent Properties/Uses
8. Building Design/Demolition (Historic Districts or Major/Minor Developments)
9. Parking Requirements
10. Landscaping/Buffering/Lighting
11. Open Space/Parks/Schools Fee Triggers
12. Storm Drainage Issues
13. Existing natural features
14. Slope
15. Grading/Excavating
16. PlanManitou Compliance (Rezoning)
17. Manitou Springs Forward and Vision Guide Compliance (Rezoning)
18. Neighborhood Meeting
19. Minimum Submission Requirements/Fees/Deposits/Timelines
20. Other

Photos are helpful but not required.

To ensure proper correspondence and record of attendance please sign this form and leave a copy with the Planning Department prior to leaving the meeting.

Thank You.

\_\_\_\_\_  
Signature – Property Owner or Project Consultant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature – Staff

\_\_\_\_\_  
Date