



**Final PD Site Plan Checklist**

Name of Project: \_\_\_\_\_ Project No.: \_\_\_\_\_

The following checklist must be returned with the application to the Planning Department. Any waivers must be requested prior to submittal.

All site plans shall contain the following information:

Submittal Requirements

Applicant (initial each item submitted).

Town Staff

- \_\_\_\_\_ 1. Copies: The number of 24"x36" sized drawings, and 11"x17" sized drawings is determined at the time of the pre-application based on the number of referral agencies the plans will be sent to (to be included in site plan package). An addressed envelope, unsealed, with a copy of the project plans, narrative, and application inserted is required for each referral agency along with file copies. \_\_\_\_\_
- \_\_\_\_\_ 2. Land use application, narrative, and fees (including retainer). The narrative should include a description of the project, how the Final PD Site Plan conforms to the approved Preliminary PD Site Plan, Zoning Regulations, and Design Guidelines, any changes made from the Preliminary, and a discussion of the application's conformance with the Review and Approval Criteria. \_\_\_\_\_
- \_\_\_\_\_ 3. Title company proof of ownership (ownership and encumbrance report). \_\_\_\_\_
- \_\_\_\_\_ 4. Plan/Map sets must include: title/cover sheet, site plan, Zoning Regulations applicable to the filing(s) or lot(s), Design Guidelines, Master Sign Plan, building elevations, landscape plan and plant schedule, schematic irrigation plan, drainage/grading plan, erosion control plan, plan details (trash enclosure, elevations of fences and retaining walls, ramp details, etc.) utilities plan, and lighting plan (photometrics and cut sheets), traffic signage, striping plan. \_\_\_\_\_
- \_\_\_\_\_ 5. Traffic impact analysis or updated traffic letter signed by a Traffic Engineer. \_\_\_\_\_
- \_\_\_\_\_ 6. Final drainage study prepared by a professional engineer and meeting requirements of Chapter 17.45 of the Town Code. Include \_\_\_\_\_

in Planning Department, Planning Director, Public Works Department, and Metro District's (if applicable) packets.

---

- \_\_\_\_\_ 7. Evidence of water availability as required by the Town. (See Section 13.04 of Town Code, attached Checklist, and Appendix WA.10 of Town Code if water will be provided by the Town). If water is to be provided by a district, provide a "will serve" letter from a water district indicating that the district will provide service and that they have an adequate water supply to serve the development in conformance with Statutory Requirements.
  - \_\_\_\_\_ 8. Color board with material samples with manufacturer color, and order number, if available.
  - \_\_\_\_\_ 9. One copy of colored building elevations.
- 
- 
- 

**Final PD Site Plan Drawing Requirements (Based on Town Code Section 17.40.190.B). All items to be included in the 24"x36" plan sheets and 11"x17" reductions. All print must be legible on the 11"x17" plan sets.**

- \_\_\_\_\_ 1. Proposed name of project and names and addresses of: owners, land planner, plan preparer, engineer, landscape architect, architect, and surveyor.
  - \_\_\_\_\_ 2. North arrow, graphic and written scales, and date of preparation, with a chart for revisions.
  - \_\_\_\_\_ 3. Legend/key for **all** materials and symbols shown. Do not show symbols for features not included.
  - \_\_\_\_\_ 4. Vicinity map including a north arrow and nearest major roads and intersections, nearby local roads, and subdivisions. Outline the subdivision boundary and show adjacent parcels.
  - \_\_\_\_\_ 5. Existing zoning, land use, lot lines, building locations, and curb cuts for adjacent properties.
  - \_\_\_\_\_ 6. Street address(es).
  - \_\_\_\_\_ 7. A sheet index on the first sheet.
  - \_\_\_\_\_ 8. Title. The PD name and type of application, and a brief legal description in large letters must be placed at the top center of the sheet. The PD name and application type must also be placed in smaller letters in the lower right hand corner of each sheet. The legal description needs to match the legal description, including the names, of the plat(s) for the property.
- 
- 
- 
- 
- 
- 
- 
-

