



**El Paso County Planning and
Community Development
Department**

Final Plat Application Packet

2880 International Circle, Suite 110
Colorado Springs, CO 80910
Phone 719-520-6300
Fax 719-520-6695
www.elpasoco.com

NOTE: Please contact the Planner of the Day (719) 520-6499 to discuss creating the application online.



Planning and Community Development Department

2880 International Circle, Colorado Springs, CO 80910

Phone 719.520.6300 | Fax 719.520.6695 | www.elpasoco.com

Application Form

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

- Administrative Determination
- Administrative Relief
- Appeal
- Approval of Location
- Billboard Credit
- Board of Adjustment – Dimensional Variance
- Certificate of Designation
- Combination of Contiguous Parcels by Boundary Line Adjustment
- Construction Drawings
- Condominium Plat
- Crystal Park Plat
- Development Agreement
- Early Grading Request
- Final Plat
- Maintenance Agreement
- Merger by Contiguity
- Townhome Plat
- Planned Unit Development
- Preliminary Plan
- Rezoning
- Road Disclaimer
- Road or Facility Acceptance
- Site Development Plan
- Sketch Plan
- Solid Waste Disposal Site/Facility
- Special District
- Special Use
- Subdivision Exemption
- Subdivision Improvement Agreement
- Variance of Use
- WSEO
- Other: _____

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

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

Property Address(es):	
Tax ID/Parcel Numbers(s)	Parcel size(s) in Acres:
Existing Land Use/Development:	
Existing Zoning District:	Proposed Zoning District (if applicable):

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):
Mailing Address:
Daytime Telephone:
Email or Alternative Contact Information:

DESCRIPTION OF THE REQUEST: (attach additional sheets if necessary):



Planning and Community Development Department

2880 International Circle, Colorado Springs, CO 80910

Phone 719.520.6300 | Fax 719.520.6695 | www.elpasoco.com

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

Name (Individual or Organization):	
Mailing Address:	
Daytime Telephone:	Email or Alternative Contact Information:

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):	
Mailing Address:	
Daytime Telephone:	Email or Alternative Contact Information:

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

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: _____

Owner (s) Signature: _____

Date: _____

Applicant (s) Signature: _____

Date: _____

AFFIDAVIT OF NOTIFICATION TO SEVERED MINERAL ESTATE OWNER(S)

I _____ (applicant/owner/consultant) researched the records of the El Paso County Clerk and Recorder and established that there was /was not (circle one) a mineral estate owner(s) on the real property known as _____.

Pursuant to §24-65.5-103(4), C.R.S., I certify that a Notice of an initial public hearing/administrative decision will be mailed to the mineral estate owner(s) (if established above) and a copy will be mailed to the El Paso County Planning and Community Development Department no less than thirty (30) days prior to the initial public hearing/administrative decision.

State of Colorado

County of _____

Signed before me on _____, 20____

by _____ (name(s) of individual(s) making statement).

(Notary's official signature)

(Title of office)

(Commission Expiration)

FORM NO.
GWS-76
05/2011

WATER SUPPLY INFORMATION SUMMARY
STATE OF COLORADO, OFFICE OF THE STATE ENGINEER
1313 Sherman St., Room 821, Denver, CO 80203
Main (303) 866-3581 dwr.colorado.gov

Section 30-28-133,(d), C.R.S. requires that the applicant submit to the County, "Adequate evidence that a water supply that is sufficient in terms of quantity, quality, and dependability will be available to ensure an adequate supply of water."

1. NAME OF DEVELOPMENT AS PROPOSED:

2. LAND USE ACTION:

3. NAME OF EXISTING PARCEL AS RECORDED:

SUBDIVISION: _____, FILING (UNIT) _____, BLOCK _____, LOT _____

4. TOTAL ACREAGE: _____ 5. NUMBER OF LOTS PROPOSED _____ PLAT MAP ENCLOSED? YES or NO

6. PARCEL HISTORY – Please attach copies of deeds, plats, or other evidence or documentation.

A. Was parcel recorded with county prior to June 1, 1972? YES or NO

B. Has the parcel ever been part of a division of land action since June 1, 1972? YES or NO

If yes, describe the previous action:

7. LOCATION OF PARCEL – Include a map delineating the project area and tie to a section corner.

_____ 1/4 of the _____ 1/4, Section _____, Township _____ N or S, Range _____ E or W

Principal Meridian (choose only one): Sixth New Mexico Ute Costilla

Optional GPS Location: GPS Unit must use the following settings: Format must be **UTM**, Units must be **meters**, Datum must be **NAD83**, Unit must be set to **true N**, Zone 12 or Zone 13 Easting: _____

Northing: _____

8. PLAT – Location of all wells on property must be plotted and permit numbers provided.

Surveyor's Plat: YES or NO If not, scaled hand drawn sketch: YES or NO

9. ESTIMATED WATER REQUIREMENTS

USE	WATER REQUIREMENTS	
	Gallons per Day	Acre-Feet per Year
HOUSEHOLD USE # _____ of units	_____	_____
COMMERCIAL USE # _____ of S. F	_____	_____
IRRIGATION # _____ of acres	_____	_____
STOCK WATERING # _____ of head	_____	_____
OTHER: _____	_____	_____
TOTAL	_____	_____

10. WATER SUPPLY SOURCE

EXISTING WELL DEVELOPED SPRING

WELL PERMIT NUMBERS _____

MUNICIPAL
 ASSOCIATION
 COMPANY
 DISTRICT

NAME _____

LETTER OF COMMITMENT FOR SERVICE YES or NO

NEW WELLS -

PROPOSED AQUIFERS – (CHECK ONE)

ALLUVIAL UPPER ARAPAHOE
 UPPER DAWSON LOWER ARAPAHOE
 LOWER DAWSON LARAMIE FOX HILLS
 DENVER DAKOTA

OTHER: _____

WATER COURT DECREE CASE NUMBERS:

11. WAS AN ENGINEER'S WATER SUPPLY REPORT DEVELOPED? YES or NO IF YES, PLEASE FORWARD WITH THIS FORM.
(This may be required before our review is completed.)

12. TYPE OF SEWAGE DISPOSAL SYSTEM

- SEPTIC TANK/LEACH FIELD CENTRAL SYSTEM
DISTRICT NAME: _____
- LAGOON VAULT
LOCATION SEWAGE HAULED TO: _____
- ENGINEERED SYSTEM (Attach a copy of engineering design.) OTHER: _____

SUBDIVISION IMPROVEMENTS AGREEMENT

THIS AGREEMENT, made between _____, hereinafter called the "Subdivider," and El Paso County by and through the Board of County Commissioners of El Paso County, Colorado, hereinafter called the "County," shall become effective the date of approval of the Final Plat by the Board of County Commissioners.

WITNESSETH:

WHEREAS, the Subdivider, as a condition of approval of the final plat of _____ subdivision wishes to enter into a Subdivision Improvements Agreement, as provided for by Section 30-28-137 (C.R.S.), Chapter 5 of the El Paso County Engineering Criteria Manual and Chapter 8 of the El Paso County Land Development Code incorporated herein; and

WHEREAS, pursuant to the same authority, the Subdivider is obligated to provide security or collateral sufficient in the judgement of the Board of County Commissioners to make reasonable provision for completion of certain public improvements set forth on Exhibit(s) _____ attached hereto and incorporated herein; and

WHEREAS, the Subdivider wishes to provide collateral to guarantee performance of this Agreement including construction of the above-referenced improvements by means of _____ (insert one of the following):

- 1. Plat restriction
 - a. On plat
 - b. Separate agreement
- 2. Irrevocable letter of credit
- 3. Performance or property bond
- 4. Cash

NOW, THEREFORE, in consideration of the following mutual covenants and agreements, the Subdivider and the County agree as follows:

- 1. The Subdivider agrees to construct and install, at his sole expense, all of those improvements as set forth on Exhibit(s) _____ attached hereto. To secure and guarantee performance of its obligations as set forth herein, the Subdivider agrees to provide collateral to remain in effect at all times until the improvements are completed and accepted in accordance with Chapter 5 of the ECM. Security and collateral shall be posted in the form of (insert one of the following):
 - a. A plat restriction appearing on the face of the plat which reads as follows: _____
 - b. A plat restriction by separate agreement which reads as follows: _____
 - c. An irrevocable letter of credit from _____ Bank in the amount of \$ _____
 - d. A performance or property bond issued by _____ as corporate surety in the amount of \$ _____

- e. Cash in the amount of \$ _____ deposited with the El Paso County Treasurer's Office.

