



## Planning and Community Development Department

2880 International Circle, Colorado Springs, CO 80910

Phone 719.520.6300 | Fax 719.520.6695 | [www.elpasoco.com](http://www.elpasoco.com)

### Type D Application Form (1-2C)

Please check the applicable application type  
(Note: each request requires completion of a  
separate application form):

- ☐ Appeal
- ☐ Approval of Location
- ☐ Board of Adjustment
- ☐ Certification of Designation
- ☐ Const. Drawings, Minor or Major
- ☐ Development Agreement
- ☒ Final Plat, Minor or Major
- ☐ Final Plat, Amendment
- ☐ Minor Subdivision
- ☐ Planned Unit Dev. Amendment,  
Major
- ☐ Preliminary Plan, Major or Minor
- ☐ Rezoning
- ☐ Road Disclaimer
- ☐ SIA, Modification
- ☐ Sketch Plan, Major or Minor
- ☐ Sketch Plan, Revision
- ☐ Solid Waste Disposal Site/Facility
- ☐ Special District
- ☐ Special Use
  - ☐ Major
  - ☐ Minor, Admin or Renewal
- ☐ Subdivision Exception
- ☐ Vacation
  - ☐ Plat Vacation with ROW
  - ☐ Vacation of ROW
- ☐ Variances
  - ☐ Major
  - ☐ Minor (2<sup>nd</sup> Dwelling or  
Renewal)
  - ☐ Tower, Renewal
- ☐ Vested Rights
- ☐ Waiver or Deviation
- ☐ Waiver of Subdivision Regulations
- ☐ WSEO
- ☐ Other: \_\_\_\_\_

This application form shall be accompanied by  
all required support materials.

**PROPERTY INFORMATION:** Provide information to identify properties and  
the proposed development. Attached additional sheets if necessary.

Property Address(es): o Mayberry and o Village Main Drive	
Tax ID/Parcel Numbers(s) 3414201030-31, 3414208018, 34114208024, 3414208026, 3414102002, 3414102005, 3414102016	Parcel size(s) in Acres: 105.85 ac
Existing Land Use/Development: Vacant	Zoning District: PUD

- ☐ Check this box if **Administrative Relief** is being requested in  
association with this application and attach a completed  
Administrative Relief request form.
- ☐ Check this box if any **Waivers** are being requested in association  
with this application for development and attach a completed  
Waiver request form.

**PROPERTY OWNER INFORMATION:** Indicate the person(s) or  
organization(s) who own the property proposed for development.  
Attach additional sheets if there are multiple property owners.

Name (Individual or Organization): Mayberry Communities, LLC	
Mailing Address: 3296 Divine Heights #208 Colorado Springs CO 80922	
Daytime Telephone: 719-426-7810	Fax:
Email or Alternative Contact Information: jasonkvols@mayberrycoloradosprings.com	

#### For PCD Office Use:

Date:	File :
Rec'd By:	Receipt #:
DSD File #:	

**Description of the request:** (submit additional sheets if necessary):

Proposal is for a 142 lot Final Plat consistent with  
recent PUD Amendments



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**APPLICANT(S):** Indicate person(s) submitting the application if different than the property owner(s) (attach additional sheets if necessary)

Name (Individual or Organization): Mayberry Communities, LLC (Jason Kvols)	
Mailing Address: 3296 Divine Height #208 Colorado Springs, CO 80922	
Daytime Telephone: 719-426-7810	Fax:
Email or Alternative Contact Information: jasonkvols@mayberrycoloradosprings.com	

**AUTHORIZED REPRESENTATIVE(S):** Indicate the person(s) authorized to represent the property owner and/or applicants (attach additional sheets if necessary).

Name (Individual or Organization): N.E.S. Inc (Jon Romero)	
Mailing Address: 619 N. Cascade Ave / Colorado Springs, CO 80903	
Daytime Telephone: 719.471.0073	Fax:
Email or Alternative Contact Information: jromero@nescolorado.com	

**AUTHORIZATION FOR OWNER'S APPLICANT(S)/REPRESENTATIVE(S):**

An owner signature is not required to process a Type A or B Development Application. An owner's signature may only be executed by the owner or an authorized representative where the application is accompanied by a completed Authority to Represent/Owner's Affidavit naming the person as the owner's agent

**OWNER/APPLICANT AUTHORIZATION:**

To the best of my knowledge, the information on this application and all additional or supplemental documentation is true, factual and complete. I am fully aware that any misrepresentation of any information on this application may be grounds for denial or revocation. I have familiarized myself with the rules, regulations and procedures with respect to preparing and filing this application. I also understand that an incorrect submittal may delay review, and that any approval of this application is based on the representations made in the application and may be revoked on any breach of representation or condition(s) of approval. I verify that I am submitting all of the required materials as part of this application and as appropriate to this project, and I acknowledge that failure to submit all of the necessary materials to allow a complete review and reasonable determination of conformance with the County's rules, regulations and ordinances may result in my application not being accepted or may extend the length of time needed to review the project. I hereby agree to abide by all conditions of any approvals granted by El Paso County. I understand that such conditions shall apply to the subject property only and are a right or obligation transferable by sale. I acknowledge that I understand the implications of use or development restrictions that are a result of subdivision plat notes, deed restrictions, or restrictive covenants. I agree that if a conflict should result from the request I am submitting to El Paso County due to subdivision plat notes, deed restrictions, or restrictive covenants, it will be my responsibility to resolve any conflict. I hereby give permission to El Paso County, and applicable review agencies, to enter on the above described property with or without notice for the purposes of reviewing this development application and enforcing the provisions of the LDC. I agree to at all times maintain proper facilities and safe access for inspection of the property by El Paso County while this application is pending.

Owner (s) Signature: 

Date: 5/19/22

Owner (s) Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant (s) Signature: 

Date: 5-19-22





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# EL PASO COUNTY PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

## SUBDIVISION PLAT CHECKLIST

Revised: July 2019

Subdivision Plat			
<p>The purpose of a subdivision plat, which includes plats for new subdivisions and vacations and replats, is to provide the information necessary to establish a subdivision of land in conformance with the LDC, County Engineering Standards, and State law. The plat map is an accurate survey of a subdivision showing the lots and tracts including the bearings and distances associated with all property lines and dedications, the size and location of any existing or proposed buildings, the location of lots in relation to abutting streets, rights-of-way and other public land dedications, easement dedications, and other details concerning the layout of the subdivision. The plat is one of the documents utilized to finalize land ownership and related interests within the proposed subdivision boundaries.</p>			
	Applicant	PCD	
<p><b>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.</b></p>	✓	Office use only	
Map Content			
Sheet Size			
The sheet size shall be 24 inches by 36 inches, including a minimum of one half of an inch border.			
Scale			
<p>Each sheet of the plat shall be drawn to the same scale. The scale shall be one inch equals 100 feet (1inch = 100 feet) or a scale of one inch equals 50 feet (1 inch = 50 feet) unless the PCD Director approves a larger or smaller scale. In the event a single sheet is not practicable, multiple sheets may be used. No lot shall be split between sheets. When using multiple sheets, a key map shall be provided on the first page, and on each sheet thereafter and matchlines shall be depicted. <b>CRS-38-50-101, 38-51-106</b></p>	✓		
Map Content			
1	Title Block and Reference Information		
	<p>Name of subdivision 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 subdivision is located, unless the PCD Director authorizes variation from this standard. If the subdivision is a replat of a previously approved subdivision, the replat information shall be included in the subtitle. The name of the County and the State shall be included in the subtitle. Note the subdivision name shall conform to the naming conventions in Section 7.2.5 of the LDC. <b>CRS-38-50-101</b></p>	✓	
	Name, address and telephone number of the owner of record located in the lower right hand 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, <b>CRS-38-50-101</b>	✓	
	Names, address, and telephone number of person(s) responsible for preparing the plat (e.g., licensed surveyor, licensed engineer or designer of the plat) located in the lower right hand corner (if applicable), <b>CRS-35-51-106</b>	✓	
	Date of submission with provisions for dating revisions located in the lower right hand corner, and	✓	
	Vicinity map (scale of 1 inch =2000 feet in general scale preferred, but does not have to be a scaled drawing) showing the subdivision in relation to section lines and existing or proposed streets within one mile. <b>CRS-38-50-101</b>	✓	
2	Survey and Associated Information		
	<p>The plat shall represent an accurate and complete Monumented Land Survey pursuant to C.R.S. §38-51-102. A traverse of boundaries when computed from field measurements on the ground must have a minimum unadjusted ratio of closure of one (1) part in ten thousand (10,000). The Monumented Land Survey shall be an accurate reflection of the legal description. The method of description shall be by use of metes and bounds, except that in a replat the subdivision, tract, or lot may be used. The survey and monumentation shall conform to the requirements of Section 7.2.6 of the LDC. The survey information depicted on the plat shall include: <b>CRS-38-50-10, 35-50-101</b></p>	✓	



