



## Planning and Community Development Department

2880 International Circle, Colorado Springs, CO 80910

Phone 719.520.6300 | Fax 719.520.6695 | [www.elpasoco.com](http://www.elpasoco.com)

### Type D Application Form (1-2C)

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

- ☐ Appeal
- ☐ Approval of Location
- ☐ Board of Adjustment
- ☐ Certification of Designation
- ☐ Const. Drawings, Minor or Major
- ☐ Development Agreement
- ☐ Final Plat, Minor or Major
- ☐ Final Plat, Amendment
- ☐ Minor Subdivision
- ☐ Planned Unit Dev. Amendment, Major
- ☐ Preliminary Plan, Major or Minor
- ☐ Rezoning
- ☐ Road Disclaimer
- ☐ SIA, Modification
- ☐ Sketch Plan, Major or Minor
- ☐ Sketch Plan, Revision
- ☐ Solid Waste Disposal Site/Facility
- ☐ Special District
- ☐ Special Use
  - ☐ Major
  - ☐ Minor, Admin or Renewal
- ☐ Subdivision Exception
- ☐ Vacation
  - ☐ Plat Vacation with ROW
  - ☐ Vacation of ROW
- ☐ Variances
  - ☐ Major
  - ☐ Minor (2<sup>nd</sup> Dwelling or Renewal)
  - ☐ Tower, Renewal
- ☐ Vested Rights
- ☐ Waiver or Deviation
- ☐ Waiver of Subdivision Regulations
- ☐ WSEO
- ☐ Other: \_\_\_\_\_

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

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

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

- ☐ Check this box if **Administrative Relief** is being requested in  
association with this application and attach a completed  
Administrative Relief request form.
- ☐ Check this box if any **Waivers** are being requested in association  
with this application for development and attach a completed  
Waiver request form.

**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:	Fax:
Email or Alternative Contact Information:	

#### For PCD Office Use:

Date:	File :
Rec'd By:	Receipt #:
DSD File #:	

**Description of the request:** *(submit additional sheets if necessary):*

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**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:	Fax:
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:	Fax:
Email or Alternative Contact Information:	

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

An owner signature is not required to process a Type A or B Development Application. 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: \_\_\_\_\_

# EL PASO COUNTY LAND DEVELOPMENT CODE

## Chapter V - Section 55 Subdivision Summary Form

Date: \_\_\_\_\_

SUBDIVISION NAME:

\_\_\_\_\_

County \_\_\_\_\_

Type of Submittal:

Request for Exemption \_\_\_\_\_

Preliminary Plan \_\_\_\_\_

Final Plat \_\_\_\_\_

SUBDIVISION LOCATION: Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_ 1/4

OWNER(S) NAME

ADDRESS

SUBDIVIDER(S) NAME

ADDRESS

	Type of Subdivision	Number of Dwelling Units	Area (Acres)	% of Total Area*
<input type="checkbox"/>	Single Family			
<input type="checkbox"/>	Apartments			
<input type="checkbox"/>	Condominiums			
<input type="checkbox"/>	Mobile Homes			
<input type="checkbox"/>	Commercial	N/A		
<input type="checkbox"/>	Industrial	N/A		
<input type="checkbox"/>	Other (specify)			
<input type="checkbox"/>	Street			
<input type="checkbox"/>	Walkways			

<input type="checkbox"/>	Dedicated School Sites			
<input type="checkbox"/>	Reserved Park Sites			
<input type="checkbox"/>	Private Open Areas			
<input type="checkbox"/>	Easements			
<input type="checkbox"/>	Other (specify)			
<input type="checkbox"/>	<b>TOTAL</b>			

\* (By map measure)

Estimated Water Requirements \_\_\_\_\_  
(gallons/day).

Proposed Water Source(s)  
\_\_\_\_\_

Estimated Sewage Disposal Requirement \_\_\_\_\_  
(gallons/day).

Proposed Means of Sewage Disposal  
\_\_\_\_\_

#### **ACTION:**

Planning Commission Recommendation

Approval \_\_\_\_\_ Date \_\_\_\_\_

Disapproval \_\_\_\_\_

Remarks: \_\_\_\_\_

\_\_\_\_\_

Board of County Commissioners

Approval \_\_\_\_\_ Date \_\_\_\_\_

Disapproval \_\_\_\_\_

Exemption under C.R.S. 30-28-101 (10) (d) \_\_\_\_\_

Remarks (if exemption, state reason): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Note: This form is required by C.R.S. 30-28-136 (4), but is not a part of the regulations of El Paso County, Colorado.

## Letter of Intent

A Letter of Intent shall be submitted with all zoning, rezoning, special use, variance of use, nonconforming use, sketch plan, preliminary plan, final plat, minor subdivision, vacations, Board of Adjustment petitions, etc. Where applicable, please provide the following appropriate information to serve as a cover page for the Letter of Intent.

For all Letters of Intent, the following information is required:

- \_\_\_ 1. Owner/applicant and consultant, including addresses and telephone numbers.
- \_\_\_ 2. Site location, size and zoning.
- \_\_\_ 3. Request and justification.
- \_\_\_ 4. Existing and proposed facilities, structures, roads, etc.
- \_\_\_ 5. Waiver requests (if applicable) and justification.

