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

**PRELIMINARY PLAN CHECKLIST**

Revised: January 2022

<b>Preliminary Plan</b>				
The purpose of the preliminary plan map is to provide the information necessary to review a proposed subdivision for conformance with the LDC, County Engineering Standards, and State law. The preliminary plan map is an accurate drawing representing a proposed subdivision showing the proposed lots and tracts including the dimensions of all property lines, the size and location of any existing or proposed buildings, the location of lots in relation to abutting streets, rights-of-way and other proposed land dedications, block configurations and easements, floodplains, no-build areas, and other details concerning the layout of the subdivision.				
The PCD Director may modify the applicable requirements, including requiring additional items or removing items, based upon the project and site-specific circumstances.				
			<b>Applicant</b>	<b>PCD</b>
<b>Please confirm each item below has been included by placing a check mark in the "Applicant" column. See right for an example. The "PCD" column is for office use only.</b>			✓	Office use only
<b>Map Content</b>				
<b>Sheet Size</b>				
1	The sheet size shall be 24 inches by 36 inches, including a minimum one inch border.	✓		
<b>Scale</b>				
1	Each sheet of the preliminary plan shall be drawn to the same scale. The scale shall be one inch equals 100 feet (1 inch = 100 feet) or a scale of one inch equals 50 feet (1 inch = 50 feet) unless the PCD Director approves a larger or smaller scale. In the event a single sheet is not practicable, multiple sheets may be used. No lot shall be split between sheets. When using multiple sheets, a key map shall be provided on the first page, and on each sheet thereafter and matchlines shall be depicted.	✓		
<b>Map Content</b>				
1	Title Block and Reference Information			
	Name of proposed 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. 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.	✓		
	The words "PRELIMINARY PLAN" clearly stated,	✓		
	Name, address and telephone number of the owner of record located in the lower right hand corner,	✓		
	Date of preparation, date of survey (if applicable), north arrow, written and graphic scale located in the lower right hand corner of each sheet,	✓		
	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),	✓		
	Date of submission with provisions for dating revisions located in the lower right hand corner, and	✓		
	Vicinity map (scale of 1 inch =2000 feet in general scale preferred, but does not have to be a scaled drawing) showing the subdivision in relation to section lines and existing or proposed streets within one mile.	✓		
	The proximity of water wells, lakes, streams, irrigation ditches, ponded water, and other water sources in the area being subdivided; and	✓		
2	Layout			
	The location of property lines including location and boundaries of the subdivision if part of a larger area.	✓		
	Approximate layout, dimensions, and area of each proposed lot or tract to be platted in square feet and acres, if any lot or tract is less than 2.5 acres, or in acres if no lot or tract is less than 2.5 acres. The depiction of each tract shall also include the use designation of the respective tract.	✓		



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	Existing and proposed no-build areas and easements (e.g. drainage, utility, etc.) with approximate dimensions. All existing no-build areas and easements are to be identified as "to remain" or "to be removed."	✓	
	The footprint of existing and intended use of all existing buildings,	N/A	
	Approximate location of land intended to be conveyed or reserved for public use or reserved in the deeds for the use of all property owners, residents, or general public and the proposed method of dedication and maintenance of such land to include, but not limited to, parks; trails, open space; streets; bikeways, paths, trails, schools and school sites; utilities, and community and social service facilities. All locations or lands shall be identified as public or private. The use designations and final ownership of all property proposed to be set aside for public and private facilities including the area of each tract to be set aside.	✓	
	A number associated with each lot and block in the subdivision, beginning with the numeral 1 and continuing consecutively throughout the property being subdivided, with no omissions or duplications. Tracts shall be given an alpha designation. All lot, block, and tract numbering shall conform to the provisions of Section 7.2.5 of the LDC.	✓	
	Exterior boundary description of subject property graphically depicted and a written legal description tied to a survey monument.	✓	
3	Contours		
	Accurate existing contours shall be shown at intervals of two (2) feet or less; contours at intervals of five (5) feet will be acceptable where the slope is greater than ten percent or as otherwise determined by the PCD Director. Contours shall be extended no less than 100 feet onto the adjacent property and show significant adjacent topography. Elevations based on United States Geologic Survey (U.S.G.S.) sea level datum. The U.S.G.S. quad maps shall not be accepted as evidence for topographic contours.	✓	
4	Hazards and Constraints		
	Approximate location of all areas of floodplain, inundation, or storm water overflow and the location, widths, and direction of flow of all water courses,	✓	
	Areas of geological hazards and constraints, including slopes greater than 30 percent, and	✓	
	Base flood elevation, unless otherwise proposed to be modified through FEMA.	N/A	
	Delineation of all other hazardous areas. Preliminary plan notes shall also be included identifying all hazards or constraints, mitigation measures, and corresponding lot numbers for any lots encumbered by such hazards or constraints. For areas in tracts or easements requiring maintenance, the responsible maintenance entity shall be identified in the notes.	✓	
5	Unsuitable Building Areas		
	The location of railroad rights-of-way,	N/A	
	The location of mineral resource areas, and	N/A	
	Sites of historic or archeological significance as inventoried in the El Paso County Historic Preservation Plan. Identified and inventoried sites of natural, scenic, and/or paleontological importance.	N/A	
6	Natural and Other Features		
	The location of all major rock outcroppings and wooded areas,	N/A	
	The location of natural hazard areas including areas of wildfire hazard as defined on the El Paso County Wildfire Hazards Map,	N/A	
	Identify significant wildlife habitat areas including protected species habitat, breeding grounds, nesting areas, crossings, wintering areas, migratory routes, etc., and	N/A	
	The location and proposed ownership of wetlands, watercourses, bodies of water, irrigation ditches, and laterals,	N/A	
	Other significant features within or adjacent to the property to be subdivided.	N/A	
7	Streets, Roads, Easements		