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	A certified legal boundary description showing the location and dimension of all boundary lines and monuments of the property proposed to be subdivided expressed in feet and hundredths of a foot prepared by a registered/licensed land surveyor. Total acreage and surveyed description of the area. The legal description for the subdivision shall be included in the following format: "A parcel of land in the 1/4 of Section XX, Township XX South, Range XX West, of the Sixth Principal Meridian, County of El Paso, State of Colorado, more particularly described as follows:" The legal description that follows this introduction may be by one of the following two means: (1) by metes and bounds, incorporating a complete traverse and meeting the accuracy standards described above (Note: The area to the nearest one-hundredth of an acre (.01) more or less shall be included.); or (2) by subdivision and lot numbers (Note: This method may only be used if the area being subdivided encompasses one contiguous area within one existing subdivision and does not include any existing right-of-way. The area to the nearest one hundredth of an acre (.01) more or less shall be included).	✓	
	Identification of the point of beginning. The Point of Beginning of the plat shall be tied to two (2) or more section or quarter section corners. Two of the corners shall be adjacent. The monument found/set at the section or quarter section corners must be described on the plat,	✓	
	A statement by the land surveyor explaining the basis of bearing. Assumed bearings shall not be used. The existing monuments that define the reference line shall be included on the plat. One of the following methods of establishing a basis of bearing shall be used: (1) solar or polaris observation - the date of the observation and the method used shall be included in the basis of bearing note; or (2) GPS observations on the monuments at each end of the reference line (Note: The observations shall be of sufficient time to ensure an accurate bearing. The methodology and length of the observation session shall be included in the basis of bearing note,		✓
	Where the exterior boundary lines of the plat show bearings and distances which vary from those recorded in adjoining plats or surveys, a note shall be placed along those lines, in parenthesis, stating the recorded bearing and distance and the reception number of the adjoiners, as shown in the following form: NXX°XX'XX"X (Recorded as NXX°XX'XX"X with Reception #XXXXXX),	✓	
Applicant note: Monuments will be set upon PCD approval of the plat, and the plat will be updated with set monuments shown upon final submittal.	Data determining the location, bearing and length of all lines and the location of all monuments which are sufficient to establish boundaries and locate the monuments including a description of all monuments, both found and set, which mark the boundaries of the property, and a description of all control monuments used in conducting the survey. At a minimum, this shall include: (1) the lengths of all lines and the radii, internal angles, points of curvature, arc and chord lengths, and bearing; (2) the lines of all proposed lots and tracts fully dimensioned with distances and bearings (Note: Where a lot line intersects a street line at right angles, the bearing may be omitted. If a lot line intersects a curved street, the bearing on the line shall be shown. If the lot line is not radial to a curved street line, or a curved property line, the lot line shall be labeled N.R. and the radial bearing at the point of intersection shall be shown. All lot lines and other parcels of land with accurate dimensions in feet and hundredths of a foot with bearings or angles to street and alley lines. Lot dimensions shall close to a tolerance of one (1) in ten thousand (10,000).); (3) the centerlines of all streets; (4) A description of all monuments found or set at each corner, angle point, PC and PT of the exterior boundary of the subdivision; (5) The description of range points that will be set (Note: The accuracy of the range points shall be one (1) in ten thousand (10,000)); and (6) the dimensions of all easements including bearings and distances, where appropriate.	✓	
	A data table may be used where such a table will enhance clarity. If table data is used, each individual lot must be separately described giving all bearings and angles and lengths making each lot close by data provided: The table must be included on the same page as lots or lines described. Should the plat drawing be of such a size as to preclude the data table then the drawing must be developed in such a manner as to show a portion of the plat and its pertinent table on each sheet as required, and	✓	





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	Offsets which are to be set on the extension of any lot, tract or parcel boundary line shall be noted on the plat at the time of recording and shall comply with C.R.S. Section §38-51-105. This note shall specify the standard offset distance and any nonstandard distances. An example of a note is as follows: "All offsets are 1" metal disks embedded in concrete sidewalks set on the lot line extended, 5 feet from the platted lot corner along all streets except as follows:" and "Nonstandard offsets for lot lines between: Lots 2 and 3, is 5.87 feet; Lots 6 and 7, is 6.03 feet." If no offset monuments are to be set in conjunction with the plat the following note shall be included on the plat: "Note: No offset monuments are to be set in conjunction with this plat."	✓	
3	Surveyor Information and Notes <b>CRS-38-50-10, 35-50-101</b>		
	Certification by a registered/licensed land surveyor that the subdivision plat represents a survey made by the surveyor and that the monuments shown on the subdivision plat are accurate as located, that all dimensions and other details are correct and that all monuments will be set to establish property corners or control points as required by the County. The certification shall include the title, name, address, seal, and signature of the registered land surveyor and date of certification and revision dates,	✓	
	The following note shall be placed on the plat: "Any person who knowingly removes, alters or defaces any public land survey monument or land boundary monument or accessory commits a Class Two (2) misdemeanor pursuant to C.R.S. § 18-4-508", and	✓	
	Reference to the information relied on to establish all easements, rights-of-way, and other features which may include specific reference to a certain title policy including the policy number.	✓	
4	Names, Numbering, Lots, Tracts and Road Information <b>7.2.5 LDC</b>		
	A number associated with each lot and block in the subdivision, beginning with the numeral 1 (one) and continuing consecutively throughout the property being subdivided, with no omissions or duplications. Tracts shall be given an alpha designation. All lot, and tract numbering shall conform to the provisions of Section 7.2.5 of the LDC,	✓	
	The address of each lot as provided by the Pikes Peak Regional Building Department (added prior to recording),	N/A not yet provided	
	Right-of-way lines, widths, and street names of all existing and proposed streets within and immediately adjacent to, the property being subdivided. Street names shall be approved by El Paso Teller E9-1-1 Authority. Alleys, greenways, bikeways, trails, and other transportation links shall also be indicated. Private drives and streets shall be labeled as such and shall include assignment of maintenance responsibility.	✓	
	The use designations, maintenance responsibility, and final ownership of all property proposed to be set aside for public and private facilities, including parks, trails, open space, recreation facilities, stormwater storage and drainage facilities, including the area of each tract or easement to be set aside.	✓	
	The use designations, maintenance responsibility, and beneficiary of all proposed or existing easements and rights-of-way showing when conveyed by reception number, and rights-of-way.	✓	
5	Other Plat Information		
	The boundary of the subdivision delineated with a heavy solid line.	✓	
	The identification and designation of the boundary lines of any 100-year floodplain, and the source of the designation. <b>8.4.2 LDC</b>	N/A	
	Names of all adjoining subdivisions with dotted lines of abutting lots. If the adjoining land is unplatted, it should be shown as such.	✓	
	Lots that require special studies for development or that present significant constraints and/or hazards to development shall bear notation. <b>8.4.9 LDC</b>		
	Labels reading "Not a part of this subdivision" and dashed lines delineating areas that do not constitute a part of the subdivision. <b>8.4.2 LDC</b>	✓	
	Notes limiting ingress or egress to certain roadways pursuant to the ECM, as applicable. <b>8.4.3 LDC</b>	✓	
	The appropriate sight distance triangles shall be designated and dimensioned. Sight distance triangles shall be shown at the intersection of all roads and at the intersection of all private drives/access points with public roads. <b>ECM 2.3.6</b>		