The following information, when applicable, shall be submitted for zoning and rezoning requests:

- \_\_\_ 6. The purpose and need for the change in zone classification.
- \_\_\_ 7. The total number of acres in the requested area.
- \_\_\_ 8. The total number of residential units and densities for each dwelling unit type.
- \_\_\_ 9. The number of industrial or commercial sites proposed.
- \_\_\_ 10. Approximate floor area ratio of industrial and/or commercial uses.
- \_\_\_ 11. The number of mobile home units and densities.
- \_\_\_ 12. Typical lot sizes: length and width.
- \_\_\_ 13. Type of proposed recreational facilities.
- \_\_\_ 14. If phased construction is proposed, how it will be phased.
- \_\_\_ 15. Anticipated schedule of development.
- \_\_\_ 16. How water and sewer will be provided.
- \_\_\_ 17. Proposed uses, relationship between uses and densities.
- \_\_\_ 18. Areas of required landscaping.
- \_\_\_ 19. Proposed access locations.
- \_\_\_ 20. Approximate acres and percent of land to be set aside as open space, not to include parking, drive, and access roads.

## Notice to Adjacent Property Owners

A letter of Notice to Adjacent Property Owners shall be submitted with certain land use applications. Please choose one of the following:

- a. Signed Notification of the Adjacent Property Owners (see attached)
- b. Copy of the certified letter receipts to the Adjacent Property Owners.
- c. Both

(Please refer to the attached handout showing the adjacent property owners required.)

For all Notice to Adjacent Property Owners, the following information is required:

1. Please begin your letter with the following paragraph:  
“This letter is being sent to you because (Name of Owner/Applicant/Consultant) is proposing a land use project in El Paso County at the referenced location (see item #3). This information is being provided to you prior to a submittal with the County. Please direct any questions on the proposal to the referenced contact(s) in item #2. Prior to any public hearing on this proposal a notification of the time and place of the public hearing will be sent to the adjacent property owners by the El Paso County Planning Department. At that time you will be given the El Paso County contact information, the file number and an opportunity to respond either for, against or expressing no opinion in writing or in person at the public hearing for this proposal.”
- \_\_\_ 2. For questions specific to this project, please contact:  
Owner/applicant and consultant,  
addresses and telephone numbers.
- \_\_\_ 3. Site address, location, size and zoning.
- \_\_\_ 4. Request and justification.
- \_\_\_ 5. Existing and proposed facilities, structures, roads, etc.
- \_\_\_ 6. Waiver requests (if applicable) and justification.
- \_\_\_ 7. Vicinity Map showing the adjacent property owners.

## Notification of Adjacent Property Owners

Name and Address of Petitioner(s): \_\_\_\_\_

\_\_\_\_\_

Telephone #'s: \_\_\_\_\_

Description of Proposal: \_\_\_\_\_

\_\_\_\_\_

A list of adjacent property owners may be acquired from the County Assessor's office. If adjacent property owners cannot be reached in person, the applicant must send an Adjacent Property Owner Notification letter by certified mail and provide, as part of the submittal, a copy of the letter sent and a copy of each receipt.

The undersigned, being an adjacent property owner, has read the above notification. I understand I may appear in person at the advertised public hearing to further express my comments.

Date	Owner (Yes or No)	Name (Signature) and Address	Comments

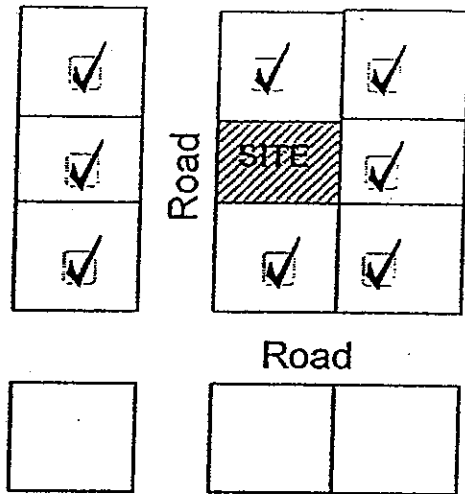
(For additional space, attach a separate sheet of paper)

Above are the signatures of the adjacent property owners who own the property described after their names or who are located as indicated (e.g. north of the subject property). I hereby acknowledge that the information provided within this notification is correct.

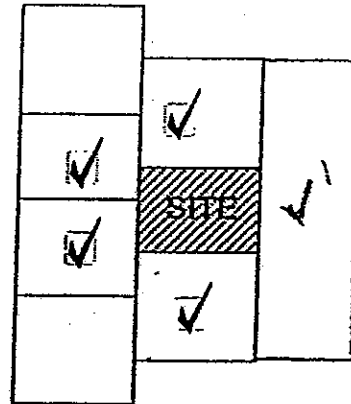
\_\_\_\_\_ date \_\_\_\_\_  
(Signature of Petitioner or Owner)

\_\_\_\_\_ date \_\_\_\_\_  
(Signature of Petitioner or Owner)

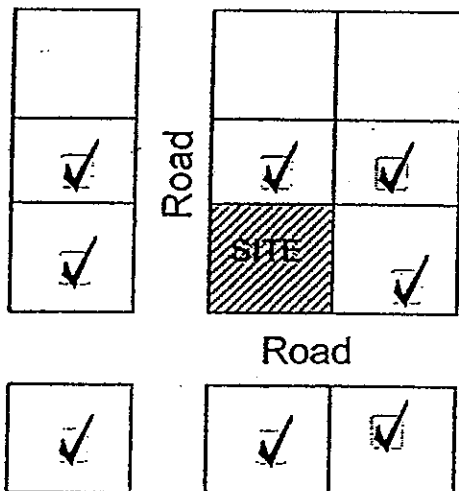
## Notification of Adjacent Property Owners



