



**Town of Monument
Development Services
Department**

Preliminary/Final PD Site Plan Checklist	FINAL	2/9/09
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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:

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. _____

- _____ 3. Title company proof of ownership (ownership and encumbrance report). _____

- _____ 4. Final 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. 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. _____

- _____ 6. Written narrative explaining the overall development plan proposed by the Preliminary/Final 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 Sketch Plan. _____

- _____ 7. 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. _____
- _____ 8. Geotechnical/Soils 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. _____
- _____ 13. 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. _____
- _____ 14. Color board with material samples with manufacturer color, and order number, if available. _____
- _____ 15. One copy of colored building elevations. _____

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/Final 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, landscape architect, architect, and surveyor. _____
- _____ 2. North arrow, graphic and written scales, and date of preparation, with a chart for revision dates. _____
- _____ 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, and nearest major road(s) and intersections adjacent local road and subdivisions or parcels. _____
- _____ 5. Existing zoning, land use, building locations and curb cuts for adjacent properties. _____
- _____ 6. Street address. _____
- _____ 7. 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. _____
- _____ 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) (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.

- _____ 11. Property lines must be shown in a heavy solid line with dimensions, bearings, and control points indicated along exterior property. Make sure these are legible.
- _____ 12. 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. _____
- _____ 13. Access points into the site or structures. _____
- _____ 14. 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, and show and label handicap ramps. _____
- _____ 15. Show dimensions and label all sidewalks, trails, pedestrian paths, decorative pavement, etc. _____
- _____ 16. Outdoor Lighting Plan including light locations, lighting for parks, open space tracts, etc., height and illumination, cut sheets for all external fixtures. A photometric plan with a point by point illumination diagram, a chart documenting that lighting standards have been met. (See Town Code Section 17.48.100). _____
- _____ 17. 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 Town Code Chapter 17.52 for landscape plan submittal requirements or the landscape plan checklist. Note: Gorilla Hair mulch is required for all wood mulch. The Landscape Plan must be prepared by a licensed Landscape Architect, per Colorado State Statutes. _____
- _____ 18. Signs: provide sign locations, dimensions, materials, colors, and elevations. Master Signage Plans for applications with multiple lots must be provided. 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. _____
- _____ 19. Building elevation drawings, to include all four sides, and specify all colors, and materials, item number and name from manufacturer/supplier (if known), 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. _____
- _____ 20. Emergency/fire access lanes, if required (contact Fire Department). _____

- _____ 21. 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). _____
- _____ 22. 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. Usually this is a separate utility plan on a separate plan sheet. _____
- _____ 23. 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. 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. _____
- _____ 24. 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. _____
- _____ 25. 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. _____
- _____ 26. Statement concerning any use to be conducted within the PD which utilizes or generates any significant quantities 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 with dimensioned setback from each property line (as applicable) 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. 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. _____
- _____ 34. 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. _____
- _____ 35. 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. _____
- _____ 36. 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. _____
- _____ 37. Street cross sections showing the street pavement, curb and gutter, bike lanes, trails, and sidewalks. _____
- _____ 38. 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. _____
- _____ 39. Traffic control plan including stop signs, stop bars, curbing or wheel stops, directional arrows, etc. _____
- _____ 40. Curb and gutter locations and details, including cross-sectional dimensions. _____
- _____ 41. Show and label all surfaces including pavement material, inert material (non-living ground cover), sidewalks, handicap ramps, etc. _____
- _____ 42. Label all features, lines, etc. and ensure lines and arrows are pointing to the correct item. _____
- _____ 43. Show and label limits of construction. _____
- _____ 44. Provide correct spelling and grammar and ensure there is no overlapping or illegible printing. _____

- _____ 45. 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. _____
- _____ 46. Floor Plans with use areas and square footage (such as office, showroom, storage, warehouse, etc. for non-residential or multi-family uses or building). _____
- _____ 47. 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/Final PD Zoning Regulations. Included within the Preliminary/Final 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/Final 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/Final 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. _____
- _____ 4. Relationship to Town Regulations. The provisions of this Preliminary/Final 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/Final 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, Section 17.40.190.E).

The Preliminary/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:

1. Quality and functionality of open space reservations are appropriate to the site. Functional open space is provided in terms of recreation, views, density relief, convenience, and optimum preservation of natural features including trees and drainage areas.
2. That there is an appropriate relationship to the surrounding area.
3. Fiscal impact of project has been addressed.
4. Variety of housing types, styles, densities, and open space are provided.
5. Appropriate relationship exists between use areas, both internal and surrounding, with adequate buffer areas provided if warranted.
6. Circulation system provides adequate capacity and accessibility. 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.

7. Privacy for individuals, families and neighbors.
8. Trail system provides adequate internal circulation and makes appropriate external connections.
9. Phasing plan is appropriate, minimizes unnecessary utility extensions and adequately addresses other fiscal concerns of the Town of Monument.
10. 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.
11. Plan design and layout are innovative and creative.
12. Plan design and density are sensitive to the site's major environmental characteristics including topography, viewsheds and vegetation.
13. The plan is consistent with the Town's Comprehensive Plan in effect at the time of application, and other relevant Town goals and policies.
14. The adequacy, safety, separation, convenience, access to points of destination, and attractiveness of pedestrian facilities.
15. Building type in terms of appropriateness with regard to density, relationship to the site, and bulk.
16. 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.
17. Landscaping of total site as shown by amount, types and materials used, maintenance, suitability and effect on the neighborhood.
18. 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.

NOTARY SIGNATURE

MY COMMISSION EXPIRES

TITLE CERTIFICATION:

I, _____ AN AUTHORIZED REPRESENTATIVE OF _____
_____, A TITLE INSURANCE COMPANY LICENSED TO DO
BUSINESS IN THE STATE OF COLORADO, HAVE MADE AN EXAMINATION OF THE PUBLIC
RECORDS AND STATE THAT ALL OWNERS, MORTGAGEES, AND LIENHOLDERS OF THE
PROPERTY ARE LISTED IN THE 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

TOWN CERTIFICATION:

THE PRELIMINARY/FINAL PD SITE PLAN AND ZONING REGULATIONS FOR THE
_____ WERE REVIEWED BY THE TOWN OF MONUMENT DEVELOPMENT
SERVICES DEPARTMENT THIS _____ DAY OF _____, 20__.

DIRECTOR OF DEVELOPMENT SERVICES

DATE

PLANNING COMMISSION RECOMMENDATION:

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

CHAIRMAN

DATE

