

**City of Colorado Springs Titles 31 and 32 Special District
Application Process and Transmittal Form**

1. Filing of proposed plan(s)

- (a) **Compliance with model plan(s).** The proposed Metropolitan service plan(s) shall substantially comply with the form and content of the Model Plan(s) current at the time. Other plans shall conform to the state statutes.
- (b) **Copies.** Submit fifteen (15) hardcopy sets of the proposed plan and an electronic version (compatible with Microsoft Office - Word 2003). Service Plans must be submitted, in both a “clean” version of proposed service plan and a “redlined” version, showing any changes to the Model Plan(s) (exclusive of filling in blanks), using this format: additions shown in underline, ~~deletions shown in strikethrough~~. Exhibits A through D should be excluded from the redline version, but Exhibit E should be included.
- (c) **Fee.** At the time of filing the proposed or amended plan, petitioners shall pay a nonrefundable application fee made payable to the “City of Colorado Springs” in the following amounts, depending on request:

Metropolitan District	\$3,500
Business Improvement District	\$1,000
General Improvement District	\$1,000
All Other Districts under Titles 31 and 32	\$2,000

Additionally, petitioners shall pay all costs that the city may reasonably incur in retaining an outside consultant or consultants for the purpose of reviewing any proposed plan or amended service plan that does not comply with the form and content of the Model Plan(s).

- (d) **Transmittal form.** The attached transmittal form shall accompany the plan submittal.

2. Schedule for proposed plan review

Date	Action
60 days before hearing date	Deadline for plan submittal
45 days before hearing date	City confirms compliance
30 days before hearing date	Staff schedules City Council hearing date. All documents must be in final form
Hearing date	Consideration for adoption by City Council

3. Proposed plans shall be submitted to:

Fifteen hardcopies (clean & redline):
 City Clerk’s Office
 PO Box 1575
 30 S. Nevada Ave., Suite 101
 Colorado Springs, Colorado 80901
 (719) 385-5901

Electronic submittal (clean & redline):
 CityClerk@SpringsGov.com

City of Colorado Springs Titles 31 and 32 Special District Transmittal Form

Date plan received (to be filled in by City):
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Petitioner: _____

District name(s): _____

District location: _____

District size (acres): _____

Metropolitan District	Business Improvement District	General Improvement District
<input type="checkbox"/> Residential <input type="checkbox"/> Commercial	N/A – Commercial Only	<input type="checkbox"/> Residential <input type="checkbox"/> Commercial
<input type="checkbox"/> New <input type="checkbox"/> Amended/restated: Does current metro district have existing residents? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> New <input type="checkbox"/> Amended/restated:	N/A
<input type="checkbox"/> Single District Service Plan <input type="checkbox"/> Multiple District Service Plan	N/A	N/A

Requested City Council hearing date (not less than 60 days from submittal): _____

Please attach a transmittal letter which includes the following summary information:

1. Justification for petitioner’s request to City Council to approve this district.
2. A general description of future development plans, if known.
3. Identify any deviation from the Model Plan(s) and provide an explanation/justification for each one.