

**GENERAL APPLICATION FORM**

Edited 2/13/17



Project Name: Insurance Auto Auctions Existing Zone: M-2/PIP-2/AG Acreage: 47 AC  
 Site Address: Foreign Trade Zone Blvd, South of Drennan Direction from Nearest Street Intersection: NW Corner of Foreign Trade Zone Blvd. and Import Ct.  
 Tax Schedule Number(s): 5504400008

**TYPE OF PLAN(S)** - Check all that apply. Note: MJ=Major Amendment; MN=Minor Amendment; MM=Minor Modification

- |   |  |                                 |   |                                |                             |
|---|--|---------------------------------|---|--------------------------------|-----------------------------|
| <input type="checkbox"/> 2020 Land Use Map Amendment  | <input type="checkbox"/> PUD Concept Plan                  | <input type="checkbox"/> New    | <input type="checkbox"/> MJ             | <input type="checkbox"/> MN    | <input type="checkbox"/> MM |
| <input type="checkbox"/> Administrative Relief  | <input type="checkbox"/> PUD Development Plan              | <input type="checkbox"/> New    | <input type="checkbox"/> MJ             | <input type="checkbox"/> MN    | <input type="checkbox"/> MM |
| <input type="checkbox"/> Amendment to Plat Restriction  | <input type="checkbox"/> PUD Zone Change                   |                                 |   |                                |                             |
| <input type="checkbox"/> Annexation   | <input type="checkbox"/> Street Name Change                |                                 |   |                                |                             |
| <input type="checkbox"/> Building Permit to Unplatted Land  | <input checked="" type="checkbox"/> Subdivision Plat       | <input type="checkbox"/> Prelim | <input type="checkbox"/> Prelim & Final | <input type="checkbox"/> Final |                             |
| <input type="checkbox"/> Building Permit Prior to Platting  | <input type="checkbox"/> Subdivision Waiver                | <input type="checkbox"/> Design | <input type="checkbox"/> Process        |                                |                             |
| <input type="checkbox"/> CMRS No. <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3  | <input type="checkbox"/> Use Variance                      | <input type="checkbox"/> New    | <input type="checkbox"/> MJ             | <input type="checkbox"/> MN    | <input type="checkbox"/> MM |
| <input type="checkbox"/> Concept Plan <input type="checkbox"/> New <input type="checkbox"/> MJ <input type="checkbox"/> MN <input type="checkbox"/> MM                | <input type="checkbox"/> Vacation of Plat                  |                                 |   |                                |                             |
| <input type="checkbox"/> Conditional Use <input type="checkbox"/> New <input type="checkbox"/> MJ <input type="checkbox"/> MN <input type="checkbox"/> MM             | <input type="checkbox"/> Vacation of Public Right-of-Way   |                                 |   |                                |                             |
| <input type="checkbox"/> Development Agreement  | <input type="checkbox"/> Waiver of Replat                  |                                 |   |                                |                             |
| <input checked="" type="checkbox"/> Development Plan <input type="checkbox"/> New <input type="checkbox"/> MJ <input type="checkbox"/> MN <input type="checkbox"/> MM | <input type="checkbox"/> Zone Change; Proposed Zone: _____ |                                 |   |                                |                             |
| <input type="checkbox"/> Historic Preservation <input type="checkbox"/> Re-roof <input type="checkbox"/> Hearing Request  | <input type="checkbox"/> FBZ Development Plan              | <input type="checkbox"/> New    | <input type="checkbox"/> MJ             | <input type="checkbox"/> MN    | <input type="checkbox"/> MM |
| <input type="checkbox"/> Landscape Plan <input type="checkbox"/> Preliminary <input type="checkbox"/> Final <input type="checkbox"/> Irrigation                       | <input type="checkbox"/> FBZ Conditional Use               | <input type="checkbox"/> New    | <input type="checkbox"/> MJ             | <input type="checkbox"/> MN    | <input type="checkbox"/> MM |
| <input type="checkbox"/> Master Plan <input type="checkbox"/> New <input type="checkbox"/> MJ <input type="checkbox"/> MN <input type="checkbox"/> MM                 | <input type="checkbox"/> FBZ Interim Use Plan              |                                 |   |                                |                             |
| <input type="checkbox"/> Nonuse Variance  | <input type="checkbox"/> FBZ Minor Improvement Plan        |                                 |   |                                |                             |
| <input type="checkbox"/> Preservation Easement Adjustment   | <input type="checkbox"/> FBZ Warrant                       |                                 |   |                                |                             |
| <input type="checkbox"/> Property Boundary Adjustment   |  |                                 |   |                                |                             |

**PROPERTY OWNER AND/OR APPLICANT/CONSULTANT ACKNOWLEDGEMENT OF RESPONSIBILITIES:**

The signature(s) hereby certify that the statements made by myself and constituting part of this application are true and correct. I am fully aware that any misrepresentation of any information on this application may be grounds for denial of this application. I agree that if this request is approved, it is issued on the representations made in this submittal, and any approval or subsequently issued building permit(s) or other type of permit(s) may be revoked without notice if there is a breach of representations or conditions of approval. The applicant/owner by his or her signature understands and agrees that he or she is responsible for the completion of all on-site and off-site improvements as shown and approved on the final plan (including landscaping, paving, lighting, etc.) prior to receiving a Certificate of Occupancy.