If Subdivider chooses to construct the subdivision in phases, the ECM Administrator may require an increase in the amount of security for an individual phase prior to notice to proceed for that phase, to take into account any increase in cost due to inflation.

2. Subdivider is responsible for providing any renewals of collateral to ensure that there is never a lapse in security coverage. Subdivider shall procure renewal/extension/replacement collateral at least fifteen (15) days prior to the expiration of the original or renewal/extension/replacement collateral then in effect. Failure to procure renewal/extension/replacement collateral within this time limit shall be a default under this Agreement and shall allow the County to execute on the collateral. In addition, if Subdivider allows collateral to lapse at any time, no lots in the subdivision may be sold, conveyed or transferred, whether by Deed or Contract, after the expiration date of such collateral until the improvements identified on Exhibit A have been completed and final acceptance is received from the County. If replacement collateral is used for renewal, approval by Board of County Commissioners is required.
3. No lots in the subdivision or, if constructed in phases, in any phase thereof, shall be sold, conveyed or transferred, whether by Deed or by Contract, nor shall building permits be issued until and unless the required improvements for the subdivision or the particular phase thereof have been constructed and completed in accordance with the approved construction plans and preliminary acceptance is received from the County. In the alternative, lots within the subdivision or, if constructed in phases, in any phase thereof, may be sold, conveyed or transferred and / or have building permits issued upon receipt of collateral acceptable to the County, pursuant to this Agreement, which is sufficient to guarantee construction of the improvements, identified by phase if applicable, in the attached Exhibit A.
4. The Subdivider agrees that all of those certain public improvements to be completed as identified on Exhibit A shall be constructed in compliance with the following:
 - a. All laws, resolutions and regulations of the United States, State of Colorado, El Paso County and its various agencies, affected special districts and/or servicing authorities.
 - b. Such other designs, drawings, maps, specifications, sketches and other matter submitted to and approved by any of the above-stated governmental entities.
5. All improvements shall be completed by the Subdivider, meeting all applicable standards for preliminary acceptance, within 24 (twenty four) months from the date of notice to proceed in the Construction Permit for the Subdivision, or Phase of the Subdivision. If the Subdivider determines that the completion date needs to be extended, the Subdivider shall submit a written request for a change in the completion date to the ECM Administrator at least 90 days in advance of the required completion date. The request shall include the reasons for the requested change in completion date, the proposed new completion date, and prove collateral is in place to cover the extension time requested. The completion date for the Subdivision or Subdivision Phase may be extended one time, for a period no longer than 6 months at the discretion of the ECM Administrator. Any additional requests for extension of the completion date will be scheduled for hearing by the Board of County Commissioners. The ECM Administrator or the Board of County Commissioners may require an adjustment in the amount of collateral to take into account any increase in cost due to the delay including inflation.

6. It is mutually agreed pursuant to the provisions of Section 30-28-137 (3) C.R.S. that the County or any purchaser of any lot, lots, tract or tracts of land subject to a plat restriction which is the security portion of a Subdivision Improvements Agreement shall have the authority to bring an action in any District Court to compel the enforcement of any Subdivision Improvements Agreement on the sale, conveyance, or transfer of any such lot, lots, tract or tracts of land or of any other provision of this article. Such authority shall include the right to compel rescission of any sale, conveyance, or transfer of any lot, lots, tract or tracts of land contrary to the provisions of any such restrictions set forth on the plat or in any separate recorded instrument, but any such action shall be commenced prior to the issuance of a building permit by the County where so required or otherwise prior to commencement of construction on any such lot, lots, tract or tracts of land.
7. It is further mutually agreed that, pursuant to the provisions of Section 30-28-137 (2) C.R.S., and Chapter 5 of the County's Engineering Criteria Manual, as improvements are completed, the Subdivider may apply to the Board of County Commissioners for a release of part or all of the collateral deposited with said Board. Upon inspection and approval, the Board shall release said collateral. The County agrees to respond to an inspection request in a reasonable time upon receipt of the request. If the Board determines that any of such improvements are not constructed in substantial compliance with specifications it shall furnish the Subdivider a list of specific deficiencies and shall be entitled to withhold collateral sufficient to ensure such substantial compliance. If the Board of County Commissioners determines that the Subdivider will not construct any or all of the improvements in accordance with all of the specifications, the Board of County Commissioners may withdraw and employ from the deposit of collateral such funds as may be necessary to construct the improvements in accordance with the specifications.
8. The Subdivider agrees, and both parties acknowledge that the construction of the improvements identified and guaranteed through this Subdivision Improvements Agreement shall follow the inspection, collateral, and acceptance process that is identified in Chapter 5 of the County's Engineering Criteria Manual. This is to include among other things, a Preliminary Acceptance process, replacement of performance collateral with appropriate Warranty collateral at that time, and a 2 year warranty period prior to final acceptance. Where any inconsistency exists between Chapter 5 of the Engineering Criteria Manual and the Land Development Code with respect to these inspections, collateral and acceptance processes, the Engineering Criteria Manual is the controlling document.
9. The Subdivider(s) agrees to provide the County with a title insurance commitment at time of final platting evidencing that fee simple title of all lands in the subdivision is vested with the subdivider(s).
10. The County agrees to approval of the final plat of _____
Subdivision subject to the terms and conditions of this Agreement.
11. Parties hereto mutually agree that this Agreement may be amended from time to time provided that such amendment be in writing and signed by all parties hereto.
12. This Agreement shall take effect on the date of approval of the Final Plat by the Board of County Commissioners.
13. The Subdivider(s) agrees for itself and its successors and assigns that Subdivider and/or its said successors and assigns shall be required to pay road impact fees in accordance with the El Paso County Road Impact Fee Program at or prior to the time of building permit submittals.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and year below written.

BOARD OF COUNTY COMMISSIONERS
OF EL PASO COUNTY, COLORADO

By: _____
Executive Director
Planning and Community Development Department
Authorized signatory pursuant to LDC

APPROVED AS TO FORM:

County Attorney's Office

Subdivider

By: _____
Representative (if applicable)

Subscribed, sworn to, and acknowledged before me this _____ day of _____, 20__, by the parties above named.

My commission expires: _____.

Notary Public



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

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

SUBDIVISION PLAT CHECKLIST

Revised: October 2023

Subdivision Requirements
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.
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
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.
Title Block and Referenece Information
<ul style="list-style-type: none"> <input type="checkbox"/> 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. <input type="checkbox"/> Name, address and telephone number of the owner of record in the lower right hand corner, <input type="checkbox"/> Date of preparation, date of survey (if applicable), north arrow, written and graphic scale located in the lower right hand corner of each sheet <input type="checkbox"/> 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), <input type="checkbox"/> Date of submission with provisions of dating revisions located in the lower right hand corner, and <input type="checkbox"/> 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.
Survey and Associated Information
<ul style="list-style-type: none"> <input type="checkbox"/> All items required to be included with the sketch plan report; and <input type="checkbox"/> Letter of commitment from the wastewater provider proposed for service, which includes whether the preliminary plan area is within the service boundaries of the proposed provider, and a statement by the wastewater provider that adequate capacity exists or will exist in order to provide service.
Final Plat Report
The following information shall be included in the wastewater report submitted with the final plat application:
<ul style="list-style-type: none"> <input type="checkbox"/> 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:



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

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

SUBDIVISION PLAT CHECKLIST

Revised: October 2023

<p><input type="checkbox"/> 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 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),</p>
<p><input type="checkbox"/> 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,</p>
<p><input type="checkbox"/> 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,</p>
<p><input type="checkbox"/> 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: NXXoXX'XX"X (Recorded as NXXoXX'XX"X with Reception #XXXXX),</p>
<p><input type="checkbox"/> 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.</p>
<p><input type="checkbox"/> 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</p>
<p><input type="checkbox"/> 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."</p>
<p>Surveyor Information and Notes CRS § 38-50-10 & 35-50-101</p>
<p><input type="checkbox"/> Certification by a registered 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,</p>
<p><input type="checkbox"/> 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</p>
<p><input type="checkbox"/> 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.</p>
<p>Names, Numbering Lots, Tracts and Road Information</p>
<p><input type="checkbox"/> 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,</p>



