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**EL PASO COUNTY PLANNING AND
COMMUNITY DEVELOPMENT
DEPARTMENT**

RESIDENTIAL SITE PLAN CHECKLIST

Revised: January 2022

Site Plan Map		Applicant	PCD
The Residential Site Plan shall apply to requests for approval of new single-family residential development, residential additions, and accessory living quarters.			
Site plan shall be drawn so as to clearly provide the required information. All site plans for lots and parcels less than 2.5 acres are to be drawn to scale and include a written and graphic scale.			
Minimum Map Contents: Must contain adequate information to determine compliance of the proposed use with the LDC and ECM, as applicable. If inadequate information is provided to determine whether or not the proposed action conforms to the LDC, more information will be requested. A PUD Development Guide associated with PUD zoning, if applicable, may require additional information and/or specifications to be addressed with the residential site plan			
The PCD Director may modify the applicable requirements, including requiring additional items or removing items, based upon the project and site-specific circumstances.			
NOTE: Please confirm each item below has been included by placing a check mark in the "Applicant" column. See right for an example. The "PCD" column is for office use only.		✓	Office use only
A summary table or page to include the following information:			
1	Owner name, contact telephone number, and email for responsible party		Yes, missing contact info
2	Applicant name (if not owner), contact telephone number, and email for responsible party		Yes
3	Property address		Yes
4	Property tax schedule number		No
5	Legal description		Yes
6	Lot size		Yes
7	Lot area coverage calculation		Yes
8	Current zoning of the property		Yes
Site Plan drawing to include the following elements:			
1	Date, north arrow, and a graphic scale		Yes
2	Location and dimension of the all property lines, rights-of-way, and all existing and proposed easements		Yes
3	The footprint of all existing and proposed buildings and the setback distances from each existing and proposed structure to the property lines		Yes
4	Location of all sidewalks, trails, fences and walls, retaining walls, or berms		Yes
5	Location of all driveways and parking pad, carports, and garages, including any detached garages		Yes
6	Location of existing and proposed water and wastewater infrastructure, including well and septic location, if applicable		No
7	Location of all existing and proposed utility lines and associated infrastructure		No
8	Any other additional items as required by the PCD Director deemed necessary to address the applicable review criteria:		As needed