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	Dedication statements for streets, parks, trails, open space, schools, or other uses and dedication of public streets, alleys and easements to the County. All rights-of-way being dedicated to El Paso County shall be clearly labeled with the following statement: "Dedicated to El Paso County for right-of-way purposes by this plat". <b>8.5 LDC</b>	✓	
	The following certifications on a single sheet: Surveyor, Dedication Statement, Title Verification, Board of County Commissioners, Clerk and Recorder, PCD Director, El Paso County Assessor and Acceptance Certificate, as needed, see below. <b>CRS-38-50-10, 35-50-101</b>	✓	
	Acknowledgments of the execution of the plat by the property owner (Statement of ownership and acknowledgment) before a notary public. <b>CRS-38-50-10, 35-50-101</b>	✓	
	All standard El Paso County plat notes, see below. <b>(NOTE: AS APPLICABLE)</b>		
	A note identifying inclusion into any public improvement district, as applicable. <b>(STANDARD CONDITION OF APPROVAL FOR SPECIAL DISTRICT BOCC APPROVAL)</b>	N/A	
	If the subdivision is within a PUD, the file number and reception number for the recorded PUD. <b>(STANDARD CONDITION OF APPROVAL FOR BOCC APPROVAL)</b>	N/A	
	Sign easements for subdivision entryway signage. <b>(BEST PRACTICE)</b>		
6	Summary Notes <b>(BEST PRACTICES)</b>		
	The final total gross acreage, the total number of lots, gross density, net density and net acreage of the subdivision as defined by the LDC.	✓	
	The note referring to the net acreage of land to be dedicated for public streets, dedicated for other public uses, and developed for private uses or facilities including drainage facilities, private parks, open space and recreation centers.	✓	
	Notations of any restrictive covenants or other restrictions to be recorded with the final plat.	✓	
	Statement that maintenance of easements shall be the responsibility of the property owner.	✓	
	All standard notes, certificates and dedications required by El Paso County staff shall be included on the plat. All notes not meeting these specifications shall be removed.	✓	
	Any special notes required by legal agreements or other related procedures.	✓	
	Any notes that were a requirement or condition of the final plat approval or in the opinion of the PCD Director further the purposes of the LDC.	✓	
7	Signature Blocks & Certifications <b>(BEST PRACTICES)</b>		
	Owners Certificate	✓	
	The undersigned, being all the owners, mortgagees, beneficiaries of deeds of trust and holders of Owners/Mortgagee (Signature)		
	By:		
	Title:		
	ATTEST: (if corporation)		
	Secretary/Treasurer		
	STATE OF COLORADO		
	COUNTY OF		
	Acknowledged before me this      day of      , 200      by		
	as		
	My commission expires		
	Witness my hand and official seal		
	Signatures of officers signing for a corporation shall be acknowledged as follows:		
	(print name) as President/Vice President and print name as Secretary/Treasurer, name of corporation, a state corporation.		
	Signatures of managers/members for a LLC shall be acknowledged as follows:		
	(print name) as Manager/Member of company, a state limited liability company.		
	(Note: Required when separate ratification statements for deed of trust holders, mortgagees are not utilized)	✓	





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<b>Board of County Commissioners Certificate</b>			
	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 _____, 200__, 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.	N/A	
<b>PCD Director Certificate (for plats not requiring BoCC action)</b>			
	This plat for (name of subdivision or plat) was approved for filing by the El Paso County, Colorado Planning and Community Development Department Director on the _____ day of _____, 20__, subject to any notes or conditions specified hereon.	✓	
	Previous plat name in entirety is amended for the areas described by this Plat Amendment/Lot Line Adjustment subject to all covenants, conditions, and restrictions recorded against and appurtenant to the original plat recorded in the Office of the El Paso County Clerk and Recorder, Reception # _____.	N/A	
<b>For Replats requiring BoCC action:</b>			
	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 the 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.	N/A	
	Previous plat name in entirety is vacated and amended for the areas described by this replat subject to all covenants, conditions, and restrictions recorded against and appurtenant to the original plat recorded in the Office of the El Paso County Clerk and Recorder, Reception # _____.	N/A	
<b>For Vacations when done by plat:</b>			
	This plat was approved for filing by the El Paso County, Colorado Board of County Commissioners on the _____ day of _____, 20__, subject to any conditions specified hereon.	N/A	
	The (streets, lots, tracts, parcels, and easements: use those applicable) shown on the plat of previous plat name in entirety, recorded in the Office of the El Paso County Clerk and Recorder, Reception # _____ are hereby vacated this _____ day of _____, 20__.	✓	
	Clerk and Recorder		
	STATE OF COLORADO	✓	
	COUNTY OF EL PASO		
	I hereby certify that this instrument was filed in my office on this _____ day of _____, 20__, and		
<b>Surveyors Certificate</b>			
	I surveyor's name, a duly registered Professional Land Surveyor in the State of Colorado, do	✓	
	I attest the above on this _____ day of _____, 20__.		
	Surveyor's Name, (Signature)		
	Colorado registered PLS #		
<b>Acceptance Certificate for Tracts (accepting entity in existence)</b>			



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	<p>The dedication of Tracts (list tracts and use) are hereby accepted for ownership and maintenance by the (Name) District/Homeowner's Association. (Name district or homeowner's association)</p> <p>BY: (notarized signature)</p> <p>President STATE OF COLORADO ) ss. COUNTY OF _____ )</p> <p>Acknowledged before me this ____ day of _____, 20__ by _____ as _____.</p> <p>My commission expires: _____ Witness my hand and official seal _____</p> <p>Notary Public</p>		
8	<b>Standard Plat Notes (BEST PRACTICES)</b>		
	The following reports have been submitted in association with the Preliminary Plan or Final Plat for this subdivision and are on file at the County Planning and Community Development Department: Transportation Impact Study; Drainage Report; Water Resources Report; Wastewater Disposal Report; Geology and Soils Report; Fire Protection Report; Wildfire Hazard Report; Natural Features Report; ( <i>other; modify based upon specific reports</i> )	✓	
	All property owners are responsible for maintaining proper storm water drainage in and through their property. Public drainage easements as specifically noted on the plat shall be maintained by the individual lot owners unless otherwise indicated. Structures, fences, materials or landscaping that could impede the flow of runoff shall not be placed in drainage easements.	✓	
	Unless otherwise indicated, all side, front, and rear lot lines are hereby platted on either side with a 10 foot ( <i>use 5 feet for lots smaller than 2.5 acres</i> ) public utility and drainage easement unless otherwise indicated. All exterior subdivision boundaries are hereby platted with a 20 foot ( <i>use 7 feet for lots smaller than 2.5 acres</i> ) public utility and drainage easement. The sole responsibility for maintenance of these easements is hereby vested with the individual property owners.	N/A modified per approved esmt. layout	
	Developer shall comply with federal and state laws, regulations, ordinances, review and permit requirements, and other agency requirements, if any, of applicable agencies including, but not limited to, the Colorado Division of Wildlife, Colorado Department of Transportation, U.S. Army Corps of Engineers and the U.S. Fish and Wildlife Service regarding the Endangered Species Act, particularly as it relates to the listed species (e.g., Preble's Meadow Jumping Mouse).	✓	
	The addresses exhibited on this plat are for informational purposes only. They are not the legal description and are subject to change.	✓	
	No driveway shall be established unless an access permit has been granted by El Paso County.	✓	
	Mailboxes shall be installed in accordance with all El Paso County and United States Postal Service regulations.	✓	

Applicant Note: This dedication note was declared invalid by Rick Van Dyke with El Paso County Assessor Office on Sept. 16, 2021, who claimed that, by state statute (but didn't cite which one), ownership can only be conveyed by plat to municipalities or counties. Conveyance to metro districts, HOA's, etc., must be conveyed by a deed.





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	No lot or interest therein, shall be sold, conveyed, or transferred whether by deed or by contract, nor shall building permits be issued, until and unless either the required public and common development improvements have been constructed and completed and preliminarily accepted in accordance with the Subdivision Improvements Agreement between the applicant/owner and El Paso County as recorded under Reception Number _____ in the Office of the Clerk and Recorder of El Paso County, Colorado or, in the alternative, other collateral is provided to make provision for the completion of said improvements in accordance with the El Paso County Land Development Code and Engineering Criteria Manual. Any such alternative collateral must be approved by the Board of County Commissioners or, if permitted by the Subdivision Improvements Agreement, by the Planning and Community Development Department Director and meet the policy and procedure requirements of El Paso County prior to the release by the County of any lots for sale, conveyance or transfer.	✓	
	This plat restriction may be removed or rescinded by the Board of County Commissioners or, if permitted by the Subdivision Improvements Agreement, by the Planning and Community Development Department Director upon either approval of an alternative form of collateral or completion and preliminary acceptance by the El Paso Board of County Commissioners of all improvements required to be constructed and completed in accordance with said Subdivision Improvements Agreement. The partial release of lots for sale, conveyance or transfer may only be granted in accordance with any planned partial release of lots authorized by the Subdivision Improvements Agreement.	✓	
	Temporary turnaround easements as shown on this plat shall be relinquished upon the construction completion of Filing # ____ (or connection to another road). Or;	N/A	
	The temporary turnaround easement as shown on this plat and referenced in the Easement Agreement as recorded at Reception No. _____ of the records of El Paso County will be vacated upon the completion of roadway construction of _____ Road with a future Final Plat, in accordance with the terms of said easement agreement.	N/A	
	There shall be no direct lot access to _____ Road.	✓	
	Individual lot purchasers are responsible for constructing driveways, including necessary drainage culverts from _____ Road per Land Development Code Section 6.3.3.C.2 and 6.3.3.C.3. Due to their length, some of the driveways will need to be specifically approved by the (name of Fire District).		
	The 60 foot wide public highway contained within this plat as ordered by the Board of County Commissioners for El Paso County on (date) and recorded in Road Book ( X) and Page (X) of the records of El Paso County, is hereby vacated upon recordation of this plat.	N/A	
	The private roads as shown on this plat will not be maintained by El Paso County until and unless the streets are constructed in conformance with El Paso County standards in effect at the date of the request for dedication and maintenance.	N/A	
	The individual lot purchaser(s) shall be responsible for final design, construction, and maintenance of private detention pond/water quality BMP(s) as described in the approved Preliminary/Final Drainage Report for this subdivision. Final design, construction drawings and drainage report updates for the detention pond/water quality BMP(s) serving each lot shall be provided with Site Development Plan submittals. The detention pond/water quality BMP(s) shall be constructed and completed prior to the issuance of any building permits for the subject lots. The subdivision developer is responsible for providing financial assurances as indicated in the Subdivision Improvements Agreement and Estimate of Guaranteed Funds for all detention ponds/water quality BMPs. All detention ponds/water quality BMPs shall be constructed prior to the release of said financial assurances.	✓	



