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EL PASO COUNTY PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

PARKING LOT PLAN CHECKLIST

Revised: January 2022

Parking Lot Plan		
<p>The parking, loading, and maneuvering standards are designed to provide safe and efficient parking and maneuvering, encourage good circulation, discourage parking on roads, and reduce the potential for a land use to impact an adjacent land use or road due to an insufficient number of parking spaces or poor parking lot design. The parking plan shall meet the standards of Chapter 6 of the Land Development Code.</p>		
<p>The PCD Director may modify the applicable requirements, including requiring additional items or removing items, based upon the project and site-specific circumstances.</p>		
	Applicant	PCD
<p>NOTE: Please confirm each item below has been included by placing a check mark in the "Applicant" column. See right for an example. The "PCD" column is for office use only.</p>		<p>V Office use only</p>
Parking Lot Site Map to include the following elements:		
1	Owner name, contact telephone number, and email	
2	Applicant name (if not owner), contact telephone number, and email	
3	Plan preparer contact telephone number and email	
4	Vicinity map showing the property in relation to major roadways, if not otherwise provided with the associated site plan	
5	Location of all property lines, rights-of-way, and all existing and proposed easements.	
6	The outlines of all structures, parking lot lighting facilities, outside storage and display areas including seasonal display, and refuse collection area(s) in relation to the parking area.	
7	Width, depth, and angle of all parking bays, and graphical depiction of all drive aisles, easements, and points of ingress/egress onto property, including dimensions for each.	
8	Identification and percentage of all compact spaces.	
9	Location of all ADA parking spaces, ramps, pathways, and signs	
10	Location and dimensions of all sidewalks, trails, pedestrian crossings, ADA access points and routes.	
11	Traffic circulation on site including all points of ingress/egress into the property.	
12	Sight distance triangles and any plantings, signs, walls and fences, structures, or other visual obstructions within the triangles where applicable.	
13	If a drive-thru is proposed, show drive-thru lanes, menu board location(s), order location(s), and pick-up window location(s) with dimensions, including stacking spaces.	
14	Wheelstops and curbs with dimensions.	
15	Parking lot islands including proposed landscaping, unless a separate landscape plan has been provided.	
16	Parking lot surface materials, striping plan, and any drainage improvements located within the parking area (e.g., crosspans).	
17	Truck loading and turnaround areas and dimensions.	
18	Bicycle parking area and detail.	
19	Parking Plan Summary Table to include the following elements: •Parking stall calculation based on square footage of building and corresponding land use •Number of required and proposed parking stalls •Number of required and proposed ADA stalls •Number of proposed compact parking stalls •Number of proposed bike parking stalls	
Typical Sections and Details		
1	Typical drive aisles and roadway sections, properly drawn, dimensioned, and labeled.	
2	Typical parking detail (compact, standard, and ADA including van accessible).	
3	Typical curb and sidewalk detail.	
4	Driveway entrance detail.	
5	Any other additional items as required by the PCD Director deemed necessary to address the applicable review criteria:	