



**Town of Monument  
Development Services  
Department**

**Preliminary PD Site Plan Checklist 11/22/09 FINAL**

**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:

**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 submittal 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. Development application and fees including retainer. The narrative should include a description of the project, how the Preliminary P.D. Site Plan conforms to the approved Sketch Plan, proposed zoning regulations, (see required language below), proposed Design Guidelines, any changes made from the Sketch Plan, and a discussion of the application's conformance with the Review and Approval Criteria (at the end of the checklist). \_\_\_\_\_
- \_\_\_\_\_ 3. Title company proof of ownership (ownership and encumbrance report). \_\_\_\_\_
- \_\_\_\_\_ 4. Preliminary utility studies and plans as may be required to provide satisfactory proof that the property can be adequately served including written information estimating sewer and water demand, existing capacity (pumping, treatment, distribution and collection), and new facility needs and timing. Identify all proposed water rights conveyances relative to identified water demand. See Appendix WA-10 of the Monument Town Code for water demand requirements and attached checklist for water supply and demand evaluation if water will be provided by the Town. A "will serve" letter will be required with the Final PD Site Plan if water is being provided by a district.

- \_\_\_\_\_ 5. Preliminary drainage report or study including layout map showing method of moving storm water through the property, comparison of historic vs. developed flow calculations, water quality conceptual design, detention pond locations and conceptual design, and conceptual storm sewer layout. \_\_\_\_\_
- \_\_\_\_\_ 6. Written narrative explaining the overall development plan proposed by the Preliminary PD Site Plan and Zoning Regulations including the major use types, densities, parks, trails, open space areas, school sites, major roadways and other planned infrastructure elements. Also provide a narrative which addresses how the application meets the approval criteria, including how it conforms to the PD Plan and Sketch Plan. \_\_\_\_\_
- \_\_\_\_\_ 7. Preliminary Traffic Analysis and Access Management Plan. \_\_\_\_\_
- \_\_\_\_\_ 8. Geotechnical Report. \_\_\_\_\_
- \_\_\_\_\_ 9. Wildlife Impact Report by a qualified professional. \_\_\_\_\_
- \_\_\_\_\_ 10. Weed management plan. \_\_\_\_\_
- \_\_\_\_\_ 11. Wildfire mitigation plan and/or Gambel Oak and tree preservation plan (if in a forest/wooded area). \_\_\_\_\_
- \_\_\_\_\_ 12. Additional information as may be requested by the Town. \_\_\_\_\_

OPTIONAL – to be determined at pre-application conference.

- \_\_\_\_\_ 1. Noise Study – required for residential developments proposed adjacent to I-25, the railroads, and for other projects that are expected to generate high sound levels or for residential projects that are expected to be significantly impacted by the noise. \_\_\_\_\_
- \_\_\_\_\_ 2. Descriptions of Operations and Period of Operation. Daily starting time and closing time, length of total operating season and length of peak operating season. Required for uses that generate significant truck traffic and/or include outdoor operations with significant activity, noise, odors, dust, or other activities that could be a nuisance to neighbors. \_\_\_\_\_
- \_\_\_\_\_ 3. Maintenance Plan. \_\_\_\_\_

**Preliminary PD Site Plan Drawing Requirements (Based on Town Code Section 17.40.160.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 and phone numbers of: owners, land planner, plan preparer, engineer, and surveyor. \_\_\_\_\_