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# EL PASO COUNTY PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

## SUBDIVISION PLAT CHECKLIST

Revised: July 2019

	Lot ____ (or Tract ____ ) (or entire property) of this property is subject to a Private Detention Basin/Stormwater Quality BMP Maintenance Agreement and Easement as recorded at Reception No. _____ of the records of El Paso County. The _____ HOA (or Owner or District) is responsible for maintenance of the subject drainage facilities.	✓	
	Watershed Dam Note (To be used when the subdivision affects or located in areas which are inundated by the high water line of a watershed dam, or downstream in the impacted area.) (LDC 8.4.5)	N/A	
	No improvements shall be placed within the high water line of the reservoir or in the spillway or spillway channel. If development activities associated with this subdivision result in required modifications, repairs, enlargements to, or replacement of, any dam, spillway, spillway channel, or other water detention facility located within, or associated with, this development, developer, the homeowners' association, and/or the dam owner shall be responsible or liable for such modifications, repairs, enlargements, or replacement and the costs thereof. However, El Paso County shall not be responsible or liable for such modifications, repairs, enlargements, or replacement and the costs thereof by virtue of this subdivision approval,	N/A	
	The following lots have been found to be impacted by geologic hazards. Mitigation measures and a map of the hazard area can be found in the report ( <i>Title of Report, generally from the Preliminary Plan file</i> ) by ( <i>author of the report</i> ) ( <i>date of report</i> ) in file ( <i>name of file and file number</i> ) available at the El Paso County Planning and Community Development Department:	N/A	
	Downslope Creep:		
	Rockfall Source:		
	Rockfall Runout Zone:		
	Potentially Seasonally High Groundwater: ( <i>name lots or location of area</i> )		
	Other Hazard:		
	Due to high groundwater in the area, all foundations shall incorporate an underground drainage system. (LCD 8.4.9)		
	(Note: The exact wording of plat notes regarding well water supply depends upon the language of the water decree and/or augmentation plan, and will be reviewed and approved by the County Attorney's Office)	N/A	
	Individual wells are the responsibility of each property owner. Permits for individual wells must be obtained from the State Engineer who by law has the authority to set conditions for the issuance of these permits.	N/A	
	Water in the Denver Basin Aquifers is allocated based on a 100-year aquifer life; however, for El Paso County planning purposes, water in the Denver Basin Aquifers is evaluated based on a 300-year aquifer life. Applicants and all future owners in the subdivision should be aware that the economic life of a water supply based on wells in a given Denver Basin Aquifer may be less than either the 100 years or 300 years indicated due to anticipated water level declines. Furthermore, the water supply plan should not rely solely upon non-renewable aquifers. Alternative renewable water resources should be acquired and incorporated in a permanent water supply plan that provides future generations with a water supply.	N/A	





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	<p>Permits for individual wells must be obtained from the State Engineer who by law has the authority to set conditions for the issuance of these permits. Two (2) existing well permits Nos. _____ and _____ will serve two (2) single family dwellings each. Well permit No. _____ will serve Lots ____ and __, Block ____ subject to a joint Use Water Well Agreement as recorded under Reception No. _____. Well permit No. _____ will serve Lot __, Block __ and Lot __, Block __, subject to a Joint Use Water Well Agreement as recorded under Reception No. _____, which limits production to the _____ Aquifer at an interval between ____ and ____ feet below ground surface. Lot __ and __, Block __ and Lots __ through __, Block __ will limit production to the _____ Aquifer at an interval between ____ and ____ feet below ground surface.</p>	N/A	
	<p>Owner, its successors and assigns shall advise the Property Owners Association (or Homeowners Association) and all future owners of these lots of all applicable requirements of the decree entered in Case No. _____ (Division __), and their costs of operating the plan for augmentation and responsibility for metering and collecting data regarding water withdrawals from wells.</p>	N/A	
	<p>Owner shall reserve in any deeds of the property _____ acre-feet of _____ Aquifer and _____ acre feet total of _____ Aquifer water as decreed in Case No. _____ (Division __) for use in this augmentation plan.</p>	N/A	
	<p>Water withdrawal and wells are subject to limitations, restrictions and augmentation requirements and responsibilities as found within the Covenants for this subdivision recorded in Reception No. _____, of the Office of the El Paso County Clerk and Recorder and the terms of the water court approved water augmentation plan.</p>	N/A	
	<p>Water and wastewater services for this subdivision are provided by the Cherokee Metropolitan District (Cherokee) subject to the District's rules, regulations and specifications. The Office of the State Engineer has issued an opinion of water inadequacy based on its analysis and interpretation of a stipulated agreement concerning the availability of certain water rights for use outside of the Upper Black Squirrel Creek Designated Basin, and thus found insufficiency of water resources for this subdivision based on that agreement. This interpretation differs from certain opinions issued by the Office in the past. Based on its own review of the stipulated agreement and its history (and not the amount of water actually available) the Board of County Commissioners in an open and public hearing did not accept the interpretation of the State Engineer's Office. The Board of County Commissioners found that Cherokee has committed to provide water service to the subdivision and asserted that its long term water service capabilities are sufficient. The Board of County Commissioners made this determination in reliance upon the testimony and expertise provided by Cherokee at the public hearing thereon. At the hearing, Cherokee asserted that its plans and continued financial investment in infrastructure are designed to allow Cherokee to continue to provide this subdivision and its existing customers with water and wastewater services for 300 years or more.</p>	N/A	
	<p>Sewage treatment is the responsibility of each individual property owner. The El Paso County Department of Health and Environment must approve each system and, in some cases the Department may require an engineer designed system prior to permit approval. These systems may cost more to design, install, and maintain.</p>	N/A	
	<p>No structures or fences are permitted within designated "Floodplain" or "Park and Open Space" areas. (Modification of this note may be allowed if the plan approved by the Floodplain Administrator, provided this creates no conflict with approved plans or conditions.)</p>		
	<p>This property is located within a designated FEMA Floodplain as determined by the Flood Insurance Rate Map, Community Map Number _____, effective date ____ (modification when LOMR has been approved) and as amended by the FEMA approved Letter of Map Revision (LOMR) case number _____ dated _____. No structures are permitted within the designated Floodplain areas. (Modification of this note may be allowed if the intent is to allow construction of structures through the Floodplain Development Permit Process- example: retaining wall in excess of 4 feet is a structure)</p>	N/A	