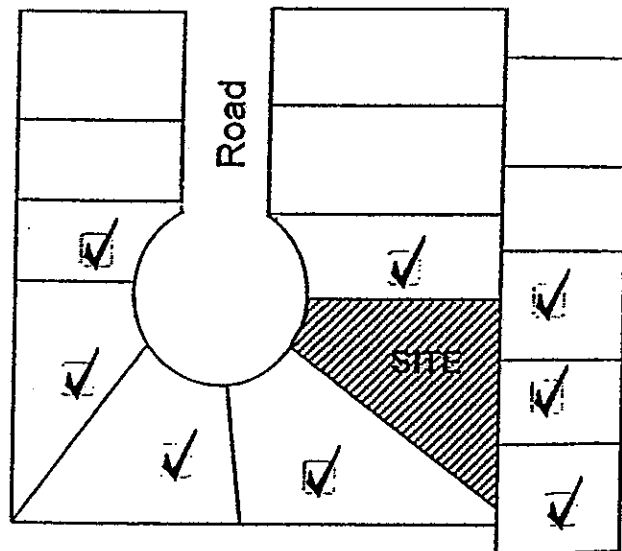
Example 1



Example 2



Example 3



Example 4



## FINAL PLAT DRAWING CHECKLIST

PROJECT NAME: \_\_\_\_\_  
SUBMITTAL DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_  
SUBMITTED BY: \_\_\_\_\_  
SUBMITTAL REVIEWED BY: \_\_\_\_\_

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The final plat shall be drawn by a registered land surveyor with permanent India ink or produced by a photographic process on a linen or polyester (Mylar) film.

Size of sheets: 24" x 26".

☐

Scale: 1" = 20', 1" = 50', 1" = 100'. Plats covering over 160 acres or which are made up of a majority of lots of five (5) acres or more may be drawn at a scale of 1" = 200'. However, all plats drawn to this scale must illustrate the required information clearly and legibly.

☐

If more than one sheet is used, all sheets must be indexed and contain an index map showing the relationship of the sheet to the whole. Each sheet shall show the scale, date of the survey, north point, and name of the subdivision.

☐

### **The following information shall be shown on the plat:**

Name of the subdivision.

☐

Date of preparation, north point, written and graphic scale.

☐

Name of owner or owners of record.

☐

Name of County and State.

☐

Total acreage of subdivision, total number of lots, and acreage per lot.

☐

Location and description of the subdivision referenced by quarter section, section, township, range; if said description contains references to recorded documents, said information shall be indicated on the map.

☐

### **Certification Statements, to include:**

Certification of Dedication, Ownership, and Maintenance.

☐

Certification of Approval by Board of County Commissioners.

☐

Certification by Clerk and Recorder.

☐

Certification of Survey by a Colorado Registered Land Surveyor.

☐

Certification of the Planning Director.

☐

An accurate and complete boundary survey shall be made of the land to be subdivided. A traverse of the exterior boundaries of the tract, and of each block, when computed from field measurements on the ground must close within a limit of one (1) foot to ten thousand (10,000) feet of perimeter. Boundaries shall be clearly indicated on the plat.

☐

The exact location and width of all existing or recorded streets, rights- of-way, and easements adjacent to the boundaries of the subdivided tract shall be identified by dashed lines. Adjacent subdivisions shall be identified by official names.

☐

On curved boundaries and all curves on the plat sufficient data shall be given to enable the reestablishment of curves on the ground. Curve data shall include:

- (1) Central angle - ☐
- (2) Radius – R ☐
- (3) Arc length - L ☐

Bearings and/or angles and lengths shall be given for all lot lines. In cases where a lot line is a common line only one set of figures, adjacent to the line described, need be given if the lot descriptions are given to the same bearing, not a reverse bearing. If table data is used, each individual lot must be separately described giving all bearings and/or angles and lengths making each lot close by data provided and a table must be included on the same page as the plat. 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. All bearings and lengths on the plat must close to within plus or minus 0 degrees, 01 minute.

☐

The right-of-way lines, widths, locations, and names of all proposed or existing public or private streets, alleys, greenways, bikeways, paths, trails, and other transportation links dimensioned by lengths, widths, bearings. Centerline data or right-of-way data for all curves shall be indicated on the plat.

☐

All easements (existing or proposed) and utility rights-of-way shall be clearly labeled, identified, dimensioned, and tied to reference points and shall be shown by fine dashed lines. Existing easements must bear notation of dedication or conveyance. If any easement of record cannot be definitely located, a statement of the existence, the nature, and the easement's record reference must be placed in the note section. (This provision shall apply to easements and the disposition thereof indicated in the note section).

☐

All lots shall be numbered without duplication.

☐

Parcels other than lots, streets, or easements shall be designated by letter with disposition indicated in the note section. Location of land intended to be conveyed or reserved for public use or reserved in the deeds for the use of all property owners in the proposed subdivision shall be so identified. Public tracts shall be dedicated by a statement on the plat; responsibility of maintenance of all other tracts shall be noted.

☐

Excepted parcels (parcels not a part of the subdivision) shall be marked and dimensioned and shall include the statement "not included".

