

EL PASO COUNTY LAND DEVELOPMENT CODE

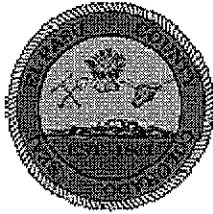
Sketch Plan Application Packet

The purpose of this guide is to assist a landowner or authorized representative in the Sketch Plan process. This guide is to be used in conjunction with the El Paso County Land Development Code. The purpose of a Sketch Plan submittal is to evaluate the feasibility and design characteristics of the proposal at an early stage in the planning process by the map and accompanying documentation, showing a proposed land development in accordance with the requirements of the El Paso County Land Development Code's regulations.

The basic requirements include but may not be limited to:

1. Application Form, see attached
2. Letter of Intent, see attached guidelines
3. Notice to Adjacent Property Owners, see attached guidelines
4. General Provisions for a subdivision found in Chapter V, Section 46 of the El Paso County Land Development Code
5. Subdivision and Platting Procedures found in Chapter V, Section 47 of the El Paso County Land Development Code
6. Sketch Plan Drawing, see attached checklist
7. Submittal requirements for a Sketch Plan in Chapter V, Section 48 of the El Paso County Land Development Code, also referenced on the attached Sketch Plan Submittal Requirements Matrix
8. Water Resource / Performance Report, see attached checklist

9. Wastewater Disposal / Performance Report, see attached checklist
10. Impact Identification Report, see attached checklist
11. Mineral Rights Notification, see attached
12. Any other El Paso County, Local, State or Federal Regulations that pertain to your application



El Paso County Development Services Department
2880 International Circle, Suite 110
Colorado Springs, CO 80910
PHONE 719-520-6300
FAX 719-520-6695

Date
File #
Receipt#
PM
Type A B C D
Office Use Only

Petition/Application Form

Public Hearing Items:

- | | | |
|---------------------------------------------------------------|-------------------------------------------------------------------------------|--------------------------------------------------------|
| <input type="checkbox"/> Amended Plat | <input type="checkbox"/> Preliminary Plan | <input type="checkbox"/> Vacation of Existing Plat |
| <input type="checkbox"/> Appeals | <input type="checkbox"/> PUD | <input type="checkbox"/> Vacation of Interior Lot Line |
| <input type="checkbox"/> Board of Adjustment | <input type="checkbox"/> Rezone | <input type="checkbox"/> Vacation of Right-of-Way |
| <input type="checkbox"/> Certificate of Designation | <input type="checkbox"/> Site Specific Development Plan/Development Agreement | |
| <input type="checkbox"/> Expansion of Legal Nonconforming Use | <input type="checkbox"/> Variance of Use | |
| <input type="checkbox"/> Final Plat | <input type="checkbox"/> Sketch Plan | <input type="checkbox"/> Vested Property Rights |
| <input type="checkbox"/> Location Approval | <input type="checkbox"/> Special Use Review | <input type="checkbox"/> Waiver of Regulations |
| <input type="checkbox"/> Minor Subdivision | <input type="checkbox"/> Subdivision Exemption | 1. _____ |
| <input type="checkbox"/> Others | <input type="checkbox"/> Vacation/Replat | 2. _____ |
| 1. _____ | | 3. _____ |
| 2. _____ | | |
| 3. _____ | | |

Administrative Items:

- | | |
|-------------------------------------------------------------------|--------------------------------------------------------------------|
| <input type="checkbox"/> Billboard Credit | <input type="checkbox"/> Temporary Mobile Home Permit |
| <input type="checkbox"/> Care Facility | <input type="checkbox"/> Temporary Use Permit (check one below)* |
| <input type="checkbox"/> Determination of Nonconforming Use | <input type="checkbox"/> Carnival/Circus |
| <input type="checkbox"/> Home Occupation Permit (check one below) | <input type="checkbox"/> Christmas Tree Sales |
| <input type="checkbox"/> Rural | <input type="checkbox"/> Construction Office/Trailer |
| <input type="checkbox"/> Urban | <input type="checkbox"/> Fireworks Stand |
| <input type="checkbox"/> Merger by Contiguity | <input type="checkbox"/> Mobile Home/Subdivision Sales Office |
| <input type="checkbox"/> Plot Plan* | <input type="checkbox"/> Seasonal Produce Sales |
| <input type="checkbox"/> Relief Determination by Director | <input type="checkbox"/> Vacation of Interior Lot Line/Easement(s) |
| <input type="checkbox"/> Sign Review* | <input type="checkbox"/> Other _____ |

