

PLANNING AND COMMUNITY DEVELOPMENT

PRELIMINARY PLAN REQUIREMENTS

The purpose of the preliminary plan map is to provide the information necessary to review a proposed subdivision for conformance with the Land Development Code, County Engineering Standards, and State law. The PCD Director may modify the applicable requirements, including requiring additional items or removing items, based upon the project and site-specific circumstances.

SUBMITTAL CHECKLIST

LETTER OF INTENT

- Owner name and contact information for responsible party.
- Report preparer and contact information for responsible party.
- Applicant name (if not owner) and contact information for responsible party.
- Property address.
- Property tax schedule number.
- Current zoning and any applicable overlay zoning of the property.
- Project statement detailing the specific request and size of the area included in the request.
- A detailed analysis summarizing how the request complies with each of the criteria of approval in Chapter 7 and Chapter 8 of the Land Development Code.
- A discussion summarizing how the proposed preliminary plan is consistent with the El Paso County Master Plan, including all applicable elements of the Master Plan (e.g., Water Master Plan, Parks Master Plan, etc.).
- A discussion summarizing the provision of utilities.

- A discussion summarizing any proposed phasing.
- A discussion summarizing any potentially sensitive natural or physical features (e.g., wetlands, protected species habitat, floodplain, etc.) within the area included within the request.
- A discussion detailing the proposed payment of the County's Road Impact Fee (e.g., inclusion into a PID, payment at time of building permit, etc.).
- A discussion on anticipated traffic generation and access, or a reference to any required traffic study.
- A discussion detailing all proposed public and private improvements, including onsite and offsite improvements, and the plan for ongoing ownership and maintenance of each improvement.
- A discussion detailing any proposed waivers and an analysis of how the requested waiver meets the approval criteria in Chapter 7 of the Land Development Code.
- A discussion detailing any proposed or approved deviations from the County's Engineering Design Standards (e.g., Engineering Criteria Manual).
- A discussion summarizing any community outreach efforts by the applicant that have occurred or are planned as part of the request.

MAP CONTENT REQUIREMENTS

- Sheet Size:** The sheet size shall be 24 inches by 36 inches, including a minimum of one half of an inch border
- Scale:** Each sheet of the plat shall be drawn to the same scale. In the event a single sheet is not feasible, multiple sheets may be used. No lot shall be split between sheets. When using multiple sheets, a key map shall be provided on the first page, and on each sheet thereafter and match lines shall be depicted.

TITLE BLOCK AND REFERENCE INFORMATION

- Name of subdivision centered on the top of the plan and at the top of each sheet. On each sheet, a subtitle, in smaller lettering, shall indicate the quarter section(s) (1/4), section, township and range in which the subdivision is located, unless the PCD Director authorizes variation from this standard. If the subdivision is a replat of a previously approved subdivision, the replat information shall be included in the subtitle. The name of the County and the State shall be included in the subtitle. Note the subdivision name shall conform to the naming conventions in Section 7.2.5 of the Land Development Code.

- The words "Preliminary Plan" clearly stated.
- Date of preparation, date of survey (if applicable), north arrow, written and graphic scale located in the lower right-hand corner of each sheet.
- Names and contact information of person(s) responsible for preparing the document (e.g., licensed surveyor, licensed engineer or designer of the plat) located in the lower right-hand corner of each sheet.
- Date of submission with provisions of dating revisions located in the lower right-hand corner.
- A vicinity location map necessary to locate the land included in the plat.
- The boundary of the subdivision delineated with a heavy solid line including bearings and distances.
- The plan shall have a legend that designates all lines and symbols except where called out on the drawing itself.

LAYOUT

- The location of property lines including location and boundaries of the development if part of a larger area.
- Approximate layout, dimensions, and area of each proposed lot or tract. The depiction of each tract shall also include the use designation of the respective tract.
- Existing and proposed no-build areas and easements (e.g. drainage, utility, etc.) with approximate dimensions. All existing no-build areas and easements are to be identified as "to remain" or "to be removed."
- The footprint and intended use of all existing buildings.
- Approximate location of land intended to be conveyed or reserved for public use or reserved in the deeds for the use of all property owners, residents, or general public and the proposed method of dedication and maintenance of such land to include, but not limited to, parks; trails, open space; streets; bikeways, paths, trails, schools and school sites; utilities, and community and social service facilities. All locations or lands shall be identified as public or private. The use designations and final ownership of all property proposed to be set aside for public and private facilities including the area of each tract to be set aside.
- A number associated with each lot and block in the development, beginning with the numeral 1 and continuing consecutively throughout the property included in the development plan, with no omissions

or duplications. Tracts shall be given an alpha designation. All lot, block, and tract numbering shall conform to the provisions of Section 7.2.5 of the Land Development Code.