- \_\_\_\_\_ 9. Complete legal description including lots, blocks, and subdivision name; or metes and bounds description if the property has not been subdivided. \_\_\_\_\_
- \_\_\_\_\_ 10. Signature blocks as follows:
- Ownership certification
  - Legal Description
  - Lienholder subordination certificate
  - Title certification
  - Surveyor's certificate
  - Town certifications: Planning Commission recommendation and Board of Trustees approval if to be approved by the Planning Commission and Board of Trustees.
  - County Clerk and Recorder's certificate
- \_\_\_\_\_ 11. Property lines must be shown in a heavy solid line with dimensions, bearings, and control points indicated along all exterior property lines. Make sure these are legible. \_\_\_\_\_
- \_\_\_\_\_ 12. All phase lines must be shown and labeled. \_\_\_\_\_
- \_\_\_\_\_ 13. Existing and proposed building footprints or dimensioned setback from each property line (if applicable). \_\_\_\_\_
- \_\_\_\_\_ 14. Access points into the structure and the site. \_\_\_\_\_
- \_\_\_\_\_ 15. Location, dimension, and surface treatment of all parking spaces and drives. Amount and location of off-street parking. Indicate dimensions of spaces and aisles, separately label compact car and handicapped spaces, and show and label handicap ramps. \_\_\_\_\_
- \_\_\_\_\_ 16. Lighting plan including light pole (standard) locations, height, and specifications for all lights (See Town Code Section 17.48.100). A photometric plan with a point by point illumination diagram, a chart documenting that lighting standards have been met, and cut sheets for all fixtures. \_\_\_\_\_
- \_\_\_\_\_ 17. A Final Landscape Plan including type size, quantity and location of all plant materials with a Plant Schedule. Refer to Town Code Chapter 17.52 for landscape plan submittal requirements. Note: shredded cedar mulch is required for all wood mulch. **The Landscape Plan must be prepared by a licensed Landscape Architect, per Colorado State Statutes.** \_\_\_\_\_
- \_\_\_\_\_ 18. Building elevation drawings, to include all four sides, colors and materials, item number and name from manufacturer/supplier (if known), and identity functions of all exterior architectural features. Provide on a separate plan sheet(s). \_\_\_\_\_

- \_\_\_\_\_ 19. Emergency/fire access lanes, if required (contact applicable Fire District). \_\_\_\_\_
- \_\_\_\_\_ 20. Existing and proposed grading at two-foot contour intervals extending twenty (20) feet beyond the property line. (This will usually be a Grading Plan on a separate plan sheet). \_\_\_\_\_
- \_\_\_\_\_ 21. Show location and size of all existing and proposed utilities, (water, sanitary, stormwater, gas, electric, telephone, cable lines and equipment). Show location of existing and proposed fire hydrants and back-flow prevention devices. \_\_\_\_\_
- \_\_\_\_\_ 22. Screening of roof-top mechanical equipment, trash enclosures, service areas, and any proposed outdoor storage. Notes must be provided indicating materials and colors of materials. All mechanical equipment must be completely screened or painted to match surrounding materials and colors or be of a contrasting color that complements the building's architecture. Either show and describe screens or provide a note describing as applicable. \_\_\_\_\_
- \_\_\_\_\_ 23. Show boundary of the one hundred (100) year floodplain. Dashed lines must be used to show any proposed modification to drainage channels and floodplains. If the property is not within a 100-year floodplain, provide a note indicating this. \_\_\_\_\_
- \_\_\_\_\_ 24. Show and label drainage channels, wooded areas (trees, Gambel Oak, etc.), and other significant natural features such as rock outcroppings, wetlands, etc., within the property boundary and within one hundred (100) feet adjacent thereto. \_\_\_\_\_
- \_\_\_\_\_ 25. Water, gas, and electric meter sizes and locations. \_\_\_\_\_
- \_\_\_\_\_ 26. Statement concerning any use to be conducted within the PD which utilizes or generates any significant amount of toxic material. \_\_\_\_\_
- \_\_\_\_\_ 27. Property lines: for all lots, tracts, and blocks. Also indicate the purpose, identification number or letter, bearings, distances, and square footage for each tract. \_\_\_\_\_
- \_\_\_\_\_ 28. Building and structures: existing and proposed building footprints and/or required setbacks, building height, maximum allowed and proposed. \_\_\_\_\_
- \_\_\_\_\_ 29. Location and descriptive note for cluster mailboxes, trash enclosures, trash barrels, fences, and benches. (Details are also required to be provided on the same or separate sheet). \_\_\_\_\_
- \_\_\_\_\_ 30. On adjacent properties, footprint and location of nearest buildings. \_\_\_\_\_

