



## FINAL PUD CHECKLIST

**An application for a Final PUD shall be accompanied by the following information, unless one or more items are specifically waived in writing by the Planning Director:**

- ☒ The Development Review Application Form
- ☒ The applicable Final PUD fee.
- ☒ Proof of legal ownership in the form of a current title policy.
- ☒ A project narrative or Letter of Interest, including a statement of the purpose of the application and a description of how the application meets the final PUD review and approval criteria of Section 18.03.460 D of this title.
- N/A A letter of representation, signed and notarized by the property owner(s), for any applicant that is not a property owner.
- ☒ A site plan prepared in accordance with the Site Plan Checklist (attach). Include Final PUD signature blocks; see next page for signature block text and format.
- ☒ Plan detail sheets (street cross-sections, trash enclosures, fence/retaining wall elevations, etc.)
- ☒ A chart or charts describing proposed land uses, percent of total acreage for each use, gross residential density, maximum number of dwelling units, and maximum nonresidential square footage or FAR (floor area ratio), as applicable. Include specifications for minimum lot area, minimum setbacks, maximum building height, maximum lot coverage and any other proposed bulk and area standards. Include areas devoted to open space and/or public land dedication and streets.
- N/A A list of any proposed modifications to any of the development standards within Chapter 5 of this title.
- N/A A list of any proposed use definitions that are in addition to those found in Chapter 7 of this title.
- N/A Design Guidelines that include: Intent Statement, General Design Concept, Authority and Objectives, Architectural Design Guidelines, Exterior Finishes and Materials, Landscape Guidelines, and Signage Criteria.
- ☒ Building elevation drawings, to include all four sides, and specify all color, and materials, and identify functions of all exterior architectural features, including exterior wall mounted lighting.
- ☒ Floor plans with use areas and square footage (for non-residential or multi-family uses or buildings).
- ☒ A final landscape plan, irrigation plan and plant schedule in accordance with the Monument Landscape Guidelines.
- ☒ A final drainage study, drainage/grading plan and erosion control plan.
- ☒ A final utility plan.
- ☒ A traffic control plan and final traffic impact analysis or updated traffic letter signed by a Traffic Engineer.
- ☒ A final lighting plan, with photometrics and cut sheets.
- N/A A Master Sign Plan prepared in accordance with Section 18.06.230 of this title.
- ☒ A final PUD in a GIS shapefile format compatible with the County GIS database.
- N/A Any other reports and information deemed necessary by Town Staff at the pre-application meeting.
- N/A Copies of the submittal materials in a format and quantity as specified by Town Staff.

**FINAL PUD SIGNATURE BLOCK**

**OWNERSHIP CERTIFICATION:**

KNOW ALL MEN BY THESE PRESENTS, THAT \_\_\_\_\_

BEING THE OWNER(S), OF THE FOLLOWING DESCRIBED TRACT OF LAND:

(LEGAL DESCRIPTION)

THE UNDERSIGNED ARE ALL OF THE OWNERS OF CERTAIN LANDS KNOWN AS \_\_\_\_\_ IN THE TOWN OF MONUMENT.

OWNER(S) SIGNATURE(S) (NOTARIZED):

\_\_\_\_\_  
\_\_\_\_\_

STATE OF COLORADO)  
  ) ss:  
COUNTY OF EL PASO)

SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_, COUNTY \_\_\_\_\_, STATE \_\_\_\_\_

\_\_\_\_\_  
NOTARY SIGNATURE

\_\_\_\_\_  
MY COMMISSION EXPIRES

**LIENHOLDER SUBORDINATION CERTIFICATE (if applicable)**

THE UNDERSIGNED ARE ALL THE MORTGAGEES AND LIENHOLDERS OF CERTAIN LANDS KNOWN HEREIN AS THE \_\_\_\_\_ IN THE TOWN OF MONUMENT.

