



2880 International Circle, Suite  
110  
Colorado Springs, CO 80910  
Phone 719-520-6300

## EL PASO COUNTY PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

### SITE DEVELOPMENT PLAN CHECKLIST

Revised: October 2023

#### Site Plan Requirements

In order to establish a use or obtain a building permit, in most cases, the LDC requires Site Development Plan Review for more complex uses (most often including multi-family, commercial, and industrial uses) to determine conformance of the proposed use(s) or structure(s) with the provisions of the LDC, ECM, or any other applicable regulations or any specific land use approvals or permits, and other rules, regulations, codes and ordinances administered by the PCD. Specifically, many of the requirements for approval of a site development plan can be found in Chapter 6 of the LDC. The use tables in Chapter 5 of the LDC (Table 5-1 and 5-2) identify when the applicant shall submit a Site Development Plan and when a PCD planner and engineer shall review a Site Development Plan to establish a use or to construct a structure. Site Development Plans are approved administratively by the PCD Director, unless otherwise modified by a condition of approval.

**Minimum Map Contents:** Must contain adequate information to determine compliance of the proposed use with the LDC and ECM, as applicable. If inadequate information is provided to determine whether or not the proposed action conforms to the LDC, more information will be requested. A PUD Development Guide associated with PUD zoning, if applicable, may require additional information and/or specifications to be addressed with the residential site plan application.

Typically, a parking plan, sign plan, landscape plan, lighting plan, elevation drawings, floor plan, grading and erosion control plan, and drainage plan are submitted concurrently as a separate plan set.

The PCD Director may modify the applicable requirements, including requiring additional items or removing items, based upon the project and site-specific circumstances.

#### Summary Table to Include

- Owner name, contact telephone number, and email for responsible party
- Applicant name (if not owner), contact telephone number, and email for responsible party
- Property address
- Property tax schedule number
- Current zoning of the property
- Legal description
- Lot/parcel size
- Lot area coverage calculation
- Existing/proposed land use and zoning
- Total gross building square footage
- Open space, landscaping, and impermeable surface percentage
- A note stating: The owner agrees on behalf of him/herself and any developer or builder successors and assignees that Subdivider and/or said successors and assigns shall be required to pay traffic impact fees in accordance with the El Paso County Road Impact Fee Program Resolution (Resolution No. 19-471), or any amendments thereto, at or prior to the time of building permit submittals. The fee obligation, if not paid at final plat recording, shall be documented on all sales documents and on plat notes to ensure that a title search would find the fee obligation before sale of the property.
- Parking computations (required, provided, etc.)

#### Site Plan Drawing to Include

- Date, north arrow, and a graphic scale
- Vicinity map showing the subdivision in relation to section lines and existing or proposed arterial or collector roadways.
- Location and dimension of the all property lines, rights-of-way, and all existing and proposed easements
- Signature block for the Planning and Community Development Director a minimum of 1 inch by 2 inches
- The footprint of all existing and proposed buildings and the setback distances from each existing and proposed structure to the property lines
- Location of all sidewalks, trails, fences and walls, retaining walls, or berms
- Location and dimensions of all existing and proposed signage on site
- Traffic circulation on site including all points of ingress/egress into the property
- The layout and location of all off-street parking, loading and other vehicular use areas, unless otherwise depicted in detail on a separate parking plan. If depicted on a separate parking plan then depiction of the parking areas are required.



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- The layout and location of all landscaping, including landscape setbacks, unless otherwise depicted in detail on a separate landscape plan. If depicted on a separate landscape plan then depiction of the landscape areas are required.
- Location of all ADA spaces, ramps and signs, including ADA pathways
- Location of existing and proposed water and wastewater infrastructure, including well and septic locations, if applicable
- Location of all no-build areas, floodplain, drainageways and facilities
- Location of all garbage receptacles with a graphical depiction of the screening mechanism
- Location of all existing and proposed utility lines and associated infrastructure
- Any additional information required pursuant to any associated conditions of approval or plat notes.
- Any other additional items as required by the PCD Director deemed necessary to address the applicable review criteria.