**Owner's signature not required on these items.*

(Please provide a separate application form for each proposal)

Project Name _____

Describe proposal _____

Tax Schedule No. (s) _____

Property Address (s) _____

Acreage _____ No. of Proposed Lots _____

Existing Zone _____ Proposed Zone _____

Property Owner Name(s) _____

Address _____

_____ Zip Code _____

Office Phone _____ Alternate Phone _____

Mobile Phone _____ Fax _____

Email Address _____

Applicant Name _____

Address _____

_____ Zip Code _____

Office Phone _____ Alternate Phone _____

Mobile Phone _____ Fax _____

Email Address _____

Contact / Consultant Name _____

Address _____

_____ Zip Code _____

Office Phone _____ Alternate Phone _____

Mobile Phone _____ Fax _____

Email Address _____

Owner/Applicant Authorization:

The signature(s) hereby certify that the statements made by myself and constituting part of this application are true and correct. I(we) am(are) fully aware that any misrepresentation of any information on this application may be grounds for denial of this application. I(we) have familiarized myself(ourselves) with the rules, regulations and procedures with respect to preparing and filing this application. I(we) also understand that an incorrect submittal will be cause to have the project removed from the agenda of the Planning Commission, Board of County Commissioners and/or Board of Adjustment or delay review, and that 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. Submission of this application and signature of the owner(s) below authorizes the Planning Department, and applicable review agencies, right of entry onto the property for purposes of processing this request.

Owner(s) Signature _____ Date _____

Owner(s) Signature _____ Date _____

Applicant Signature _____ Date _____

AUTHORIZATION TO SUBMIT APPLICATION (Office Use Only)

☐ Submittal Requirements Matrix
Project Manager Signature _____

☐ Application Accepted

Reference Files _____

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.

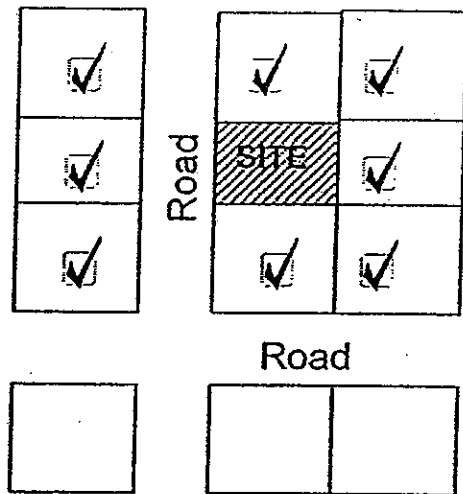
(Signature of Petitioner or Owner)

date

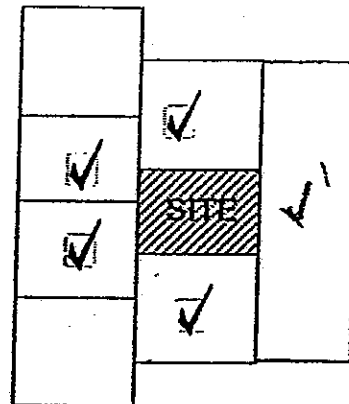
(Signature of Petitioner or Owner)

date

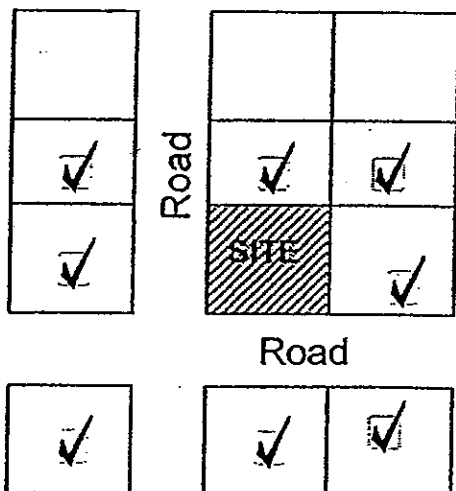
Notification of Adjacent Property Owners



