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.
CERTIFICATE OF OWNERSHIP

Know all men by these presents, that the undersigned, being all of the Owner(s), Mortgagee(s) and Lienholder(s) of certain lands in the Town of Monument, El Paso County, Colorado, described as follows:

Beginning____________________etc., containing_________ acres, more or less,________________have by these presents laid out, and preliminary platted the same into lots, tracts, and easements as shown on this plat, under the name__________________.

Executed this_______day of____________, 20__.

Owner(s) Mortgagee(s) and Lienholder(s):

_________________________ __________________________

_________________________ __________________________

STATE OF COLORADO )
COUNTY OF EL PASO ) SS

SIGNED THIS_______DAY OF____________, 20__, COUNTY ______________, STATE ______________

NOTARY SIGNATURE

MY COMMISSION EXPIRES

PLANNING DEPARTMENT REVIEW:

This plat was reviewed by the Town of Monument Planning Department this__________day of ______________, 20_______.

Planning Director
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.