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	(Applicable in the fire districts which have adopted the International Fire Code Appendix H, but subject to fire district approval. As of 7/1/2021 this includes: Black Forest Fire Protection District; Cimarron Hills Fire Protection District; Donald Wescott Fire District; Falcon Fire Protection District; and Tri-Lakes Fire Protection District".)	N/A	
	At the time of approval of this project, this property is located within the <u>Ellicott</u> Fire Protection District, which has adopted a Fire Code requiring residential fire sprinkler requirements for covered structures over 6000 square feet in size, and other fire mitigation requirements depending upon the level of fire risk associated with the property and structures. The owner of any lot should contact the fire district to determine the exact development requirements relative to the adopted Fire Code.	✓	
	Due to wildfire concerns, homeowners are encouraged to incorporate wildfire fuel break provisions as recommended by the Colorado State Forest Service and illustrated through publications available through the State Forest Service. <b>LDC 6.3.3</b>	N/A	
	(The following plat restriction shall be placed on the first sheet of the plat whenever thinning of forest cover are necessary to help reduce the hazards and risks of wildfire.) <b>LDC 6.3.3</b>	N/A	
	As a condition of approval of this plat by the Board of County Commissioners, no conveyance, sale or transfer of title of lots ( <i>insert lot numbers</i> ) or tracts ( <i>insert tract names</i> ) identified hereon, shall be made, nor any building permit or certificate of occupancy be issued by El Paso County, until such times as the following has been accomplished by ( <i>the developer, homeowner, whomever is responsible</i> ):	N/A	
	A letter of compliance has been received from the Colorado State Forest Service, Fire Department, Fire Marshal, or other qualified professional stating practices designed to reduce wildfire hazards have been completed in accordance with the Wildland Fire and Hazard Mitigation Plan. Such work may include, but is not necessarily limited to the following:	N/A	
	<ul style="list-style-type: none"> <li>▪ Forest-wide thinnings</li> <li>▪ Fuelbreak thinnings</li> <li>▪ Prunings</li> <li>▪ Debris disposal</li> </ul>		
	(alternative-surety and surety estimate sufficient to accomplish the work may be required in place of a plat restriction)		
	This subdivision is surrounded by agricultural land. Property owners may be impacted by sounds, smells and/or activities associated with active agricultural practices. Pursuant to Article 3.5, Title 35, C.R.S., it is the declared policy of the State of Colorado to conserve, protect, and encourage the development and improvement of its agricultural land for the production of food and other agricultural products. Colorado is a "Right-to-Farm" State pursuant to C.R.S. 35-3.5-101, et seq. Landowners, residents and visitors must be prepared to accept the activities, sights, sounds, and smells of agricultural operations as a normal and necessary impact of living in a county with a strong rural character and a healthy agricultural sector. State law provides that ranching, farming, or other agricultural activities and operations shall not be considered to be nuisances so long as operated in conformance with the law and in a non-negligent manner. Therefore, all must be prepared to encounter noises, odors, lights, mud, dust, smoke, chemicals, machinery on public roads, livestock on public roads, storage and disposal of manure, and the application by spraying or otherwise of chemical fertilizers, soil amendments, herbicides, and pesticides, and one or more of which may naturally occur as a part of legal and non-negligent agricultural operations. ( <i>Used when subdivision is adjacent to an existing agricultural operation such as feedlot, farmed field, or when determined necessary by the Project Manager</i> )	N/A	
	NOTICE: "This property is likely to experience ongoing noise and vibration impacts associated with training exercises within the Fort Carson Military Reservation. An analysis of these potential impacts is contained within Fort Carson's Installation Environmental Noise Management Plan (IENMP) which is periodically updated and can be obtained from the Directorate of Public Works- Environmental Division at Fort Carson, or from their web site."	N/A	





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Revised: July 2019

	NOTICE: This property may be adversely impacted by noise, dust, fumes, and light pollution caused by adjacent industrial properties and activities. The buyer should research and be aware of this potentiality and the ramifications thereof. <i>(Use when residential is adjacent to industrial)</i>	N/A	
	NOTICE OF POTENTIAL AIRCRAFT OVERFLIGHT AND NOISE IMPACT ASSOCIATED WITH AIRPORT: This serves as notice of potential aircraft overflight and noise impacts on this property due to its close proximity to an airport, which is being disclosed to all prospective purchasers considering the use of this property for residential and other purposes. This property is subject to the overflight and associated noise of arriving and departing aircraft during the course of normal airport operations. <i>(Use when this plat is to provide the notice)</i> <b>LDC 4.3.1</b>	N/A	
	All property within this subdivision is subject to a Notice of Potential Aircraft Overflight and Noise Impact recorded at Reception No. _____, of the records of the El Paso County Clerk and Recorder. <i>(Use when the Notice has previously been recorded)</i> <b>LDC 4.3.1</b>		
	All property within this subdivision is subject to an Avigation Easement as recorded at Reception No. _____, of the records of the El Paso County Clerk and Recorder. <i>(Use only when the property is subject to an existing avigation easement as reflected in the title policy)</i> <b>LDC 4.3.1</b>	N/A	
	All property within this subdivision is subject to a Declaration of Covenants as recorded at Reception No. _____, of the records of the El Paso County Clerk and Recorder.		
	Building envelopes indicate areas allowing residential construction and are more restrictive than the setbacks required by zoning and will govern all building placement. The building envelopes are used to <u>describe purpose: avoid soils hazards, avoid rock outcroppings, protect wetlands, etc.</u> . Building envelopes shall contain the primary residential structure, any accessory structures, the well, and the On-Site Wastewater system, unless otherwise noted.	N/A	
	All property within this subdivision is subject to a Reciprocal Access/Parking Agreement as recorded at Reception No. _____, of the records of the El Paso County Clerk and Recorder.	N/A	
	A Title 32 Special District Annual Report and Disclosure Form satisfactory to the Planning and Community Development Department shall be recorded with each plat <b>(STANDARD CONDITION OF APPROVAL FOR A SPECIAL DISTRICT, ALSO SPECIAL DISTRICT POLICIES)</b>		
	NOTICE: This property will be included within a special taxing district, Fountain Mutual Metropolitan District, created for the purpose of constructing and maintaining certain drainage and park and recreation improvements. Special taxing districts are subject to a general obligation indebtedness that is paid by revenues produced from annual tax levies on the taxable property within such districts. The buyer should familiarize himself/ herself with this potentiality and ramifications thereof.	N/A	
	This subdivision is located within the boundaries of the Baptist Road Rural Transportation Authority, organized in accordance with the Rural Transportation Authority Law, and as recorded under Reception #97142147 of the records of El Paso County, Colorado. Payment of fees may be required prior to issuance of Building Permits.	N/A	
	The property is within the Service Area of the Central Marksheffel Metropolitan District and, as such, is subject to an assessment for the construction of Marksheffel Road.	N/A	
	All property within this subdivision is within the boundaries of the Woodmen Road Metropolitan District and, as such, is subject to a mill levy, platting fees and building permit fees for the purpose of financing construction of specified improvements to Woodmen Road.	N/A	
	All property within this subdivision is within the boundaries of the Falcon Small Area Traffic Plan and, as such, is subject to a mill levy, platting fees, and building permit fees for the purpose of financing construction of specified improvements within the plan area.	N/A	



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**EL PASO COUNTY PLANNING AND  
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**FINAL DRAINAGE REPORT (FDR) CHECKLIST**

Revised: January 2022

**Final Drainage Report**

The purpose of the Final Drainage Report is to finalize concepts and to present the final design details for the drainage facilities presented in the PDR, including any changes to the preliminary design. The FDR shall contain all components of the PDR checklist plus additional necessary information relating to the final design of specific facilities associated with the development.

	Applicant	PCD
<b>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.</b>	✓	Office use only
<b>Report Contents</b>		
1 Table of contents, pages numbered	✓	
2 Existing/Historic and Developed Conditions Plans at the end of the report	✓	
<b>General Location</b>		
1 City and County, and local streets within and adjacent to the subdivision	✓	
2 Township, Range, Section, 1/4 section	✓	
3 Major drainage ways and existing facilities	✓	
4 Names of surrounding platted developments	✓	
<b>Description of Property</b>		
1 Area in acres	✓	
2 Ground cover, (type of trees, shrubs, vegetation)	✓	
3 General topography	✓	
4 General soil conditions	✓	
5 Major drainageways	✓	
6 Irrigation facilities	✓	
7 Utilities and other encumbrances	✓	
<b>Major Basin Descriptions</b>		
1 Reference should be made to major drainageway planning studies; Such as Drainage Basin Planning Studies; Flood Hazard delineation reports, and flood insurance studies or maps if available.	✓	
2 A floodplain statement shall be provided indicating whether any portion of the development is in a designated floodplain as delineated on the current FEMA mapping.	✓	
3 Major basin drainage characteristics	✓	
4 Identification of all nearby irrigation facilities and other obstructions which could influence or be influenced by local drainage.	✓	
<b>Sub-Basin Descriptions</b>		
1 Discussion of historic drainage patterns of the property in question	✓	
2 Discussion of offsite drainage flow patterns and their impact on the development	✓	
<b>Drainage Design Criteria</b>		
1 Reference all criteria, master plans, and technical information used for report preparation and design; any deviation from such material must be discussed and justified.	✓	
2 Discussion of previous drainage studies (i.e. PDR, drainage basin planning studies, master plans, flood insurance studies) for the site in question that influence or are influenced by the drainage design and how the studies affect drainage design for the site	✓	
<b>Four Step Process</b>		
1 Runoff reduction proposed	✓	
2 Stabilization of drainage ways proposed/discussed	✓	
3 Proposed Stormwater Quality Capture Volume (WQCV) proposed	✓	
4 Identify Best Management Practices (BMP's) to be used to control industrial and commercial pollutants	✓	