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	Right-of-way lines, widths, locations, surfacing, street names, and proposed ownership (public or private) of all existing and proposed streets within and immediately adjacent to, the property being subdivided, including the classification of each of the streets. Street names shall be approved by the El Paso Teller E-911 Authority. Alleys, greenways, bikeways, trails, and other transportation links shall also be depicted.	✓	
	The approximate length of all street centerlines, centerline radii and approximate grades, type of curb, gutter, sidewalk, and locations of pedestrian ramps. The data may be placed in a data table.	✓	
	The approximate locations, dimensions, ownership and use designations of all proposed or existing easements.	✓	
	Existing and proposed location of bridges, culverts, and provisions for collection and discharge of surface drainage including inlets, storm drains and detention facilities.	✓	
8	Other Information and Notations		
	The name and ownership of all adjoining properties, including public lands. All adjoining properties within a subdivision shall also be identified by the subdivision name and lot or tract designation.	✓	
	Designation and location of any proposed school, park and other public property.	✓	
	All proposed and existing fire hydrant or cistern locations.	✓	



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**PLANNED UNIT DEVELOPMENT CHECKLIST**

Revised: January 2022

<b>Planned Unit Development</b>		
<p>A Planned Unit Development map is intended to provide the information necessary to review a Planned Unit Development map for a proposed development for general conformance with the LDC and State law. The Planned Unit Development (PUD) district is a versatile zoning mechanism to encourage innovative and creative design and to facilitate a mix of uses including residential, business, commercial, and industrial, recreation, open space, and other selected secondary uses. This zoning district is established in accordance with C.R.S. §§ 24-67-101, et seq.</p>		
<p>The PCD Director may modify the applicable requirements, including requiring additional items or removing items, based upon the project and site-specific circumstances.</p>		
	<b>Applicant</b>	<b>PCD</b>
<p><b>NOTE: Please confirm each item below has been included by placing a check mark in the "Applicant" column. See right for an example. The "PCD" column is for office use only.</b></p>	<b>✓</b>	Office use only
<b>Map Content</b>		
<b>Sheet Size</b>		
1	The sheet size shall be 24 inches by 36 inches, including a minimum one inch border.	✓
<b>Scale</b>		
2	Each sheet of the PUD shall be drawn to the same scale. The scale shall be one inch equals 100 feet (1 inch = 100 feet) or a scale of one inch equals 50 feet (1 inch = 50 feet) unless the PCD Director approves a larger or smaller scale. In the event a single sheet is not practicable, multiple sheets may be used. No lot shall be split between sheets. When using multiple sheets, a key map shall be provided on the first page, and on each sheet thereafter and matchlines shall be depicted.	✓
<b>Map Content</b>		
3	Title Block and Reference Information	
	Name of proposed development centered on the top of the plan and at the top of each sheet. On each sheet, a subtitle, in smaller lettering, shall indicate the quarter section(s)(1/4), section, township and range in which the development is located. The name of the County and the State shall be included in the subtitle.	✓
	The words "DEVELOPMENT PLAN" clearly stated,	✓
	Name, address and telephone number of the owner of record located in the lower right hand corner,	✓
	Date of preparation, date of survey (if applicable), north arrow, written and graphic scale located in the lower right hand corner of each sheet,	✓
	Names, address, and telephone number of person(s) responsible for preparing the development plan (e.g., licensed surveyor, licensed engineer or designer of the development plan) located in the lower right hand corner (if applicable),	✓
	Date of submission with provisions for dating revisions located in the lower right hand corner, and	✓
	Vicinity map (scale of 1 inch = 2000 feet in general scale preferred, but does not have to be a scaled drawing) showing the subdivision in relation to section lines and existing or proposed streets within one mile.	✓
	The proximity of water wells, lakes, streams, irrigation ditches, ponded water, and other water sources in the area being subdivided; and	✓
4	Layout	
	The location of property lines including location and boundaries of the development if part of a larger area.	✓
	Approximate layout, dimensions, and area of each proposed lot or tract in square feet and acres, if any lot or tract is less than 2.5 acres, or in acres if no lot or tract is less than 2.5 acres. The depiction of each tract shall also include the use designation of the respective tract.	✓
	Existing and proposed no-build areas and easements (e.g. drainage, utility, etc.) with approximate dimensions. All existing no-build areas and easements are to be identified as "to remain" or "to be removed."	✓
	The footprint and intended use of all existing buildings.	N/A