- Exterior boundary description of subject property graphically depicted in distances and bearings, and a written legal description tied to a survey monument.
- Phasing schedule shall be noted and depicted and shall accommodate proper drainage, secondary access, water and sewer systems, open space and listed threatened or endangered species during construction of a phased subdivision.

CONTOURS

- Accurate existing contours shall be shown at intervals of two (2) feet or less; contours at intervals of five (5) feet will be acceptable where the slope is greater than ten percent or as otherwise determined by the PCD Director. Contours shall be extended no less than 100 feet onto the adjacent property and show significant adjacent topography. Elevations based on United States Geologic Survey (U.S.G.S.) sea level datum. The U.S.G.S. quad maps shall not be accepted as evidence for topographic contours.

HAZARDS, CONSTRAINTS, AND OTHER UNBUILDABLE AREAS

- Identify and map all floodplain areas (including base flood elevations), inundation zones, stormwater overflow areas, and all water features within or adjacent to the subdivision, including watercourses with their widths and flow directions, as well as lakes, wells, streams, irrigation ditches, ponded water, and any other water sources.
- Preliminary plan notes shall also be included identifying all hazards or constraints, mitigation measures, and corresponding lot numbers for any lots encumbered by such hazards or constraints. For areas in tracts or easements requiring maintenance, the maintenance responsible entity shall be identified in the notes.
- The location of railroad rights-of-way.
- The location of slope, ponded water, shallow ground water, and other constraints identified in the Soils and Geology Report associated with this application.
- Sites of historic or archeological significance as inventoried in the El Paso County Planning Information Sourcebook. Identified and inventoried sites of natural, scenic, and/or paleontological importance.

NATURAL FEATURES AND OTHER FEATURES

- The location of all major rock outcroppings and wooded areas.
- The location of natural hazard areas including areas of wildfire hazard as defined on the adopted Wildfire Hazards Map as amended.
- Identify significant wildlife habitat areas including protected species habitat, breeding grounds, nesting areas, crossings, wintering areas, migratory routes, etc.
- The location and proposed ownership of wetlands, watercourses, bodies of water, irrigation ditches, trails, and laterals.
- Other significant features within or adjacent to the property to be subdivided (see examples above).

ROADS AND ACCESS EASEMENTS (PRIVATE AND/OR PUBLIC) REQUIREMENTS

- Right-of-way lines, widths, locations, surfacing, street names, and proposed ownership (public or private) of all existing and proposed streets within and immediately adjacent to, the property being subdivided, including the classification of each of the streets. Street names shall be approved by the El Paso Teller E-911 Authority. Alleys, greenways, bikeways, trails, and other transportation links shall also be depicted.
- The approximate length of all street centerlines, centerline radii and approximate grades, type of curb, gutter, sidewalk, and locations of pedestrian ramps. The data may be placed within a data table.
- The approximate locations, dimensions, ownership, and use designations of all proposed and existing easements.
- Approximate location, length, width and type of all non-thoroughfare transportation links (e.g. paths, bikeways, trails, PRT, guideways, railroads, etc.)
- Existing and proposed location of bridges, culverts, and provisions for collection and discharge of surface drainage including inlets, storm drains and detention facilities.

OTHER INFORMATION AND NOTATIONS

- Include the name and ownership of all adjoining properties, including public lands. All adjoining properties within a subdivision shall also be identified by the subdivision name and lot or tract designation.

- Designation and location of any proposed school, park and other public property.
- Identify the location of all proposed and existing fire hydrants or cisterns.

STANDARD NOTES

- Reports on File:** The following reports have been submitted in association with the Preliminary Plan for this subdivision and are on file at the County Planning and Community Development Department (PCD File No. ____): Transportation Impact Study; Drainage Report; Water Resources Report; Wastewater Disposal Report; Geology and Soils Report; Fire Protection Report; Wildfire Hazard Report; Natural Features Report; (other; modify based upon specific reports)
- Stormwater Drainage:** All property owners are responsible for maintaining proper storm water drainage in and through their property. Public drainage easements as specifically noted on the plat shall be maintained by the individual lot owners unless otherwise indicated. Structures, fences, materials or landscaping that could impede the flow of runoff shall not be placed in drainage easements.
- Easements:** Unless otherwise indicated, all side, front, and rear lot lines are hereby platted on either side with a 10 foot (use 5 feet for lots smaller than 2.5 acres) public utility and drainage easement unless otherwise indicated. All exterior subdivision boundaries are hereby platted with 20 foot (use 7 feet for lots smaller than 2.5 acres) public utility and drainage easement. The sole responsibility for maintenance of these easements is hereby vested with the individual property owners.
- Environmental:** Developer shall comply with federal and state laws, regulations, ordinances, review and permit requirements, and other agency requirements, if any, of applicable agencies including, but not limited to, the Colorado Division of Wildlife, Colorado Department of Transportation, U.S. Army Corps of Engineers and the U.S. Fish and Wildlife Service regarding the Endangered Species Act, particularly as it relates to the listed species (e.g., Preble's Meadow Jumping Mouse).
- Access:** No driveway shall be established unless an access permit has been granted by El Paso County.
- Addresses:** The addresses exhibited on this plat are for informational purposes only. They are not legal descriptions and are subject to change.
- Mailboxes:** Mailboxes shall be installed in accordance with all El Paso County and United States Postal Service regulations.