- \_\_\_\_\_ 2. North arrow, graphic and written scales, and date of preparation, with a chart for revision dates. \_\_\_\_\_
- \_\_\_\_\_ 3. Vicinity map including a north arrow, bar and graphic scales, and nearest major road(s) and intersections adjacent local road and subdivisions or parcels. \_\_\_\_\_
- \_\_\_\_\_ 4. Existing zoning, land use, building locations and curb cuts for adjacent properties. \_\_\_\_\_
- \_\_\_\_\_ 5. Street address. \_\_\_\_\_
- \_\_\_\_\_ 6. A sheet index on the first sheet. Plan sets should include title sheet with plan notes, summary table and parking analysis, the site plan sheet, Zoning regulations, Design Guidelines, Master Site Plan, landscape plan, landscape (plant) schedule, building elevations, grading plan, utility plan, traffic signage and striping plan, photometric plan, detail sheet(s) showing trash enclosures, elevations of fences and/or retaining walls, ramp details, etc. \_\_\_\_\_
- \_\_\_\_\_ 7. 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. \_\_\_\_\_
- \_\_\_\_\_ 8. Signature blocks as outlined in Town Code Section 17.40.130(P) (refer to signature block samples) \_\_\_\_\_
  - Ownership certification.
  - Legal Description.
  - Lienholder subordination certificate.
  - Title certificate.
  - Surveyor's certificate.
  - Development Services Certificate
  - Town Certifications: Planning Commission recommendation and Board of Trustees approval.
  - County Clerk and Recorder's Certificate.
- \_\_\_\_\_ 9. Property lines must be shown in a heavy solid line with dimensions, bearings, and control points indicated along exterior property.
- \_\_\_\_\_ 10. All phase lines must be shown and labeled. Phases should generally be based on areas that will be developed in a one-year time frame. \_\_\_\_\_
- \_\_\_\_\_ 11. Existing and proposed building footprints with dimensioned setback from each property line (as applicable). \_\_\_\_\_
- \_\_\_\_\_ 12. Access points into the site or structures. \_\_\_\_\_

- \_\_\_\_\_ 13. Location, dimension, and surface treatment of all parking spaces and drives. Amount and location of off-street parking. Indicate dimensions of spaces and aisles and separately label compact car and handicapped spaces. \_\_\_\_\_
- \_\_\_\_\_ 14. Show dimensions and label all sidewalks, trails, pedestrian paths, decorative pavement, etc. \_\_\_\_\_
- \_\_\_\_\_ 15. Outdoor Lighting Plan including lighting locations, lighting for parks open space tracts, etc., height and illumination, cut sheets, for all external fixtures and photometric plan (See Town Code Section 17.48.100). \_\_\_\_\_
- \_\_\_\_\_ 16. Landscape plan including type, size and location of all plant materials, and the location and proposed disposition of existing trees and shrubs. All existing trees must generally be preserved or relocated on site. A plant schedule listing the plants common name, horticultural/botanical name and variety, quantity, and planting size and mature size must be provided. Refer to Chapter 17.52 for landscape plan submittal requirements. \_\_\_\_\_
- \_\_\_\_\_ 17. Sign locations and dimensions, and general design of any sign structure (approval will be by separate permit). \_\_\_\_\_
- \_\_\_\_\_ 18. Building elevation drawings, to include all four sides, and specify all color, and materials, and identify functions of all exterior architectural features, including exterior wall mounted lighting. For residential or multi-lot projects, these will be included in the Design Guidelines section of the PD. \_\_\_\_\_
- \_\_\_\_\_ 19. Emergency/fire access lanes, if required (contact Fire Department). \_\_\_\_\_
- \_\_\_\_\_ 20. Existing and proposed grading at two-foot contour intervals extending twenty (20) feet beyond the property lines (usually this is provided on a separate plan sheet titled grading/plan). \_\_\_\_\_
- \_\_\_\_\_ 21. Show location and size of all existing and proposed utilities, (water, sanitary, stormwater, gas, electric, telephone, cable lines and equipment). Usually this is a separate utility plan on a separate plan sheet. \_\_\_\_\_
- \_\_\_\_\_ 22. Screening of all roof-top mechanical equipment, trash enclosures, service areas, and any proposed outdoor storage. Provide a note committing to screening requirements or show screening. \_\_\_\_\_
- \_\_\_\_\_ 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 does not contain any 100-year floodplains, provide a note stating this. \_\_\_\_\_