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### PLANNED UNIT DEVELOPMENT CHECKLIST

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	<p>Approximate location of land intended to be conveyed or reserved for public use or reserved in the deeds for the use of all property owners, residents, or general public and the proposed method of dedication and maintenance of such land to include, but not limited to, parks; trails, open space; streets; bikeways, paths, trails, trailheads, schools and school sites; utilities, and community and social service facilities. All locations or lands shall be identified as public or private. The use designations and final ownership of all property proposed to be set aside for public and private facilities including the area of each tract to be set aside.</p>	✓	
	<p>A number associated with each lot and block in the development, beginning with the numeral 1 and continuing consecutively throughout the property included in the development plan, with no omissions or duplications. Tracts shall be given an alpha designation.</p>	✓	
	<p>Exterior boundary description of subject property graphically depicted and a written legal description tied to a survey monument.</p>	✓	
	<p>Cover Sheet The following wording shall be placed verbatim beginning in the upper left hand area of the map:</p>		
	<p>A statement establishing the purpose and intent of the PUD zoning district.</p>	✓	
	<p>Authority This PUD is authorized by Chapter 4 of the El Paso County Land Development Code, adopted pursuant to the Colorado Planned Unit Development Act of 1972, as amended.</p>	✓	
	<p>Applicability The provisions of this PUD shall run with the land. The landowners, their successors, heirs, or assigns shall be bound by this Development Plan, as amended and approved by the Planning and Community Development Department Director or Board of County Commissioners.</p>	✓	
	<p>Adoption The adoption of this development plan shall evidence the findings and decisions of the El Paso County Board of County Commissioners that this Development Plan for (name of PUD) is in general conformity with the El Paso County Master Plan, El Paso County Policy Plan and applicable Small Area Plan(s); is authorized under the provision of the El Paso County Land Development Code; and that the El Paso County Land Development Code and this development plan complies with the Colorado Planned Unit Development Act of 1972, as amended.</p>	✓	
	<p>The provisions of this Development Plan shall prevail and govern the development of (name of PUD), provided, however, that where the provisions of this Development Plan do not address a particular subject, the relevant provisions of the El Paso County Land Development Code, as amended and in effect at the time of the PUD plan approval (or owner acknowledge the PUD changes with the Code), or any other applicable resolutions or regulations of El Paso County, shall be applicable.</p>	✓	
	<p>To further the mutual interest of the residents, occupants, and owners of the PUD and of the public in the preservation of the integrity of this development plan, the provisions of this plan relating to the use of land and the location of common open space shall run in favor of El Paso County and shall be enforceable at law or in equity by the County without limitation on any power or regulation otherwise granted by law.</p>	✓	
	<p>Where there is more than one provision within the development plan that covers the same subject matter, the provision which is most restrictive or imposes higher standards or requirements shall govern.</p>	✓	
	<p>The total number of dwellings or the total commercial, business, or industrial intensity shown on the development plan for development within the specified planning areas is the maximum development requested for platting or construction (plus any approved density transfers). The actual number of dwellings or level of development may be less due to subdivision or Site Development Plan requirements, land carrying capacity, or other requirements of the Board of County Commissioners.</p>		
	<p>At the time of any final plat application, the applicant shall provide a summary of the development, to date, to Planning and Community Development Department, in order to assure maximum development limits are not exceeded.</p>		
	<p>The cover sheet shall include any cross reference to the ZCP or previous PUD Development Plan, including any recording references.</p>		