- Access Limitation:** There shall be no direct lot access to _____ Road.
- Driveway Note:** Individual lot purchasers are responsible for constructing driveways, including necessary drainage culverts from ____ Road per Land Development Code Section 6.3.3.C.2 and 6.3.3.C.3. Due to their length, some of the driveways will need to be specifically approved by the (name of Fire District).
- When a Section Line Road encumbers the property, which would be eliminated as part of the subdivision plat:** The 60 foot wide public highway contained within this plan as ordered by the Board of County Commissioners for El Paso County on (date) and recorded in Road Book (X) and Page (X) of the records of El Paso County, is hereby vacated upon recordation future plats.
- Private Roads:** The private roads as shown on this plan will not be maintained by El Paso County until and unless the streets are constructed in conformance with El Paso County standards in effect at the date of the request for dedication and maintenance and accepted by the Board of County Commissioners.
- Easement and Tract Maintenance:** Tract ____ shall be utilized as _____ (park, neighborhood park, school site, fire station, drainage tract, etc.). Ownership and maintenance of Tract ____ shall be vested to (name the entity: El Paso County, Special District, Homeowners Association, etc.) (Where multiple tracts are included in a single PUD plan, or preliminary plan, the use of a tract table required.)
- Watershed Dam Note** (To be used when the subdivision affects or located in areas which are inundated by the high-water line of a watershed dam, or downstream in the impacted area.)

No improvements shall be placed within the high-water line of the reservoir or in the spillway or spillway channel. If development activities associated with this subdivision result in required modifications, repairs, enlargements to, or replacement of, any dam, spillway, spillway channel, or other water detention facility located within, or associated with, this development, developer, the homeowners' association, and/or the dam owner shall be responsible or liable for such modifications, repairs, enlargements, or replacement and the costs thereof. However, El Paso County shall not be responsible or liable for such modifications, repairs, enlargements, or replacement and the costs thereof by virtue of this subdivision approval.
- Geologic Hazard Note:** (to be customized based upon the individual circumstances)

The following lots have been found to be impacted by geological constraints and hazards. Mitigation

measures and a map of the hazard area can be found in the report (Title of Report) by (author of the report) (date of report) in file (name of file and file number) available at the El Paso County Planning and Community Development Department (including lot numbers, or location of area, and mitigation measures for all):

- Downslope Creep:
- Rockfall Source
- Rockfall Runout Zone
- Ponded Water
- Potentially Seasonally High Groundwater
- Other Constraints and Hazards

In Areas of High Groundwater: Due to high groundwater in the area, all foundations shall incorporate an underground drainage system.

Water Supply: (utilized when the water supply is individual wells)

(Note: The exact wording of plat notes regarding well water supply depends upon the language of the water decree and/or augmentation plan, and will be reviewed and approved by the County Attorney's Office)

Individual wells are the responsibility of each property owner. Permits for individual wells must be obtained from the State Engineer who by law has the authority to set conditions for the issuance of these permits.

Water in the Denver Basin Aquifers is allocated based on a 100-year aquifer life; however, for El Paso County planning purposes, water in the Denver Basin Aquifers is evaluated based on a 300-year aquifer life. Applicants and all future owners in the subdivision should be aware that the economic life of a water supply based on wells in a given Denver Basin Aquifer may be less than either the 100 years or 300 years indicated due to anticipated water level declines. Furthermore, the water supply plan should not rely solely upon non-renewable aquifers. Alternative renewable water resources should be acquired and incorporated in a permanent water supply plan that provides future generations with a water supply.