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<b>Hydrologic Criteria</b>		
1	Identify design rainfall	✓
2	Identify runoff calculation method	✓
3	Identify design storm recurrence intervals	✓
4	Identify detention discharge and storage calculation method	✓
5	Note ECM Appendix I Full Spectrum Detention (FSD) requirement	✓
<b>Drainage Facility Design - General Concept</b>		
1	Discussion of compliance with offsite runoff considerations	✓
2	Discussion of anticipated and proposed drainage patterns	✓
3	Discussion of the content of tables, charts, figures, plates or drawings presented in the report	✓
<b>Drainage Facility Design - Specific Details</b>		
1	Presentation of existing and proposed hydrologic conditions including approximate flow rates entering and exiting the subdivision with all necessary calculations.	✓
2	Presentation of approach to accommodate drainage impacts on existing or proposed improvements and facilities.	✓
3	Presentation of proposed facilities with respect to alignment, material and structure type.	✓
4	Discussion of drainage impact of site constraints such as streets, utilities, existing and proposed structures.	✓
5	Environmental features and issues shall be presented if applicable.	✓
6	Discussion of maintenance access and aspects of the design.	✓
7	Discussion and analysis of existing and proposed downstream drainage facilities and their ability to convey developed runoff from the proposed development.	✓
8	Presentation of detention storage and outlet design (including reservoir routings) when applicable. Note that the Engineering Criteria Manual Appendix I requires Full Spectrum Detention.	✓
9	Presentations of all hydrologic and hydraulic calculations including hydraulic grade line computations as appropriate. Recommended use of Mile High Flood District (MHFD / UDFCD) spreadsheets and calculations to properly meet this requirement, however other commonly used software may acceptable.	✓
10	Presentation of an accurate, complete current estimate of cost of proposed facilities.	✓
11	Presentation of all drainage basin fees and bridge fees for the property in question as applicable.	✓
<b>Other Government agency requirements</b>		
1	Federal Emergency Management Agency (FEMA)	✓
2	Army Corps of Engineers (COE)	✓
3	Colorado State Engineer	✓
4	Colorado Water Conservation Board (CWCB)	✓
5	Others	✓





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**FINAL DRAINAGE REPORT (FDR) CHECKLIST**

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<b>Drawing Contents, two maps/plans are required, existing conditions &amp; the proposed plans</b>			
1	General Location Map: A map shall be provided in sufficient detail to identify drainage flows entering and leaving the development and general drainage patterns. The map should be at a scale of 1"=50' to 1"=2000'. The map shall identify any major construction (i.e. development, irrigation ditches, existing detention facilities, culverts, storm sewers, etc.) that shall influence or be influenced by the subdivision.	✓	
2	Drainage Plan: Map(s) of the proposed development at a scale of 1"=20' to 1"=200' shall be included to identify existing and proposed conditions on or adjacent to the site in question. It shall include a minimum of:	✓	
	Existing and proposed contours at 2 feet maximum intervals. For subdivisions involving rural lots greater than 1.0 acre, the maximum interval may be 5 feet where approved. In terrain greater than 10% the intervals should be 10 foot intervals.	✓	
	Property lines and existing or proposed easements with purposes noted.	✓	
	All Streets	✓	
	Existing drainage facilities and structures, including irrigation ditches roadside ditches, drainageways, gutters and culverts, all indicating flow direction. All pertinent information such as material, size, shape, slope and locations shall also be included.	✓	
	Overall drainage area boundary and drainage sub-area boundaries relating to the subdivision.	✓	
	Proposed type of street sections (i.e., vertical or ramp curb and gutters, roadside ditch, gutter flow and/or cross pans).	✓	
	Proposed storm sewers and open drainageways, including inlets, manholes, culverts, and other appurtenances.	✓	
	Proposed outfall point for runoff from the developed area and facilities to convey flows to the final outfall point without damage to downstream properties.	✓	
	Routing and summary of initial and major flow rates at various design points for all storm runoff associated with the property.	✓	
	Path (s) chosen for computation of time of concentration.	✓	
	Details of and design computations for detention storage facilities including outlet.	✓	
	Location and elevations of all defined 100-year floodplains affecting the property.	✓	
	Location of all existing and proposed utilities affected by or affecting the drainage design.	✓	



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# EL PASO COUNTY PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

## CONSTRUCTION DRAWINGS CHECKLIST

Revised: January 2022

### Construction Drawings

The purpose of construction drawings is to provide the design for the construction, enlargement, alteration, relocation, removal, conversion, demolition, repair, maintenance and excavation of public infrastructure and common development improvements within the criteria governed by the ECM and the LDC. The construction drawings shall be prepared by a qualified professional engineer and shall be tailored to the stage of development application and the stage of subdivision-related construction.

		Applicant	PCD
	<b>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.</b>	✓	Office use only
<b>General Content</b>			
1	Sheet Size: 22" x 34" (preferred) or 24" x 36" or 11" x 17"	✓	
2	Title block located on right side of sheet and includes at a minimum:	✓	
	Project title	✓	
	Sheet title	✓	
	Sheet number	✓	
	Name, address, and phone number of engineer	✓	
3	Engineer's stamp is required on all engineering design sheets (final plans for approval only) or cover sheet only electronically per State PE Board Laws, Rules and Policies. If County or Metro District standard detail sheets are included in the CD plan set and not revised, a signed and stamped note indicating that the Design Engineer has issued the referenced standard details with the CDs may be placed on the cover sheet.	✓	
4	Minimum text size is 0.08" (2 mm) on full-size plans and must be legible when printed on 11"x17" plans.	✓	
5	North arrow and scale on all plan sheets	✓	
6	Minimum scale is 1"=50' (smaller scale permitted with prior County approval)	✓	
7	Drawing legend for symbols, abbreviations, linetypes used	✓	
8	Title Sheet which includes at a minimum:	✓	
	Sheet index	✓	
	Project title	✓	
	Vicinity map showing the subdivision in relation to section lines and existing or proposed arterial or collector roadways.	✓	
	General project layout map (show and label benchmark locations here and on street plans)	✓	
	Design engineer's statement	✓	
	Owner/developer's statement	✓	
	El Paso County signature block	✓	
	Planning and Community Development file number at lower right	✓	
	Project benchmark (NAVD88)	✓	
	Basis of bearing	✓	
	Other applicable jurisdiction/utility signature blocks	✓	
	List of governing agencies, owner, engineer, architect with contact information	✓	
9	EPC standard construction notes	✓	
10	Details sheet(s) as needed	✓	





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**CONSTRUCTION DRAWINGS CHECKLIST**

Revised: January 2022

<b>Street Plan and Profile Sheets</b>		
1	Typical cross-section for all proposed street classifications and variations. (List street names applicable to the typical street cross section)	✓
2	The street plan view shall include at a minimum:	✓
	Existing and proposed utilities	✓
	Existing and proposed structures	✓
	Existing and proposed right-of-way/property lines	✓
	Existing and proposed easements	✓
	Existing and proposed contours with slope arrows (if no grading plan submitted)	✓
	Adjacent subdivisions identified	✓
	Proposed lot numbers	✓
	Proposed centerline alignment station label (line/curve data, PC, PT, and survey control)	✓
	Curb return data (Radius, Length, Delta, Chord Bearing)	✓
	Sight distance at intersections shall be shown and labeled. Notes shall be provided for each leg of the intersection stating that they exceed the minimum sight distance for ___ mph design speed. (ECM Section 2.3.7.C.5)	✓
	Station equation at alignment intersections	✓
	Street name label with road classification and design speed	✓
3	The street profile view shall include at a minimum:	✓
	Existing ground profile at centerline	✓
	Finished grade profile at centerline and/or flowline	✓
	Existing and proposed grades shown and extended 100 feet beyond storm drain	✓
	Existing and proposed utility crossings	✓
	Station labels at the bottom of profile	✓
	Elevation labels at the side of profiles	✓
	Profile data labels: slope, vertical curve (L, K, A.D, PVI, PVC, PVT, etc.), grade break	✓
	Superelevation data ("e" and runout, if applicable)	✓
	Match lines	✓
	Profiles required for curb returns, knuckles, cul-de-sac bulbs	✓





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## EL PASO COUNTY PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

