

# Preliminary Plat Submittal Requirements

Refer to the City of Fountain's [Zoning Ordinance](#) for plan submittal procedures and regulatory requirements. If applicable, please reference the [Subdivision Regulations](#) of the City of Fountain.

The following checklist outlines the information to be included directly on the proposed plan. Please complete this checklist by checking the boxes of the items submitted. Applications will not be accepted without this completed checklist.

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- A completed online application form.

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  - Nonrefundable fee as set forth in the [fee schedule](#).  
**Payments can be made by eCheck (\$1.00 fee) or Credit Card (2.25% + \$0.75)**

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  - Letter of intent describing the purpose of the request, possible development time frames, etc.

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  - I, acting as the agent for the owner/developer/organization hereby certify that I have their approval and that the information submitted is true.

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  - Vicinity map

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  - Preliminary Plat

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  - Safe Routes to School: Map and Route analysis - For Residential only

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  - Legal Description on Surveyor's Letterhead

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  - Commitment of Title Insurance (dated within 30 days of submittal).

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  - Preliminary Utility Plan

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  - "Will Serve" letters from utility providers

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  - Sketch of prospective street system w/ connections to adjacent lands

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  - Copy of Accepted Electric Design Application (Contact Electric Department At 719-322-2092)

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  - Preliminary Drainage Report & Plan

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  - Traffic Impact Analysis

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  - Geological Hazards Report

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  - Land Analysis Report

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  - Preliminary Construction Plans (30% complete)

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  - Park Board Presentation - For Residential Only

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  - CAD files of plans

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  - PDF's of all plans

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  - Concept Plan: All parks and open space - For Residential Only

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  - Water Meter Sizing form located here (MS Excel)