- \_\_\_\_\_ 31. Sight analysis (where building height increase is requested), or upon Staff request, or where building(s) may significantly block neighboring properties' views. \_\_\_\_\_
- \_\_\_\_\_ 32. Location and dimensions for all existing and proposed curb cuts (on-site and within two hundred (200) feet, including cross streets), driveways, parking spaces, parking lot islands, loading areas, snow storage areas, and adjacent and onsite sidewalks/trails and bike lanes. \_\_\_\_\_
- \_\_\_\_\_ 33. Streets and rights-of-way (ROW): show all adjoining and/or internal streets and ROW's. Indicate street names and ROW widths. Show typical cross sections for all proposed types of streets. Sidewalks, trails, and bike lanes must be included in the cross-sections. \_\_\_\_\_
- \_\_\_\_\_ 34. Easements: show, identify, and dimension all existing and proposed easements, and state easement holder and purpose of the easement. Include reception numbers of all easements previously dedicated. \_\_\_\_\_
- \_\_\_\_\_ 35. Signs: sign locations, dimensions, and elevations. Signage must comply with the Master Signage Plan approved with the Preliminary or Final PD Site Plan, if applicable. A sign permit for each sign must be obtained from the Town prior to placing any sign on the property. Include all on-site directional signs. \_\_\_\_\_
- \_\_\_\_\_ 36. Summary table which includes information regarding maximum gross floor area or acreage, and/or number and type of dwelling units and number of residential lots; breakdown of areas into lots, square footage, and area for each use; ROW's, dedicated public areas, parks, trails, and public and private open space; building coverage, landscaping and parking lots. Include the total area and percentage of the site containing pervious surface. Include area and percentage of site for each use. \_\_\_\_\_
- \_\_\_\_\_ 37. Notes: written statement to include, where applicable: amount of off-street parking by use classification; including required and proposed off-street parking; and any other pertinent notes and descriptions. \_\_\_\_\_
- \_\_\_\_\_ 38. Traffic control plan including stop signs, stop bars, curbing or wheel stops, directional arrows, etc. \_\_\_\_\_
- \_\_\_\_\_ 39. Curb and gutter locations and details, including cross-sectional dimensions. \_\_\_\_\_
- \_\_\_\_\_ 40. Show and label all surfaces including pavement material, inert material (non-living ground cover), sidewalks, handicap ramps, etc. \_\_\_\_\_

- \_\_\_\_\_ 41. Label all features, lines, etc. and ensure lines and arrows are pointing to the correct item.
- \_\_\_\_\_ 42. Show and label limits of construction. \_\_\_\_\_
- \_\_\_\_\_ 43. Provide correct spelling and grammar and ensure there is no overlapping or illegible printing. \_\_\_\_\_

**Review and Approval Criteria (Per Town Code Section 17.40.190.E).**

The Final PD Site Plan and PD Zoning Regulations must adequately address the following criteria in a manner consistent with the general public interest, health, safety and welfare:

Address how the following criteria have been satisfied in a written statement.

1. The final PD site plan conforms to or is consistent with the preliminary PD site plan.
2. There is an appropriate relationship to the surrounding areas;
3. Circulation in terms of an internal street circulation system designed for the type of traffic generated, safety, separation from living areas, convenience, access, handicap access, noise and exhaust control. Though generally discouraged, private internal streets may be considered where appropriate to the development. A proper institutional framework, such as a metropolitan or special district must be established for maintenance thereof for the life of the streets. The streets shall be accessible by police and fire department and other emergency vehicles for emergency purposes, and to service vehicles such as trash trucks. Bicycle and pedestrian circulation and connections shall be provided;
4. Functional parks, open space, and trails in terms of recreation, views, density relief, convenience, function, connectivity, and optimum preservation of natural features including trees, shrubs, wildlife habitat, scenic areas and riparian and drainage areas are provided in conformance with the Comprehensive Plan and Parks, Trails, and Open Space Master Plan and Town Subdivision Regulations (Title 16).
5. A variety of development and housing types and styles, and densities are proposed. Mixed land use is encouraged;
6. Privacy for individuals, families and neighbors is provided as appropriate;
7. The adequacy, safety, separation, convenience, access to points of destination, and connectivity, and attractiveness of pedestrian and bicycle facilities;
8. Building type in terms of appropriateness to density, site relationship and bulk;