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	The following certifications on a single sheet, which is typically the cover sheet: Surveyor, Title Verification, Board of County Commissioners, Clerk and Recorder, and PCD Director.		
	Acknowledgments of the execution of the development plan by the property owner(s) (Statement of ownership and acknowledgment) before a notary public		
5	General		
	Land use(s) for each area included in the plan and corresponding acreage.	✓	
	Density (gross and net) of all areas proposed for residential development. If densities vary within the development, each density shall be depicted for the corresponding area.	✓	
	Commercial/industrial square footage.	N/A	
	Buffering and screening, including the method of screening and buffering being proposed for each applicable area, from surrounding properties.	✓	
	Permitted principle uses, accessory uses, special uses, dimensional standards, sign standards, and architectural standards.	✓	
	Landscape plan (see associated checklist)	✓	
6	Hazards and Constraints		
	Approximate location of all areas of floodplains, frequent stormwater inundation, or storm water overflow and the location, widths, and direction of flow of all water courses.	✓	
	Areas of geological hazards and constraints, including but not limited to slopes greater than 30 percent.	✓	
	Base flood elevations, unless otherwise proposed to be modified via the LOMR process through FEMA.	N/A	
7	Unsuitable Building Areas		
	The location of railroad rights-of-way.	N/A	
	The location of existing mineral extraction area(s) and any areas of mining-related subsidence.	N/A	
	Sites of historic or archeological significance. Identified and inventoried sites of natural, scenic, and/or paleontological importance.	N/A	
8	Natural and Other Features		
	The location of all major rock outcroppings and wooded areas.	N/A	
	The location of natural hazard areas including areas of wildfire hazard as defined on the El Paso County Wildfire Hazards Map.	N/A	
	Identify significant wildlife habitat areas including protected species habitat, breeding grounds, nesting areas, crossings, wintering areas, migratory routes, etc.	N/A	
	The location and proposed ownership of wetlands, watercourses, bodies of water, irrigation ditches, and laterals.	N/A	
	Other significant features within the property.		
9	Streets, Roads, Easements		
	Right-of-way lines, widths, locations, surfacing, street names, and proposed ownership (public or private) of all existing and proposed streets within and immediately adjacent to, the development plan, including the classification of each of the streets. Street names shall be approved by the El Paso Teller E-911 Authority. Alleys, greenways, bikeways, trails, and other transportation links shall also be depicted.	✓	
	The approximate length of all street centerlines, grades, radii of curves, type of curb, gutter, sidewalk, and pedestrian ramps.	✓	
	The approximate locations, dimensions, ownership and use designations of all proposed or existing easements.	✓	
	Existing and proposed location of bridges, culverts, and provisions for collection and discharge of surface drainage including detention facilities.	✓	
10	Other Information and Notations		
	Designation and location of any proposed school, park and other public property.	✓	
	The location of all proposed and existing fire suppression water supply sources (e.g. cisterns, ponds, tanks, etc.).	N/A	
	The location of all proposed water and wastewater infrastructure (e.g. pump stations, water tanks, lift stations, treatment facilities, water mains, interceptors, etc.).	✓	





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**LANDSCAPE PLAN CHECKLIST**