I, Mark Kshaffe, as the property owner, wish to receive copies of all correspondence regarding this project.  
 by: Woodmen Investment LLC  
Radcliff Case Estate by Woodmen Investment LLC  
 Signature of Property Owner 9/10/19 Date rep Signature of Applicant/Consultant 9/11/19 Date

**CONTACT INFORMATION (please print or type)**

Applicant/Consultant: Galloway & Company Contact Name: Grant Dennis  
 Address: 1755 Telstar Drive, Suite 107 City: Colorado Springs Phone: (719) 900-7222  
 State: CO Zip Code: 80920 E-Mail: JohnRadcliffe@GallowayUS.com  
 Property Owner: Insurance Auto Auctions Phone: \_\_\_\_\_  
 Address: 2 Westbrook Corporate Center, Suite 500 City: Westchester  
 State: IL Zip Code: 60154 E-Mail: stibble@IAAI.com

**PLANNER AUTHORIZATION: (CITY USE ONLY)**

Checklists  Distribution Form  Project Blurb Initial Review Level:  AR  CPC  DRB  HP  
 Payment \$ 5,516 Assigned to: Tasha Brackin Date: 9/17/19  
 Receipt No.: 34870 City File No.: AR DP 19-00601



## DEVELOPMENT PLAN, CONDITIONAL USE AND USE VARIANCE SUBMITTAL CHECKLIST

**SUBMITTAL CHECKLIST:** 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 exempt any requirement. *The Land Use Review Division may require additional information in accordance with City Code section 7.5.202.B.*

Applicant

Planner

- General Development Application Form**

---

- 1 copy of a **Project Statement** containing the following information: 
  1. Description: Describe the project and/or land uses proposed;
  2. Justification: Justify the approval of the project and address the review criteria listed at the end of this checklist; &
  3. Issues: Explain how the issues identified during the pre-application process have been addressed or mitigated.

---

- 1 copy of a **Development Plan** showing all "Plan Contents" below

---

- N/A  **Mineral Estate Owner Notification Certification Affidavit** (Public Hearing Items ONLY)

---

- All plans, documents, and reports uploaded to **Dropbox folder** (Planner to send folder invite link through email)

**REPORTS & STUDIES:** (to be determined at the pre-application or LDTC meetings) *The reports and/or studies must be prepared by the appropriate qualified professional.*

- N/A  2 copies of a **Geologic Hazard Study** (EDRD & LUR)

---

- 2 copies of a **Drainage Study** (WRE)

---

- N/A  2 copies of a **Traffic Impact Analysis** (EDRD)

---

- N/A  Submittal of the **Hydraulic Grade Line (HGL) Request Form** to Colorado Springs Utilities (CSU)   
Email completed form and map to [waterplanning@csu.org](mailto:waterplanning@csu.org) or fax to 719-668-5651 prior to application submittal.

---

- N/A  Submittal of the **Wastewater Facilities Master Report** to Colorado Springs Utilities (CSU)   
Email completed form and map to [wwmasterplansubmit@csu.org](mailto:wmasterplansubmit@csu.org) prior to application submittal.

**PLAN CONTENTS:** All plans should be neat, clear, legible and drawn to a standard Engineer's scale. Inaccurate, incomplete, and poorly drawn plans may be rejected. Plans must not exceed 24 in. x 36 in. and should be folded no larger than 9 in. x 14 in. with the lower right-hand corner exposed.

Each **Plan Sheet** should show the following information:

- Development Plan name
- City File Number
- Sheet number (i.e. 1 of X, 2 of X, etc.)
- North arrow
- Scale, both written and graphic
- Space for City stamp in the bottom right corner

Provide the following information on the **Cover Sheet**:

- Vicinity Map
- Sheet Index Map (for multiple sheets)
- Project name and description
- Owner, Developer, and Applicant name
- Date of preparation
- Total development plan area in acres or square feet
- Legal description