### CONSTRUCTION DRAWINGS CHECKLIST

Revised: January 2022

Storm Drain Plan and Profile Sheets		
1	The storm drain plan view shall include at a minimum:	✓
	Existing and proposed utilities	✓
	Existing and proposed structures	✓
	Existing and proposed right-of-way/property lines	✓
	Existing and proposed easements	✓
	Existing and proposed contours with slope arrows (if grading plan is a separate plan set)	✓
	Adjacent subdivisions identified	✓
	Proposed lot numbers	✓
	Storm drain alignment station label (with bearing, curve data for pipes laid on curves, and survey control)	✓
	Station equation at alignment intersections	✓
	Structures labeled: station/offset or coordinate, structure number/ID	✓
	Trench width if located outside existing road; Mill/overlay limits within existing road	✓
2	The storm drain profile view shall include at a minimum:	✓
	Existing ground and finished grade profile at centerline	✓
	Existing and proposed utility crossings (label type of utility, clearances at storm drain crossing, invert)	✓
	Station labels at the bottom of profile	✓
	Elevation labels at the side of profiles	✓
	Pipe labeled: size, material, class, design flow (Q100), velocity (V100), slope, public or private, maximum and minimum cover checks	✓
	100-year hydraulic grade line	✓
	Structure labeled: structure number/ID, size, type (inlet, manhole, etc.), grate or rim elevation, invert elevations, centerline station, reference where detail is found for non-standard structures	✓
	Outfall labeled: end section and headwalls labeled, riprap apron (length, depth, type, D50), toe wall shown, profile of existing ground shown for 200 feet downstream of outfall, Q100 water surface elevation downstream of outfall	✓
Pavement Marking and Signing Plan		
1	EPC Standard Signage and Striping Notes	✓
2	Show all existing and proposed traffic control items such as: curb and gutters, edge of pavement, driveways, medians, islands, sidewalks, curb ramps, curb cuts, ROW, easement, street names, utility poles, signal poles, sign posts, mail box kiosks, trees	✓
3	Show all existing and proposed permanent pavement markings.	✓
4	Label existing pavement marking to remain and extent of pavement marking to be removed	✓
5	Label existing striping to remain, removed or relocated	✓
6	Label proposed pavement marking (width, station/offset, color, type of marking material)	✓
7	Label proposed signage (MUTCD sign code, signage symbol, size, station/offset or coordinates)	✓
8	Pavement marking symbols detail	✓





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## EL PASO COUNTY PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

### GRADING AND EROSION CONTROL PLAN CHECKLIST

Revised: January 2022

#### GRADING AND EROSION CONTROL PLAN

The intent of the GEC Plan is to provide for overall subdivision or development grading design as part of the engineering required for review and approval by the County. This plan is done at the time subdivision or development construction drawings are prepared by the Professional Engineer working for the developer. This is complex work whereby cuts and fills are analyzed for balance, slopes and contours are proposed as an integral part of the engineering design. A second important use of the GEC Plan is to estimate the cost of the overall grading, erosion control measures known as Best Management Practices (BMPs), and ultimate site stabilization. The County subdivision regulations require that collateral for these activities be posted prior to any land disturbing activity. The GEC Plan is therefore important to be completed and approved at the time of subdivision construction drawing approval so that these costs can be accurately estimated and included with the required subdivision collateral.

		Applicant	PCD
	<b>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.</b>	✓	Office use only
1	Title Sheet which includes:	✓	
	Sheet index	✓	
	Project title	✓	
	Vicinity map	✓	
	General project layout map (show and label benchmark locations here and on street plans)	✓	
	Design engineer's statement	✓	
	Owner/developer's statement	✓	
	El Paso County signature block	✓	
	Planning and Community Development file number at lower right	✓	
	Project benchmark (NAVD88)	✓	
	Basis of bearing	✓	
	Other applicable jurisdiction/utility signature blocks	✓	
	List of governing agencies, owner, engineer, architect with contact information	✓	
2	EPC standard construction notes	✓	
3	Details sheet(s) as needed	✓	
4	Vicinity map showing the subdivision in relation to section lines and existing or proposed arterial or collector roadways.	✓	
5	Adjacent city/town/jurisdictional boundaries, subdivision names, and property parcel numbers labeled	✓	
6	North arrow and acceptable scale (1"=20' to 1"=100')	✓	
7	Legend for all symbols used in the plan	✓	
8	Existing and proposed property lines. Proposed subdivision boundary for subdivision projects.	✓	
9	All existing structures	✓	
10	All existing utilities	✓	
11	Construction site boundaries	✓	
12	Existing vegetation (notes are acceptable in cases where there is no notable vegetation, only grasses/weeds, or site has already been stripped).	✓	
13	FEMA 100-yr floodplain	✓	
14	Existing and proposed water courses including springs, streams, wetlands, detention ponds, stormwater quality structures, roadside ditches, irrigation ditches and other water surfaces. Show maintenance of pre-existing vegetation within 50 feet of a receiving water.	✓	
15	Existing and proposed contours 2 feet or less (except for hillside)	✓	





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16	Limits of disturbance delineating all anticipated areas of soil disturbance	✓	
17	Identify and protect areas outside of the construction site boundary with existing fencing, construction fencing or other methods as appropriate.	✓	
18	Offsite grading clearly shown and called out	✓	
19	Areas of cut and fill identified	✓	
20	Conclusions from soils/geotechnical report and geologic hazards report incorporated in grading design (slopes, embankments, materials, mitigation, etc.)	✓	
21	Proposed slopes steeper than 3:1 with top and toe of slope delineated. Erosion control blanketing or other protective covering required.	✓	
22	Stormwater flow direction arrows	✓	
23	Location of any dedicated asphalt / concrete batch plants	✓	
24	Areas used for staging, storage of building materials, soils (stockpiles) or wastes. The use of construction office trailers requires PCD permitting.	✓	
25	All proposed temporary construction control measures, structural and non-structural. Temporary construction control measures shall be identified by phase of implementation to include "initial," "interim," and "final" or shown on separate phased maps identifying each phase.	✓	
26	Vehicle tracking provided at all construction entrances/exits. Construction fencing, barricades, and/or signage provided at access points not to be used for construction.	✓	
27	Temporary sediment ponds provided for disturbed drainage areas greater than 1 acre.	✓	
28	Dewatering operations to include locations of diversion, pump and discharge(s) as anticipated at time of design.	✓	
29	All proposed temporary construction control measure details. Custom or other jurisdiction's details used must meet or exceed EPC standards.	✓	
30	Any offsite stormwater control measure proposed for use by the project and not under the direct control or ownership of the Owner or Operator.	✓	
31	Existing and proposed permanent storm water management facilities, including areas proposed for stormwater infiltration or subsurface detention.	✓	
32	Existing and proposed easements (permanent and construction) including required off site easements.	✓	
33	Retaining walls (not to be located in County ROW unless approved via license agreement). Design by P.E. and building permit from Regional Building Department required for walls greater than or equal to 4 feet in height, series of walls, or walls supporting a surcharge.	✓	
34	Plan certified by a Colorado Registered P.E., with EPC standard signature blocks for Engineer, Owner and EPC.	✓	
35	The following engineering statements shall be added, as applicable:	✓	
	<p>Engineer's Statement (for standalone GEC Plan):            This Grading and Erosion Control Plan was prepared under my direction and supervision and is correct to the best of my knowledge and belief. Said Plan has been prepared according to the criteria established by the County for Grading and Erosion Control Plans. I accept responsibility for any liability caused by any negligent acts, errors or omissions on my part in preparing this plan.</p> <p>_____            Engineer of Record Signature                      Date</p>	✓	





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	<p>Engineer's Statement (for GEC Plan within Construction Drawing set):          These detailed plans and specifications were prepared under my direction and supervision. Said plans and specifications have been prepared according to the criteria established by the County for detailed roadway, drainage, grading and erosion control plans and specifications, and said plans and specifications are in conformity with applicable master drainage plans and master transportation plans. Said plans and specifications meet the purposes for which the particular roadway and drainage facilities are designed and are correct to the best of my knowledge and belief. I accept responsibility for any liability caused by any negligent acts, errors or omissions on my part in preparation of these detailed plans and specifications.</p> <p>_____          Engineer of Record Signature                      Date</p>	✓	
	<p>Owner's Statement (for standalone GEC Plan):          I, the owner/developer have read and will comply with the requirements of the Grading and Erosion Control Plan.</p> <p>_____          Owner Signature                      Date</p>	✓	
	<p>Owner's Statement (for GEC Plan within Construction Drawing set):          I, the owner/developer have read and will comply with the requirements of the grading and erosion control plan and all of the requirements specified in these detailed plans and specifications.</p> <p>_____          Owner Signature                      Date</p>	✓	
	<p>El Paso County (standalone GEC Plan):          County plan review is provided only for general conformance with County Design Criteria. The County is not responsible for the accuracy and adequacy of the design, dimensions, and/ or elevations which shall be confirmed at the job site. The County through the approval of this document assumes no responsibility for completeness and/ or accuracy of this document.          Filed in accordance with the requirements of the El Paso County Land Development Code, Drainage Criteria Manual Volumes 1 and 2, and Engineering Criteria Manual, as amended.</p> <p>In accordance with ECM Section 1.12, these construction documents will be valid for construction for a period of 2 years from the date signed by the El Paso County Engineer. If construction has not started within those 2 years, the plans will need to be resubmitted for approval, including payment of review fees at the Planning and Community Development Director's discretion.</p> <p>_____          County Project Engineer Signature                      Date</p>	✓	
<b>The following additional Reports/Permits/Documents are required, as applicable:</b>			
1	Soils report / geotechnical investigation as appropriate for grading/utilities/drainage/road construction.	✓	
2	Use Agreement/easement between the Owner or Operator and other third party for use of all offsite grading or stormwater control measures, used by the owner or operator but not under their direct control or ownership.	✓	
3	Floodplain Development Permit issued by the agency having jurisdiction	✓	
4	United States Army Corp. of Engineers 404/wetlands permit/mitigation plan	✓	
5	Federal Emergency Management Agency Conditional Letter of Map Revision	✓	
6	State Engineer's permit/Notice Of Intent to Construct	✓	
7	Stormwater Management Plan (SWMP)	✓	
8	Financial Assurance Estimate (FAE) (signed by the applicant/owner)	✓	



