



2880 International Circle, Suite
110
Colorado Springs, CO 80910
Phone 719-520-6300

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

SITE DEVELOPMENT PLAN CHECKLIST

Revised: July 2019

Site Development Plan		Applicant	PCD
<p>In order to establish a use or obtain a building permit, in most cases, the LDC requires Site Development Plan Review for more complex uses (most often including multi-family, commercial, and industrial uses) to determine conformance of the proposed use(s) or structure(s) with the provisions of the LDC, ECM, or any other applicable regulations or any specific land use approvals or permits, and other rules, regulations, codes and ordinances administered by the PCD. Specifically, many of the requirements for approval of a site development plan can be found in Chapter 6 of the LDC. The use tables in Chapter 5 of the LDC (Table 5-1 and 5-2) identify when the applicant shall submit a Site Development Plan and when a PCD planner and engineer shall review a Site Development Plan to establish a use or to construct a structure. Site Development Plans are approved administratively by the PCD Director, unless otherwise modified by a</p> <p>Minimum Map Contents: Must contain adequate information to determine compliance of the proposed use with the LDC and ECM, as applicable. If inadequate information is provided to determine whether or not the proposed action conforms to the LDC, more information will be requested. A PUD Development Guide associated with PUD zoning, if applicable, may require additional information and/or specifications to be addressed with the residential site plan. Typically, a parking plan, sign plan, landscape plan, lighting plan, elevation drawings, floor plan, grading and erosion control plan, and drainage plan are submitted concurrently as a separate plan set.</p>			
<p>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.</p>		<p>✓</p>	<p>Office use only</p>
<p>A Summary table or page to include the following information:</p>			
1	Owner name, contact telephone number, and email for responsible party	✓	
2	Applicant name (if not owner), contact telephone number, and email for responsible party	✓	
3	Plan preparer name, telephone number, and email	✓	
4	Property address	✓	
5	Property tax schedule number	✓	
6	Legal description	✓	
7	Lot/parcel size	✓	
8	Lot area coverage calculation	✓	
9	Existing/proposed land use and zoning	✓	
10	Total gross building square footage	✓	
11	Open space, landscaping, and impermeable surface percentage	✓	
12	Density and total number of dwelling units (residential)	✓	
13	Parking computations (required, provided, etc.)	N/A	
<p>Site Plan Drawing to include the following elements:</p>			
1	Date, north arrow, and a graphic scale	✓	
2	Vicinity map showing the subdivision in relation to section lines and existing or proposed arterial or collector roadways.	✓	
3	Location and dimension of the all property lines, rights-of-way, and all existing and proposed easements	✓	
4	Signature block for the Planning and Community Development Director a minimum of 1 inch by 2 inches	✓	
5	The footprint of all existing and proposed buildings and the setback distances from each existing and proposed structure to the property lines	✓	
6	Location of all sidewalks, trails, fences and walls, retaining walls, or berms	✓	
7	Location and dimensions of all existing and proposed signage on site	✓	
8	Traffic circulation on site including all points of ingress/egress into the property	✓	
9	The layout and location of all off-street parking, loading and other vehicular use areas, unless otherwise depicted in detail on a separate parking plan. If depicted on a separate parking plan then depiction of the parking areas are	N/A	
10	The layout and location of all landscaping, including landscape setbacks, unless otherwise depicted in detail on a separate landscape plan. If depicted on a separate landscape plan then depiction of the landscape areas are required.	N/A	
11	Location of all ADA spaces, ramps and signs, including ADA pathways	N/A	
12	Location of existing and proposed water and wastewater infrastructure, including well and septic locations, if applicable	✓	
13	Location of all no-build areas, floodplain, drainageways and facilities	✓	
14	Location of all garbage receptacles with a graphical depiction of the screening mechanism	N/A	
15	Location of all existing and proposed utility lines and associated infrastructure	✓	
16	Any additional information required pursuant to any associated conditions of approval or plat notes.	N/A	
17	Any other additional items as required by the PCD Director deemed necessary to address the applicable review criteria:	N/A	



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SITE DEVELOPMENT PLAN LETTER OF INTENT CHECKLIST

Revised: July 2019

Site Development Plan		
The letter of intent for a site development plan should summarize how the plan is in compliance with any of the requirements for approval of a site development plan in Chapter 6 of the LDC. The letter of intent should also specifically address any proposed alternative requests.		
	Applicant	PCD
NOTE: Please confirm each item below has been included by placing a check mark in the "Applicant" column. See right for an example. The "PCD" column is for office use only.	✓	Office use only
Letter of Intent		
1	Owner name, contact telephone number, and email for responsible party	
2	Applicant name (if not owner), contact telephone number, and email for responsible party	
3	Property address	
4	Property tax schedule number	
5	Current zoning of the property	
6	A discussion summarizing the proposed request and compliance with the applicable requirements of the Land Development Code.	
7	A discussion regarding how the proposed request complies with the definition of the proposed use and any applicable use specific standards within the Land Development Code.	
8	A discussion regarding the provision of utilities.	
9	A discussion regarding anticipated traffic generation and access, unless a separate traffic study is required and is being provided.	
10	A discussion and justification for any alternatives being requested.	