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

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

SUBDIVISION PLAT CHECKLIST

Revised: October 2023

<ul style="list-style-type: none"> <input type="checkbox"/> The address of each lot as provided by the Pikes Peak Regional Building Department (added prior to recording), <input type="checkbox"/> Soils investigation, including the following: <ul style="list-style-type: none"> <input type="checkbox"/> 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. <input type="checkbox"/> 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. <input type="checkbox"/> 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.
Summary Notes
<ul style="list-style-type: none"> <input type="checkbox"/> The final total gross acreage, the total number of lots, gross density, net density and net acreage of the subdivision. <input type="checkbox"/> 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. <input type="checkbox"/> Notations of any restrictive covenants or other restrictions to be recorded with the final plat. <input type="checkbox"/> Statement that maintenance of easements shall be the responsibility of the property owner. <input type="checkbox"/> 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. <input type="checkbox"/> Any special notes required by legal agreements or other related procedures. <input type="checkbox"/> 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.
Other Plat Information
<ul style="list-style-type: none"> <input type="checkbox"/> The boundary of the subdivision delineated with a heavy solid line. <input type="checkbox"/> The identification and designation of the boundary lines of any 100-year floodplain, and the source of the designation. <input type="checkbox"/> Names of all adjoining subdivisions with dotted lines of abutting lots. If the adjoining land is unplatted, it should be shown as such. <input type="checkbox"/> Lots that require special studies for development or that present significant constraints and/or hazards to development shall bear notation. <input type="checkbox"/> Labels reading "Not a part of this subdivision" and dashed lines delineating areas that do not constitute a part of the subdivision. <input type="checkbox"/> Notes limiting ingress or egress to certain roadways pursuant to the ECM, as applicable. <input type="checkbox"/> 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. <input type="checkbox"/> 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". <input type="checkbox"/> 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. <input type="checkbox"/> Acknowledgments of the execution of the plat by the property owner (Statement of ownership and acknowledgment) before a notary public. <input type="checkbox"/> A note identifying inclusion into any public improvement district, as applicable. <input type="checkbox"/> If the subdivision is within a PUD, the file number and reception number of the recorded PUD <input type="checkbox"/> Sign easements for subdivision entryway signage <input type="checkbox"/> All standard El Paso County plat notes, see below.
Standard El Paso County Plat Notes
<ul style="list-style-type: none"> <input type="checkbox"/> 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; (other; modify based upon specific reports)



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

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

SUBDIVISION PLAT CHECKLIST

Revised: October 2023

<input type="checkbox"/>	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.
<input type="checkbox"/>	Unless otherwise indicated, all side, front, and rear lot lines are hereby platted on either side with a 10 foot (use 5 feet for lots smaller than 2.5 acres) public utility and drainage easement unless otherwise indicated. All exterior subdivision boundaries are hereby platted with a 20 foot (use 7 feet for lots smaller than 2.5 acres) public utility and drainage easement. The sole responsibility for maintenance of these easements is hereby vested with the individual property owners.
<input type="checkbox"/>	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).
<input type="checkbox"/>	The addresses exhibited on this plat are for informational purposes only. They are not the legal description and are subject to change.
<input type="checkbox"/>	No driveway shall be established unless an access permit has been granted by El Paso County.
<input type="checkbox"/>	Mailboxes shall be installed in accordance with all El Paso County and United States Postal Service regulations.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	The Subdivider(s) agrees on behalf of him/herself and any developer or builder successors and assignees that Subdivider and/or said successors and assigns shall be required to pay traffic impact fees in accordance with the El Paso County Road Impact Fee Program Resolution (Resolution No. 19-471), or any amendments thereto, at or prior to the time of building permit submittal. The fee obligation, if not paid at final plat recording, shall be documented on all sales documents and on plat notes to ensure that a title search would find the fee obligation before sale of the property.
Public Improvement Districts	
<input type="checkbox"/>	Pursuant to Resolution _____, approved by the Board of Directors, El Paso County Public Improvement District __ and recorded in the records of the El Paso County Clerk and Recorder at Reception Number _____, the parcels within the platted boundaries of (subdivision) are included within the boundaries of the El Paso County Public Improvement District _____ and as such is subject to applicable road impact fees and mill levy.
Public Roads:	
<input type="checkbox"/>	Temporary turnaround easements as shown on this plat shall be relinquished upon the construction completion of Filing #____ (or connection to another road). Or;
<input type="checkbox"/>	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.
Access Limitation:	
<input type="checkbox"/>	There shall be no direct lot access to _____ Road.
Driveway Notes:	



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

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

SUBDIVISION PLAT CHECKLIST

Revised: October 2023

<input type="checkbox"/>	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).
<input type="checkbox"/>	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.
Private Roads:	
<input type="checkbox"/>	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.
Utilities:	
<input type="checkbox"/>	Gas and electric service for this subdivision is provided by _____ (Provider name(s)) subject to the Providers rules, regulations and specifications. The subdivider/developer is responsible for extending utilities to each lo, tract or building site. (Combined note, which can be broken into separate notes for gas or electric in the case of different providers).
Drainage:	
<input type="checkbox"/>	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.
<input type="checkbox"/>	Soil Investigation conducted for no fewer than 20% of the total number of lots in the filing. Investigation shall be evenly dispersed over the project area. In cases in which unique geologic, topographic, or soils conditions, such as depth to bedrock, depth to groundwater, slopes in excess of 30 percent, etc. are found, additional tests may be required by EPCPH; and
Easement and Tract Maintenance:	
<input type="checkbox"/>	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.
<input type="checkbox"/>	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
<input type="checkbox"/>	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,
Soil and Geology Conditions:	
<input type="checkbox"/>	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 (Title of Report, generally from the Preliminary Plan file) by (author of the report) (date of report) in file (name of file and file number) available at the El Paso County Development Services Department: <input type="checkbox"/> Downslope Creep: (name lots or location of area) <input type="checkbox"/> Rockfall Source:(name lots or location of area) <input type="checkbox"/> Rockfall Runout Zone: (name lots or location of area) <input type="checkbox"/> Potentially Seasonally High Groundwater: (name lots or location of area) <input type="checkbox"/> Other Hazard:
In Areas of High Groundwater:	
<input type="checkbox"/>	Due to high groundwater in the area, all foundations shall incorporate an underground drainage system.
Water Supply (utilized when the water supply is individual wells):	
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	



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

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

SUBDIVISION PLAT CHECKLIST

Revised: October 2023

<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
Wastewater:	
<input type="checkbox"/>	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.
<input type="checkbox"/>	Water and wastewater service for this subdivision is provided by the _____ (District or provider name(s)) subject to the District's (Providers) rules, regulations and specifications. The subdivider/developer is responsible for extending utilities to each lot, tract or building site. (Combined note, which can be broken into separate notes for water or sewer in the case of different providers)
Floodplain:	
<input type="checkbox"/>	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.)
<input type="checkbox"/>	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)
Wildfire Notes:	
<input type="checkbox"/>	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.
<input type="checkbox"/>	As a condition of approval of this plat by the Board of County Commissioners, no conveyance, sale or transfer of title of lots (insert lot numbers) or tracts (insert tract names) 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 (the developer, homeowner, whomever is responsible):



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

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

SUBDIVISION PLAT CHECKLIST

Revised: October 2023

- 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:
Forest-wide thinnings
Fuelbreak thinnings
Prunings
Debris disposal
(alternative-surety and surety estimate sufficient to accomplish the work may be required in place of a plat restriction)

Agricultural Impact:

- 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. (Used when subdivision is adjacent to an existing agricultural operation such as feedlot, farmed field, or when determined necessary by the Project Manager)

Where the Property is Impacted by Fort Carson Noise:

- 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."

Where the Property is Adjacent to an Industrial Area:

- 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.

Where the Property is Located in the Airport Overlay District:

- 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. (Use when this plat is to provide the notice)
- 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. (Use when the Notice has previously been recorded)
- 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. (Use only when the property is subject to an existing avigation easement as reflected in the title policy)

When the Property is Subject to Existing or Proposed Covenants:

- 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.