☐

Lots which require special studies for development or which present significant hazards to development shall be indicated by letter and limitations placed in the note section.

☐

The 100-year (standard project) floodplain, if applicable, shall be delineated on a plat. No lots will be located in a floodplain except to the extent that development conforms with existing El Paso County regulations and lots with these limitations shall be located, and so identified on the plat.

☐

Monuments:

(1) Permanent reference monuments shall be set on the external boundary of the subdivision pursuant to Colorado Revised Statutes.

☐

(2) Block and lot monuments shall be set pursuant to Colorado Revised Statutes.

☐

(3) Subdivision will be tied by angles and distances to the nearest accepted monuments.

☐

(4) All monuments shall be located and described. Information adequate to locate and trace all monuments shall be noted on the plat.

☐

# WATER SUPPLY INFORMATION SUMMARY

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	BLOCK	LOT
4. TOTAL ACREAGE	5. NUMBER OF LOTS PROPOSED      PLAT MAP ENCLOSED <input type="checkbox"/> YES		
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? <input type="checkbox"/> YES <input type="checkbox"/> NO B. Has the parcel ever been part of a division of land action since June 1, 1972? <input type="checkbox"/> YES <input type="checkbox"/> 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 _____ 1/4 SECTION _____ TOWNSHIP _____ <input type="checkbox"/> N <input type="checkbox"/> S RANGE _____ <input type="checkbox"/> E <input type="checkbox"/> W  PRINCIPAL MERIDIAN: <input type="checkbox"/> 6TH <input type="checkbox"/> N.M. <input type="checkbox"/> UTE <input type="checkbox"/> COSTILLA			
8. PLAT - Location of all wells on property must be plotted and permit numbers provided. Surveyors plat <input type="checkbox"/> Yes <input type="checkbox"/> No      If not, scaled hand drawn sketch <input type="checkbox"/> Yes <input type="checkbox"/> No			
9. ESTIMATED WATER REQUIREMENTS - Gallons per Day or Acre Feet per Year  HOUSEHOLD USE # _____ of units      _____ GPD      _____ AF  COMMERCIAL USE # _____ of S.F.      _____ GPD      _____ AF  IRRIGATION # _____ of acres      _____ GPD      _____ AF  STOCK WATERING # _____ of head      _____ GPD      _____ AF  OTHER _____      _____ GPD      _____ AF  TOTAL      _____ GPD      _____ AF		10. WATER SUPPLY SOURCE  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> EXISTING WELLS            WELL PERMIT NUMBERS            _____            _____            _____         </div> <div style="width: 45%;"> <input type="checkbox"/> DEVELOPED SPRING  <input type="checkbox"/> NEW WELLS -            PROPOSED AQUIFERS - (CHECK ONE)  <input type="checkbox"/> ALLUVIAL      <input type="checkbox"/> UPPER ARAPAHOE  <input type="checkbox"/> UPPER DAWSON      <input type="checkbox"/> LOWER ARAPAHOE  <input type="checkbox"/> LOWER DAWSON      <input type="checkbox"/> LARAMIE FOX HILLS  <input type="checkbox"/> DENVER      <input type="checkbox"/> DAKOTA  <input type="checkbox"/> OTHER _____         </div> </div> <div style="margin-top: 10px;"> <input type="checkbox"/> MUNICIPAL  <input type="checkbox"/> ASSOCIATION  <input type="checkbox"/> COMPANY  <input type="checkbox"/> DISTRICT            NAME _____            LETTER OF COMMITMENT FOR SERVICE <input type="checkbox"/> YES <input type="checkbox"/> NO         </div> <div style="margin-top: 10px;">           WATER COURT DECREE CASE NO.'S            _____            _____            _____         </div>	
11. ENGINEER'S WATER SUPPLY REPORT <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, PLEASE FORWARD WITH THIS FORM. (This may be required before our review is completed.)			
12. TYPE OF SEWAGE DISPOSAL SYSTEM  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> SEPTIC TANK/LEACH FIELD   <input type="checkbox"/> LAGOON   <input type="checkbox"/> ENGINEERED SYSTEM (Attach a copy of engineering design)         </div> <div style="width: 45%;"> <input type="checkbox"/> CENTRAL SYSTEM - DISTRICT NAME _____   <input type="checkbox"/> VAULT - LOCATION SEWAGE HAULED TO _____   <input type="checkbox"/> OTHER _____         </div> </div>			

# WATER RESOURCES / PERFORMANCE REPORT

## CHECKLIST

PROJECT NAME: \_\_\_\_\_  
SUBMITTAL DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_  
SUBMITTED BY: \_\_\_\_\_  
SUBMITTAL REVIEWED BY: \_\_\_\_\_

### **Water Resources Report**

The Water Resource Report shall document the requirements of Section 49.5 of the Land Development Code and shall include the following data, documentation and analysis:

#### **A. Summary of the proposed subdivision:**

1. Location including streets, Township and Range, a copy of all maps required with Sketch and Preliminary Plan and Final Plat submittals, and legal description. ☐

2. Description of subdivision including acreage of each proposed land use, number of dwelling units, etc. For phased projects the description shall clearly describe the acreages, land uses and number of units of each phase. The location of each proposed land use shall be shown on appropriate maps. ☐