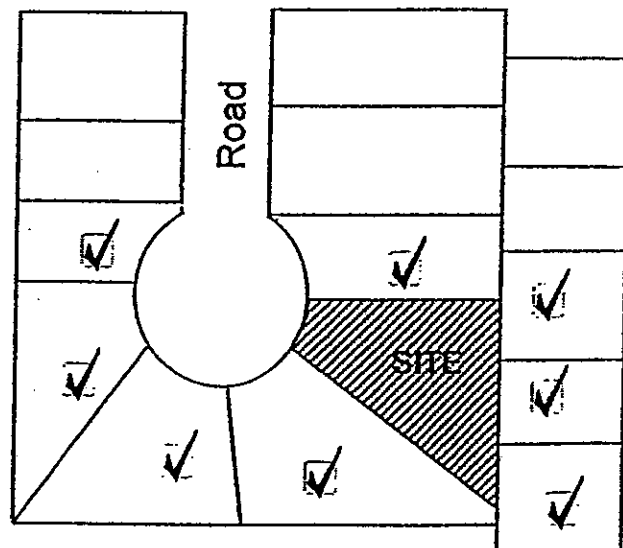
Example 1



Example 2



Example 3



Example 4

SKETCH PLAN DRAWING CHECKLIST

PROJECT NAME: _____
SUBMITTAL DATE: ____/____/____
SUBMITTED BY: _____
SUBMITTAL REVIEWED BY: _____

Scale	Adequate to represent the information (1"=200' preferred)	<input type="checkbox"/>
Size	Maximum Size forty-two (42") on one side	<input type="checkbox"/>
Contours	One acre or less lot size two foot contours (2')	<input type="checkbox"/>
	Larger than one acre five foot contours (5')	<input type="checkbox"/>
	Accuracy to be no less than ½ contour interval	<input type="checkbox"/>
	Mountainous Topography/High Relief twenty foot contours (20')	<input type="checkbox"/>
	Contours extended no less than 100' onto adjacent property?	<input type="checkbox"/>

General Information Required on Plan

1. Name of Sketch Plan ☐
2. A general legal description, to include:
 - a. Approximate acreage; and ☐
 - b. Approximate survey tie to an accepted survey monument ☐
3. Name & address of person, corporation or organization preparing the plan ☐
4. Name of the subdivider ☐
5. Date of preparation, north point, written and graphic scale ☐
6. Name of adjacent subdivisions and property owners ☐
7. A vicinity map ☐
8. Boundary lines of the proposed sketch plan showing approximate length of lines ☐
9. Present zoning ☐
10. Contours (USGS datum and interval, 7½ minute minimum). Contours shall adequately display information. ☐
11. Internal land uses, to include:
 - a. Relative percentages and acreages of proposed land uses and total population per use and at completion. To be divided into the following categories:

- (1) Residential (single family: low density, medium density, high density) and (multifamily: low density, medium density, high density) expressed in dwelling units per acre. ☐
- (2) Commercial: show approximate acreage. ☐
- (3) Light Industrial: show approximate acreage. ☐
- (4) Heavy Industrial: show approximate acreage. ☐
- (5) Industrial Park: show approximate acreage. ☐
- b. Transportation system, to include approximate location, length, and point of intersection of all roads, bikeways, trails, paths, and other transportation links. ☐
- c. Transportation Impact Report including an analysis, by Phase of Development, of trip generation, a.m. and p.m. peak flows, Level of Service, and proposed transportation related improvements tied to traffic counts at the location of a specific improvement and how such improvements shall be financed (see Subdivision Criteria Manual for additional requirements). ☐
- d. Roads shall be identified by name and functional classification and proposed surfacing.
 - (1) freeways ☐
 - 2) expressways ☐
 - (3) principal arterials ☐
 - (4) minor arterials ☐
 - (5) collectors ☐
- e. Community facilities (existing and proposed):
 - (1) schools ☐
 - (2) parks and open space ☐
 - (3) major utility facilities ☐
 - (4) police and fire protection facilities and boundaries ☐
 - (5) solid waste facilities ☐
 - (6) medical facilities ☐
 - (7) social service facilities ☐
 - (8) community centers and community activity facilities ☐