**PLAN CONTENTS:** *continued from previous page*

Applicant

Planner

- Site address, if known
- Tax Schedule Number
- Name of master plan and City File Number (if applicable)
- Name of concept plan and City File Number (if applicable)
- FEMA floodplain statement including community map number and date. Indicate whether the site is or is not located within a designated floodplain.
- Proposed land uses and buildings with respective footprint and gross square footage and/or acreage
- N/A  Notes describing any existing or proposed easements permitting the use of property by others
- Parking information: Indicate the City Code formula used for the total number of parking spaces, the number of compact spaces, and the number of handicapped spaces both required and provided.
- Zone district and any applicable conditions of record with City Ordinance number
- N/A  Notes describing additional standards for specific uses (if applicable)
- N/A  Notes describing any approved variances which apply to the property, including City file number and approval date
- N/A  Notes describing the project's inclusion within a special district, improvement incorporation and/or its subjectivity to a development agreement (if applicable)
- N/A  Notes describing the use, ownership and maintenance of common areas, tracts, no-build and/or preservation areas and easements (if applicable)
- N/A  Geologic Hazard Study disclosure statement (if applicable): "This property is subject to the findings summary and conclusions of a Geologic Hazard Report prepared by \_\_\_\_\_ dated \_\_\_\_\_, which identified the following specific geologic hazard on the property: \_\_\_\_\_. A copy of said report has been placed within file # \_\_\_\_\_ or within the subdivision file \_\_\_\_\_ of the City of Colorado Springs Planning and Development Team. Contact the Planning and Development Team, 30 South Nevada Avenue, Suite 105, Colorado Springs, CO, if you would like to review said report."
- If within an airport overlay, the following note must be added: "An aviation easement effecting the subject property and development is therein established by the "Subdivision Plat Name" subdivision plat. This easement is subject to the terms and conditions as specified in the instrument recorded under reception no. 217069667 of the records of El Paso County, Colorado."
- Approximate schedule of development
- N/A  **Public Facilities** - A note shall be placed on the site plan making reference to the public facilities requirements for the installation and construction and/or contributions.
- N/A  **PUD Projects:** indicated the City ordinance number and approved land use types, maximum building heights and the intensity or density of development.
- N/A  **Residential Projects:** indicate the potential housing types and the number of lots and/or units, maximum density range, minimum lot area and width, minimum front, side and rear setbacks, maximum building height, and maximum lot coverage. Indicate the average lot size for DFOZ overlay and small lot PUD projects.
- Non-residential Projects:** Indicate the potential land use types and approximate site area and building use, floor area, minimum lot area and width, minimum front, side and rear setbacks, building height and percent of lot coverage. Indicate the total percent of site covered with both structures and impervious surfaces.

The following categories explain the **graphic components** required. The information may be shown on multiple sheets.

**LAND USE:**

- City boundaries (when the development plan area is adjacent to a city boundary)
- Property boundaries and dimensions
- Existing and proposed lots and tract lines, with dimensions
- Existing and proposed land uses within the property boundaries. Include area, dimensions, and densities (if applicable).
- Existing and proposed zone district boundaries
- Existing and proposed public or private open space and common areas. Provide sizes and dimensions.

**PLAN CONTENTS:** *continued from previous page.*

Applicant

Planner

- Existing streams and other natural features as shown in the approved Land Suitability Analysis. Show preservation easements and/or protection areas.
- Existing historic sites and resources
- Existing and proposed topography at two-foot maximum contour intervals
- Show existing and proposed easements, indicating dimensions, use and maintenance information
- Location and dimensions of building and landscape setbacks and buffers
- Subdivision name labels for all lots adjacent to the site
- Show the locations of any water quality features

**STREETS & ALLEYS:**

- Existing and proposed streets, intersections, street names, classifications with the exact location and widths of right-of-ways and pavement types, curb types and other street improvements
- Identify all streets as "public" or "private"
- Show and label all access points to the property from adjacent streets and alleys
- Show and label all speed line of sight visibility areas at all street intersections
- All existing and proposed medians, traffic islands, traffic control devices, and roundabouts. Provide dimensions and size and identify maintenance responsibilities
- Show all existing and proposed acceleration and deceleration lanes, including dimensions, length and width
- Show any existing or proposed encroachments into the public right-of-way that require a [Revocable Permit](#)
- Provide typical cross-sections for all proposed streets and alleys

**SIDEWALKS & TRAILS:**

- Show all existing and proposed locations, dimensions and surface materials of all sidewalks, trail and bicycle pathways. Note the condition of these facilities.
- Show pedestrian ramps at all pedestrian crossings, at all intersections with reference made to City standard type
- Show any and all sidewalks connecting building entries to exterior and public sidewalks
- Show and label existing and proposed public improvement easements for sidewalks and pedestrian ramps outside of dedicated right-of-way areas
- For detached sidewalks, show the distance from the back of curb to the edge of sidewalk
- If applicable, show the size and location and provide a detail of bicycle storage/parking racks

**INTERNAL TRAFFIC CIRCULATION, DRIVEWAYS, AISLES, & FIRE LANES:**

- Provide location, grade, dimensions and pavement material for all access travel-ways including driveways, drive aisles, fire lanes, curb cuts, and intersections. Call out City standard details if within City right-of-way or easements.
- Show and label any access easements, existing or proposed
- Show the location and dimensions of all loading and maneuvering areas and stacking lanes. Provide pavement type, as well.
- Identify location and type of any curbs and/or sides of roadways and extents thereof to be marked as fire lane(s)
- For residential projects, indicate the minimum length of driveways from garage door to property line and to back of sidewalk
- Show any noise mitigation methods (i.e. sound barrier walls, etc.), if applicable

**PARKING LOTS, AREAS, & SPACES:**

- Location and dimensions of parking lots/areas and drive aisles. Indicate pavement material.
- Location and number of all regular, compact, and handicapped spaces and access aisles.
- Provide a typical or detail with dimensions of typical regular and compact parking spaces types

**PLAN CONTENTS:** *continued from previous pages*

Applicant

Planner

- Provide a detail with dimensions of typical handicap parking spaces, side aisles, ramp design and location, and signage
- Indicate the type of curbs and provide details for the perimeter enclosure for parking areas and landscape islands