#### **B. Determination of sufficient quantity of water:**

1. Calculation of water demand:  
Separate calculations of the type, number and annual water requirements of existing, proposed and potential maximum uses of the site and a general timetable when such demands are expected. See Section 49 D.3. of the *Land Development Code* for methods of determining water demand. ☐

2. Calculation of quantity of water available:

a. Clearly identify and describe each source of water. ☐

b. Include a map showing the location of any off-site water to be used and the location of major water transmission lines, reservoirs, etc. ☐

c. Calculate the quantity of water available from each source. Onsite and off-site sources shall be determined independently. ☐

d. Ground water sources:

1. List each aquifer to be used. Identify each aquifer as tributary, nontributary, not nontributary or from a designated basin. Identify renewable and non-renewable aquifers. Discuss the need for and the status of any augmentation plans required to use the proposed supply. ☐

2. Describe the annual and the three hundred (300) year quantity of water available from each proposed aquifer ☐

3. Discuss location, construction and production details of existing and proposed production wells. The following shall be included:

a. Estimated number, size and short- and long-term yields of wells necessary to serve the proposed subdivision; estimated life expectancy of wells; estimated short- and long-term well development schedule indicating probable timing of bringing additional wells on line

☐

b. A map showing locations of wells to be used during the first five (5) years of the subdivision and probably locations of wells in the out years.

☐

c. Well drilling logs and well completion reports.

☐

d. Pumping test data and analysis, including data and analysis of constant rate and step drawdown tests

☐

e. Surface water sources:

1) List each surface water supply to be used. Identify each source as tributary, nontributary, or from a designated basin. Discuss the need for and the status of any augmentation plans required to use the proposed supply.

☐

2) Describe the annual and the three hundred (300) year quantity of water available from each proposed surface water supply.

☐

3) Calculate the number of years of water supply. For phased projects the calculation shall delineate the years of water available for each phase.

☐

C. Determination of sufficient dependability of water supply:

1. 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. Include well permits, court decrees, well permit applications, export permits, etc.

☐

2. Financial plan and capital improvements plan of water provider.

☐

3 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.

☐

4. Calculations 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 ground water is to be used.

☐

5. If a public or private water source is to be used, evidence that the source can and will supply water to the proposed subdivision stating the amount of water available for use within the subdivision and the feasibility of extending service to the area. This evidence shall, in addition to the data required in Sections 49.5 and 51.2, include the following information:

a. A letter indicating a commitment to serve.

☐

b Name and address of the municipality, quasi-municipality, or water company which will supply the water.

☐

c. Current capacities of the existing system.

☐

d. Total amount of current and committed use.

☐

e. Amount and timing of water to be supplied to the subdivision. This requirement does not apply to subdivisions to be supplied by individual wells.

☐

6. 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, standby wells and standby connections with other water supply or distribution systems.

☐

**D. Determination of sufficient quality and potability of water:**

1. Chemical analyses of proposed water from each proposed source.

☐

2. Evidence of compliance with County and/or State water quality standards.

☐

3. Discussion of potential for water quality degradation from onsite and off-site sources.

☐

**E. Requirements of the State Engineer:**

State statute requires the State Engineer to review all proposed water supplies. The State Engineer requires a narrative discussion. The following is the minimal information requirements of the State Engineer for "minor subdivisions":

1. 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 permit applications).

☐

2. Well permit number or numbers of existing and permitted wells when available. Names of previous owners, dates of well construction, depth, etc., if permit numbers are not available.

☐

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

☐

4. Proposed water supply. Description of wells or water provider to be used for each lot and what aquifer(s) the applicant intends to use.

☐

5. Water requirements for each proposed lot. Include quantity to be used for dwellings, irrigation and livestock. It is not necessary to include this information for subsection 8.e. as a separate discussion item provided it is included in the Water Resources Report.

☐

**F. Public and private commercial water providers:**

Although 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, many providers have elected to submit a general Water Resource Report. Such a report may then be used to evaluate the water resources available for a series of projects within their service area.

**1. Water providers report:**

In those cases where the water provider submits a general Water Resources Report, it is requested that the report be updated annually, preferably in January or February. Update information should include:

- a. volume of water sold in the previous year, ☐
- b. new water acquisitions, augmentation plans, etc., ☐
- c. water trades or other losses of water supplies, ☐
- d. anticipated water acquisitions for the upcoming year, ☐
- e. legal documentation accompanying new water acquisitions and augmentation plans, ☐
- f. major capital improvements accomplished during the past year and anticipated major capital improvements for the upcoming year, and ☐
- g. other information which would be useful in evaluating the availability of water supplies. ☐

**2. Annual County Report:**

The County will prepare preliminary and final reports containing an analysis of the water availability of those water providers who elect to submit an annual Water Resources Report. These County reports will be jointly prepared by the County Hydrogeologist, County Attorney, Planning Department and the County Department of Health and Environment. The preliminary report will be issued in January and will include a summary of the past year's subdivision and building activity. The Final County Report will be issued after receipt of the water providers' Water Resource Reports. After the water provider has had the opportunity to review and comment on the Final County Report, the report will be used for the following twelve (12) months as the basis for evaluating the availability of water supplies for proposed projects.

