**URA Process**

**STEP 1**  -Read URA Guidelines and submit URA application

-Staff Review (up to 2 weeks)

-Possible project application committee review (up to 2 weeks)

-Final Submittal

*An applicant must submit an application (see Application Requirements) to the Colorado Springs Urban Renewal Authority (CSURA) to request consideration for a specific parcel or combination of parcels, controlled by the applicant or the Authority, for urban renewal designation as described in the Colorado State Statues.*

**STEP 2** -URA board presentation (board meets once per month) to get approval for blight study, draft plan and impact report to be ordered

*If the area is approved for consideration then a Conditions Study (Blight Study) must be completed justifying the appropriate requirements for slum and blight as identified in the Colorado State Statues. The cost of all reports and studies are the responsibility of the applicant. The CSURA Board will review the findings of the Conditions Study at a regularly scheduled Board meeting and authorize the preparation of an impact report, and urban renewal plan if warranted.*

**STEP 3** -Retainer agreement signed and developer funds are deposited with accounting

-Blight study, draft plan, third party financial review and impact report work is ordered (up to 6 weeks)

**STEP 4** -Blight study, draft plan, third party financial review and impact report presented to URA board for approval (board meets once per month).

-Staff seeks permission from board to begin taxing district talks

*If the appropriate slum and blight conditions are found in the study area, the next step is to have an Impact Report, third party financial review and a draft concept plan prepared for the area and presented to CSURA for review. The cost of all of these documents is the responsibility of the applicant. In addition to these steps, there could also be required public presentations and forums that need to be completed.*

**STEP 5** -After initial taxing district talks begin (schedules will vary) official 90 day negotiation notice sent out and scheduling begins for presentation to their boards (county, school, library etc.)

-Developer agreement drafts begin with staff and finance committee

-Sales Tax sharing agreement gets scheduled with City Council Budget Committee

*The Impact Report along with TIF sharing agreements must be distributed to the taxing districts along with the conceptual draft Urban Renewal Plan. The impact report must show the community and economic benefits and identify any physical and service impacts (if any) to services and how the project will address these impacts. Once the districts’ staffs have a chance to review and comment board presentations most occur to finalize the TIF sharing agreements.*

**STEP 6** -After district TIF agreements are in place and Developer Agreement is in final form there will be a presentation to the URA board for final Plan and Developer Agreement approval.

**STEP 7** -Plan presentation to planning commission for recommendation to city council (board meets once per month)

*Upon approval by the CSURA and the Planning Commission, the Plan and city sales tax sharing agreement are scheduled for presentation to the Colorado Springs City Council for final review and adoption. If City Council does not adopt the Plan, revisions may be required before submitting it for reconsideration.*

**STEP 8** -Plan and Sales Tax Sharing agreement presented to city council work session

**STEP 9** -Plan and Sales Tax Sharing agreement presented to city council regular session for back-to-back approval

**STEP 10** -Urban Renewal Area officially formed and developer agreement with CSURA commences.

*There is a great responsibility of both the developer and the Authority to see the implementation of the project and overall plan of the area. Reports back to the board may be required by staff as well as regularly scheduled meeting to ensure responsibilities are being fulfilled and the plan is being followed.*