When Building Envelopes are Utilized on the Plat:

- 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 describe purpose: avoid soils hazards, avoid rock outcroppings, protect wetlands, etc. . Building envelopes shall contain the primary residential structure, any accessory structures, the well, and the On-Site Wastewater system, unless otherwise noted.

Reciprocal Access/Parking Agreement:



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

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

SUBDIVISION PLAT CHECKLIST

Revised: October 2023

- 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.

Special District Notes:

- A Title 32 Special District Annual Report and Disclosure Form satisfactory to the Planning and Community Development Department shall be recorded with each plat
- 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.

Fountain Mutual Metropolitan District Note:

- 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.

Marksheffel Road District Note:

- 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.

Woodmen Road District Note:

- 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.

Signature Blocks and Certifications

Owners Certificate

The undersigned, being all the owners, mortgagees, beneficiaries of deeds of trust and holders of other interests in the land described herein, have laid out, subdivided, and platted said lands into lots, tracts, streets, and easements (use which are applicable) as shown hereon under the name and subdivision of _____. All public improvements so platted are hereby dedicated to public use and said owner does hereby covenant and agree that the public improvements will be constructed to El Paso County standards and that proper drainage and erosion control for same will be provided at said owner's expense, all to the satisfaction of the Board of County Commissioners of El Paso County, Colorado. Upon acceptance by resolution, all public improvements so dedicated will become matters of maintenance by El Paso County, Colorado. The utility easements shown hereon are hereby dedicated for public utilities and communication systems and other purposes as shown hereon. The entities responsible for providing the services for which the easements are established are hereby granted the perpetual right of ingress and egress from and to adjacent properties for installation, maintenance, and replacement of utility lines and related facilities.

Owners/Mortgagee (Signature)

By:
Title:

ATTEST: (if corporation)

Secretary/Treasurer



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

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

SUBDIVISION PLAT CHECKLIST

Revised: October 2023

STATE OF COLORADO
COUNTY OF _____

SIGNED BEFORE ME ON _____, 20____
BY _____ (NAME(S) OF INDIVIDUAL(S) MAKING STATEMENT).

(NOTARY'S OFFICIAL SIGNATURE)

(TITLE OF OFFICE)

(COMMISSION EXPIRATION)

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)

Board of County Commissioners Certificate

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

Chair, Board of County Commissioners Date

PCD Director Certificate (For Plats Not Requiring BoCC Action)

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 # _____.

Planning and Community Development Director

PCD Director Certificate

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.

Planning and Community Development Director

For Replats Requiring BoCC Action



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

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

SUBDIVISION PLAT CHECKLIST

Revised: October 2023

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.

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 # _____.

Chair, Board of County Commissioners Date

For Vacation Done by Plat and Requiring BoCC Action

This plat was approved for filing by the El Paso County, Colorado Board of County Commissioners on the _____ day of _____, 200__, subject to any conditions specified hereon.

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 _____, 200__.

Chair, Board of County Commissioners Date

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 was recorded at Reception Number _____ of the records of El Paso County

El Paso County Clerk and Recorder

Surveyors Certificate

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

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

Surveyor's Name, (Signature) Date
Colorado registered PLS # _____

Acceptance Certificate for Tracts (Accepting Entity in Existence)



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

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

SUBDIVISION PLAT CHECKLIST

Revised: October 2023

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)

BY: (notarized signature)

President

State of Colorado

County of _____

Signed before me on _____, 20____

by _____ (name(s) of individual(s) making statement).

(Notary's official signature)

(Title of office)

(Commission Expiration)



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

EL PASO COUNTY PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

WATER RESOURCES REPORT CHECKLIST

Revised: October 2023

Water Resources Report Requirements

A water resources report shall be submitted with sketch plans, preliminary plans, final plats, and any subdivision applications which will create a new lot. The water resources report shall be prepared by a qualified hydrogeologist, hydrologist, licensed civil engineer, qualified groundwater geologist, or other qualified professional with appropriate experience. The water resource report shall document the requirements of this Section and shall include the following data, documentation, and analysis at a level of detail necessary to make the determinations of sufficiency.

Sketch Plan Report

The initial water resource report submitted with the sketch plan may be of a general nature, may be based on published and unpublished data and reports, and need not include site-specific hydrogeologic data. The purpose of the report included with the sketch plan is to identify probable compliance of the proposed subdivision with the water supply standards and to identify the need for additional water supplies which will be required for the subdivision.

Preliminary Plan Report

The water resource report submitted with the preliminary plan shall include all of the data needed to determine whether the water supply is sufficient in terms of quality, quantity and dependability for the proposed subdivision. The report shall be based on engineering calculations and site-specific data and shall include a detailed discussion of the water demand, supply, quality, dependability, and supply facilities for the proposed project. The report shall identify those aspects of the water supply plan which are insufficient in terms of quantity, quality or dependability and shall identify the actions to remedy the deficiencies.

Final Plat Report

The water resource report submitted with the final plat shall include all of the data needed to determine whether the proposed water supply is sufficient in terms of quality, quantity and dependability for the type of subdivision proposed. The report shall be based on engineering calculations and site-specific data and shall include a detailed discussion of the water demand, supply, quality, dependability, and supply facilities for the proposed subdivision.

A water resources report is not required if the BoCC made a finding that the proposed water supply plan of the preliminary plan was sufficient in terms of quantity, quality and dependability. However, an amended water resources report is required if there is a substantial change in either the water supply or the estimated water demand.

Report Content

Summary of the Proposed Subdivision

- A location map including roads, Township and Range, a copy of all maps required with sketch and preliminary plan and final plat submitted.
- A water resources report is not required if the BoCC made a finding that the proposed water supply plan of the preliminary plan was sufficient in terms of quantity, quality and dependability. However, an amended water resources report is required if there is a substantial change in either the water supply or the estimated water demand.

Information Regarding Sufficient Quantity of Water

- Calculation of Water Demand:** The water resource report shall include water demand calculations in separate calculations for the type, number and annual water requirements of existing, proposed and potential maximum uses of the subject property and a general timetable when the demands are expected. Acceptable methods of determining water demand.
- Calculation of Quantity of Water Available:** The water resource report shall identify and describe each source of water including: (1) a map showing the location of any off-site water to be used and the location of major water transmission lines, reservoirs, etc; (2) calculations of the quantity of water available from each source (on-site and off-site sources shall be determined separately); and (3) a description of groundwater sources.
- Groundwater Source Information:** The water resource report shall list each aquifer to be used. Each aquifer shall be identified as tributary, non-tributary, not non-tributary or from a designated basin, and as either renewable or non-renewable aquifers. The report shall discuss the need for and the status of any augmentation plans required to use the proposed supply. The report shall also describe the annual and the 300-year quantity of water available from each proposed aquifer.



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

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

WATER RESOURCES REPORT CHECKLIST

Revised: October 2023

Production Wells Information: The water resource report shall discuss location, construction and production details of existing and proposed production wells. The following shall be included: (1) estimated number, size and short- and long-term yields of wells necessary to serve the proposed subdivision; (2) estimated life expectancy of wells; (3) estimated short and long-term well development schedule indicating probable timing of bringing additional wells on line; (4) A map showing locations of wells to be used during the first 5 years of the subdivision and probable locations of wells in the following years; (5) Well drilling logs and well completion reports; and (6) Pumping test data and analysis, including data and analysis of constant rate and step drawdown tests.

Surface Water Sources: The report shall list each surface water supply to be used. The report shall discuss the need for and the status of any augmentation plans required to use the proposed supply. In addition, the report shall describe the annual and the 300-year quantity of water available from each proposed surface water supply, and calculate the number of years of water supply. For phased projects, the calculation shall delineate the years of water available for each phase.

Information Regarding Sufficient Dependability of Water Supply

Proof of ownership or right of acquisition of use of existing or proposed water rights sufficient in quality, quantity and dependability to serve the proposed use including well permits, court decrees, well applications, export permits, etc.

Financial plan and capital improvements plan of water provider.

Description of the water supply, location shown on maps, and, when appropriate, engineering designs of existing and proposed water supply facilities, including wells, storage facilities, major transmission lines, etc.

Calculations and documentation demonstrating that the aquifers are capable of supplying the required quantity of water and analysis showing the wells are capable of producing the required water supplies, if groundwater is to be used.

This requirement does not apply to subdivisions to be supplied by individual wells.