- (9) other facilities ☐
- (10) maintenance responsibility and ownership of parks, open space, common areas, and other public areas ☐
- (11 management arrangement for industrial parks ☐
- f. Location and ownership of all existing and proposed major easements and rights-of-way. ☐
- 12. External land uses, to include (may be depicted upon supplemental map):
 - a. Land uses within one (1) mile of the sketch plan boundary. ☐
 - b. Zoning within one (1) mile of the sketch plan boundary. ☐
 - c. Adjacent roads and other transportation links identified by name and functional classification. ☐
 - d. Freeways, expressways, principal arterials, minor arterials, and other major transportation links within one-fourth ($\frac{1}{4}$) mile of the sketch plan boundary. ☐
 - e. Major easements, rights-of-way, utility facilities, drainage ways, and ditches within one-fourth ($\frac{1}{4}$) mile of the sketch plan boundary. ☐
 - f. Proposed roads and utility facilities which will require extension to the boundary of the sketch plan. ☐
- 13. Portions of land within the sketch plan boundary which are not owned by the subdivider on the submittal date; and written evidence that such owners are aware of the proposal and indication from such owners of their intent to participate in the sketch plan. ☐
- 14. Resources reports, to include:
 - a. Water resources report, (See Section 51.2) ☐
 - b. Wastewater disposal report, (See Section 51.3) ☐
- 15. Phasing of development, to include:
 - a. Number and extent of proposed phases. ☐
 - b. Approximate time schedule of phasing. ☐
 - c. Approximate population by dwelling unit at each phase. ☐
- 16. Impact Identification:
 - a. Identification of potential sources and zones of air, water, and noise pollution. ☐

b. Relationship of the sketch plan to preexisting wildlife habitats and migration routes. ☐

c. Identification of Potential Hazard Areas:

(1) Floodplains: Intermediate Regional (100 year) floodplain must be identified. In areas where floodplain mapping has not been completed, the subdivider must identify the floodplain to a detail of two (2) feet. ☐

(2) Geologic and Soil Hazards identified in the El Paso County Environmental Inventory reports shall be noted. If the area to be developed is not addressed in these reports, the petitioner shall cause studies of an equivalent level of detail to be made for the sketch plan area. ☐

(3) Vegetation and Wildfire: Areas of potential wildfire hazard or significant vegetation must be identified. El Paso County ecosystem and wildfire data shall be the minimum standard for such identification. ☐

(4) Uses of, or changes in preexisting waterforms, watercourses, or bodies of water. ☐

(5) Identification and location of sites of historical or archaeological interest as identified on the El Paso County Historical Site Inventory, State Archaeological Society Inventory, State Inventory of Historical Sites, National Register. ☐

(6) Identification and location of sites of natural or scenic importance. ☐

17. Social Impacts: Percentage, location, and population of low-income housing, housing for the elderly, or other specialized housing, if applicable. ☐

18. Jurisdictional Impacts:

a. Identification of school districts, special districts, local improvement districts, and other governmental, quasi-governmental, and private service entities included within the boundary of the sketch plan or proposed to be created to provide service. ☐

A statement of the entities' ability, both financial and physical, to provide the proposed service shall be provided. ☐

b. Relationship of the sketch plan to adopted county, regional, and special district plans, to include:

(1) County Master Plan ☐

(2) Master Plan for the Extraction of Mineral Resources ☐

- (3) Regional Air Quality Maintenance Plan and State Implementation Plan ☐
- (4) Regional Wastewater Plan ☐
- (5) Regional and County Transportation Plan ☐
- (6) Regional Health Services Plan, if applicable ☐
- 19. General Drainage Statement (See Section 51) ☐
- 20. Subdivision Summary Sheet (See Section 55) ☐
- 21. Performance Reports (if applicable) (See Section 51) ☐
- 22. Letter of Intent (See Section 56) ☐

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 ☐ 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? ☐ YES ☐ NO

B. Has the parcel ever been part of a division of land action since June 1, 1972? ☐ YES ☐ 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 _____ ☐ N ☐ S RANGE _____ ☐ E ☐ W

PRINCIPAL MERIDIAN: ☐ 6TH ☐ N.M. ☐ UTE ☐ COSTILLA

8. PLAT - Location of all wells on property must be plotted and permit numbers provided.

Surveyors plat ☐ Yes ☐ No

If not, scaled hand drawn sketch ☐ Yes ☐ 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

☐ EXISTING WELLS ☐ DEVELOPED SPRING
WELL PERMIT NUMBERS _____

☐ NEW WELLS -

PROPOSED AQUIFERS - (CHECK ONE)

☐ ALLUVIAL ☐ UPPER ARAPAHOE
☐ UPPER DAWSON ☐ LOWER ARAPAHOE
☐ LOWER DAWSON ☐ LARAMIE FOX HILLS
☐ DENVER ☐ DAKOTA
☐ OTHER _____

☐ MUNICIPAL
☐ ASSOCIATION
☐ COMPANY
☐ DISTRICT

NAME _____
LETTER OF COMMITMENT FOR
SERVICE ☐ YES ☐ NO

WATER COURT DECREE CASE NO.'S

11. ENGINEER'S WATER SUPPLY REPORT ☐ YES ☐ NO IF YES, PLEASE FORWARD WITH THIS FORM. (This may be required before our review is completed.)

