

SITE DEVELOPMENT PLAN REQUIREMENTS

This checklist provides a general overview of required submittal items. Additional submittal standards, procedures, and technical requirements are contained within the County's Land Development Code (LDC) and must also be met. The County reserves the right to request supplemental information, studies, or documents as needed to ensure compliance with applicable regulations and to adequately evaluate the proposed development.

SUBMITTAL CHECKLIST

LETTER OF INTENT

- Owner name 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 of the property.
- A discussion summarizing the proposed request and compliance with the applicable requirements of the Land Development Code.
- A discussion regarding how the proposed request complies with the definition of the proposed use and any applicable use specific standards within the Land Development Code.
- A discussion regarding the provision of utilities.
- A discussion regarding anticipated traffic generation and access, unless a separate traffic study is required and is being provided.

- A discussion and justification of any alternatives being requested.

PLAN CONTENT REQUIREMENTS

SUMMARY TABLE TO INCLUDE

- Property address.
- Property tax schedule number.
- Current zoning of the property.
- Legal description.
- Lot/parcel size.
- Lot area coverage calculation.
- Existing and proposed land use.
- Total gross building square footage.
- Open space, landscaping and impermeable surface percentage.
- Parking calculations include what is provided and what is required.
- Building height.

SITE PLAN DRAWING TO INCLUDE

- Date, north arrow, and a graphic scale.
- Names and contact information of person(s) responsible for preparing the document located in the lower right-hand corner of each sheet.
- Vicinity map showing the subdivision in relation to section lines and existing or proposed arterial or collector roadways.
- Location and dimension of all property lines, rights-of-way, and all existing and proposed easements.
- 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. A separate sign plan permit is required for approval of proposed signage.
- Traffic circulation on site includes 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 is required.
- The layout and location of all landscaping, including landscape setbacks, a calculation of what is required and what is provided, unless otherwise depicted in detail on a separate landscape plan. If depicted on a separate landscape plan, then depiction of the landscape areas is 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.

GENERAL NOTES TO INCLUDE

- The parties responsible for this plan have familiarized themselves with all current accessibility criteria and specifications and the proposed plan reflects all site elements required by the applicable ADA design standards and guidelines as published by the United States Department of Justice. Approval of this plan by El Paso County does not assure compliance with the ADA or any regulations or guidelines enacted or promulgated under or with respect to such laws.