9. Building design in terms of orientation, spacing, materials, exterior color and texture, storage and lighting result in a quality architectural design that is compatible with the surrounding neighborhood. The Town discourages the placement of identical or similar residential models on any two adjoining lots along a street;
10. The landscaping is a quality design that enhances the site and is compatible with the surrounding neighborhood as shown by amount, types, and materials used. Entrance features are encouraged. The proposed landscaping will not create maintenance problems and is suitable for the site and neighborhood including plant hardiness. A xeriscape design that will conserve water is required;
11. Adequate off-street parking will be provided:
  - a. Particularly for single-family residences in a PD, required front-yard setbacks should be established and driveways should be arranged so as to provide off-street parking therein without causing parked autos to block sidewalks.
  - b. The Town may increase or decrease the normally required number of off-street parking spaces based on a consideration of the following factors:
  - c. The relationship of the proposed modifications to the stated purposes and intent of this PD regulation,
  - d. Probable number of vehicles owned by residents in the planned development,
  - e. Parking needs in non-residential areas,
  - f. Varying time period of use, whenever joint use of common parking areas is proposed,
  - g. Availability and use of alternative transportation methods.
12. The final PD site plan or preliminary/final PD site plan has been shown to fit within the context of the planned land use pattern and roadway and utility systems of the larger surrounding area.

**FINAL PD SITE PLAN SIGNATURE BLOCK**

**CERTIFICATE OF OWNERSHIP**

KNOW ALL MEN BY THESE PRESENTS, THAT \_\_\_\_\_ BEING THE OWNER, OF THE FOLLOWING DESCRIBED TRACT OF LAND:

(LEGAL DESCRIPTION)

THE UNDERSIGNED ARE ALL OF THE OWNERS OF CERTAIN LANDS KNOWN AS \_\_\_\_\_ IN THE TOWN OF MONUMENT.

OWNER(S) SIGNATURE(S) (NOTARIZED):

\_\_\_\_\_  
\_\_\_\_\_

STATE OF COLORADO)

) ss:

COUNTY OF EL PASO )

SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_, COUNTY \_\_\_\_\_, STATE \_\_\_\_\_

\_\_\_\_\_  
NOTARY SIGNATURE

\_\_\_\_\_  
MY COMMISSION EXPIRES

**LIENHOLDER SUBORDINATION CERTIFICATE**

THE UNDERSIGNED ARE ALL THE MORTGAGEES AND LIENHOLDERS OF CERTAIN LANDS KNOWN HEREIN AS THE \_\_\_\_\_ IN THE TOWN OF MONUMENT.

THE UNDERSIGNED BENEFICIARY OF THE LIEN CREATED BY INSTRUMENT RECORDED ON \_\_\_\_\_ IN BOOK \_\_\_ AT PAGE \_\_\_ EL PASO COUNTY, COLORADO, SUBORDINATE THE SUBJECT LIEN TO THE TERMS, CONDITIONS, AND RESTRICTIONS OF THIS DOCUMENT:

\_\_\_\_\_  
MORTGAGEE/LIENHOLDER (NOTARIZED SIGNATURE)

STATE OF COLORADO)

) ss:

COUNTY OF EL PASO )

SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_, COUNTY \_\_\_\_\_, STATE \_\_\_\_\_



\_\_\_\_\_  
NOTARY SIGNATURE

\_\_\_\_\_  
MY COMMISSION EXPIRES

**SURVEYOR'S CERTIFICATE**

I, \_\_\_\_\_, A PROFESSIONAL LAND SURVEYOR IN THE STATE OF COLORADO, DO HEREBY CERTIFY THAT THE SURVEY AND LEGAL DESCRIPTION REPRESENTED BY THE \_\_\_\_\_ SITE PLAN WAS MADE UNDER MY SUPERVISION AND THE MONUMENTS SHOWN HEREON ACTUALLY EXIST AND THIS SITE PLAN ACCURATELY REPRESENTS THAT SURVEY.

\_\_\_\_\_  
PROFESSIONAL LAND SURVEYOR

**TOWN CERTIFICATION**

PLANNING COMMISSION RECOMMENDATION:

THE FINAL PD SITE PLAN FOR (ENTER PROJECT NAME) PLANNED DEVELOPMENT IS APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
DATE

ATTEST:

\_\_\_\_\_  
PLANNING DIRECTOR

\_\_\_\_\_  
DATE

BOARD OF TRUSTEES APPROVAL:

THE FINAL PD SITE PLAN FOR (ENTER PROJECT NAME) PLANNED DEVELOPMENT IS APPROVED BY THE BOARD OF TRUSTEES OF THE TOWN OF MONUMENT, COLORADO, ON THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
DATE

ATTEST:

\_\_\_\_\_  
TOWN CLERK

\_\_\_\_\_  
D

**RECORDING**

STATE OF COLORADO)  
  ) SS:  
COUNTY OF EL PASO )

I HEREBY CERTIFY THAT THIS INSTRUMENT WAS FILED FOR RECORD IN MY OFFICE AT

\_\_\_ O'CLOCK \_M, THIS \_\_\_ DAY OF \_\_\_\_\_, A.D., 20\_\_ AND IS DULY

RECORDED UNDER RECEPTION NUMBER: \_\_\_\_\_ OF

THE RECORDS OF EL PASO COUNTY, COLORADO.

