

PLANNING AND COMMUNITY DEVELOPMENT

PLANNED UNIT DEVELOPMENT REQUIREMENTS

This checklist provides a general overview of required submittal items. Additional submittal standards, procedures, and technical requirements are contained within the County's Land Development Code (LDC) and must also be met. The County reserves the right to request supplemental information, studies, or documents as needed to ensure compliance with applicable regulations and to adequately evaluate the proposed development.

SUBMITTAL CHECKLIST

LETTER OF INTENT

- ☐ Owner name and contact information for responsible party.
- ☐ Applicant name (if not owner) and contact information for responsible party.
- ☐ Property address.
- ☐ Property tax schedule number.
- ☐ Current zoning of the property.
- ☐ A discussion detailing the specific request to include the requested zoning district and size of the included area in the request.
- ☐ A discussion identifying and acknowledging any applicable overlay zoning (e.g., CAD-O, etc.).
- ☐ A detailed analysis summarizing how the request complies with each of the criteria of approval in Chapter 4 of the Land Development Code.
- ☐ A discussion regarding how the specific request complies with the PUD general standards and requirements in Chapter 4 of the Land Development Code.

- ☐ A discussion summarizing how the specific request complies with the applicable requirements of the Land Development Code.
- ☐ A discussion summarizing how the proposed map amendment (rezoning) is consistent with the El Paso County Master Plan, including all applicable elements of the Master Plan (e.g., Water Master Plan, Parks Master Plan, etc.).
- ☐ A discussion summarizing the provision of utilities.
- ☐ A discussion summarizing any potentially sensitive natural or physical features (e.g., wetlands, protected species habitat, floodplain, etc.) within the area included within the request.
- ☐ A discussion summarizing any community outreach efforts by the applicant that have occurred or are planned as part of the request.
- ☐ A discussion regarding anticipated traffic generation and access, unless a separate traffic study is required and is being provided.
- ☐ A discussion regarding the surrounding area and how the proposal fits within the context of the area and any potential impacts that may be caused by the proposed development.

MAP CONTENT REQUIREMENTS

- ☒ **Sheet Size:** The sheet size shall be 24 inches by 36 inches, including a minimum of one half of an inch border
- ☒ **Scale:** Each sheet of the PUD shall be drawn to the same scale. In the event a single sheet is not feasible, multiple sheets may be used. When using multiple sheets, a key map shall be provided on the first page, and on each sheet thereafter and match lines shall be depicted. All sheets shall be oriented the same direction.
- ☒ The name of proposed development and the words "Planned Unit Development Plan" centered on the top of the plan and at the top of each sheet. On each sheet a subtitle, in smaller lettering, shall indicate the quarter section(s) (1/4), section, township and range in which the development is located. The name of the County and the State shall be included in the subtitle.
- ☒ Project number in the lower right had corner

- ☒ Date of preparation, date of survey (if applicable), north arrow, written and graphic scale located in the lower right-hand corner of each sheet.
- ☒ Names and contact information of person(s) responsible for preparing the document (e.g., licensed surveyor, licensed engineer or designer of the plat) located in the lower right-hand corner of each sheet.
- ☒ Date of submission with provisions of dating revisions located in the lower right-hand corner.
- ☒ A vicinity location map necessary to locate the land included in the plan.
- ☒ The boundary of the PUD delineated with a heavy solid line including bearings and distances.
- ☒ The plan shall have a legend that designates all lines and symbols except where it is called out on the drawing itself.
- NA The proximity of all water sources including, but not limited to, water wells, lakes, channels, streams, irrigation ditches, and ponded water in the area being planned.
- ☒ Approximate layout, dimensions, and area of each proposed lot or tract.
- NA Existing and proposed no-build areas and easements (e.g. drainage, utility, etc.) with approximate dimensions. All existing no-build areas and easements are to be identified as "to remain" or "to be removed."
- NA The footprint and intended use of all existing buildings.
- ☒ Approximate location of land intended to be conveyed or reserved for public use or reserved in the deeds for the use of all property owners, residents, or general public and the proposed method of dedication and maintenance of such land to include, but not limited to, parks; trails, open space; streets; bikeways, paths, trails, schools and school sites; utilities, and community and social service facilities. All locations or lands shall be identified as public or private. The use designations and final ownership of all property proposed to be set aside for public and private facilities including the area of each tract to be set aside.
- ☒ A number associated with each lot and block in the development, beginning with the numeral 1 and continuing consecutively throughout the property included in the development plan, with no omissions or duplications. Tracts shall be given an alpha designation.
- ☒ Exterior boundary description of subject property graphically depicted, and a written legal description