**ADA SITE ACCESSIBILITY:**

- Provide ADA accessible route from public right-of-way with clear identification of the corridor  
*(Note: 60% of all public entrances must meet the ADA Standards 206.4.1) No Public SW to tie into.*
- Provide ADA accessible parking stalls (location and quantity with adjacent aisles and signage. Include clear identification of ADA route from stalls to designated ADA building entry
- Provide ADA accessible ramps along all ADA accessible corridors

Provide ADA Design Professional Standards notes on plan, per below:

- The parties responsible for this plan have familiarized themselves with all current accessibility criteria and specifications and the proposed plan reflects all site elements required by the applicable ADA design standards and guidelines as published by the United States Department of Justice. Approval of this plan by the City of Colorado Springs does not assure compliance with the ADA or any other Federal or State accessibility laws or any regulations or guidelines enacted or promulgated under or with respect to such laws. Sole responsibility for compliance with Federal and State accessibility laws lies with the property owner.

**BUILDINGS & STRUCTURES:**

- Indicate the use for all buildings
- Show the exact location, dimensions, footprint, size and height of buildings
- Show the exact distance to the closest property line(s)
- Location and type for all freestanding and low-profile signs
- Location, type, materials, size and height with detailed exhibits for all fences, retaining walls and sound barrier walls
- Location, type, materials, size and height with detailed exhibit for all trash enclosures

**BUILDING ELEVATION DRAWINGS:**

- Show all sides of the building, indicating height, scale, design, materials, and colors. *Note: The purpose for reviewing building elevations during development plan review is to ensure compatibility between the proposed structures and the surrounding properties. It is understood that the proposed building design will evolve and may not be finalized until time of building permit. At that time, the City will review the elevations for substantial compliance. Major changes may be considered administratively.*

**SITE LIGHTING:**

- Location of all site exterior light fixtures including freestanding and those attached to a building if known (if attached to a building, show also on the elevation drawings)
- Indicate the type of light (e.g. metal halide)
- Ensure all lighting is full cut-off and provide a detail of each light with mounting or pole height details, wattage and lumens of each fixture
- Show the type and location of existing and proposed street-lights, if this information is available

A photometric plan may be required for certain uses that are adjacent to other less intensive uses, uses that are often extensively lit, such as gas canopies, convenience food stores, and auto sales. This plan will be required on a case by case basis, and the planner will notify the applicant as early in the process as possible

If no exterior lights are proposed, then a note shall be added to specifically state that no site lighting will be provided for the project

**PHASING PLAN:**

- Phase area boundaries and sequence
- Provide phase timing and sequencing information for the construction of the project and the construction and installation of public utilities, facilities, and site improvements for each phase area.
- Show barriers at edges of each phase to prevent vehicles from entering and parking on unpaved areas (if applicable)

**ADDITIONAL PLAN COMPONENTS:**

Applicant

Planner

<input checked="" type="checkbox"/> <b>Preliminary Grading Plan</b>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> <b>Preliminary Utility and Public Facility Plan</b>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> <b>Preliminary</b> or <b>Final Landscape Plan</b>	<input checked="" type="checkbox"/>
<input type="checkbox"/> <b>Coordinated Sign Plan (CSP)</b>	<input type="checkbox"/>
<input type="checkbox"/> <b>Hillside</b> or <b>Streamside Compliance Plan</b>	<input type="checkbox"/>
<input type="checkbox"/> <b>Land Suitability Analysis</b>	<input type="checkbox"/>

**DEVELOPMENT PLAN REVIEW CRITERIA:**

The City will review the development plan using the following criteria. A development plan shall be approved when the plan complies with all of the requirements of the zone district in which it is located, is consistent with the intent and purpose of the Zoning Code and is compatible with the land uses surrounding the site.

1. Will the project design be harmonious with the surrounding land uses and neighborhood?
2. Will the proposed land uses be compatible with the surrounding neighborhood? Will the proposed development overburden the capacities of existing streets, utilities, parks, schools and other public facilities?
3. Will the structures be located to minimize the impact of their use and bulk on adjacent properties?
4. Will landscaping, berms, fences and/or walls be provided to buffer the site from undesirable views, noise, lighting or other off-site negative influences and to buffer adjacent properties from the negative influences that may be created by the proposed development?
5. Will vehicular access from the project to the streets outside the project be combined, limited, located, designed and controlled to channel traffic to and from such areas conveniently and safely and in such a manner which minimizes traffic friction, noise and pollution and promotes free traffic flow without excessive interruption?
6. Will all the streets and drives provide logical, safe and convenient vehicular access to the facilities within the project?
7. Will streets and drives within the project area be connected to streets outside the project area in such a way that discourages their use by through traffic?
8. Will adequately sized parking areas be located throughout the project to provide safe and convenient access to specific facilities?
9. Will safe and convenient provision for the access and movement of handicapped persons and parking of vehicles for the handicapped be accommodated in the project design?
10. Will the design of streets, drives and parking areas within the project result in a minimum of area devoted to asphalt?
11. Will pedestrian walkways be functionally separated from vehicular traffic and landscaped to accomplish this? Will pedestrian walkways be designed and located in combination with other easements that are not used by motor vehicles?
12. Does the design encourage the preservation of significant natural features such as healthy vegetation, drainage channels, steep slopes and rock outcroppings? Are these significant natural features incorporated into the project design?