CHUCK BROERMAN, RECORDER

BY: \_\_\_\_\_  
          DEPUTY

FEE: \_\_\_\_\_

SURCHARGE: \_\_\_\_\_



**Water Evaluation Submittal Requirements**

Name of Project: \_\_\_\_\_ Project No. \_\_\_\_\_

If the Town of Monument will be providing water service to your project, submit a copy of the following in the referral packets for the Planning Director, Public Works Director, Planner, Water Consultant, and Planning Department File. If water is being provided by a Metro District, contact that District for their requirements.

Submittal Items

Applicant (initial each item submitted)

Town Staff

Water Supply:

- |       |  |       |
|-------|--|-------|
| _____ | 1. A legal description of the parcel, including the exact acreage of the parcel.                               | _____ |
| _____ | 2. A map showing the metes and bounds of the property, preferably overlain on a USGS 7.5-minute quadrangle map | _____ |
| _____ | 3. Any decrees/permits that have been issued for water rights development on the property.                     | _____ |

Water Demand:

- |       |  |       |
|-------|--|-------|
| _____ | 1. Preferably a water demand study done by a consultant for the developer, using the Town's presumptive water demand criteria (Section 13.04 and Appendix WA-10 Water Standards of Town Code). | _____ |
| _____ | 2. In lieu of a water demand study, the exact development plan, including number of single family taps, multi-family taps, irrigated acreage, commercial space, etc.                           | _____ |

**SPECIAL WARRANTY DEED**

**KNOW ALL MEN BY THESE PRESENTS,** That \_\_\_\_\_

\_\_\_\_\_, of the County of El Paso, and the State of Colorado whose address

is \_\_\_\_\_, for the consideration of One dollar and

other good and valuable consideration in hand paid, hereby sell and convey to THE TOWN

OF MONUMENT, of the County of El Paso, and State of Colorado, whose address is

P.O. Box 325, Monument, CO 80132, the following property situate in the County of El Paso

and State of Colorado, to-wit: All water and water rights, including nontributary and not

nontributary groundwater, appurtenant to and underlying the following described real property:

**(enter legal description of property and description of any existing decree for water rights).**

**KNOW ALL MEN BY THESE PRESENTS,** That with all its appurtenances and warrant(s) the

title against all persons claiming under us, and further warrant that said water rights are free

and clear of all liens and encumbrances.

Signed and delivered this \_\_\_\_ day of \_\_\_\_\_, 200\_.

\_\_\_\_\_

\_\_\_\_\_

STATE OF COLORADO )  
 ) SS.  
COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_\_\_\_  
day of \_\_\_\_\_, 200\_, by \_\_\_\_\_.

Witness my hand and official seal.

My Commission Expires: \_\_\_\_\_

**Notes:**

- 1. Person signing for a corporation must be the President or a Vice President of the corporation and title must be stated with signature.**
- 2. Notarization (acknowledgment) must also be completed.**
- 3. Please attach any separate legal description.**

**STATE OF COLORADO  
OFFICE OF THE STATE ENGINEER  
DIVISION OF WATER RESOURCES**

**NON-TRIBUTARY GROUND WATER CONSENT LANDOWNERSHIP STATEMENT**

I, (We)

\_\_\_\_\_

Name

whose mailing address is \_\_\_\_\_

Street

\_\_\_\_\_

City

State

Zip

claim and say that (we) am (are) the owner(s) of the following described property consisting of approximately \_\_\_\_\_ acres in the County of El Paso, State of Colorado: (insert legal description)

and that I (we) have granted written consent to Town of Monument to withdraw ground water from the \_\_\_\_\_\* aquifer as evidenced by the attached copy of a deed or other document recorded in the County or Counties in which the land is located, and that said ground water has not been conveyed or reserved to another, nor has consent been given to withdrawal by another except as indicated in the attached deed or other recorded document.

Further, I (we) claim and say that I (we) have read the statements made herein; know the contents hereof; and that the same are true to my (our) own knowledge.

\_\_\_\_\_

Signature

Date

\_\_\_\_\_

Signature

Date

**\*Enter Dawson, Denver, Arapahoe or Laramie-Fox Hills – one form required for each aquifer.**