(Utilized when there is a joint well agreement for common use of wells)

Permits for individual wells must be obtained from the State Engineer who by law has the authority to set conditions for the issuance of these permits. Two (2) existing well permits Nos. _____ and _____ will serve two (2) single family dwellings each. Well permit No. _____ will serve Lots __ and __, Block __ subject to a joint Use Water Well Agreement as recorded under Reception No. _____. Well permit No. _____ will serve Lot __, Block __ and Lot __, Block __, subject to a Joint Use Water Well Agreement as recorded under Reception No. _____, which limits production to the _____ Aquifer at an interval between __ and __ feet below ground surface. Lot __ and __, Block __ and Lots __ through __, Block __ will limit production to the _____ Aquifer at an interval between __ and __ feet below ground surface.

Owner, its successors and assigners shall advise the Property Owners Association (or Homeowners Association) and all future owners of these lots of all applicable requirements of the decree entered in Case No. _____ (Division __), and their costs of operating the plan for augmentation and responsibility for metering and collecting data regarding water withdrawals from wells.

Owner shall reserve in any deeds of the property ___ acre-feet of _____ Aquifer and _____ acre feet total of _____ Aquifer water as decreed in Case No. _____ (Division __) for use in this augmentation plan.

Water withdrawal and wells are subject to limitations, restrictions and augmentation requirements and responsibilities as found within the Covenants for this subdivision recorded in Reception No. _____, of the Office of the El Paso County Clerk and Recorder and the terms of the water court approved water augmentation plan.

- Wastewater:** Sewage treatment is the responsibility of each individual property owner. The El Paso County Department of Health and Environment must approve each system, and, in some cases, the Department may require an engineer designed system prior to permit approval. These systems may cost more to design, install, and maintain.

Soil and Geology conditions on site require that all (or certain lots) On-Site Wastewater Systems shall be located and designed by a Professional Engineer, currently registered in the State of Colorado. (Note: this note is used in special cases only when requested by the Health Department or pursuant to a condition of approval)

Water and wastewater service for this subdivision is provided by the (District or provider name(s)) subject to the District's (Providers) rules, regulations and specifications. (Combined notes, which can be broken

into separate notes for water or sewer in the case of different providers)

- Floodplain:** No structures or fences are permitted within designated "Floodplain" or "Park and Open Space" areas. (Modification of this note may be allowed if the plan approved by the Floodplain Administrator, provided this creates no conflict with approved plans or conditions.)

This property is located within a designated FEMA Floodplain as determined by the Flood Insurance Rate Map, Community Map Number _____, effective date __ (modification when LOMR has been approved) and as amended by the FEMA approved Letter of Map Revision (LOMR) case number _____ dated _____. No structures are permitted within the designated Floodplain areas. (Modification of this note may be allowed if the intent is to allow construction of structures through the Floodplain Development Permit Process- example: retaining wall more than 4 feet is a structure)

- Wildfire Notes:** At the time of approval of this project, this property is located within the _____ Fire Protection District, which has adopted a Fire Code requiring residential fire sprinkler requirements for covered structures over 6000 square feet in size, and other fire mitigation requirements depending upon the level of fire risk associated with the property and structures. The owner of any lot should contact the fire district to determine the exact development requirements relative to the adopted Fire Code.

Due to wildfire concerns, homeowners are encouraged to incorporate wildfire fuel break provisions as recommended by the Colorado State Forest Service and illustrated through publications available through the State Forest Service.

- Wildfire Restriction:** (The following restriction shall be placed on the first sheet of the plan whenever thinning of forest cover is necessary to help reduce the hazards and risks of wildfire.)

As a condition of approval of this plat by the Board of County Commissioners, no conveyance, sale or transfer of title of lots (insert lot numbers) or tracts (insert tract names) identified hereon, shall be made, nor any building permit or certificate of occupancy be issued by El Paso County, until such times as the following has been accomplished by (the developer, homeowner, whomever is responsible):

A letter of compliance has been received from the Colorado State Forest Service, Fire Department, Fire Marshal, or other qualified professional stating practices designed to reduce wildfire hazards have been completed in accordance with the Wildland Fire and Hazard Mitigation Plan. Such work may include, but is not necessarily limited to the following:

- Forest-wide thinning
- Fuel break thinning
- Prunings
- Debris disposal

(alternative-surety and surety estimate sufficient to accomplish the work may be required in place of a plat restriction)

