



**Town of Monument
Development Services
Department**

Final PD Site Plan Checklist	11/22/09	FINAL
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Name of Project: _____ **Project No.:** _____

The following checklist must be returned with the application to the Department of Development Services. 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 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. Include in Development Services, Director of Development Services, Public Works Department, traffic consultant, and Metro District's and Consultant's (if applicable) packets. | _____ |

- _____ 6. Final drainage study prepared by a professional engineer and meeting requirements of Chapter 17.45 of the Town Code. Include in Development Services, Director of Development Services, 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. _____

Drawing Requirements

- _____ 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, bar and graphic scales, nearest major roads and intersections, nearby local roads, and subdivisions. _____
- _____ 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. _____
- _____ 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 outlined in Town Code Section 17.40.130.P.1
(refer to signature block samples) _____

- Ownership certification
- Legal Description
- Lienholder subordination certificate
- Title Certificate
- 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. If to be approved by Development Services provide a Director of Development Services and Mayoral signature block.
- 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. 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 identify 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).

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

1. That there is an appropriate relationship to the surrounding area.
2. 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, and noise control. Though generally discouraged, private internal streets may be considered where appropriate to a residential development. A proper institutional framework must be established for maintenance thereof and the streets must be accessible by police and fire department vehicles for emergency purposes. Bicycle and pedestrian traffic shall be considered and provided for when necessary.
3. Functional open space is provided in terms of recreation, views, density relief, convenience, and optimum preservation of natural features including trees and drainage areas.
4. Variety of housing types, densities, and open space.
5. Privacy for individuals, families and neighbors.
6. The adequacy, safety, separation, convenience, access to points of destination, and attractiveness of pedestrian facilities.
7. Building type in terms of appropriateness with regard to density, relationship to the site, and bulk.
8. Building design in terms of orientation, spacing, materials, exterior color and texture, storage and lighting. The Town discourages the placement of identical or similar residential models on any two adjoining lots along a street.
9. Landscaping of total site as shown by amount, types and materials used, maintenance, suitability and effect on the neighborhood.
10. Adequate off-street parking.
 - 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:
 - i. The relationship of the proposed modifications to the stated purposes and intent of this PD regulation.
 - ii. Probable number of vehicles owned by residents in the planned development.
 - iii. Parking needs in nonresidential areas.
 - iv. Varying time period of use, whenever joint use of common parking areas is proposed.
 - v. Availability and use of alternative transportation methods.

11. The 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.

CERTIFICATE OF OWNERSHIP AND LIENHOLDER SUBORDINATION
CERTIFICATE.

AUTHORIZED SIGNATURE (NOTARIZED SIGNATURE)

SIGNED THIS _____ DAY OF _____, 20 _____

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

DEPARTMENT OF DEVELOPMENT SERVICES REVIEW:

THIS FINAL PD SITE PLAN WAS REVIEWED BY THE TOWN OF MONUMENT DEPARTMENT OF DEVELOPMENT SERVICES THIS ___ DAY OF _____, 20 __.

DIRECTOR OF DEVELOPMENT SERVICES

TOWN CERTIFICATION:

If to be approved by the Planning Commission and Board of Trustees, include the following Planning Commission and Board of Trustees signature blocks. If to be approved by Development Services, use the Director of Development Services and Mayoral signature block on the next page.

PLANNING COMMISSION RECOMMENDATION:

THE FINAL PD SITE PLAN FOR THE _____ PD SITE PLAN IS APPROVED THIS _____ DAY OF _____, 20 __.

CHAIRMAN

DATE

ATTEST:

DIRECTOR OF DEVELOPMENT SERVICES

DATE

ROBERT C. BALINK, RECORDER

BY: _____
DEPUTY

FEE: _____

SURCHARGE: _____