



2880 International Circle, Suite 110  
 Colorado Springs, CO 80910  
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 www.elpasoco.com

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

**PRELIMINARY PLAN CHECKLIST**

Revised: January 2022

| <b>Preliminary Plan</b>  |  |  |                  |                 |  |
|--|--|--|------------------|-----------------|--|
| <p>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.</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>Please confirm each item below has been included by placing a check mark in the "Applicant" column. See right for an example. The "PCD" column is for office use only.</b></p>   |  |  | ✓                | Office use only |  |
| <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,  |   |  |
|   | 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.   |   |  |
|   | 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,  |   |  |
|   | The location of mineral resource areas, and  |   |  |
|   | 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.   |   |  |
| 6 | Natural and Other Features   |   |  |
|   | The location of all major rock outcroppings and wooded areas,  |   |  |
|   | The location of natural hazard areas including areas of wildfire hazard as defined on the El Paso County Wildfire Hazards Map,   |   |  |
|   | Identify significant wildlife habitat areas including protected species habitat, breeding grounds, nesting areas, crossings, wintering areas, migratory routes, etc., and  |   |  |
|   | The location and proposed ownership of wetlands, watercourses, bodies of water, irrigation ditches, and laterals,  |   |  |
|   | Other significant features within or adjacent to the property to be subdivided.  |   |  |
| 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.  | ✓ |  |