



PRELIMINARY PLAT CHECKLIST

An application for a Preliminary Plat shall be accompanied by the following information, unless one or more items are specifically waived in writing by the Planning Director:

- The Development Review Application form.
- The applicable Preliminary Plat fee.
- Proof of legal ownership in the form of a current title policy.
- A project narrative or Letter of Interest, including a statement of the purpose of the application and a description of how the application meets the preliminary plat review and approval criteria of Section 18.02.250 C of this title.
- A letter of representation, signed and notarized by the property owner(s), for any applicant that is not a property owner.
- A 24" x 36" preliminary plat, with north arrow and scale, indicating the general site design of the proposal, including:
 - The proposed name of the subdivision. Include the title Preliminary Plat after the name of the subdivision.
 - A vicinity map, with north arrow, indicating the location and street address (if applicable) of the property.
 - An index on the first page if the plat consists of more than one page, and a graphic index depicting the plan sheets.
 - Metes and bounds legal description of the subdivision, and total acreage.
 - The location of lots, lot lines and any existing or proposed easements.
 - The location of existing and proposed streets, including names widths or rights-of-way. Note: street names must be approved by the Enumerations Division within the Pikes Peak Regional Building Department.
 - The location of any significant environmental conditions or hazards; e.g., a 100-year floodplain.
 - A slope map graphically showing existing slopes of 0-10%, 11-15%, 16-20%, 21-25%, and 26% and over, overlain on the proposed subdivision layout.
 - Site data: total subdivision acreage, range of lot sizes, average lot size, and percent of the subdivision platted as lots, rights-of-way open space tracts, parks, trails, and drainage tracts.
 - Signature blocks for owners, legal descriptions and Town certifications. See Plat Certifications for signature block text and format.
- Evidence of water availability from the Town or a special district. If a special district, attach "will serve" letter.
- A drainage study and/or preliminary drainage plan.
- A preliminary utility plan and/or technical studies.
- A traffic impact analysis or study.
- A wildlife impact report.
- A geotechnical report.
- An improvement survey if existing buildings are located on the property.
- A draft Public Improvements Agreement (PIA). Refer to Appendix Two for model PIA agreement.
- HOA or merchant association documents, if needed to hold and maintain common property.
- Any other reports and information deemed necessary by Town Staff at the pre-application meeting.
- Copies of the submittal materials in a format and quantity as specified by Town Staff.

**Town of Monument
645 Beacon Lite Road
Monument, CO 80132-0325
Ph: 719-884-8015**

TOWN APPROVAL:

This Preliminary Plat is approved by the Board of Trustees.

Signed this _____ day of _____, 20__.

Town of Monument

Mayor

ATTEST:

Town Clerk

Note: The Preliminary Plat is not recorded.