

# Site Development Plan Submittal Requirements

Refer to the City of Fountain's [Zoning Ordinance](#) for plan submittal procedures and regulatory requirements. If applicable, please reference the [Subdivision Regulations](#) of the City of Fountain.

The following checklist outlines the information to be included directly on the proposed plan. Please complete this checklist by checking the boxes of the items submitted. Applications will not be accepted without this completed checklist.

<input checked="" type="checkbox"/> A completed online application form.		
<input type="checkbox"/> Nonrefundable fee as set forth in the <a href="#">fee schedule</a> . <b>Payments can be made by eCheck (\$1.00 fee) or Credit Card (2.25% + \$0.75)</b>		
<input type="checkbox"/> Letter of intent describing the purpose of the request, possible development time frames, etc.		
<input checked="" type="checkbox"/> I, acting as the agent for the owner/developer/organization hereby certify that I have their approval and that the information submitted is true.		
<input type="checkbox"/> Vicinity Map		
<input type="checkbox"/> Letter of Authorization from Owner (if applicable)		
<input type="checkbox"/> Site Development Plan		
<input type="checkbox"/> Utility Plan		
<input type="checkbox"/> Grading & Erosion Control Plan		
<input type="checkbox"/> Landscape Plan		
<div style="background-color: #e1f5fe; padding: 5px;"><b>Comments</b></div> <table border="1"><tr><td>Kimberly Johnson NES, Inc. 4/29/26 07:47 AM</td><td>There is no landscape plan, we are requesting administrative relief from plantings.</td></tr></table>	Kimberly Johnson NES, Inc. 4/29/26 07:47 AM	There is no landscape plan, we are requesting administrative relief from plantings.
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<input type="checkbox"/> Photometric Plan		
<input type="checkbox"/> Building Elevations		
<div style="background-color: #e1f5fe; padding: 5px;"><b>Comments</b></div> <table border="1"><tr><td>Kimberly Johnson NES, Inc. 4/29/26 07:47 AM</td><td>There are no buildings with this application.</td></tr></table>	Kimberly Johnson NES, Inc. 4/29/26 07:47 AM	There are no buildings with this application.
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<input type="checkbox"/> Title Commitment (dated w/in 30 days of submittal)		
<input type="checkbox"/> Legal Description on Surveyors letterhead		
<input type="checkbox"/> Copy of Accepted Electric Design Application (Contact Electric Department At 719-322-2092)		
<input type="checkbox"/> Water Meter Sizing form located <a href="#">here</a> (MS Excel)		
<div style="background-color: #e1f5fe; padding: 5px;"><b>Comments</b></div>		

Kimberly Johnson  
NES, Inc.  
4/29/26 07:49 AM

This requirement is waived as the expansion will be served with existing on-site water service for fire suppression hydrants only. See e-mail from Fountain Water Department.

- Drainage Letter/Report
- Traffic Impact Analysis
- Environmental Impact Analysis/Report