G. Other relevant information as deemed necessary.

**Water Performance Report** ☐

For lots of between two and one-half (2 ½) and five (5) acres, where individual wells are proposed, a report conforming to the following standards shall be submitted in addition to the report outlined in Section 51.2. The report shall be prepared by a registered professional engineer licensed to practice in Colorado and shall include the following information:

- A. A map drawn to the same scale as the preliminary plan, locating all lots, water-forms, drainageways, floodplains, cones of influence (if applicable), aquifers, and surface or subsurface hazards. Individually noted shall be any point sources of water pollution or identified polluted waterforms. Water quality of aquifers and surface waters on and immediately adjacent to the site shall be noted.. ☐
- B. A report addressing the following:
  - 1. Location, type, depth (estimated maximum), pumping rates capacity of all wells existing or proposed on the site or within three hundred (300) feet of the site. Also noted shall be casing requirements, water table depth, aquifers, and water requirement per well (2.25 ac ft./yrs. shall be the maximum usage rate). ☐
  - 2. An analysis of soils, subsurface geology, hydrology, aquifer recharge capability, aquifer characteristics, and relationship to surface waterforms. Said analysis shall identify any probably well interference or the interference



with surface waterforms and shall describe the maximum probable cones of influence of wells relative to adjoining wells, waterforms, and leach fields. Analysis shall include identification of probable impacts on adjoining wells, agricultural uses, and general aquifer level stability.

☐

3. The report shall identify maximum number of lots and minimum lot sizes.

☐

4. The availability of a central water system and the feasibility of inclusion into such a system. If there is a central water system within one (1) mile of the proposed subdivision or if the subdivision is within an organized water district or municipality is incapable of serving the site, exclusive of line extension costs.

☐

5. The County Health Department, Planning Director, or State Engineer may require the developer to submit additional engineering or geological reports or data and to conduct a study of the economic feasibility of a public water system prior to making recommendations. No plan or plat shall be forwarded to the County Commissioners for final approval without the approval of the Planning Director and the County Health Department or State Engineer except as otherwise provided for herein.

☐

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# WASTEWATER DISPOSAL / PERFORMANCE REPORT

## CHECKLIST

PROJECT NAME: \_\_\_\_\_  
SUBMITTAL DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_  
SUBMITTED BY: \_\_\_\_\_  
SUBMITTAL REVIEWED BY: \_\_\_\_\_

### **Wastewater Disposal Report**

All preliminary plans submitted for review shall be accompanied with a wastewater disposal report containing information on the relative items herein. This report will be reviewed by agencies to evaluate the area being subdivided or developed.

The pertinent information shall be prepared by a professional engineer licensed to practice in the State of Colorado.

#### **A. PUBLIC SANITARY SEWER SYSTEM**

The following shall be fully addressed or submitted:

1. An estimate of the ultimate population and quantity of effluent to be treated. ☐
2. The location of the wastewater treatment plant or the location of connection(s) with an existing system; and explanation of the effects on the existing system. ☐
3. A letter committing to the acceptance or maintenance of the system from a municipality, district, or sanitation company. ☐
4. An estimate of construction costs (to be included in the Improvement Guarantee Estimate). ☐
5. If not within an existing municipality or district, the subdivider shall create or be annexed into a special sewer district in accordance with Colorado Revised Statutes prior to recording of the final plat. Applications for creation of special water and sewer districts shall be submitted to El Paso County Planning Commission. Private sanitation companies must be approved by the State Public Utilities Commission prior to recording of the final plat. ☐
6. A map showing all existing and proposed facilities, their capacities and current use levels. ☐

#### **B. INDIVIDUAL SANITARY SEWER SYSTEMS**

The following shall be fully addressed or submitted. If any of these items are addressed in other reports, refer to these reports appropriately:

1. Soil conditions, Soil Conservation Service soils classification, slope of the terrain, underground water table, subsurface rock, and limitations on site location of the system. ☐
2. Conditions which may cause deleterious effects to systems in the area, such as runoff or irrigation. ☐
3. The availability of a central sewage system and the feasibility of inclusion into the system. ☐
4. The proximity of water wells, lakes, streams, irrigation ditches, and other water sources ☐

in the area being subdivided.

☐

**5. Soils tests:**

a. The subdivider shall submit a minimum of one percolation test per SCS standard soils category. Additional tests may be required if necessary to evaluate the site. Conditions requiring additional tests shall include presence of steep slopes or major drainage channels in the area being subdivided. The percolation test procedure shall comply with the El Paso County Individual Sewage Disposal System regulations. All test sites shall be clearly flagged in order that reviewing agencies may make field checks of test locations.

☐

b. An eight (8) foot deep soil/groundwater profile analysis shall be made at the site of each percolation test.

☐

6. County Health Department may require the subdivider to submit additional engineering or geological reports or data and to conduct a study of the economic feasibility of a sewage treatment works prior to making its recommendations. No plan shall receive the approval of the Board of County Commissioners unless County Health Department has made a favorable recommendation regarding the proposed method of sewage disposal.

☐

7. A narrative summary of the conditions of the land to be subdivided shall include any precautions to developers and residents, construction constraints, and special problems foreseen by the investigation engineer.

☐

## **Wastewater Disposal Performance Report**

For lots between two and one-half (2 ½) to five (5) acres where individual sewer systems are proposed, a report conforming to the following standards shall be submitted in addition to the report outlined in Section 51.3. The report shall be prepared by a registered professional engineer licensed to practice in Colorado and shall include the following:

A. A map drawn to the same scale as the preliminary plan locating all lots, drainageways, floodplains, slopes in excess of thirty percent (30%), surface and subsurface soils hazards, geologic hazards, depth to bedrock, water table depth, and other hazards.