Evidence that short-term water supply needs of the subdivision can be met to satisfy fire demand and reduction of supplies as a result of flooding, and damaged or otherwise incapacitated systems. Short-term dependability can be satisfied by such features as reservoirs, cisterns, standby wells and standby connections with other water supply or distribution systems.

Information Regarding Sufficient Quality of Water

The following shall be supplied: (1) chemical analyses of proposed water from each proposed source; (2) evidence of compliance with County, state and federal water quality standards; and (3) discussion of potential for water quality degradation from on-site and off-site sources. The EPCDHE can provide further information on the required chemical analysis and testing parameters necessary to demonstrate compliance with the Colorado Primary Drinking Water Regulations.

Requirements of the State Engineer: State statute requires the State Engineer to review all proposed water supplies. The State Engineer requires a narrative discussion and a Water Supply Information Summary Form. The following is the minimal information requirements of the State Engineer for all subdivisions.

Plat and legal description of the property and a description of previous actions of the State Engineer's Office regarding the property (e.g. previous exemptions, well applications);

Well number or numbers of existing and sited wells when available including names of previous owners, dates of well construction, depth, etc., if numbers are not available;

Use of water supply on the property as it now exists including number and locations of dwellings supplied, area of irrigated lawn and garden, water use for livestock, etc;

Proposed water supply including a description of wells or water provider to be used for each lot and what aquifer the applicant intends to use; and

Water requirements for each proposed lot including quantity to be used for dwellings, irrigation and livestock.

It is not necessary to include this information as a separate item provided it is included in the water resources report.

Public and Private Commercial Water Providers

It is the responsibility of the applicant to provide information regarding the availability of water supplies from any source, including public and private commercial water providers. Should the subdivision fall within a water provider's service district, a general water resources report supplied by the provider may be used to evaluate available water resources provided the content meets or exceeds the requirement of the Water Resource Report.

In those cases where the water provider submits a general Water Resources Report, the water resource report shall be updated annually, by February of each year. Update information shall include:

Volume of water sold in the previous year;

New water acquisitions, commitments, augmentation plans, etc.;



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

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

WATER RESOURCES REPORT CHECKLIST

Revised: October 2023

Water trades or other losses of water supplies;
Anticipated water acquisitions for the upcoming year;
Legal documentation accompanying new water acquisitions and augmentation plans;
Major capital improvements accomplished during the past year and anticipated major capital improvements for the upcoming year; and
Other information which would be useful in evaluating the availability of water supplies.

County Attorney Review

<input type="checkbox"/> Documents to be included in the report for review by the County Attorney's Office:
Water Supply Information Summary Form
Letter of Commitment from Water District
Copies of all well permits
Copies of all water court decrees
Commission determinations of water rights
State Engineer's Office opinion (if previously provided)
Deeds and/or other documents that establish applicant's ownership of water rights for the proposed.



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

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

WASTEWATER DISPOSAL REPORT CHECKLIST

Revised: October 2023

Wastewater Disposal Report Requirements
<p>The purpose of the wastewater disposal report is to establish the wastewater disposal provisions at the sketch plan or preliminary plan stage of subdivision development and ensure conformance of wastewater disposal with this Code at the time of approval of the final plat. All sketch plans, preliminary plans, and final plats submitted for review shall be accompanied with a wastewater disposal report. The requirements of the preliminary plan report shall not be deferred or postponed until the final plat application. The report shall be in conformance with Section 8.4.8 of the Land Development Code.</p>
Report Content
Sketch Plan Report
<p>The following information shall be included in the wastewater report submitted with the sketch plan application</p> <ul style="list-style-type: none"> <input type="checkbox"/> Map showing relative location of point of connection to an existing system; <input type="checkbox"/> Map showing relative location of the existing or proposed treatment facility; <input type="checkbox"/> Estimate of projected population, units, and density, as related to wastewater production on an average daily basis; <input type="checkbox"/> Capacity of the existing treatment plant and current utilization; <input type="checkbox"/> Anticipated capacity of any proposed treatment plant; and <input type="checkbox"/> Letter of commitment from the wastewater provider proposed for service, with identification of whether the sketch plan area is within the service boundaries of the proposed provider.
Preliminary Plan Report
<p>The following information shall be included in the wastewater report submitted with the preliminary plan application:</p> <ul style="list-style-type: none"> <input type="checkbox"/> All items required to be included with the sketch plan report; and <input type="checkbox"/> Letter of commitment from the wastewater provider proposed for service, which includes whether the preliminary plan area is within the service boundaries of the proposed provider, and a statement by the wastewater provider that adequate capacity exists or will exist in order to provide service.
Final Plat Report
<p>The following information shall be included in the wastewater report submitted with the final plat application:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Unless previously provided with a preliminary plan application for the property, all items required to be included with the sketch plan report; and <input type="checkbox"/> Unless provided with the preliminary plan, a Letter of Commitment from the wastewater provider proposed for service, which includes information indicating that the land has been included into the boundaries of the provider's service area, or that contractual arrangements for service have been met.
OWTS Report
<p>The following shall be fully addressed in or submitted with an OWTS Report. These requirements may be updated from time to time by EPCPH without corresponding amendments to this Code being approved. Any such updates by EPCPH shall control. The EPCPH may require the subdivider to submit additional engineering or geological applicant reports or data and to conduct a study of the economic feasibility of service by central sewage system prior to making its recommendations, which may be updated from time to time by EPCPH without.</p> <ul style="list-style-type: none"> <input type="checkbox"/> A map, drawn at the same scale as the preliminary plan, locating all lots, drainage-ways, floodplains, slopes in excess of 30%, surface and sub-surface soils hazards and constraints, natural and cultural features, geologic hazards and constraints, depth to bedrock, water table depth, current and historic land use, and other hazards; <input type="checkbox"/> Soil conditions, NRCS soils classification, slope of the terrain, underground water table, subsurface rock, and limitations on site location of the system; <input type="checkbox"/> Conditions which may cause deleterious effects to systems in the area, such as runoff or irrigation; <input type="checkbox"/> The availability of a central sewage system and the feasibility of inclusion into the system; <input type="checkbox"/> The proximity of water wells, lakes, streams, irrigation ditches, ponded water, and other water sources in the area being subdivided; and <input type="checkbox"/> Soils investigation, including the following: <ul style="list-style-type: none"> Visual and tactile evaluation of 2 or more soil profile test pit excavations must be conducted to determine soil type as well as to determine whether a limiting layer is encountered;