THE UNDERSIGNED BENEFICIARY OF THE LIEN CREATED BY INSTRUMENT RECORDED ON \_\_\_\_\_ IN BOOK \_\_\_\_\_ AT PAGE \_\_\_\_\_ EL PASO COUNTY, COLORADO, SUBORDINATE THE SUBJECT LIEN TO THE TERMS, CONDITIONS AND RESTRICTIONS OF THIS DOCUMENT:

\_\_\_\_\_  
MORTGAGEE/LIENHOLDER (NOTARIZED SIGNATURE)

SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_\_

STATE OF COLORADO)  
  ) ss:  
COUNTY OF EL PASO)

SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_, COUNTY \_\_\_\_\_, STATE \_\_\_\_\_

\_\_\_\_\_  
NOTARY SIGNATURE

\_\_\_\_\_  
MY COMMISSION EXPIRES

**TITLE CERTIFICATION:**

I, \_\_\_\_\_ AN AUTHORIZED REPRESENTATIVE OF \_\_\_\_\_  
\_\_\_\_\_, A TITLE INSURANCE COMPANY LICENSED TO DO  
BUSINESS IN THE STATE OF COLORADO, HAVE MADE AN EXAMINATION OF THE PUBLIC  
RECORDS AND STATE THAT ALL OWNERS, MORTGAGEES, AND LIENHOLDERS OF THE  
PROPERTY ARE LISTED IN THE CERTIFICATE OF OWNERSHIP AND LIENHOLDER  
SUBORDINATION CERTIFICATE.

\_\_\_\_\_  
AUTHORIZED SIGNATURE (NOTARIZED SIGNATURE)

SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_\_

STATE OF COLORADO)

) ss:

COUNTY OF EL PASO)

SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_, COUNTY \_\_\_\_\_, STATE \_\_\_\_\_

\_\_\_\_\_  
NOTARY SIGNATURE

\_\_\_\_\_  
MY COMMISSION EXPIRES

**TOWN CERTIFICATION:**

THE FINAL PUD FOR THE (NAME) PLANNED UNIT DEVELOPMENT IS APPROVED BY  
THE BOARD OF TRUSTEES OF THE TOWN OF MONUMENT, COLORADO, ON THIS\_  
\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
DATE

ATTEST:

\_\_\_\_\_  
TOWN CLERK

\_\_\_\_\_  
DATE

**SURVEYOR'S CERTIFICATE:**

I, \_\_\_\_\_, A PROFESSIONAL LAND SURVEYOR IN THE STATE OF COLORADO, DO HEREBY CERTIFY THAT THE SURVEY AND LEGAL DESCRIPTION REPRESENTED BY THE \_\_\_\_\_ PUD WAS MADE UNDER MY SUPERVISION AND THE MONUMENTS SHOWN HEREON ACTUALLY EXIST AND THIS PUD ACCURATELY REPRESENTS THAT SURVEY.

\_\_\_\_\_  
PROFESSIONAL LAND SURVEYOR

RECORDING STAMP

## WATER AND SANITATION DISTRICTS

WOODMOOR WATER AND SANITATION DISTRICT NO. 1

NOT FOR CONSTRUCTION

DATE: \_\_\_\_\_ BY: \_\_\_\_\_

THESE PLANS HAVE BEEN REVIEWED ONLY FOR GENERAL CONFORMANCE WITH THE RULES, REGULATIONS, AND POLICIES OF THE WOODMOOR WATER & SANITATION DISTRICT NO.1 (WWSO). APPROVAL OF THIS PLANNING DOCUMENT DOES NOT CONSTITUTE AS AN APPROVAL FOR ALTERATION, EXTENSION, OR CONNECTION TO ANY WWSO WATER OR SEWER INFRASTRUCTURE.

**Note: Duplicate signature block above for the Tri-View Metro District, Forest Lake Metro District, and Monument Sanitation District, as applicable.**

**FINAL PUD SIGNATURE BLOCK**

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\_\_\_\_\_  
\_\_\_\_\_

STATE OF COLORADO)

) ss:

COUNTY OF EL PASO)

SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, COUNTY \_\_\_\_\_, STATE \_\_\_\_\_

\_\_\_\_\_  
NOTARY SIGNATURE

\_\_\_\_\_  
MY COMMISSION EXPIRES

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\_\_\_\_\_  
MORTGAGEE/LIENHOLDER (NOTARIZED SIGNATURE)

SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_\_

STATE OF COLORADO)

) ss:

COUNTY OF EL PASO)

SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_, COUNTY \_\_\_\_\_, STATE \_\_\_\_\_

\_\_\_\_\_  
NOTARY SIGNATURE

\_\_\_\_\_  
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RECORDS AND STATE THAT ALL OWNERS, MORTGAGEES, AND LIENHOLDERS OF THE  
PROPERTY ARE LISTED IN THE CERTIFICATE OF OWNERSHIP AND LIENHOLDER  
SUBORDINATION CERTIFICATE.