**CONDITIONAL USE REVIEW CRITERIA**

The Planning Commission may approve and/or modify a conditional use application in whole or in part, with or without conditions, only if all three (3) of the following findings are made:

- A. Surrounding Neighborhood: That the value and qualities of the neighborhood surrounding the conditional use are not substantially injured.
- B. Intent of Zoning Code: That the conditional use is consistent with the intent and purpose of this Zoning Code to promote public health, safety and general welfare.
- C. Comprehensive Plan: That the conditional use is consistent with the Comprehensive Plan of the City.

**USE VARIANCE REVIEW CRITERIA**

The following criteria must be met in order for a Use Variance to be granted:

1. That there are exceptional or extraordinary circumstances or conditions applicable to the property involved or to the intended use of the property that do not apply generally to the property or class of uses in the same zone so that a denial of the petition would result in undue property loss; and
2. That such variance is necessary for the preservation and enjoyment of a property right of the petitioner; and also,
3. That such variance will not be detrimental to the public welfare or convenience nor injurious to the property or improvements of other owners of property.



1755 Telstar Drive, Suite 107  
Colorado Springs, CO 80920  
719.900.7220 • [GallowayUS.com](http://GallowayUS.com)

September 10, 2019

*Tasha Brackin*  
~~Hannah Van Nimwegen~~

30 S. Nevada Avenue, Suite 105  
P.O. Box 1575, MC 155  
Colorado Springs, CO 80901-1575

RE: Project Statement – Insurance Auto Auctions

The proposed Insurance Auto Auctions project is a new commercial development consisting of approximately 47 acres. The project site is located at the northwest corner of Foreign Trade Zone Boulevard and Import Court. The property is split zoned between M-2 and PIP-2. This zone district boundary was originally established with Foreign Trade Zone Blvd which was realigned.

The project is surrounded by undeveloped and unplatted land. The closest developments in the vicinity are mostly industrial and planned industrial zoning and therefore will be harmonious with the surrounding land uses.

The developer will only be platting the PIP-2 zone. The area of the site zoned as M-2 will not be platted because no structure or building will be proposed in this area.

Sincerely,  
**GALLOWAY**

Grant Dennis  
Civil Engineering Project Manager  
[GrantDennis@GallowayUS.com](mailto:GrantDennis@GallowayUS.com)  
(719) 900-7220





**City of Colorado Springs  
Planning Department  
Fee Receipt**

[Return to Fee Calculator](#)

<u>Application</u>	<u>Department</u>	<u>Amount</u>	<u>Applicant</u>	<u>AnnexDisc</u>
Concept or Development Plan-Commercial-CSFire	CSFire	\$248.00		
Concept or Development Plan-Commercial-CSUtilities	CSUtilities	\$479.00		
Concept or Development Plan-Commercial-EDR	Engineering Development Review	\$1,128.00		
Concept or Development Plan-Commercial-EDR	Engineering Development Review	\$115.00		
LUR - Development Plan (New or Major Amendment)	Land Use Review	\$1,520.00		
LUR - Development Plan (New or Major Amendment)	Land Use Review	\$150.00		
LUR - Subdivision Plat	Land Use Review	\$150.00		
LUR - Subdivision Plat	Land Use Review	\$1,100.00		
Subdivision Plat-Commercial/PUD-CSUtilities	CSUtilities	\$111.00		
Subdivision Plat-Commercial/PUD-EDR	Engineering Development Review	\$15.00		
Subdivision Plat-Commercial/PUD-EDR	Engineering Development Review	\$475.00		
Tech Fee	IT-GIS	\$25.00		
<b>Total Fees</b>		<b>\$5,516.00</b>		

**Intake Staff:**

**Date:** 9/13/2019  
**Planner:** Tasha Brackin  
**Receipt Number:** 34870  
**Check Number:** 1003  
**Amount:** \$5,516.00  
**Received From:** John Radcliffe - Galloway - Randy Case - Insurance Auto Auction



**PLANNING & DEVELOPMENT DEPARTMENT**  
**Project Notification Information**

---

Date: September 17, 2019  
Planner: Tasha Brackin  
Planner email: Tasha.Brackin@coloradosprings.gov  
Planner phone number: (719) 385-5369  
Consultant Email: JohnRadcliffe@GallowayUS.com  
Consultant Name: John Radcliffe  
TSN: 5504400008

**PROJECT:**

<input type="checkbox"/>	Pre-application Notice	<input checked="" type="checkbox"/>	Standard Notification
<input type="checkbox"/>	Pre-application Neighborhood Meeting Notice	<input type="checkbox"/>	Standard with Neighborhood Meeting Notice
<input type="checkbox"/>	No notice	<input type="checkbox"/>	Poster only

**PUBLIC NOTICE:**

150 feet    500 feet    1,000 feet  
 Modified (attach modified buffer)

**PROJECT BLURB(S)**

---

**Development Plan**

Request by Marksheffel-Woodmen Investments LLC (property owner) with representation by Galloway and Company (consultant) for approval of the Insurance Auto Auctions Development Plan. The request, is for construction of a 10,500 square-foot commercial building of approximately 18-feet tall, on the PIP-2 portion of the site, and a vehicle storage yard on the M-2 portion. The site is currently zoned PIP-2 and M-2, is located adjacent to the southeast portion of the Colorado Springs Airport, and consists of 47 acres.