tied to a survey monument.

COVER SHEET

The following wording shall be placed verbatim beginning in the upper left-hand area of the map:

- ☒ A statement establishing the purpose and intent of the PUD zoning district.
- ☒ **Authority:** This PUD is authorized by Chapter 4 of the El Paso County Land Development Code, adopted pursuant to the Colorado Planned Unit Development Act of 1972, as amended. Where there is more than one provision within the development plan that covers the same subject matter, the provision which is most restrictive or imposes higher standards or requirements shall govern.
- ☒ The cover sheet shall include any cross reference to the ZCP or previous PUD Development Plan, including any recording references.

CERTIFICATE STATEMENTS

The following certifications on a single sheet, which is typically the cover sheet:

☒ **Board of County Commissioners Certificate**

This plat for (name of subdivision or plat) was approved for filing by the El Paso County, Colorado Board of County Commissioners on the ____ day of ____, 20__, subject to any notes specified hereon and any conditions included in the resolution of approval. The dedications of land to the public (streets, tracts, easements: list those applicable) are accepted, but public improvements thereon will not become the maintenance responsibility of El Paso County until preliminary acceptance of the public improvements in accordance with the requirements of the Land Development Code and Engineering Criteria Manual, and the Subdivision Improvements Agreement.

Chair, Board of County Commissioners

Date

Director, Planning and Community Development

Date



Owners Certificate:

In Witness Whereof: _____

Has executed these presents this _____ day of _____ 20_____ A.D., A Colorado limited liability Company

Authorized Agent, Manager (Signature)

By:

Title:

Individual acting in a representative capacity

State of Colorado
County of _____

This record was acknowledged before me on _____, 20 ____ by _____ as (type of authority, such as officer or trustee) of (name of party/entity on behalf of whom record was executed).

(name of officer or agent, title of officer or agent) of (name of corporation acknowledging) a (state or place of incorporation) corporation, on behalf of the corporation.

(Notary's official signature)

(Title of office)

(Commission Expiration)

JOHN Q. SAMPLE
NOTARY PUBLIC
STATE OF COLORADO
NOTARY ID 20121234567
MY COMMISSION EXPIRES AUGUST 8, 2016

STATE OF COLORADO

COUNTY OF EL PASO

I hereby certify that this instrument was filed in my office on this ____ day of _____, 20__, and was recorded at Reception Number _____ of the records of El Paso County

El Paso County Clerk and Recorder

I (surveyor's name), a duly registered Professional Land Surveyor in the State of Colorado, do hereby certify that this plat truly and correctly represents the results of a survey made on date of survey, by me or under my direct supervision and that all monuments exist as shown hereon; that mathematical closure errors are less than 1:10,000 ; and that said plat has been prepared in full compliance with all applicable laws of the State of Colorado dealing with monuments, subdivision, or surveying of land and all applicable provisions of the El Paso County Land Development Code.

I attest the above on this _____ day of _____, 20__.

Surveyor's Name, (Signature)

Date

Colorado registered PLS # _____

GENERAL INFORMATION

- ☒ Land use(s) for each area included in the plan and corresponding acreage.
- NA Commercial/industrial lot area.
- ☒ Final total gross acreage, the total number of lots, and gross density.

