



APPLICATION FORM FOR NEW REVOCABLE PERMIT – SUB-SURFACE USE:

Private Communication Cable (\$645) _____ Sub-Surface Structure (\$130) _____
 Sub-Surface Structure [<1' encroachment] (\$30) _____ Private Stormwater Connection _____
 Private Monitoring Well Connection _____ Other _____

1. If a request is received for a use of City property for which a specific fee does not exist, the Planning Director shall determine the appropriate fee based upon the Revocable Permit category that is most similar.
2. In the instance when multiple Revocable Permit applications are reviewed concurrently for the same piece of property, the Revocable Permit fee shall be reduced by twenty percent (20%) for each application.

Applicant: _____ Telephone _____ Zip Code _____

Address: _____ E-mail _____

Property Owner: _____ Telephone _____ Zip Code _____

Address: _____ E-mail _____

Premises Involved:

Specific Location: _____

Date use to begin: _____

Purpose of the Request: _____

Applicant/Owner Authorization:

I (we) understand that if this Revocable Permit is granted by the Mayor or their designee, I (we) will be required to comply with all provisions in accordance with the Use and Occupancy of Public Property in the Code of the City of Colorado Springs, 2001 as amended, including evidence of current liability insurance in the name of the licensee with the City of Colorado Springs also named as an insured if applicable. I (we) agree to be responsible for any and all damages to property or injury to persons arising out of the exercise of the permit or the construction, installation or maintenance of any device or structure. I (we) agree to indemnify and save harmless the City, its Enterprises and all its officers, agents and employees from all suits, action or claims of any type brought for or on account of any injuries or damages received or sustained by any person or property related to the exercise of the permit, any act or omission of the permittee, the permitte's agents or exemployees, or the failure of the permittee to maintain the structure or device or to provide necessary safety devices. I (we) agree to defend against any suit, action, or claim and pay any judgement with costs, which may be obtained against the City, its Enterprises, its officers, employees or agents growing out of the injury or damage. I (we) agree to maintain the permitted facilities throughout their operation and to provide location information of the permitted facilities as may be needed for future improvements.

 Name of Owner (PLEASE PRINT) Name of Applicant (PLEASE PRINT)

 Signature of Owner Date Signature of Applicant Date

OFFICIAL CITY USE ONLY:

Fee Receipt # _____ Date of Application Accepted _____

APPLICATION FORM FOR NEW REVOCABLE PERMIT – SUB-SURFACE, continued

PUBLIC NOTICE:

Public notice (i.e. posting and surrounding property notifications) in conjunction with the administrative review of this application is at the discretion of the Land Use Review Division.

SUBMITTAL REQUIREMENTS:

This application should be submitted to the City of Colorado Springs, Land Use Review Office located at 30 South Nevada Avenue, Suite 105, Colorado Springs, CO 80903. An application must be completed in full and accompanied by the following information:

APPLICANT

PLANNER

- _____ 1. One (1) copy of a statement identifying a clear description of the proposed Revocable Permit use. _____
- _____ 2. A vicinity map (not to scale) showing the proposed site outlined with the existing adjacent streets within the neighborhood. _____
- _____ 3. Five (5) copies of a site plan with the content requirements as listed below _____
- _____ 4. Land Use Review may require additional information for this application as needed. _____

REVOCABLE PERMIT SITE PLAN CONTENT REQUIREMENTS:

The Applicant is required to submit five (5) copies of a completed site plan for the property showing the location of the proposed use. The site plan must include all of the information set forth below:

REVOCABLE PERMIT SITE PLAN CONTENT REQUIREMENTS:

APPLICANT

PLANNER

The applicant is required to submit four (4) copies of a completed site plan for the proposed revocable permit showing the location of the use and must include all of the information set forth below:

APPLICANT

PLANNER

- _____ 1. Indication of the scale (i.e. 1" = 20') and a bar scale. _____
- _____ 2. North arrow. _____
- _____ 3. Property lines and dimensions of adjacent property. _____
- _____ 4. Name of all adjacent public rights-of-way. _____
- _____ 5. Total width of all adjacent streets and alley rights-of-way. _____
- _____ 6. Location of curb, sidewalk, bus stop and/or bench locations and landscaping. _____
- _____ 7. Location, type, dimension and size of the proposed private use or structure to be placed within the public right-of-way. _____
- _____ 8. Location of all existing and proposed utilities along with any applicable easements. To identify the specific location of utilities, contact the Utility Notification Center at 1-800-922-1987. _____
- _____ 9. Location and dimension of proposed use in relation to street intersection, visibility triangle, landscaping, parking lot and existing utilities and/or easements. A general utility map depicting existing water wastewater, gas and electric facilities can be obtained from the Colorado Springs Utilities Customer Service at 111 S. Cascade Avenue, Suite 300. _____
- _____ 10. A street cross-section drawing illustrating the following: _____
 - a. Right-of-way width and any adjacent easements; _____
 - b. Location of all surface street improvements (i.e., pavement, curb, sidewalk, etc.) _____
 - c. Vertical and horizontal location and depth of all underground gas, electric, water and/or wastewater utilities. _____
 - d. Vertical and horizontal location of proposed sub-surface use in relation to the above listed utilities. _____

FORMAL REVIEW TIME PERIOD:

The administration review procedure will take approximately **four (4)** weeks to complete.

APPLICATION FORM FOR NEW REVOCABLE PERMIT, continued

FINAL DISPOSTION:

APPROVAL:

After completion of the Revocable Permit review, the reviewing planning staff member will return one (1) copy of the approved site plan to the applicant.

DENIAL:

If this application is denied, the planning staff member will provide written notification to the applicant that will clearly specify all of the reasons for denial.

APPEALS:

The Administration decision of the planning staff member to approve or deny an application for a Revocable Permit may be appealed to the City Council within ten (10) days from the date of the administration decision. The appeal must be in writing and specify briefly the grounds for the appeal. If a perfected appeal is filed within this ten (10) day period, the administrative decision to approve or deny will be suspended until the appeal process is finalized.

REVOCABLE PERMIT REVIEW CRITERIA:

Applications for a Revocable Permit must meet all of the criteria listed in 3.2.213.F of the City code before an application can be approved. These criteria are as follows:

The following conditions as well as the other conditions shall apply to each of the structures and devices.

1. No device or structure shall be so located or used so as to:
 - a. Interrupt the normal flow of vehicular or pedestrian traffic;
 - b. Interfere with the public’s normal use of the public property upon which the structure, device or use is permitted, such as the overhang diagonally parked automobiles or the door-opening radius of parallel parked automobiles;
 - c. Interfere with any other device or structure lawfully existing thereon, such as parking meters, water meters, curb cuts, bus stops, etc. The device, structure or use shall not occupy more than one-fifth (1/5) of the width of any paved sidewalk.
Whenever possible, devices and structures shall be installed on unpaved or unused areas of sidewalks or in connection with other devices or structures already installed which break the flow of pedestrian traffic.
2. Any device or structure shall be installed in such a manner so as to prevent it from being dislodged by any natural force such as wind or any man-made force such as an act of vandalism.
3. Devices and structures permitted shall be so constructed as to reduce so far as is feasible sharp edges or protrusions that could cause injury to persons or damage to property. Devices and structures shall be easily visible and recognizable with regard to the available light from street lighting and light emanating from adjoining property during periods of darkness.
4. Devices and structures shall be installed so as to eliminate the collection of litter under and upon the same insofar as possible, and to facility cleaning of the adjacent area of litter and snow.

OFFICIAL CITY DISTRUBUTION:

<input type="checkbox"/> Traffic	<input type="checkbox"/> Engineering	<input type="checkbox"/> Utilities
<input type="checkbox"/> Risk Management	<input type="checkbox"/> Sign Enforcement	

OFFICIAL CITY REVIEW/APPROVAL:

LAND USE REVIEW:

REPRESENTATIVE: _____ APPROVAL/DENIAL: _____ DATE: _____

CONDITIONS/REASONS: _____

TRAFFIC ENGINEERING/:

REPRESENTATIVE: _____ APPROVAL/DENIAL: _____ DATE: _____

CONDITIONS/REASONS: _____

ENGINEERING:

REPRESENTATIVE: _____ APPROVAL/DENIAL: _____ DATE: _____

CONDITIONS/REASONS: _____

RISK MANAGEMENT:

REPRESENTATIVE: _____ APPROVAL/DENIAL: _____ DATE: _____

CONDITIONS/REASONS: _____

UTILITIES:

REPRESENTATIVE: _____ APPROVAL/DENIAL: _____ DATE: _____

CONDITIONS/REASONS: _____