**Final Plat**

Request by Marksheffel-Woodmen Investments LLC (property owner) with representation by Galloway and Company (consultant) for approval of the Insurance Auto Auctions Final Plat. The request, accompanied by a Development Plan, is for platting of the 5-acre portion that is zoned PIP-2 for construction of the commercial building. The overall site is currently zoned PIP-2 and M-2, is located adjacent to the southeast portion of the Colorado Springs Airport, and consists of 47 acres.

**POSTCARD**

---

- Insurance Auto Auction commercial development and subdivision
- Commercial building of 10,500 square feet at 19-foot maximum height
- Vehicle Storage Yard on remainder of property
- 47 acres total; 5-acre plat

**POSTER**

---

*What type of project is proposed? (large bold letters on poster, approx. 35 characters):*

- Insurance Auto Auction commercial development and subdivision

*Subtext (below bold letters, file number or additional information approx. 55 characters):*

- Commercial building of 10,500 square feet and vehicle storage yard

## Planning and Development Distribution Form

Concept Plan, Conditional Use, **Development Plan**, PUD, PUP, Use Variance, and Major Amendments

**Directions:** Planners select at least one check box under each section to determine the application distribution.

Planner Intake Date: 9/13/2019\_\_ Admin Receive Date: \_\_9/17/2019\_\_

Project Name: **Insurance Auto Auction**

**1. PUBLIC NOTICE:** (see Project Blurb to establish noticing parameters): **1,000'**

**2. Date bucksliip comments are due** (21 calendar days after submittal): **10/8/2019**

**3. HOA:** (Note HOA number or write N/A)  
*(Add emails for HOA to mailing list if no email contact info)*

**4. STANDARD DISTRIBUTION:**

Include all **standard distribution recipients** (either check here or individually check boxes below)

ID#	Division Name	Email/Distribution Notes
	<input type="checkbox"/> None	
85	<input type="checkbox"/> Utilities Development Services	<a href="mailto:Bucksliips@csu.org">Bucksliips@csu.org</a>
9	<input type="checkbox"/> Fire Prevention	<a href="mailto:Steven.Smith@coloradosprings.gov">Steven.Smith@coloradosprings.gov</a>
24	<input type="checkbox"/> DR&S	<a href="mailto:SAPPLEGATE@coloradosprings.gov">SAPPLEGATE@coloradosprings.gov</a>
21	<input type="checkbox"/> Karla Conner, CSPD (MC 1565)	<a href="mailto:CONNERKA@coloradosprings.gov">CONNERKA@coloradosprings.gov</a>
17	<input type="checkbox"/> Cory Sharp, Land Surveyor (MC 155)	<a href="mailto:Cory.Sharp@coloradosprings.gov">Cory.Sharp@coloradosprings.gov</a>
19	<input type="checkbox"/> Century Link	<a href="mailto:Patti.Moore@CenturyLink.com">Patti.Moore@CenturyLink.com</a> <a href="mailto:Bea.Romero@centurylink.com">Bea.Romero@centurylink.com</a>
77	<input type="checkbox"/> CSU Customer Contract Administration	<a href="mailto:Bucksliips@csu.org">Bucksliips@csu.org</a>
11	<input type="checkbox"/> CSPD	<a href="mailto:bjones2@springsgov.com">bjones2@springsgov.com</a>
13	<input type="checkbox"/> Parks & Recreation	<a href="mailto:bihaley@springsgov.com">bihaley@springsgov.com</a> <a href="mailto:Constance.Perry@coloradosprings.gov">Constance.Perry@coloradosprings.gov</a>
23	<input type="checkbox"/> Enumerations	<a href="mailto:addressing@pprbd.org">addressing@pprbd.org</a>
29	<input type="checkbox"/> Flood Plain	<a href="mailto:Keith@pprbd.org">Keith@pprbd.org</a>
98	<input type="checkbox"/> USPS	<a href="mailto:Elaine.f.kelly@usps.gov">Elaine.f.kelly@usps.gov</a>
45	<input type="checkbox"/> Zaker Alazzeah, Traffic – School Safety	<a href="mailto:SAPPLEGATE@coloradosprings.gov">SAPPLEGATE@coloradosprings.gov</a>
65	<input type="checkbox"/> Zaker Alazzeah, Traffic Eng (MC 460)	<a href="mailto:SAPPLEGATE@coloradosprings.gov">SAPPLEGATE@coloradosprings.gov</a>
48	<input type="checkbox"/> Street Division	<a href="mailto:Terry.Huggins@coloradosprings.gov">Terry.Huggins@coloradosprings.gov</a> <a href="mailto:Cole.Platt@coloradosprings.gov">Cole.Platt@coloradosprings.gov</a> <a href="mailto:Michael.Hensley@coloradosprings.gov">Michael.Hensley@coloradosprings.gov</a>
60	<input type="checkbox"/> Transit	<a href="mailto:Roger.Austin@coloradosprings.gov">Roger.Austin@coloradosprings.gov</a>
25	<input type="checkbox"/> County Health Department	<a href="mailto:aarondoussett@elpasoco.com">aarondoussett@elpasoco.com</a>
88	<input type="checkbox"/> Parking Enterprise	<a href="mailto:Scott.Lee@coloradosprings.gov">Scott.Lee@coloradosprings.gov</a>