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

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

WASTEWATER DISPOSAL REPORT CHECKLIST

Revised: October 2023

	In addition to the 2 soil profile test pit excavations, percolation testing may be conducted to obtain additional information regarding the long-term acceptance rate of the soil;
	If the site evaluation includes both the visual and tactile evaluation of soil profile test pit excavations and percolation tests, and the results from these 2 evaluations do not coincide with the same LTAR (Long Term Acceptance Rate) as noted in Table 10-1 of the EPCPH Regulations, the designer must use the more restrictive LTAR in determining the size of the soil treatment area as listed below:
	Evaluation of 2 or more soil profile test pit excavations must be performed to determine soil types, limiting layers, and best depth for the infiltrative surface, unless otherwise approved by EPCPH. (At least 1 of the soil profile test pit excavations must be performed in the portion of the soil treatment area anticipated to have the most limiting conditions).
	The total number of soil profile test pit excavations required is based on the judgment of the competent technician who may require an additional soil profile test pit excavation in the area of the proposed alternate soil treatment area if deemed necessary.
	The minimum depth of the soil profile test pit excavation must be to any limiting layer, or 4 feet below the infiltrative surface of the in-situ soil, whichever is encountered first.
	Layers and interfaces that interfere with the treatment and dispersal of effluent must be noted. Thus, any limiting soil characteristic such as consistence also needs to be evaluated. The evaluation of consistence may also include an evaluation of excavation difficulty, rupture resistance, and/or penetration resistance.
	The soil observations must be conducted at or immediately adjacent to the location of the proposed soil treatment area, but if possible, not under the final location of a trench or bed.
	Each soil profile test pit excavation observed at the proposed soil treatment area must be evaluated under adequate light conditions with the soil in an unfrozen state.
	The soil observation method must allow observation of the different soil horizons that constitute the soil profile.
	Soil profile test pit observations must be conducted prior to percolation tests to determine whether the soils are suitable to warrant percolation tests and, if suitable, at what depth percolation tests must be conducted.
	The soil type at the proposed infiltrative surface of the soil treatment area or a more restrictive soil type within the treatment depth must be used to determine the long-term acceptance rate from Table 10-1 or Table 10-1A. The treatment depth is 2 to 4 feet depending on the required thickness for the treatment level below the infiltrative surface from Item 4, Table 7-2.
	Soils data, previously collected by others at the site can be used for the purposes of an OVI TS design at the discretion of EPCPH. It is recommended that the data be verified, at a minimum, by performing an evaluation of a soil profile test pit excavation.
<input type="checkbox"/>	Soil descriptions for determination of a limiting layer must include:
	The depth of each soil horizon measured from the ground surface and a description of the soil texture, and structure of each soil horizon;
	Depth to the bedrock;
	Depth to the periodically saturated soil as determined by:
	Redoximorphic features and other indicators of water levels, or
	Depth of standing water in the soil observation excavation, measured from the ground surface, if observed, unless redoximorphic features indicate a higher level.
	Any other soil characteristic that needs to be described to design a system, such as layers that will restrict permeability.
	Additional Requirements for Lot Sizes Between 2½ and 5 Acres
<input type="checkbox"/>	Soil Investigation conducted for no fewer than 20% of the total number of lots in the filing. Investigation shall be evenly dispersed over the project area. In cases in which unique geologic, topographic, or soils conditions, such as depth to bedrock, depth to groundwater, slopes in excess of 30 percent, etc. are found, additional tests may be required by EPCPH; and
<input type="checkbox"/>	An analysis of the availability of a central sewage system and the feasibility of service by a central sewage system. If there is a central sewage system within 1 mile of the proposed subdivision, or if the subdivision is within an organized sewage district or municipal service area, the applicant shall submit documentation that the district or municipality is incapable of serving the site or that the costs of service are prohibitive.



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

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

WASTEWATER DISPOSAL REPORT CHECKLIST

Revised: October 2023

Additional Requirements for OWTS on Lots Within 400 Feet of a Sewer Line. Pursuant to Chapter 8, On-Site Wastewater Treatment Systems (OWTS) Regulations, of the Regulations of the El Paso County Board of Health. A permit to construct, alter, modify or repair an OWTS may be denied by EPCPH if a municipal or sanitation district sewer mainline exists within 400 feet, as measured by way of public access or legal easement, to any part of the applicant's property, and if the municipality or district agrees to provide sewer service. EPCPH shall only approve an OWTS permit for a property that is subject to connection to sanitary sewer if all OWTS installation criteria can be satisfied, and the applicant can provide evidence that the municipality or district does not expressly object to the OWTS installation. If, as a condition of service, an annexation of the property to a different political entity is required, connection to the community sewer is not required by EPCPH.



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

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

SOILS AND GEOLOGY REPORT CHECKLIST

Revised: October 2023

Soils and Geology Report	
All sketch plans and preliminary plans submitted for review shall be accompanied by geology and soils report. The geology and soils report shall be prepared by, or under the direction of, a professional geologist as defined by CRS 34-1-201(3), or a Professional Engineer as defined by Board Policy Statement 50.2 - "Engineering in Natural Hazard Areas" of the Colorado State Board of Registration for Professional Engineers and Professional Surveyors.	
The PCD Director may modify the applicable requirements, including requiring additional items or removing items, based upon the project and site-specific circumstances.	
Report Content	
Issues to be addressed by Report	
<input type="checkbox"/>	A detailed map, drawn to scale, is required for geology and soils reports.
Where 3-dimensional relationships are significant but cannot be described satisfactorily in words alone, the geology and soils report should be accompanied by 1 or more appropriately positioned structure sections.	
The locations of test holes, percolation tests, soil investigation test pit excavations, and other specific sources of	
The geology and soils report shall include definite statements concerning the following matters:	
Location and size of subject area and its general setting with respect to major geographic and geologic features	
Who did the geologic mapping on which the report is based and when the mapping was done	
Any other kinds of investigations made by the geologist and, where pertinent, reasons for doing the work	
Topography and drainage in the subject area	
Abundance, distribution, and general nature of exposures of earth materials within the area	
Nature and source of available subsurface information. Suitable explanations should provide any technical reviewer with the means for assessing the probable reliability of the data. Subsurface relationships can be variously determined or inferred, for example, by projection of surface features from adjacent areas, by the use of test hole logs, and by interpretation of geophysical data. It is evident that different sources of the information can differ markedly from one another in degree of detail and reliability according to the method used. The relative reliability of the methods used shall be discussed in the report	
<input type="checkbox"/>	The geology and soils report should contain brief but complete descriptions of all natural and man-made materials and structural features recognized or inferred within the subject area. Where interpretations are added to the recording of direct observations, the basis for the interpretations should be clearly stated. The following checklist may be useful as a general, though not necessarily complete, guide for descriptions:
Bedrock (Igneous, Sedimentary, Metamorphic Types)	
Identification as to rock type (e.g., granite, silty sandstone, mica schist);	
Relative age, and where possible, correlations with named formations;	
Distribution;	
Dimension features (e.g., thickness, outcrop breadth, vertical extent);	
Physical characteristics (e.g., color, grain size, nature of stratification, foliation, or schistosity, hardness, coherence);	
Special physical or chemical features (e.g., calcareous or siliceous cement, concretions, mineral deposits, alteration other than weathering);	
Distribution and extent of weather zones; significant differences between fresh and weathered rock; and	
Response to natural surface and near surface processes (e.g., raveling, gullying, and mass movement).	
Structural Features	
The geology and soils report should contain brief descriptions of the structural features, stratification, foliation, schistosity, folds, and zones of contortion or crushing, joints, shear zones, faults, etc., including information about:	
Occurrence and distribution;	
Dimensional characteristics;	
Orientation and shifts in orientation;	



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

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

SOILS AND GEOLOGY REPORT CHECKLIST

Revised: October 2023

Relative ages (where pertinent);
Special effects on the bedrock (Describe conditions of planar surfaces); and
Specific features of faults (e.g., zones of gouge and breccia, nature of offsets, timing of movements) and whether faults are active in either the geological sense or the historical sense.
Surficial (Unconsolidated) Deposits
The geology and soils report should contain brief description of surficial deposits include artificial (man-made) fill, topsoil, stream-laid alluvium, beach sands and gravels, residual debris, lake and pond sediments, swamp accumulations, dune sands, marine and non-marine terrace deposits, talus accumulations, creep and slopewash materials, various kinds of slump and slide debris, etc., including the following information:
Distribution, occurrence, and relative age; relationships with present topography;
Identification of material as to general type;
Dimensional characteristics (e.g., thickness, variations in thickness, shape);
Surface expression and correlation with features such as terraces, dunes, undrained depressions, anomalous protuberances;
Physical or chemical features (e.g., moisture content, mineral deposits, content of expansible clay minerals, alteration, cracks and fissures, fractures);
Physical characteristics (e.g., color, grain size, hardness, compactness, coherence, cementation);
Distribution and extent of weathered zones; significant differences between fresh and weathered material; and
Response to natural surface and near-surface processes (e.g., raveling, gullying, subsidence, creep, slope-washing, slumping, and sliding).
Drainage of Surface Water and Groundwater
The geology and soils report shall contain information about surface and groundwater, as applicable, including:
Distribution and occurrence (e.g., streams, ponds, swamps, springs, seeps, subsurface basins);
Relations to topography;
Relations to geologic features (e.g., previous strata, fractures, faults);
Sources and permanence;
Variations in amounts of water (e.g., intermittent spring and seeps, floods);
Evidence for earlier occurrence of water at localities now dry;
Occurrence or conveyance of water into or within man-made features; and
The effect of water on the properties of the in-place materials.
Features of Special Significance
The geology and soils report should describe features of special significance including:
Features representing accelerated erosion (e.g., cliff reentrants, badlands, advancing gully heads);
Features indicating subsidence or settlement (e.g., fissures, scarplets, offset reference features,
Features indicating creep (e.g., fissures, scarplets, distinctive patterns of cracks or vegetation,
Slump and slide masses in bedrock or surficial deposits; distribution, geometric characteristics,
Deposits related to recent floods (e.g., talus aprons, debris ridges, canyon-bottom trash); and
Active faults and their recent effects on topography and drainage.
Mineral Resources.
The geology and soils report should contain brief description of mineral resources including the identification of the types, location and value of mineral resources within the land to be subdivided. These include, but are not limited to, limestone used for construction, coal, sand, gravel, and quarry aggregate, for which extraction by an extractor is or will be commercially feasible, or which is a deposit having significant economic or strategic value to the County, state, or nation. Any area known to contain a commercial mineral deposit shall not be subdivided until the deposit is extracted, unless the BoCC finds that extraordinary environmental damage or public hazard results from the extraction.



