

Colorado Springs Special District Initial Submittal Item Checklist

last updated 9-27-19

		New metropolitan district service plan	Amended metropolitan district service plan	New BID	Off-cycle amendment of BID Operating Plan and Budget	Ordinance to include or exclude BID property	Council authorization to issue special district debt	Temporary Appointments to Vacant Board Seats
A	Application/ petition form	Yes	Yes	Yes	Yes	Yes	Yes	Yes
B	Application fee	Yes	Yes	Yes	Yes	Yes	Yes	Yes
C	Cover/transmittal letter	Yes	Yes	Yes	Yes	Yes	Yes	Yes
D	Redline version using Model Service Plan	Yes	Yes, if amended and restated service plan					
E	Clean blackline version Service Plan	Yes	Yes, if amended and restated service plan					
F	Separate and limited service plan amendment		Yes, if limited minor amendment of service plan					
G	Clean blackline version of BID Operating Plan and Budget			Yes				
H	Redline version of current Operating Plan and Budget- highlighting proposed modifications				Yes			
I	Clean version of proposed amended Operating Plan and Budget				Yes			
J	Petition for inclusion or exclusion of BID property					Yes		
K	Form of the legal notice to include or exclude BID property					Yes		
L	Map depicting existing BID boundaries and proposed BID property inclusion(s) or exclusion(s)					Yes		
M	Term sheet						Preferred	
N	Form of the bond or loan documents						Yes, specific document requirements will vary	
O	Form of District general counsel opinion						Yes, specific requirements will vary	
P	Opinion of external financial advisor						Yes, if debt not to be fully marketed	
Q	Financial projections; sources and uses of revenues						Yes	
R	Descriptions of public improvements to be financed						Yes	

Notes:

1) Except as may be otherwise determined, Word or PDF copy may be submitted to meet these submittal requirements, with one copy submitted to the City Clerk and one to the designated Planning & Community Development Department staff member  
comment- need to determine what if any documents we need an original hard copy of

Colorado Springs Special District Follow-up Submittal Item Checklist								
		<b>New metropolitan district service plan</b>	<b>Amended metropolitan district service plan</b>	<b>New BID</b>	<b>Off-cycle amendment of BID Operating Plan and Budget</b>	<b>Ordinance to include or exclude BID property</b>	<b>Council authorization to issue special district debt</b>	<b>Temporary Appointments to Vacant Board Seats</b>
A.2	Revisions of originally submitted documents or new documents addressing review comments	If necessary	If necessary	If necessary	If necessary	If necessary	If necessary	If necessary
B.2	Revisions of originally submitted documents or new documents addressing City Council or Budget Committee direction prior to final Council agenda	If necessary	If necessary	If necessary	If necessary	If necessary	If necessary	If necessary
C.2	Final versions of Council approved documents for attachment to resolution or ordinance	As necessary	As necessary	As necessary	As necessary	As necessary	As necessary	As necessary
D.2	Affidavit of legal publication					Yes		
E.2	Final versions of debt issuance documents following closing						Yes	

## Colorado Springs Special District Process Steps

	<b>New metropolitan district service plan</b>	<b>Amended metropolitan district service plan</b>
Pre-submittal phone, email consultation	Preferred	Preferred
Pre-submittal meeting	as requested by staff or applicant/petitioner	as requested by staff or applicant/petitioner
Special District Committee meeting Separate meetings with staff	as requested by staff or applicant/petitioner if there a unique and special issues typically only as needed	as requested by staff or applicant/petitioner if there a unique and special issues typically only as needed
City Council Budget Committee	Yes	TBD depending on nature and extent of change
City Council Work Session	Yes	Yes
City Council First Hearing	Yes	Yes
City Council Second Hearing	No	No

### Notes:

- 1) Item may be scheduled for first Council hearing on consent or as new business a tne direction c
- 2) in cases where a second Council hearing is required for an ordinance, the item will ordinarily be

<b>New BID</b>	<b>Off-cycle amendment of BID Operating Plan and Budget</b>	<b>Ordinance to include or exclude BID property</b>	<b>Council authorization to issue special district debt</b>
Preferred	Preferred	Preferred	Preferred
as requested by staff or applicant/petitioner	as requested by staff or applicant/petitioner	as requested by staff or applicant/petitioner	as requested by staff or applicant/petitioner
as requested by staff or applicant/petitioner if there a unique and special issues typically only as needed	as requested by staff or applicant/petitioner if there a unique and special issues typically only as needed	as requested by staff or applicant/petitioner if there a unique and special issues typically only as needed No, unless the are special	as requested by staff or applicant/petitioner if there a unique and special issues typically only as needed
Yes	TBD depending on nature and extent of change	budget-related circumstances	Yes
Yes	Yes	Yes	Yes
Yes	Yes	Yes	Yes
Yes	Yes	Yes	No

of Council  
 e scheduled as an unfinished business consent item

**Temporary  
Appointments to Vacant  
Board Seats**

Preferred

as requested by staff or  
applicant/petitioner

as requested by staff or  
applicant/petitioner if  
there a unique and  
special issues  
typically only as needed

No

Yes

Yes

No