



## **Site Development Approval Checklist**

**The following must be completed prior to final approval of site development plans (Construction Documents) by the Town:**

- Final Drainage Report signed by engineer-of-record and the Town (Triview, if applicable)
- Final Geotechnical Report
- Final approved Traffic Impact Analysis
- Engineering plans signed off by applicable entities (i.e., owner; engineer-of-record; Triview, and/or other entities providing services, if applicable; and appropriate Fire Protection District, as applicable).

Plans must include the following (see checklist):

- Grading and Erosion Control
- Utilities
- Storm Drainage
- Street Design including Roadway Profiles, Mix Design, and Cross-Sections (if applicable)
- Traffic Signage and Striping
- Site Lighting
- Landscaping
- Irrigation

For additional information on plan submittal requirements, see Chapter 17.45 of the Monument Municipal Code.

**The following must be obtained, or must occur, prior to issuance of a site development permit by the Town:**

- Approved site development plans
- Submittal of appropriate permits and supporting documents from other agencies, as required
- Stormwater Management Permit (SWMP) from the State of Colorado (for projects larger than one acre in size)
- Fugitive Dust Permit from El Paso County
- Payment of all applicable fees to the Town of Monument
- Submittal of a Site Development Permit Application, including certificate of insurance and proof of a valid Colorado contractor's license, by the contractor
- Preconstruction Meeting with the Town, which must include, at a minimum, the engineer-of-record, the property owner or authorized agent, the contractor who will perform the infrastructure installation, and any subcontractors for the various portions of the site-related work.



**Engineering Plan Checklist**

All engineering plans shall contain the following information (Town Code Section 17.45):

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

Applicant

Engineer

Submittal Requirements

- |       |  |       |
|-------|--|-------|
| _____ | 1. Copies: 8 24"x36" sized drawings  | _____ |
| _____ | 2. Application   | _____ |
| _____ | 3. Review fees: \$500 plus \$40/acre (if between 5 and 20 acres); \$10/acre (if over 20 acres) and \$250 retainer. This includes the initial review plus one additional review of resubmitted documents addressing Town comments. For each additional review beyond the initial reviews: \$250 per review for projects up to 20 acres, \$500 per review for projects over 20 acres | _____ |
| _____ | 4. Final engineering drawings for Town approval must be signed and stamped by a registered professional engineer in the State of Colorado  | _____ |

Drawing Requirements

- |       |   |       |
|-------|---|-------|
| _____ | 1. At a minimum, each submittal shall include the following plans:  |       |
|       | <input type="checkbox"/> Grading<br><input type="checkbox"/> Erosion control<br><input type="checkbox"/> Survey<br><input type="checkbox"/> Street design (if applicable)<br><input type="checkbox"/> Storm drainage (including cross-lot drainage for residential projects)<br><input type="checkbox"/> Paving<br><input type="checkbox"/> Utilities<br><input type="checkbox"/> Traffic signage and striping<br><input type="checkbox"/> Site lighting<br><input type="checkbox"/> Landscaping<br><input type="checkbox"/> Irrigation |       |
| _____ | 2. Property lines   | _____ |
| _____ | 3. Graphic scale and north arrow  | _____ |

- \_\_\_\_\_ 4. Existing features as necessary to determine continuity and constructability \_\_\_\_\_
- \_\_\_\_\_ 5. Demolition details, if applicable \_\_\_\_\_
- \_\_\_\_\_ 6. Easements for drainage, water, and sewer as may be required \_\_\_\_\_
- \_\_\_\_\_ 7. Direction of drainage flows \_\_\_\_\_
- \_\_\_\_\_ 8. Existing and proposed contours, at one-foot intervals \_\_\_\_\_
- \_\_\_\_\_ 9. Retention/detention facilities and details \_\_\_\_\_
- \_\_\_\_\_ 10. Locations and details of water quality control devices \_\_\_\_\_
- \_\_\_\_\_ 11. Locations and details of erosion control mechanisms \_\_\_\_\_
- \_\_\_\_\_ 12. Drainage pipe sizes and materials, including roof drains \_\_\_\_\_
- \_\_\_\_\_ 13. Drainage/street profiles showing depth of burial, clearances at conflicts, and pipe slopes; existing grades and proposed street grades with percentages \_\_\_\_\_
- \_\_\_\_\_ 14. Drainage structure elevations (rim and invert) and details \_\_\_\_\_
- \_\_\_\_\_ 15. Spot grades sufficient to allow determination of drainage flows, including cross-lot drainage for residential projects \_\_\_\_\_
- \_\_\_\_\_ 16. Drainage outfall locations and details \_\_\_\_\_
- \_\_\_\_\_ 17. Specifications for construction of all drainage appurtenances \_\_\_\_\_
- \_\_\_\_\_ 18. Building finished floor elevations \_\_\_\_\_
- \_\_\_\_\_ 19. Vertical and horizontal curve information \_\_\_\_\_
- \_\_\_\_\_ 20. Pavement cross-sections and details \_\_\_\_\_
- \_\_\_\_\_ 21. Sidewalk and handicapped ramp details \_\_\_\_\_
- \_\_\_\_\_ 22. Curb/gutter types and details \_\_\_\_\_
- \_\_\_\_\_ 23. Road cuts, jack and bore locations, pavement cuts (if applicable) \_\_\_\_\_
- \_\_\_\_\_ 24. Potable water pipe sizes and materials; information regarding fittings, valves, hydrants, fire lines, detector check and backflow preventor types and locations, service line locations, meter locations, tie-ins and tapping details \_\_\_\_\_

- \_\_\_\_\_ 25. Sanitary sewer line sizes and materials; manhole locations, rim and invert elevations, sewer line profiles, service line locations, cleanouts, laterals, tie-in details, oil/water separator and grease trap details (if applicable) \_\_\_\_\_
- \_\_\_\_\_ 26. Locations of all other underground utilities (gas, electric, phone, cable, data, fiber), including lines and aboveground facilities \_\_\_\_\_
- \_\_\_\_\_ 27. Landscape requirements to meet Town Code, plus sight visibility studies as necessary, and planting specifications and details \_\_\_\_\_
- \_\_\_\_\_ 28. Schematic irrigation plans indicating the water source, main irrigation lines, and all information necessary to assure one hundred (100) percent coverage of all landscaped areas \_\_\_\_\_
- \_\_\_\_\_ 29. All other details, data, and information necessary to formulate a complete set of plans able to be constructed and in conformance with all applicable regulatory agency requirements and good engineering practice. All engineering plans submitted must be in complete conformance with the associated site plan(s). The Director may require additional information which he or she feels, in his or her sole discretion, is necessary to insure the constructability of the project and conformance to all applicable codes and standards. \_\_\_\_\_

Note: When the Town code, policies, or other regulations do not contain specific information regarding details or standards, the following regulations and/or standards shall apply:

1. City of Colorado Springs Engineering Division Standard Specifications
2. City of Colorado Springs and El Paso County Drainage Criteria Manual –Volumes I and II
3. State of Colorado Department of Public Health and Environment
4. National Pollutant Discharge Elimination System (NPDES)
5. Town of Monument Design and Installation Standards for Potable Water Distribution systems

(Within the Triview Metropolitan District, where a conflict exists between Triview standards and Town standards, the more stringent shall apply).