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

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

SOILS AND GEOLOGY REPORT CHECKLIST

Revised: October 2023

- The geology and soils report should contain brief but complete descriptions of all natural and man-made materials and structural features recognized or inferred within the subject area. Where interpretations are added to the recording of direct observations, the basis for the interpretations should be clearly stated. The following checklist may be useful as a general, though not necessarily complete, guide for descriptions:

Bedrock (Igneous, Sedimentary, Metamorphic Types).

- Identification as to rock type (e.g., granite, silty sandstone, mica schist);
- Relative age, and where possible, correlations with named formations;
- Distribution;
- Dimension features (e.g., thickness, outcrop breadth, vertical extent);
- Physical characteristics (e.g., color, grain size, nature of stratification, foliation, or schistosity, hardness,
- Special physical or chemical features (e.g., calcareous or siliceous cement, concretions, mineral
- Distribution and extent of weather zones; significant differences between fresh and weathered rock;
- Response to natural surface and near surface processes (e.g., raveling, gullying, and mass movement)

Structural Features.

The geology and soils report should contain brief descriptions of the structural features, stratification, foliation, schistosity, folds, and zones of contortion or crushing, joints, shear zones, faults, etc., including information about:

- Occurrence and distribution;
- Dimensional characteristics;
- Orientation and shifts in orientation;
- Relative ages (where pertinent);
- Special effects on the bedrock (Describe conditions of planar surfaces); and
- Specific features of faults (e.g., zones of gouge and breccia, nature of offsets, timing of movements)

Drainage of Surface Water and Groundwater.

The geology and soils report shall contain information about surface and groundwater, as applicable, including:

- Distribution and occurrence (e.g., streams, ponds, swamps, springs, seeps, subsurface basins);
- Relations to topography;
- Relations to geologic features (e.g., previous strata, fractures, faults);
- Sources and permanence;
- Variations in amounts of water (e.g., intermittent spring and seeps, floods);
- Evidence for earlier occurrence of water at localities now dry;
- Occurrence or conveyance of water into or within man-made features; and
- The effect of water on the properties of the in-place materials

Features of Special Significance.

The geology and soils report should describe features of special significance including:

- Features representing accelerated erosion (e.g., cliff reentrants, badlands, advancing gully heads);
- Features indicating subsidence or settlement (e.g., fissures, scarplets, offset reference features,
- Features indicating creep (e.g., fissures, scarplets, distinctive patterns of cracks or vegetation,
- Slump and slide masses in bedrock or surficial deposits; distribution, geometric characteristics,
- Deposits related to recent floods (e.g., talus aprons, debris ridges, canyon-bottom trash); and
- Active faults and their recent effects on topography and drainage

Mineral Resources.



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

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

SOILS AND GEOLOGY REPORT CHECKLIST

Revised: October 2023

<p>The geology and soils report shall contain brief description of mineral resources including the identification of the types, location and value of mineral resources within the land to be subdivided. These include, but are not limited to, limestone used for construction, coal, sand, gravel, and quarry aggregate, for which extraction by an extractor is or will be commercially feasible, or which is a deposit having significant economic or strategic value to the County, state, or nation. Any area known to contain a commercial mineral deposit shall not be subdivided until the deposit is extracted, unless the BoCC finds that extraordinary environmental damage or public hazard results from the extraction.</p>
<p>Treatment of this general topic, whether presented as a separate section or integrated in some manner with the geologic descriptions, normally constitutes the principal contribution of the geologic and soils report. It involves: (1) the effects of geologic features on the proposed grading, construction, and land use; and (2) the effects of these proposed modifications on future geological processes in the area. The following checklist includes the topics that ordinarily should be considered in submitting discussion, conclusions, and recommendations in the geologic reports:</p>
<p>Compatibility with Proposal.</p>
<p>General compatibility of natural features with proposed land use related to:</p>
<p>Topography;</p>
<p>Lateral stability of earth materials;</p>
<p>Problems of flood inundation, erosion, and deposition;</p>
<p>Problems caused by features or conditions in adjacent properties; and</p>
<p>Other general problems.</p>
<p>Proposed Cuts.</p>
<p>Prediction of what materials and structural features will be encountered;</p>
<p>Prediction of stability based on geologic factors;</p>
<p>Problems of excavation (e.g. unusually hard or massive rock, excessive flow of groundwater); and</p>
<p>Recommendations for reorientation or repositioning of cuts, reduction of cut slopes, development of compound cut slopes, special stripping above daylight lines, buttressing, protection against erosion, handling of seepage water, setbacks for structures above cuts, etc.</p>
<p>Proposed Masses of Fill.</p>
<p>General evaluation of planning with respect to canyon-filling and sidehill masses of fill;</p>
<p>Comment on suitability of existing natural materials for fill; and</p>
<p>Recommendations for positioning of fill masses, provision for underdrainage, buttressing, special</p>
<p><input type="checkbox"/> Onsite Wastewater Treatment System (if applicable).</p>
<p>Soil types, depths, distributions and relationship to bedrock;</p>
<p>General slope conditions, and limitations of slope to building sites and disposal sites; and Present and expected percolation rates</p>
<p>Recommendations for Subsurface Testing and Exploration.</p>
<p>Cuts and test holes needed for additional geologic information; and</p>
<p>Program of subsurface exploration and testing, based on geologic considerations that are most likely to provide data needed by the soils engineer.</p>
<p>Special Recommendations.</p>
<p>Areas to be left as natural ground;</p>
<p>Removal or buttressing of existing slide masses;</p>
<p>Flood protection;</p>
<p>Problems of groundwater circulation; and</p>
<p>Position of structures, with respect to active faults.</p>



2880 International Circle, Suite 110
 Colorado Springs, CO 80910
 Phone 719-520-6300
 Fax 719-520-6695
 www.elpasoco.com

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

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
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
Report Contents			
1	Table of contents, pages numbered		
2	Existing/Historic and Developed Conditions Plans at the end of the report		
General Location			
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		
Description of Property			
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		
Major Basin Descriptions			
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.		
Sub-Basin Descriptions			
1	Discussion of historic drainage patterns of the property in question		
2	Discussion of offsite drainage flow patterns and their impact on the development		
Drainage Design Criteria			
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		
Four Step Process			
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		



2880 International Circle, Suite 110
 Colorado Springs, CO 80910
 Phone 719-520-6300
 Fax 719-520-6695
 www.elpasoco.com

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

FINAL DRAINAGE REPORT (FDR) CHECKLIST

Revised: January 2022

Hydrologic Criteria			
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		
Drainage Facility Design - General Concept			
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		
Drainage Facility Design - Specific Details			
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 be 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.		
Other Government agency requirements			
1	Federal Emergency Management Agency (FEMA)		
2	Army Corps of Engineers (COE)		
3	Colorado State Engineer		
4	Colorado Water Conservation Board (CWCB)		
5	Others		



2880 International Circle, Suite 110
 Colorado Springs, CO 80910
 Phone 719-520-6300
 Fax 719-520-6695
 www.elpasoco.com

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

FINAL DRAINAGE REPORT (FDR) CHECKLIST

Revised: January 2022

Drawing Contents, two maps/plans are required, existing conditions & the proposed plans		
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.	