B. A report addressing the following:

1. Percolation tests shall be conducted for no fewer than twenty percent (20%) of the total number of lots in the filing. In cases in which unique geologic, topographic, or soils conditions, such as: depth to bedrock, depth of water, slopes in excess of ten percent (10%), etc. are found, additional tests may be required by the appropriate review agency.
2. All locations not suited for placement of leach fields due to soils, geologic, topographic, or hazard conditions shall be noted on the preliminary plan. The final plat shall be designed as to insure that each lot has a minimum of two (2) sites appropriate for individual treatment systems which do not fall in the restricted zones noted on the preliminary plan.
3. Relationship of the leach fields to leach fields, wells, and structures, lakes, streams, irrigation systems, and other waterforms on adjoining parcels and identification of any possible hazards. Such identification shall be based on an analysis of the probably effects of water on the soils, geology, and hydrology of the area.

4. **The availability of a central sewage system and the feasibility of inclusion into such systems. If there is a central sewage system within one (1) mile of the proposed subdivision, or if the subdivision is within an organized sewage district or municipal service area, the subdivider must submit proof that the district or municipality is incapable of serving the site, exclusive of line extension costs.**
5. **The County Health Department, Planning Director, or State Engineer may require the developer to submit additional engineering or geological reports or data and to conduct a study of the economic feasibility of a public water system prior to making recommendations. No plan or plat shall be forwarded to the County Commissioners for final approval without the approval of the Planning Director and the County Health Department or State Engineer except as otherwise provided for herein.**

# WILDFIRE HAZARD AND VEGETATION REPORT CHECKLIST

PROJECT NAME: \_\_\_\_\_  
SUBMITTAL DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_  
SUBMITTED BY: \_\_\_\_\_  
SUBMITTAL REVIEWED BY: \_\_\_\_\_

## **Wildfire Hazard and Vegetation Report**

A report regarding the susceptibility of the proposed site to wildfire hazard. The report shall include:

1. A map of the site (1:24,000 scale) indicating the wildfire hazard rating and significant vegetation. ☐
2. Appropriate documentation to indicate the accuracy of the map. ☐
3. Recommended methods of mitigating identified wildfire hazards. ☐

## **Final Drainage Report (FDR) Checklist**

The purpose of the Final Drainage Report is to finalize concepts and to present the design details for the drainage facilities presented in the PDR. Also, any change to the preliminary design concepts, which were incorporated due to review comments by the County, must be presented.

### **Report Contents**

The FDR shall contain all components of the PDR checklist plus additional necessary information relating to the design of specific facilities associated with the development. Such additional information shall include the following:

- 1) Table of contents, pages numbered. ☐

### **Drainage Facility Design – General Concept**

- 2) Discussion of proposed drainage patterns. ☐  
3) Discussion of compliance with offsite runoff considerations. ☐  
4) Discussion of the content of tables, charts, figures, plates, or drawings presented in the report. ☐

### **Drainage Facility Design – Specific Details**

- 5) Presentation of detention storage and outlet design (including reservoir routings) when applicable. ☐  
6) Presentations of all hydrologic and hydraulic calculations including hydraulic grade line computations as appropriate. ☐  
7) Presentation of an accurate, complete, current estimate of cost of proposed facilities. ☐  
8) Presentation of all drainage fees and bridge fees for the property in question if applicable. ☐

### **Other Government Agency Requirements**

- 9) Federal Emergency Management Agency (FEMA) ☐  
10) Army Corps of Engineers (COE) ☐  
11) Colorado State Engineer ☐  
12) Colorado Water Conservation Board (CWCB) ☐  
13) Others ☐

### **Drawing Contents**

- 14) General Location Map – See PDR checklist. ☐  
15) Drainage Plan – Map (s) of the proposed development at a scale of 1"=20' to 1"=200' shall be included. ☐

**The drainage plan shall show the following:**

- 16) 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% - 10 feet. ☐
- 17) Property lines and existing or proposed easements with purposes noted. ☐
- 18) All Streets ☐
- 19) 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. ☐
- 20) Overall drainage area boundary and drainage sub-area boundaries relating to the subdivision. ☐
- 21) Proposed type of street sections (i.e., vertical or ramp curb and gutters, roadside ditch, gutter flow and/or cross pans). ☐
- 22) Proposed storm sewers and open drainageways, including inlets, manholes, culverts, and other appurtenances. ☐
- 23) Proposed outfall point for runoff from the developed area and facilities to convey flows to the final outfall point without damage to downstream properties. ☐
- 24) Routing and summary of initial and major flow rates at various design points for all storm runoff associated with the property. ☐
- 25) Path (s) chosen for computation of time of concentration. ☐
- 26) Details of and design computations for detention storage facilities including outlet. ☐
- 27) Location and elevations of all defined 100-year flood plains affecting the property. ☐
- 28) Location of all existing and proposed utilities affected by or affecting the drainage design. ☐

## SUBDIVISION IMPROVEMENTS AGREEMENT

THIS AGREEMENT, made between \_\_\_\_\_, hereinafter called the "Subdivider," and 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.) and Section 49.4 B. of the El Paso County Subdivision Regulations incorporated herein; and