\_\_\_\_\_  
AUTHORIZED SIGNATURE (NOTARIZED SIGNATURE)

SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_\_

STATE OF COLORADO)  
  ) ss:  
COUNTY OF EL PASO)

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\_\_\_\_\_  
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MY COMMISSION EXPIRES

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\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
DATE

ATTEST:

\_\_\_\_\_  
TOWN CLERK

\_\_\_\_\_  
DATE

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\_\_\_\_\_  
PROFESSIONAL LAND SURVEYOR

**RECORDING STAMP**



## WATER AND SANITATION DISTRICTS

WOODMOOR WATER AND SANITATION DISTRICT NO. 1

NOT FOR CONSTRUCTION

DATE: \_\_\_\_\_ BY: \_\_\_\_\_

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**Note: Duplicate signature block above for the Tri-View Metro District, Forest Lake Metro District, and Monument Sanitation District, as applicable.**



## SITE PLAN CHECKLIST

**An application for a Site Plan shall be accompanied by the following information, unless one or more items are specifically waived in writing by the Planning Director:**

- ☒ The Development Review Application form.
- ☒ The applicable Site Plan fee.
- ☒ Proof of legal ownership in the form of a current title policy.
- ☒ A project narrative or Letter of Interest, including a statement of the purpose of the application and how it meets the evaluation criteria in Section 18.03.150 D of this title.
- N/A A letter of representation, signed and notarized by the property owner(s), for any applicant that is not a property owner.
- ☒ A 24" x 36" site plan, with scale and north arrow, indicating the general site design of the proposal, including:
  - A vicinity map indicating the location and street address (if applicable) of the property.
  - The location of property lines and any existing or proposed easements and rights-of way.
  - The location of existing and proposed streets, including names, widths, location of centerlines and acceleration/deceleration lanes.
  - The location of existing and proposed buildings, utilities and other improvements on the property. A building envelope may be shown for proposed buildings. Show building setbacks from property lines.
  - The direction of traffic flows and locations of entries and exits of parking lots.
  - The location and number of parking spaces for off-street parking and loading areas.
  - The location of service and refuse collection areas.
  - The location of all signs indicating the type, size and height of each sign.
  - The area and location of open space and recreation areas.
  - The location and type of exterior outdoor lighting.
  - The location of existing and proposed fences, landscaping features and other methods of visual screening.
  - The location of any significant environmental conditions or hazards; e.g., a 100-year floodplain.
  - Site data: total area; lot coverage by structures and paving; gross floor area; number of residential units and density.
- ☒ Evidence of water availability from the Town or a special district. If a special district, attach "will serve" letter.

N/A Any supplemental materials that the applicant feels will accurately depict the proposed project.

**In addition to the information listed above, the Planning Director may also require the following:**

- ☒ A drainage study and/or plan.
- ☒ A grading plan with existing and proposed topography.
- ☒ A utility plan and/or technical studies.
- ☒ A landscape plan prepared by a licensed landscape architect in accordance with the Town's Landscape Guidelines.

N/A A wildfire mitigation plan.

N/A A traffic impact analysis or study.

N/A A geotechnical report.

N/A Public Improvements Agreement (PIA). Refer to Appendix Two for model agreement.

N/A A survey prepared by a licensed professional land surveyor if the property is unplatted.

N/A An improvement survey if existing buildings are located on the property.

N/A HOA or merchant association documents, if needed to hold and maintain common property.

N/A Any other special reports and/or information deemed necessary by Town Staff at the pre-application meeting.

N/A Copies of the submittal materials in a format and quantity as specified by Town staff.

**Town of Monument  
645 Beacon Lite Road  
Monument, CO 80132-0325  
Ph: 719-884-8015**