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9	Erosion and Stormwater Quality Control Permit (ESQCP) (signed by the applicant/owner)	<input checked="" type="checkbox"/>	
10	Pre-Development Site Grading Acknowledgement and Right of Access Form (signed by the applicant/owner)	<input checked="" type="checkbox"/>	
11	Documentation to support that all applicable Conditions of Approval have been met.	<input checked="" type="checkbox"/>	





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### GRADING AND EROSION CONTROL PLAN CHECKLIST

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**The following standard El Paso County Grading and Erosion Control Plan Notes shall be included, as applicable:**

1	Stormwater discharges from construction sites shall not cause or threaten to cause pollution, contamination, or degradation of State Waters. All work and earth disturbance shall be done in a manner that minimizes pollution of any on-site or off-site waters, including wetlands.	✓	
2	Notwithstanding anything depicted in these plans in words or graphic representation, all design and construction related to roads, storm drainage and erosion control shall conform to the standards and requirements of the most recent version of the relevant adopted El Paso County standards, including the Land Development Code, the Engineering Criteria Manual, the Drainage Criteria Manual, and the Drainage Criteria Manual Volume 2. Any deviations from regulations and standards must be requested, and approved, in writing.	✓	
3	A separate Stormwater Management Plan (SMWP) for this project shall be completed and an Erosion and Stormwater Quality Control Permit (ESQCP) issued prior to commencing construction. Management of the SWMP during construction is the responsibility of the designated Qualified Stormwater Manager or Certified Erosion Control Inspector. The SWMP shall be located on site at all times during construction and shall be kept up to date with work progress and changes in the field.	✓	
4	Once the ESQCP is approved and a "Notice to Proceed" has been issued, the contractor may install the initial stage erosion and sediment control measures as indicated on the approved GEC. A Preconstruction Meeting between the contractor, engineer, and El Paso County will be held prior to any construction. It is the responsibility of the applicant to coordinate the meeting time and place with County staff.	✓	
5	Control measures must be installed prior to commencement of activities that could contribute pollutants to stormwater. control measures for all slopes, channels, ditches, and disturbed land areas shall be installed immediately upon completion of the disturbance.	✓	
6	All temporary sediment and erosion control measures shall be maintained and remain in effective operating condition until permanent soil erosion control measures are implemented and final stabilization is established. All persons engaged in land disturbance activities shall assess the adequacy of control measures at the site and identify if changes to those control measures are needed to ensure the continued effective performance of the control measures. All changes to temporary sediment and erosion control measures must be incorporated into the Stormwater Management Plan.	✓	
7	Temporary stabilization shall be implemented on disturbed areas and stockpiles where ground disturbing construction activity has permanently ceased or temporarily ceased for longer than 14 days.	✓	
8	Final stabilization must be implemented at all applicable construction sites. Final stabilization is achieved when all ground disturbing activities are complete and all disturbed areas either have a uniform vegetative cover with individual plant density of 70 percent of pre-disturbance levels established or equivalent permanent alternative stabilization method is implemented. All temporary sediment and erosion control measures shall be removed upon final stabilization and before permit closure.	✓	
9	All permanent stormwater management facilities shall be installed as designed in the approved plans. Any proposed changes that effect the design or function of permanent stormwater management structures must be approved by the ECM Administrator prior to implementation.	✓	
10	Earth disturbances shall be conducted in such a manner so as to effectively minimize accelerated soil erosion and resulting sedimentation. All disturbances shall be designed, constructed, and completed so that the exposed area of any disturbed land shall be limited to the shortest practical period of time. Pre-existing vegetation shall be protected and maintained within 50 horizontal feet of a waters of the state unless shown to be infeasible and specifically requested and approved.	✓	
11	Compaction of soil must be prevented in areas designated for infiltration control measures or where final stabilization will be achieved by vegetative cover. Areas designated for infiltration control measures shall also be protected from sedimentation during construction until final stabilization is achieved. If compaction prevention is not feasible due to site constraints, all areas designated for infiltration and vegetation control measures must be loosened prior to installation of the control measure(s).	✓	





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12	Any temporary or permanent facility designed and constructed for the conveyance of stormwater around, through, or from the earth disturbance area shall be a stabilized conveyance designed to minimize erosion and the discharge of sediment off site.	✓	
13	Concrete wash water shall be contained and disposed of in accordance with the SWMP. No wash water shall be discharged to or allowed to enter State Waters, including any surface or subsurface storm drainage system or facilities. Concrete washouts shall not be located in an area where shallow groundwater may be present, or within 50 feet of a surface water body, creek or stream.	✓	
14	During dewatering operations of uncontaminated ground water may be discharged on site, but shall not leave the site in the form of surface runoff unless an approved State dewatering permit is in place.	✓	
15	Erosion control blanketing or other protective covering shall be used on slopes steeper than 3:1.	✓	
16	Contractor shall be responsible for the removal of all wastes from the construction site for disposal in accordance with local and State regulatory requirements. No construction debris, tree slash, building material wastes or unused building materials shall be buried, dumped, or discharged at the site.	✓	
17	Waste materials shall not be temporarily placed or stored in the street, alley, or other public way, unless in accordance with an approved Traffic Control Plan. control measures may be required by El Paso County Engineering if deemed necessary, based on specific conditions and circumstances.	✓	
18	Tracking of soils and construction debris off-site shall be minimized. Materials tracked off-site shall be cleaned up and properly disposed of immediately.	✓	
19	The owner/developer shall be responsible for the removal of all construction debris, dirt, trash, rock, sediment, soil, and sand that may accumulate in roads, storm drains and other drainage conveyance systems and stormwater appurtenances as a result of site development.	✓	
20	The quantity of materials stored on the project site shall be limited, as much as practical, to that quantity required to perform the work in an orderly sequence. All materials stored on-site shall be stored in a neat, orderly manner, in their original containers, with original manufacturer's labels.	✓	
21	No chemical(s) having the potential to be released in stormwater are to be stored or used onsite unless permission for the use of such chemical(s) is granted in writing by the ECM Administrator. In granting approval for the use of such chemical(s), special conditions and monitoring may be required.	✓	
22	Bulk storage of allowed petroleum products or other allowed liquid chemicals in excess of 55 gallons shall require adequate secondary containment protection to contain all spills onsite and to prevent any spilled materials from entering State Waters, any surface or subsurface storm drainage system or other facilities.	✓	
23	No person shall cause the impediment of stormwater flow in the curb and gutter or ditch except with approved sediment control measures.	✓	
24	Owner/developer and their agents shall comply with the "Colorado Water Quality Control Act" (Title 25, Article 8, CRS), and the "Clean Water Act" (33 USC 1344), in addition to the requirements of the Land Development Code, DCM Volume II and the ECM Appendix I. All appropriate permits must be obtained by the contractor prior to construction (1041, NPDES, Floodplain, 404, fugitive dust, etc.). In the event of conflicts between these requirements and other laws, rules, or regulations of other Federal, State, local, or County agencies, the most restrictive laws, rules, or regulations shall apply.		
25	All construction traffic must enter/exit the site only at approved construction access points.	✓	
26	Prior to construction the permittee shall verify the location of existing utilities.	✓	
27	A water source shall be available on site during earthwork operations and shall be utilized as required to minimize dust from earthwork equipment and wind.	✓	
28	The soils report for this site has been prepared by _____ and shall be considered a part of these plans.	✓	




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29	<p>At least ten (10) days prior to the anticipated start of construction, for projects that will disturb one (1) acre or more, the owner or operator of construction activity shall submit a permit application for stormwater discharge to the Colorado Department of Public Health and Environment, Water Quality Division. The application contains certification of completion of a stormwater management plan (SWMP), of which this Grading and Erosion Control Plan may be a part. For information or application materials contact:</p> <p>Colorado Department of Public Health and Environment Water Quality Control Division WQCD – Permits 4300 Cherry Creek Drive South Denver, CO 80246-1530 Attn: Permits Unit</p>		
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