WHEREAS, pursuant to the same authority, the Subdivider is obligated to provide security or collateral sufficient in the judgment of the Board of County Commissioners to make reasonable provision for completion of certain public improvements set forth on "Exhibit A": 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. Escrow agreements
5. Assignment of receivables
6. Deposits of certified funds
7. Liens on property

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 public improvements as set forth on "Exhibit A" attached hereto.
2. 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.
3. To secure and guarantee performance of its obligations as set forth herein, the Subdivider agrees to provide security and collateral (to extend for a period of at least twelve (12)



months, from the date of final plat approval until \_\_\_\_\_, year) 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. A cash escrow in the amount of \$ \_\_\_\_\_ to be held by \_\_\_\_\_, (an escrow agent) or a plat escrow.
  - f. Assignments of receivables in the form of \_\_\_\_\_.
  - g. Deposits of certified funds.
  - h. A lien(s) on the following property: \_\_\_\_\_.
4. It is mutually agreed pursuant to the provisions of Section 30-28-138 (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.
5. It is further mutually agreed that, pursuant to the provisions of Section 30-28-137 (2) C.R.S., 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. 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.
6. 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).
7. The County agrees to approval of the final plat of \_\_\_\_\_ Subdivision subject to the terms and conditions of this Agreement.

8. 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.
9. This Agreement shall take effect on the day and year below written.

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

COUNTY OF EL PASO, STATE OF COLORADO

\_\_\_\_\_  
(Date Final Plat Approved)

By: \_\_\_\_\_  
Chairman, Board of County Commissioners of El Paso County

ATTEST:

\_\_\_\_\_  
Deputy County Clerk

\_\_\_\_\_  
Subdivider

By: \_\_\_\_\_  
Representative (if applicable)

Subscribed, sworn to and acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, (year), by the parties above named.

My commission expires: \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

Exhibit A  
**ESTIMATE OF GUARANTEED FUNDS**

SUBDIVIDER OR DEVELOPER \_\_\_\_\_

SUBDIVISION NAME \_\_\_\_\_

ITEM TOTAL	UNITS	PER UNIT	TOTAL	CONTRACT
Excavation & Embankment	Lin. Ft.			
Clearing & Grubbing				
Gravel Base	Lin. Ft.			
Structures				
Curb & Gutter (w sides)	Lin. Ft.			
Water Mains & Service Lines	Lin. Ft.			
Asphaltic Concrete Pavement	Sq. Yd.			
Sidwalk (2 sides)	Lin. Ft.			
Sewer Main & Service Lines	Lin. Ft.			
Street Signs	Each			
Erosion Control Measures				
Other (Specify)				

Estimate prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by Petitioner: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by \_\_\_\_\_, County Engineer Date: \_\_\_\_\_

**Notice to Mineral Estate Owners**  
**§24-65.5-101, et seq., C.R.S. – Checklist and Certification**

**An examination of the records of the Clerk and Recorder's Office established the following:**

**Checklist**

\_\_\_\_ identity of the owner(s) of mineral estate  
\_\_\_\_ the mineral estate owner(s) has filed a proper notification form  
\_\_\_\_ the mineral estate owner(s) has recorded an instrument satisfying an applicable dormant mineral  
\_\_\_\_ interest act  
\_\_\_\_ no mineral estate owner(s) was found  
\_\_\_\_ mineral owner(s) waived the right to notice in writing to the Applicant.

**If a mineral estate owner(s) exists, a Notice shall be sent to the mineral estate owner no less than thirty (30) days prior to the initial public hearing. The Notice shall include:**

\_\_\_\_ time and place of initial public hearing  
\_\_\_\_ nature of hearing  
\_\_\_\_ location of property/subject of hearing  
\_\_\_\_ name of applicant  
\_\_\_\_ notice was sent to mineral estate owner(s) no less than thirty (30) days prior to initial public  
\_\_\_\_ hearing (do not count day of mailing in thirty (30) day calculation).

**If a mineral estate owner(s) exists, a copy of the Notice shall be sent to the local government at the same time as notice s mailed to the mineral owner(s) and no less than thirty (30) days prior to the initial public hearing. The Notice shall include:**

\_\_\_\_ time and place of initial public hearing  
\_\_\_\_ nature of hearing  
\_\_\_\_ location of property/subject of hearing  
\_\_\_\_ name of applicant  
\_\_\_\_ name and address of mineral estate owner  
\_\_\_\_ notice was sent to El Paso County Planning Department no less than thirty (30) days prior to  
\_\_\_\_ initial public hearing (do not count day of mailing in thirty (30) day calculation).

**CERTIFICATION:**

I \_\_\_\_\_ researched the records of the El Paso County Clerk and Recorder and established that there was/was not a mineral estate owner(s) on the real property known as \_\_\_\_\_. An initial public hearing on \_\_\_\_\_, which is the subject of the hearing, is scheduled for \_\_\_\_\_, 2000\_\_\_\_\_.

Pursuant to §24-65.5-103(4), C.R.S., I certify that a Notice of an initial public hearing was mailed to the mineral estate owner(s) (if established above) and a copy was mailed to the El Paso County Planning Department on \_\_\_\_\_, 200\_\_\_\_.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_\_.

STATE OF COLORADO     )  
  ) s.s.  
COUNTY OF EL PASO     )

The foregoing certification was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_, by\_\_\_\_\_.

Witness my hand and official seal.

My Commission Expires:\_\_\_\_\_

\_\_\_\_\_  
Notary Public