3	<input type="checkbox"/> CONO	<a href="mailto:rdavis@cscono.org">rdavis@cscono.org</a> <a href="mailto:mcupp@cscono.org">mcupp@cscono.org</a>
92	<input type="checkbox"/> Forestry	<a href="mailto:jcooper@coloradosprings.gov">jcooper@coloradosprings.gov</a>
30	<input type="checkbox"/> Comcast	<a href="mailto:dale_stewart@cable.comcast.com">dale_stewart@cable.comcast.com</a> <a href="mailto:Jason_Jacobsen@comcast.com">Jason_Jacobsen@comcast.com</a> <a href="mailto:DENNIS_LONGWELL@comcast.com">DENNIS_LONGWELL@comcast.com</a> <a href="mailto:WSTMWR_MDSubmissions@comcast.com">WSTMWR_MDSubmissions@comcast.com</a>
56	<input type="checkbox"/> PlanCOS	<a href="mailto:PlanCOS@coloradosprings.gov">PlanCOS@coloradosprings.gov</a>

### 5. LANDSCAPE PLAN:

ID#	Division Name	Email/Distribution Notes
	<input type="checkbox"/> None	
35	<input checked="" type="checkbox"/> Preliminary LS	<a href="mailto:Daniel.Gould@coloradosprings.gov">Daniel.Gould@coloradosprings.gov</a> Checklist, professional qualifications, alternative compliance request
82	<input type="checkbox"/> Final LS	<a href="mailto:Daniel.Gould@coloradosprings.gov">Daniel.Gould@coloradosprings.gov</a> Checklist, professional qualifications, alternative compliance request

### 6. SCHOOL DISTRICT:

ID#	Division Name	Email/Distribution Notes
	<input type="checkbox"/> None	
36	<input type="checkbox"/> School District # 2	<a href="mailto:mwilsey@hsd2.org">mwilsey@hsd2.org</a>
68	<input checked="" type="checkbox"/> School District # 3	<a href="mailto:neald@wsd3.k12.co.us">neald@wsd3.k12.co.us</a>
37	<input type="checkbox"/> School District # 11	<a href="mailto:johnstp@d11.org">johnstp@d11.org</a>
38	<input type="checkbox"/> School District # 12	<a href="mailto:cooper@cmsd12.org">cooper@cmsd12.org</a>
39	<input type="checkbox"/> School District # 20	<a href="mailto:tom.gregory@asd20.org">tom.gregory@asd20.org</a>
69	<input type="checkbox"/> School District # 22	<a href="mailto:terryebert@ellicottschools.org">terryebert@ellicottschools.org</a>
41	<input type="checkbox"/> School District # 49	<a href="mailto:mandrews@d49.org">mandrews@d49.org</a>

### 7. MILITARY INSTALLATION (if within a 2 mile buffer):

ID#	Division Name	Email/Distribution Notes
	<input checked="" type="checkbox"/> None	
84	<input type="checkbox"/> Fort Carson	<a href="mailto:john.j.sanders71.civ@mail.mil">john.j.sanders71.civ@mail.mil</a>
46	<input type="checkbox"/> NORAD	<a href="mailto:dino.bonaldo@cheyennemountain.af.mil">dino.bonaldo@cheyennemountain.af.mil</a> <a href="mailto:dino.bonaldo@us.af.mil">dino.bonaldo@us.af.mil</a> <a href="mailto:dino.bonaldo@afspc.af.mil">dino.bonaldo@afspc.af.mil</a> <a href="mailto:Michael.kozak.2@us.af.mil">Michael.kozak.2@us.af.mil</a> <a href="mailto:kim.van_treadway@us.af.mil">kim.van_treadway@us.af.mil</a>

26	<input type="checkbox"/> USAFA	<a href="mailto:corine.weiss@us.af.mil">corine.weiss@us.af.mil</a> <a href="mailto:craig.johnson.35.ctr@us.af.mil">craig.johnson.35.ctr@us.af.mil</a> <a href="mailto:steven.westbay.ctr@us.af.mil">steven.westbay.ctr@us.af.mil</a> <a href="mailto:elizabeth.dukes.3.ctr@us.af.mil">elizabeth.dukes.3.ctr@us.af.mil</a>
75	<input type="checkbox"/> Peterson	<a href="mailto:glenn.messke@us.af.mil">glenn.messke@us.af.mil</a> <a href="mailto:21CES.CENB.BaseDevelopment@us.af.mil">21CES.CENB.BaseDevelopment@us.af.mil</a>