- \_\_\_\_\_ 24. Show drainage channels, wooded areas/and shrubs, type of trees and shrubs, and other significant natural features, such as rock formations, within the property boundary and within one hundred (100) feet adjacent thereto. \_\_\_\_\_
- \_\_\_\_\_ 25. Statement concerning any use to be conducted within the PD which utilizes or generates any significant quantities of toxic material. \_\_\_\_\_
- \_\_\_\_\_ 26. Use areas for each type of land use, labeled and including acreage, residential gross density and maximum number of dwelling units, and/or non-residential square footage and FAR (floor area ratio) limitations. \_\_\_\_\_
- \_\_\_\_\_ 27. Proposed PD open space areas, public land dedication areas (including parks and schools), and trail corridors. Include acreage and percentage of the site and the width of the trail corridors and trails. Indicate party who will own, construct, and maintain these areas and timing of improvements. \_\_\_\_\_
- \_\_\_\_\_ 28. Streets and rights-of-ways (R.O.W): show all streets including street names with R.O.W width. Indicate any proposed or expanded intersection improvements. \_\_\_\_\_
- \_\_\_\_\_ 29. Street cross sections showing the street pavement, curb and gutter, bike lanes, trails, and sidewalks. \_\_\_\_\_
- \_\_\_\_\_ 30. Summary table to include breakdown of major land use classifications including, where applicable, public and private open space, parks, trails, detention areas, and rights-of-way, densities, maximum and minimum lot sizes, maximum gross floor area or FAR (floor area ratio), number and type of dwelling units and maximum number of residential lots. Provide square footage or acreage and percentage of total land area for each use. Provide square footage/area and percentage of site for non-residential for building coverage, parking, paved areas, landscaping, detention, etc. \_\_\_\_\_
- \_\_\_\_\_ 31. Floor Plans with use areas and square footage (such as office, showroom, storage, warehouse, etc. for non-residential or multi-family uses or building). \_\_\_\_\_
- \_\_\_\_\_ 32. Off-street parking analysis. List required parking and provided parking for each use. List compact spaces and handicap spaces separately, and provide total required and provided. \_\_\_\_\_

**Preliminary PD Zoning Regulations.** Included within the Preliminary PD Site Plan 24"x36" plan sets, the applicant shall submit provide the accompanying Planned Development zoning regulations. These zoning regulations must contain the specific provisions set forth herein (Section 17.40.160(C) of the Town Code):

General Provisions

- \_\_\_\_\_ 1. Adoption/Authorization. The Board of Trustees has adopted the (name) Preliminary PD Site Plan and Zoning Regulations pursuant to this chapter of the Monument Municipal Code after appropriate public notice and hearing. \_\_\_\_\_
  
- \_\_\_\_\_ 2. Applicability. The (name) Preliminary PD Site Plan and Zoning Regulations shall run with the land and bind all landowners of record, their successors, heirs, or assigns of the land as approved by the Monument Board of Trustees. \_\_\_\_\_
  
- \_\_\_\_\_ 3. Maximum level of development. The total number of dwelling units for total commercial, industrial or other nonresidential floor area approved for development within the established use areas is the maximum allowed for platting and development. The actual number of dwellings or floor area approved will be determined at the final plat and final PD site plan stage of review based upon environmental constraints, utility and street capacity, compatibility with surrounding land uses, and other relevant factors. \_\_\_\_\_
  
- \_\_\_\_\_ 4. Relationship to Town Regulations. The provisions of this Preliminary PD Site Plan and these Zoning Regulations shall prevail and govern the development of the (name) PD; provided, however, that where the provisions of this preliminary PD site plan and these zoning regulations do not address a particular subject, the relevant provisions of the zoning ordinance of the Town, as amended, or any other applicable provisions of this code shall be applicable. \_\_\_\_\_
  