12. TYPE OF SEWAGE DISPOSAL SYSTEM

☐ SEPTIC TANK/LEACH FIELD

☐ CENTRAL SYSTEM - DISTRICT NAME _____

☐ LAGOON

☐ VAULT - LOCATION SEWAGE HAULED TO _____

☐ ENGINEERED SYSTEM (Attach a copy of engineering design)

☐ OTHER _____

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.

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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.

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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.

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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.

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

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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.

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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.

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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 probable 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.**

IMPACT IDENTIFICATION REPORT CHECKLIST

PROJECT NAME: _____
SUBMITTAL DATE: ____/____/____
SUBMITTED BY: _____
SUBMITTAL REVIEWED BY: _____

Impact Identification Report

The Impact Identification Report shall address or provide, at a minimum, the following, to the extent applicable:

1. Identification of potential sources and zones of air, water and noise pollution; ☐
2. Relationship of Sketch Plan to preexisting wildlife habitats and migration routes; ☐
3. Identification of Potential Hazard Areas:
 - a. Floodplains: Intermediate Regional (100 year) floodplain must be identified. In areas where floodplain mapping has not been completed, the subdivider must identify the floodplain to a detail of two (2) feet. ☐
 - b. Geologic Soil Hazards identified in the El Paso Count Environmental Inventory reports shall be noted. If the area to be developed is not addressed in these reports, the petitioner shall cause studies of an equivalent level of detail to be made for the sketch plan area. ☐
 - c. Vegetation and Wildfire: Areas of potential wildfire hazard or significant vegetation must be identified. El Paso County ecosystem and wildfire data shall be minimum standard for such identification. ☐
 - d. Uses of, or changes in preexisting waterforms, watercourses or bodies of water. ☐
 - e. Identification and location of sites of historical or archaeological interest as identified on the El Paso County Historical Site Inventory, State Archaeological Society Inventory, State Inventory of Historical Sites, National Register. ☐
 - f. Identification and location of sites of natural scenic importance; ☐
4. Social Impacts: Percentage, location, and population of low-income housing, housing for the elderly, or other specialized housing, if applicable; ☐
5. Jurisdictional Impacts:
 - a. Identification of school districts, special districts, local improvement districts, and other governmental, quasi-governmental, and private service entities included within the boundary of the Sketch Plan or proposed to be created to provide service. ☐
 - b. A statement of the entities' ability, both financial and physical, to provide the proposed service shall be provided. ☐

COLORADO GEOLOGICAL SURVEY

SUBMITTAL FORM FOR LAND-USE REVIEWS

County: _____ Date: _____
Project Name: _____

APPLICANT

(or Applicant's Authorized Representative responsible for paying CGS-review fee)

Name: _____
Address: _____

Phone No.: _____ FAX No.: _____

FEE SCHEDULE

Reviews for Counties

Small Subdivision (less than 10 dwellings or 20 acres)
Large Subdivision (more than 10 dwellings or 20 acres)
Very Large or Complex Subdivision

Prepayment*

\$ 485
\$ 595

At hourly rate of reviewer

Reviews for Municipalities

At hourly rate of reviewer

Special Reviews

At hourly rate of reviewer

** Important: a \$25 processing fee will be added to invoice if not prepaid.*

CGS LAND USE REVIEWS

Geological studies are required by Colorado counties for all subdivisions of unincorporated land into parcels of less than 35 acres, under State statute C.R.S. 30-28-101 et seq. (Senate Bill 35, 1972). Some Colorado municipalities require geological studies for subdivision of incorporated land. In addition, local governments are empowered to regulate development activities in hazardous or mineral-resource areas under C.R.S. 24-65.1-101 et seq. (House Bill 1041, 1974) and C.R.S. 34-1-301 et seq. (House Bill 1529, 1973), respectively.

Local-government agencies submit proposed subdivision applications and supporting technical reports to the Colorado Geological Survey "...for evaluation of those geologic factors which would have significant impact on the proposed use of the land," in accordance with State statutes. The CGS reviews the submitted documents and serves as a technical advisor to local-government planning agencies during the planning process. Since 1984, the CGS has been required by law to recover the full direct cost of performing such reviews.

The adequate knowledge of a site's geology is essential for any development project. It is needed at the start of the project in order to plan, design, and construct a safe development. Proper planning for geological conditions can help developers and future owners/users reduce unnecessary maintenance and/or repair costs.

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