



PLANNING + NEIGHBORHOOD SERVICES

Land Use Review

Conditional Use Application Requirements

Conditional Use Application Requirements

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

Pre-Application Meeting Summary from the City Planner (If applicable)

[General Applicant and Owner Acknowledgement Form](#)

Project Statement identifying the following:

- 1. A clear description of the proposed conditional use
- 2. A justification based on how the proposed conditional use meets the review criteria

[Mineral Estates Owner Notification Certification](#)

A legal description and drawing of the property. Subdivision names must be as shown on the recorded plat and include the Book and Page or Reception Number. Any exceptions must be completely written out in metes and bounds for the entire boundary of the property. Easements not on the parcel should not be included.

Legal depiction (optional)

A Land Use Statement shall be provided to address the below information, a supporting visual depiction may also be included to convey applicable details. All exhibits will be considered conceptual and must meet all applicable criteria at time of Development Plan. The Land Use Statement shall include information identifying and demonstrating:

- 1. Proposed land uses, housing densities (as applicable), and development intensity;
- 2. Compatibility with adjacent development patterns; and
- 3. Impact to adjacent developments including but not limited to light, noise, and traffic.

If a Development Plan is required for the proposed Conditional Use, the Manager shall review and decide upon the Development Plan application based on the standards and criteria in Section 7.5.515 (Development Plan) but shall include any conditions imposed by the Planning Commission on any approval of the Conditional Use Permit.

Check **one** of the following submission options below.

- 1. This application **does not require** a Development Plan to be reviewed administratively.
- 2. I am submitting **both** a Conditional Use application with a Development Plan to be reviewed concurrently.
- 3. This application **requires** a Development Plan to be reviewed administratively, which I will submit at a later date.

Reports and Studies – Requirement for any report is determined prior to submittal.

[Geologic Hazard Report](#) (see item 3 Subdivision Policy Manual)

[Drainage Reports](#) (see item 4 Subdivision Policy Manual)



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[Traffic Impact Analysis](#)

Submittal of the [Hydraulic Grade Line \(HGL\) Request](#) to Colorado Springs Utilities (CSU).
Submit your request and map online prior to application submittal (log-in to CSU hub required).

Submittal of the [Wastewater Master Facility Form \(WWMFF\)](#) to Colorado Springs Utilities (CSU)
Submit your request and map online prior to application submittal (log-in to CSU hub required).

Review Criteria

Conditional Use Review Criteria:

- a. The application complies with any use-specific standards for the use in Part 7.3.3 (Use-Specific Standards),
- b. The size, scale, height, density, multimodal traffic impacts, and other impacts of the use are compatible with existing and planned uses in the surrounding area, and any potential adverse impacts are mitigated to the extent feasible; and
- c. The City's existing infrastructure and public improvements, including but not limited to its street, trail, and sidewalk systems, have adequate capacity to serve the proposed development and any burdens on those systems have been mitigated to the maximum extent feasible.

If another application is submitted concurrently (e.g. development plan, land use statement, etc.), project statement is required to address all applicable review criteria beyond those specified in this list.