- \_\_\_\_\_ 5. Development Agreement. In addition to these regulations, certain provisions of the development of this PD property are controlled by an agreement between the Town and the PD property owners. This agreement, entitled \_\_\_\_\_, was adopted by the Town on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by Ordinance No.\_\_\_\_\_. \_\_\_\_\_
  
- \_\_\_\_\_ 6. Definitions. In addition to the standard definitions found in the Town Code Chapter 17, the following definitions of terms shall apply to this planned development: (list any). \_\_\_\_\_
  
- \_\_\_\_\_ 7. Overall Project Standards. The standard zoning requirements of the Town Code Chapter 17 including off-street parking, landscaping, site development, accessory and temporary uses, and use by special review shall apply to this PD, except as modified by the following: (list any). \_\_\_\_\_

\_\_\_\_\_ 8. Use Area Categories and Density Caps. In chart form for each use area or larger subarea include the use area designation; gross acreage; percent of total acreage for each use; gross residential density, maximum number of dwelling units; and maximum nonresidential square footage or FAR (floor area ratio), as applicable. Include areas devoted to open space and/or public land dedication and streets.

\_\_\_\_\_ 9. Use Area Categories Regulations. List each use and its associated zoning restrictions:

- Uses permitted by right
- Uses permitted by special review
- Maximum gross density
- Minimum lot area
- Maximum FAR (floor area ratio) or floor area ratio for nonresidential uses
- Minimum setbacks
- Maximum building height
- Maximum building coverage
- Other development standards

\_\_\_\_\_ 10. Use Area Category Labeling. All use area categories shall include the following label designations in addition to any numbering scheme as may be necessary to distinguish one use area from another. Mixed use areas shall utilize a combination of the principal use labels.

R: Residential, denotes units per acre

PCD: commercial uses including retail, professional and business offices, and professional and personal services and medical office and clinics.

PID: industrial uses, including light manufacturing, warehouse, and distribution uses.

PLD: Public Land Dedication. Land proposed to be dedicated to meet the requirements of the Town's subdivision regulations, Chapter 16 of this code. PLD areas must be also labeled on the plan map by type of use: elementary, middle, or high school, fire station, police station, administrative offices, maintenance facility, park or recreational facility, etc.

OSD: Open Space Dedication. Land proposed to meet the planned development open space requirements and proposed to be held in private, common ownership.

UD: Utilities Dedication. Land proposed to be dedicated for utility purposes, including water, sewer, and stormwater facilities.

- \_\_\_\_\_ 11. Severability of Provisions. In the event that any provision hereof shall be determined to be illegal or void by the final order of any court of competent jurisdiction, the remaining provisions shall remain in full force and effect.
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Design Guidelines shall be included in the PD Site Plans sets and address an intent statement, General Design Concept, Authority and Objectives, Architectural Design Guidelines, Exterior Finishes and Materials, Landscape Guidelines, and Signage Criteria. Provide a separate Color/Material Sample Board, which will be retained by the Town.

**Review and Approval Criteria (Per Town Code Section 17.40.160.F.).**

The Preliminary 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:

1. Quality and functionality of open space reservations are appropriate to the site.
2. Fiscal impact of project has been addressed.
3. Variety of housing types, styles, densities, and open space are provided.
4. Appropriate relationship exists between use areas, both internal and surrounding, with adequate buffer areas provided if warranted.
5. Circulation system provides adequate capacity and accessibility.
6. Trail system provides adequate internal circulation and makes appropriate external connections.
7. Phasing plan is appropriate, minimizes unnecessary utility extensions and adequately addresses other fiscal concerns of the Town of Monument Utility services is physically feasible and economically capable of being connected to the Town system, unless such connection requirement is specifically waived by the Town.
8. Plan design and layout are innovative and creative.
9. Plan design and density are sensitive to the site's major environmental characteristics including topography, viewsheds and vegetation.
10. The plan is consistent with the Town's Comprehensive Plan in effect at the time of application, and other relevant Town goals and policies.