- NA Phasing lines and phase table, if applicable.
- ☒ A table identifying the acreage of land to be dedicated for public streets, public uses, and private uses or facilities, including drainage facilities, private parks, open space, trails, and recreation centers. It must also include a table demonstrating open space compliance, identifying minimum open space requirements, open space calculations, usable open space, permitted uses within open space, applicable setbacks, and maintenance and ownership responsibilities.
- ☒ A table identifying all Tracts (in alphabetical order), including their acreage, ownership, maintenance responsibilities, and intended use.

PUD GUIDELINES AND REQUIREMENTS

- ☒ A table depicting permitted principle uses, accessory uses, special uses, and temporary uses.
- ☒ Specific dimensional standards, minimum lot size, lot coverage, building height, and setbacks for each principal and accessory structure.
- NA A set of architectural guidelines shall be included within the development plan.
- ☒ Sign, fencing, lighting, and parking standards.
- ☒ **Modification of Existing LDC or ECM Standard.** For modification of a general development standard in the LDC or criteria or standard of the ECM include a table with the following information, LDC/ECM section, category, standard, modification, and justification. See table below.

PUD MODIFICATION TABLE (AS ALLOWED BY LDC SECTION 4.2.6.(F)(2)(G)

	LDC/ECM Section	Category	Standard	Modification	Justification
1					

LANDSCAPE PLAN

- ☒ A site-specific landscape plan addressing roadway, buffering, screening, and internal landscaping is required. Detailed requirements are provided in the separate landscape plan checklist.

HAZARDS AND CONSTRAINTS

- ☒ Approximate location of all areas of floodplains, frequent stormwater inundation, or storm water

overflow and the location, widths, and direction of flow of all water courses.

☒ Areas of geological hazards and constraints, including but not limited to slopes greater than 30 percent.

NA Base flood elevations, unless otherwise proposed to be modified via the LOMR process through FEMA.

UNSUITABLE BUILDING AREAS

NA The location of railroad rights-of-way.

NA The location of existing mineral extraction area(s) and any areas of mining-related subsidence.

NA Sites of historic or archeological significance. Identified and inventoried sites of natural, scenic, and/or paleontological importance.

NATURAL FEATURES AND OTHER FEATURES

☒ The location of all major rock outcroppings and wooded areas.

☒ The location of natural hazard areas including areas of wildfire hazard as defined on the El Paso County Wildfire Hazards Map.

NA Identify significant wildlife habitat areas including protected species habitat, breeding grounds, nesting areas, crossings, wintering areas, migratory routes, etc.

NA The location and proposed ownership of wetlands, watercourses, bodies of water, irrigation ditches, and laterals.

NA Other significant features within the property.

Streets, Roads, and Easements

☒ Right-of-way lines, widths, locations, surfacing, street names, and proposed ownership (public or private) of all existing and proposed streets within and immediately adjacent to, the development plan, including the classification of each of the streets. Street names shall be approved by the El Paso Teller E-911 Authority. Alleys, greenways, bikeways, trails, and other transportation links shall also be depicted.

☒ The approximate length of all street centerlines, grades, radii of curves, type of curb, gutter, sidewalk, and pedestrian ramps.

☒ The approximate locations, dimensions, ownership and use designations of all proposed or existing

easements.

- ☒ Existing and proposed location of bridges, culverts, and provisions for collection and discharge of surface drainage including detention facilities.

OTHER INFORMATION AND NOTATIONS

NA Designation and location of any proposed school, park and other public property.

- ☒ The location of all proposed and existing fire suppression water supply sources (e.g. cisterns, ponds, tanks, etc.).
- ☒ The location of all proposed water and wastewater infrastructure (e.g. pump stations, water tanks, lift stations, treatment facilities, water mains, interceptors, etc.).
- ☒ The location of all proposed stormwater facilities (e.g. detention and retention ponds, water quality facilities, swales, inlets, storm sewer mains, etc.)
- ☒ A statement citing the reason for any PUD modifications to the Code or the ECM shall be provided in the PUD development plan and development guide.