2880 International Circle, Suite 110
 Colorado Springs, CO 80910
 Phone 719-520-6300
 Fax 719-520-6695
 www.elpasoco.com

**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
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
General Content				
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			



2880 International Circle, Suite 110
 Colorado Springs, CO 80910
 Phone 719-520-6300
 Fax 719-520-6695
 www.elpasoco.com

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

CONSTRUCTION DRAWINGS CHECKLIST

Revised: January 2022

Street Plan and Profile Sheets			
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		



2880 International Circle, Suite 110
 Colorado Springs, CO 80910
 Phone 719-520-6300
 Fax 719-520-6695
 www.elpasoco.com

**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		



2880 International Circle, Suite 110
 Colorado Springs, CO 80910
 Phone 719-520-6300
 Fax 719-520-6695
 www.elpasoco.com

**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
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
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)		



2880 International Circle, Suite 110
Colorado Springs, CO 80910
Phone 719-520-6300
Fax 719-520-6695
www.elpasoco.com

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

GRADING AND EROSION CONTROL PLAN CHECKLIST

Revised: January 2022

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



2880 International Circle, Suite 110
 Colorado Springs, CO 80910
 Phone 719-520-6300
 Fax 719-520-6695
 www.elpasoco.com

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

GRADING AND EROSION CONTROL PLAN CHECKLIST

Revised: January 2022

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).		



2880 International Circle, Suite 110
 Colorado Springs, CO 80910
 Phone 719-520-6300
 Fax 719-520-6695
 www.elpasoco.com

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

GRADING AND EROSION CONTROL PLAN CHECKLIST

Revised: January 2022

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.		



2880 International Circle, Suite 110
Colorado Springs, CO 80910
Phone 719-520-6300
Fax 719-520-6695
www.elpasoco.com

EL PASO COUNTY PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

GRADING AND EROSION CONTROL PLAN CHECKLIST

Revised: January 2022

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>		
----	---	--	--



2880 International Circle, Suite 110
 Colorado Springs, CO 80910
 Phone 719-520-6300
 Fax 719-520-6695
 www.elpasoco.com

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

TRAFFIC IMPACT STUDY

Revised: January 2022

Traffic Impact Study Report		
<p>The purpose of the traffic impact study is to provide detailed recommendations for the preparation of plans for all necessary transportation facility improvements and adequate access to those facilities for proposed development. The facilities include roadways and their structures, as well as extrinsic structures that support the use of the transportation facility. El Paso County standards and technical criteria shall be used to plan, design, construct, choose materials, locate, repair, maintain, reconstruct, and use roadways and other transportation facilities and the associated extrinsic structures. The Traffic Impact Study 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.</p>		
<p>The report preparer shall verify type and level of TIS/memorandum required in accordance with ECM Section B.1.</p>		
	Applicant	PCD
<p>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>✓ Office use only</p>
1	Signature Page (ECM B.8)	
2	Table of contents, pages numbered	
3	Existing/background conditions narrative to include at a minimum:	
	Vicinity map showing the subdivision in relation to section lines and existing or proposed arterial or collector roadways.	
	Label all roads discussed in the report	
	Graphically indicate all intersections evaluated	
	Accurately depict the site location and boundaries	
	Study Area – Provide calculations showing that the study area includes all affected intersections, address ECM B.2.3 requirements	
	Background traffic	
	Clearly explain how background traffic was derived	
	List other traffic studies in the area of study within the past five years identified by County staff or that the applicant is aware of. State whether the current study is consistent with those studies and explain any discrepancies.	
	Excerpts from studies of those developments are included in the appendices.	
	Sketch diagrams of all existing intersections evaluated in the study showing widths of all approach lanes and lengths of auxiliary lanes and tapers.	
	Description, classification, and link ADT of major roads in the study area (collector classification and higher).	
	Specify MTCP functional and corridor preservation classifications	
	Description of intersections evaluated in the study including existing controls	
	Do existing road segments meet cross section standards for designated classifications?	
	Traffic Count Data	
	24 Hour Counts for ADT for major road segments	
	Peak-hour counts for all intersections evaluated in the study	
4	Proposed development and trip generation narrative shall include at a minimum:	
	Site Plan	
	Land Use – Type and extent correspond with associated application documents	



2880 International Circle, Suite 110
 Colorado Springs, CO 80910
 Phone 719-520-6300
 Fax 719-520-6695
 www.elpasoco.com

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

TRAFFIC IMPACT STUDY

Revised: January 2022

	Discussion of applicable ITE land use type(s) (including ITE code(s)) and comparison between the proposed use(s) and the codified use		
	Total traffic generated by the proposed development using ITE trip generation; provide footnotes on the methods used (equation/chart/interpolation)		
	Adjustments to trip generation including pass-by trips and internal trip capture		
	Trip distribution assumptions and map		
	Specify expected year of completion (build-out) and intermediate years if phasing is proposed		
	On-site road classification figure including ADT numbers		
	On-site Traffic control recommendations (particularly stop controls at intersections)		
	Evaluation of intersection spacing along all interior roads, and new intersections on adjacent or off-site roads, and confirmation that the spacing meet criteria		
	List ECM criteria for stacking, storage, and taper for every affected auxiliary lane and access and state whether this access can be met. If it cannot be met, state the required modifications so that it can be met.		
	State what the sight distance is for every affected access and whether it can be met. If it cannot be met, state the required modifications so that it can be met.		
5	Evaluation and Mitigation of Impacts shall include a minimum:		
	Short-term, intermediate and long-term analysis horizon years are clearly stated and years are labeled on the corresponding figures.		
	Capacity analysis of major road segments. Results presented in a figure or table showing short-term and long-term ADTs against maximum allowable ADT		
	Capacity analysis of all existing intersections evaluated in the study and all proposed access locations onto existing public roads		
	For capacity analysis of signalized intersections, provide discussion of the following parameters:		
	Cycle length		
	Provisions for left turns ~ permissive/protected; lead/lag		
	Free right turns		
	Identification of any sub-standard LOS situations and discussion of recommendations for mitigation.		
	Evaluation of safety-based warrants for turn lanes at unsignalized intersections (speed change lanes).		
	Weaving analysis if applicable		
	Summary table of necessary turn lane improvements including design speed, taper rates and taper lengths, storage lengths, deceleration or acceleration lengths, and the resulting full-width lane lengths.		
	Signal warrant analysis; estimated projected need if not currently warranted		
	Graphical depiction of improvements required to meet level-of-service standards		
	Trigger points for the construction of all required future improvements including but not limited to turn lanes, signals, widenings, and openings or closings of accesses. ("Trigger points" are the conditions that, when met, will call for the construction of said improvements.)		
	Summary of accident history within the study area.		
	Accident history data presented in tabular form by location and including annual vehicle use volume and accident rate calculations		
	Discussion of pedestrian/bicyclist needs and provisions.		



2880 International Circle, Suite 110
 Colorado Springs, CO 80910
 Phone 719-520-6300
 Fax 719-520-6695
 www.elpasoco.com

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

TRAFFIC IMPACT STUDY

Revised: January 2022

	School and pedestrian routing plans		
	School traffic analysis per North Carolina DOT MSTA https://connect.ncdot.gov/municipalities/School/pages/default.aspx		
	Master-planned trails		
	Project Traffic modeling and figures		
	Short Term Background Plus Project Traffic lanes, intersection control and LOS modeling and figures for all affected intersection movements		
	Long Term Background Plus Project Traffic lanes, intersection control and LOS modeling and figures for all affected intersection movements		
	Assess and summarize all project impacts (roadways, intersections, pedestrians, bicycles, etc.)		
	Describe proposed mitigation measures		
	Specifically address all deviations requested (separate form(s) required)		
	Address any special studies that apply (access management plan, neighborhood impact evaluation, sight distance evaluation, traffic speed study, etc.)		
6	Recommendations and Report Conclusions shall include a minimum of:		
	Narrative recommendations and conclusions		
	For final plats, state definitively what improvements the developer will be constructing with the project.		
	State whether or not any improvements affected by the project are reimbursable under the current Major Transportation Corridors Plan (MTCP) and Road Fee program.		
	State whether the MTCP or other approved corridor study calls for the construction of improvements in the immediate area.		
	State what the current applicable Road Impact Fees are and what option the developer will be selecting for payment. If the site is in a special district, so state and summarize the applicable fees.		
	Provide a description of how transportation improvements will be financed (responsibility) and a Recommended Improvements Summary Table per ECM section B.6.1.D.		
	List of References.		
7	A minimum of the following appendices:		
	Complete modeling for all existing and proposed development horizons		
	Modeled signal cycle timing matches narrative and is within DPW allowances and signal coordination requirements, if applicable		
	Modeled lanes match improvements table and CDs		