**8. OPTIONAL DISTRIBUTION (Depending on Location of Site):**

ID#	Division Name	Email/Distribution Notes
	<input type="checkbox"/> None	
59	<input type="checkbox"/> StratusIQ – AKA Falcon Broadband	<a href="mailto:dbryan@stratusiq.com">dbryan@stratusiq.com</a> <a href="mailto:mcline@stratusiq.com">mcline@stratusiq.com</a> <a href="mailto:bkley@stratusiq.com">bkley@stratusiq.com</a> <b>BLR &amp; Flying Horse (ONLY)</b>
54	<input type="checkbox"/> Budget/Finance – Fiscal Impact Analysis	<a href="mailto:budget@coloradosprings.gov">budget@coloradosprings.gov</a> <b>For Major MP Amendments</b>
27	<input type="checkbox"/> CDOT (adjacent to CDOT ROW)	<a href="mailto:Valerie.sword@state.co.us">Valerie.sword@state.co.us</a>
34	<input type="checkbox"/> Colorado Geological Survey	<a href="mailto:cgs_lur@mines.edu">cgs_lur@mines.edu</a>
33	<input type="checkbox"/> SECWCD, Garrett Markus	<a href="mailto:garrett@secwcd.com">garrett@secwcd.com</a>
18	<input type="checkbox"/> Streamside Area Overlay	<a href="mailto:Tasha.Brackin@coloradosprings.gov">Tasha.Brackin@coloradosprings.gov</a>
15	<input type="checkbox"/> Hillside Overlay	<a href="mailto:Kerri.Schott@coloradosprings.gov">Kerri.Schott@coloradosprings.gov</a>
42	<input type="checkbox"/> Historic Preservation Area Overlay	<a href="mailto:Chris.Staley@coloradosprings.gov">Chris.Staley@coloradosprings.gov</a>
44	<input type="checkbox"/> Development Review Enterprise	<a href="mailto:Kurt.Schmitt@coloradosprings.gov">Kurt.Schmitt@coloradosprings.gov</a> Coordinated Sign Plans to Kurt if Submitted
20	<input checked="" type="checkbox"/> Airport	<a href="mailto:kandrews@springsgov.com">kandrews@springsgov.com</a>
63	<input checked="" type="checkbox"/> El Paso County Dev. Services Division	<a href="mailto:MikeHrebenar@elpasoco.com">MikeHrebenar@elpasoco.com</a> Review of Plans within ½ mile of a County/City Border
43	<input type="checkbox"/> Wescott Fire District (adjacent only)	<a href="mailto:admin@wescottfire.org">admin@wescottfire.org</a>
70	<input type="checkbox"/> Woodmen Road Metro District	<a href="mailto:Kalilah.A@wsdistricts.co">Kalilah.A@wsdistricts.co</a> <a href="mailto:Lori.v@wsdistricts.co">Lori.v@wsdistricts.co</a>
71	<input type="checkbox"/> Falcon Fire Protection District	<a href="mailto:tharwig@falconfirepd.org">tharwig@falconfirepd.org</a>
72	<input type="checkbox"/> Black Forest Fire Protection District	<a href="mailto:chief@bffire.org">chief@bffire.org</a>
81	<input type="checkbox"/> Broadmoor Fire Protection District	<a href="mailto:chief@broadmoorfire.com">chief@broadmoorfire.com</a> <a href="mailto:noalsperran@gmail.com">noalsperran@gmail.com</a>
80	<input type="checkbox"/> CSURA – Urban Renewal	<a href="mailto:Jwalker@springsgov.com">Jwalker@springsgov.com</a> ; <a href="mailto:Kayla.Battles@coloradosprings.gov">Kayla.Battles@coloradosprings.gov</a>
70	<input type="checkbox"/> Woodmen Heights Metro District	<a href="mailto:Kalilah.A@wsdistricts.co">Kalilah.A@wsdistricts.co</a> <a href="mailto:Lori.v@wsdistricts.co">Lori.v@wsdistricts.co</a>
65	<input type="checkbox"/> Kate Brady, Bike Planning, Traffic	<a href="mailto:Kate.Brady@coloradosprings.gov">Kate.Brady@coloradosprings.gov</a>
9	<input type="checkbox"/> Fire Prevention, Jessica Mitchell	<a href="mailto:Jessica.Mitchell@coloradosprings.gov">Jessica.Mitchell@coloradosprings.gov</a> If DP, CP is accompanying an Annexation
31	<input type="checkbox"/> Housing and Community Development, Steve Posey	<a href="mailto:Steve.Posey@coloradosprings.gov">Steve.Posey@coloradosprings.gov</a> Review of plans for all affordable housing proposals AND new proposals that would displace existing low income residents.

53	<input type="checkbox"/> UCSS Review – North Nevada Overlay zone	<a href="mailto:mwood@uccs.edu">mwood@uccs.edu</a>
49	<input checked="" type="checkbox"/> Chelsea Gaylord, Economic Development	<a href="mailto:Chelsea.Gaylord@coloradosprings.gov">Chelsea.Gaylord@coloradosprings.gov</a> <b>QOZ</b>

**9. LAND USE REVIEW:**

***Hard Copy Full sized plans***

<input type="checkbox"/>	<input checked="" type="checkbox"/> Planner	Traffic Report, Drainage Report, Geo-Hazard Report
--------------------------	---	--

**Special notes or instructions:**