- **Agricultural Impact:** This subdivision is surrounded by agricultural land. Property owners may be impacted by sounds, smells and/or activities associated with active agricultural practices. Pursuant to Article 3.5, Title 35, C.R.S., it is the declared policy of the State of Colorado to conserve, protect, and encourage the development and improvement of its agricultural land to produce food and other agricultural products. Colorado is a “Right-to-Farm” State pursuant to C.R.S. 35-3.5-101, et seq. Landowners, residents and visitors must be prepared to accept the activities, sights, sounds, and smells of agricultural operations as a normal and necessary impact of living in a county with a strong rural character and a healthy agricultural sector. State law provides that ranching, farming, or other agricultural activities and operations shall not be nuisances so long as operated in conformance with the law and in a non-negligent manner. Therefore, all must be prepared to encounter noises, odors, lights, mud, dust, smoke, chemicals, machinery on public roads, livestock on public roads, storage and disposal of manure, and the application by spraying or otherwise of chemical fertilizers, soil amendments, herbicides, and pesticides, and one or more of which may naturally occur as a part of legal and non-negligent agricultural operations. (Used when subdivision is adjacent to an existing agricultural operation such as feedlot, farmed field, or when determined necessary by the Project Manager)
- **Fort Carson Noise:** This property is likely to experience ongoing noise and vibration impacts associated with training exercises within the Fort Carson Military Reservation. An analysis of these potential impacts is contained within Fort Carson's Installation Environmental Noise Management Plan (IENMP) which is periodically updated and can be obtained from the Directorate of Public Works- Environmental Division at Fort Carson, or from their web site.
- **Adjacent to an Industrial Area:** This property may be adversely impacted by noise, dust, fumes, and light pollution caused by adjacent industrial properties and activities. The buyer should research and be

aware of this potentiality and the ramifications thereof. (Use when residential is adjacent to industrial)

- Airport Overlay Zone:** This serves as notice of potential aircraft overflight and noise impacts on this property due to its proximity to an airport, which is being disclosed to all prospective purchasers considering the use of this property for residential and other purposes. This property is subject to the overflight and associated noise of arriving and departing aircraft during the course of normal airport operations. (Use when this plat is to provide the notice)

All property within this subdivision is subject to a Notice of Potential Aircraft Overflight and Noise Impact recorded at Reception No. _____, of the El Paso County Clerk and Recorder. (Use when the Notice has previously been recorded)

All property within this subdivision is subject to an Avigation Easement as recorded at Reception No. _____, of the records of the El Paso County Clerk and Recorder. (Use only when the property is subject to an existing avigation easement as reflected in the title policy)

- Building Envelopes:** Building envelopes indicate areas allowing residential construction and are more restrictive than the setbacks required by zoning and will govern all building placement. The building envelopes are used to describe purpose: avoid soils hazards, avoid rock outcropping, protect wetlands, etc. Building envelopes shall contain the primary residential structure, any accessory structures, the well, and the On-Site Wastewater system, unless otherwise noted.
- Special District Disclosure (when the plat is in a special district):** A Title 32 Special District Annual Report and Disclosure Form satisfactory to the Planning and Community Development Department shall be recorded with each plat
- Fountain Mutual Irrigation Company Note:** This property will be included within a special taxing district, Fountain Mutual Metropolitan District, created for the purpose of constructing and maintaining certain drainage and park and recreation improvements. Special taxing districts are subject to a general obligation indebtedness that is paid by revenues produced from annual tax levies on the taxable property within such districts. The buyer should familiarize himself/ herself with this potentiality and ramifications thereof.
- Marksheffel Road District Note:** The property is within the Service Area of the Central Marksheffel Metropolitan District and, as such, is subject to an assessment for the construction of Marksheffel Road.

- **Woodmen Road District Note:** All property within this subdivision is within the boundaries of the Woodmen Road Metropolitan District and, as such, is subject to a mill levy, platting fees and building permit fees for the purpose of financing construction of specified improvements to Woodmen Road.
- **ADA Requirements:** The subdivider/developer has familiarized itself with current Americans with Disabilities Act (ADA) laws and accessibility standards and has laid out the plat and associated grading and construction plans so that all site elements meet the applicable ADA design standards as published by the United States Department of Justice. Approval of this plat and associated construction documents by El Paso County does not ensure compliance with the ADA or any regulations or guidelines enacted or promulgated under or with respect to such laws.

It is the responsibility of the developer/home builder to ensure ADA accessibility during construction of the private sidewalks.

- **Utilities:** The subdivider/developer is responsible for extending utilities to each lot, tract or building site. Gas, electric, water, wastewater services for this subdivision is provided by _____ (Provider name(s)) subject to the District's (Providers) rules, regulations and specifications.
- **Road Impact Fee:** The owner agrees on behalf of him/herself and any developer or builder successors and assignees that traffic impact fees shall be paid in accordance with the El Paso County Road Impact Fee Program Resolution, or any amendments thereto, at or prior to the time of building permit approvals.