Revised: January 2022

<b>Landscape Plan</b>			
<p>The landscape requirements are intended to provide uniform standards for the development and maintenance of the landscaping of private property and public rights-of-way to achieve a balance between the individual right to develop and the general benefit and welfare of the community. The benefits to be achieved and the overall purposes of landscaping are: (1) to create a positive image and visual appeal both along the road which is highly visible and internal properties which provide a working, shopping and living environment; (2) to decrease the scale of parking lots, provide shade, and reduce heat, glare and noise; (3) to separate circulation systems; to soften and reduce the mass of buildings; to screen and buffer lower intensity uses from higher intensity uses and protect residential privacy; and (4) to create an overall pleasant and attractive surrounding. The landscape plan shall meet the requirements of Chapter 6 of Land Development Code.</p>			
<p>The PCD Director may modify the applicable requirements, including requiring additional items or removing items, based upon the project and site-specific circumstances.</p>			
		<b>Applicant</b>	
		<b>PCD</b>	
	<p><b>NOTE: Please confirm each item below has been included by placing a check mark in the "Applicant" column. See right for an example. The "PCD" column is for office use only.</b></p>	<b>✓</b>	Office use only
1	Owner name, contact telephone number, and email	✓	
2	Applicant name (if not owner), contact telephone number, and email	✓	
3	Plan preparer contact telephone number and email	✓	
4	Date, north arrow, and a graphic scale	✓	
5	Vicinity map showing the subdivision in relation to section lines and existing or proposed arterial or collector roadways.	✓	
6	Location and dimension of the all property lines, rights-of-way, and all existing and proposed easements	✓	
7	Location and classification of all existing and proposed internal and adjacent roadway(s).	✓	
8	The outlines of all structures, parking areas, outside storage areas, loading areas, and refuse collection area(s) in relation to the landscaping.	✓	
9	The existing zoning of the subject property and the existing zoning of surrounding properties.	✓	
10	Location and species of all plantings and the location and design of any proposed irrigation infrastructure for proposed landscaping in the rights-of-way, if pre-approved. (license agreement required)	✓	
11	The location of all utilities, walls, fences, exterior parking and loading areas, pedestrian walks or paths, pedestrian-oriented areas, vehicular drives, storm water detention areas, and other manmade elements. Detail drawings of all required structures used for screening purposes (Example: refuse areas, equipment screening, and/or gates).	✓	
12	Sight distance triangles and any plantings, signs, walls, structures, or other visual obstructions within the triangles where applicable.	✓	
13	The location, type, size, and quantity of major existing plant materials meeting the plant type requirements, including all vegetated groundcover areas, shrubs, and trees, with information as to which materials are proposed to be removed and which shall be retained or relocated.	✓	
14	All proposed ground cover areas shall be identified, including the types and amounts of living plant materials to be used and the size and depth of non-living materials. The manner in which any lawn areas are to be established (for example, by sodding or seeding) shall be indicated. The landscape treatment of all adjacent right-of-way areas, as well as the owner/ developer's property, shall be identified.	✓	
15	Phasing, if applicable, shall be noted on the landscape plan or provided as supplemental information. All future development phases within a site shall have all disturbed soil surfaces reseeded to prevent erosion. All requests for phasing of landscaping shall be expressly approved by the PCD Director prior to submittal of the associated application.	✓	
16	If the application includes a request for approval of an alternative landscape plan, the landscape plan shall include a statement requesting approval of the alternative design and justification for the request unless otherwise provided for in the letter of intent.	N/A	



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17	Landscape planting summary table to include a summary of required and proposed landscaping based upon adjacent or internal roadways, adjacent land use(s), parking area(s), buffer and screen area(s), and compliance with all internal landscaping requirements.	✓	
18	Legend with plant species, quantity, maturity height, ball and burlap size, caliper, symbol and name	✓	
19	Any other additional items as required by the PCD Director deemed necessary to address the applicable review criteria:	N/A	



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**FIRE PROTECTION REPORT CHECKLIST**

Revised: January 2022

<b>Fire Protection Report</b>		
<p>The purpose of the Fire Protection Report to ensure that proposed development is reviewed in consideration of the wildfire risks and need to provide adequate fire protection in order to: 1.) regulate development, buildings, and structures so as to minimize the hazard to public health, safety, and welfare; 2.) ensure that adequate fire protection is available for new development; 3.) implement wildfire hazard reduction in new development; 4.) encourage voluntary efforts to reduce wildfire hazards; and 5.) reduce the demands from the public for relief and protection of structures and facilities. (Reference: Fire Protection and Wildfire Mitigation Section of Chapter 6 of the Land Development Code.)</p>		
<p>The PCD Director may modify the applicable requirements, including requiring additional items or removing items, based upon the project and site-specific circumstances.</p>		
	<b>Applicant</b>	<b>PCD</b>
	<b>✓</b>	Office use only
<p><b>NOTE: Please confirm each item below has been included by placing a check mark in the "Applicant" column. See right for an example. The "PCD" column is for office use only.</b></p>		
1	<b>✓</b>	
2	<b>✓</b>	
3	<b>✓</b>	
4	<b>✓</b>	
5	<b>✓</b>	
6	<b>✓</b>	
	<b>✓</b>	
	<b>✓</b>	
	<b>✓</b>	
7	<b>✓</b>	
8	<b>✓</b>	