



PLANNING + NEIGHBORHOOD SERVICES

Land Use Review

Site Plan to Unplatted Lands Application Requirements

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This checklist is intended to assist in preparing a complete plan that will address all City development standards, requirements, and review criteria. The following information must be included with the plan submittal. If justified, the City may except any requirement. The Land Use Review Division may require additional information in accordance with City Code Section 7.5.403: *All documents should be neat and legible; inaccurate, incomplete, and poorly completed documents may be rejected.*

Please submit via the Planning Department's [online submittal system](#).

Submittal Checklist

General Requirements

- [General Applicant and Owner Acknowledgement Form](#)
- A Project Statement providing justification of how the applicability has been met, see Review Criteria section below.
- A Site Plan that has all items in the "Plan Content Requirements" section

Plan Content Requirements

Site Plan Contents

- North Arrow
- Property Address
- Name, address, and phone number of applicant/owner
- The legal description of the property, taken from the deed to the property, and the recording information (book and page or reception number) of that deed
- Indication of standardized scale used both fractional and bar scale (i.e., 1" = 20')
- Tax Schedule Number
- Zone district
- Lot size in square feet
- Lot coverage calculation – Show a calculation of the existing and proposed improvements and their respective square footage as a percentage.
- Front yard lot coverage – show the percentage of the front yard covered by driveway or carport structures.



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All existing lot lines and easements with dimensions

- *The City does not have to provide property line information; the applicant is responsible to show accurate property lines as part of the application. If there is a question about the location of the property lines, the applicant should hire a surveyor to determine the location of the property lines. The dimensions and property lines shown on the site plan must match the exact location where the structure is built. Structures that are not built according to the provided and approved plan are subject to enforcement action.

- All existing utilities located on the site, clearly labeled

- Adjacent rights-of-way with dimensions

- Setbacks of all existing and proposed structures from property lines

- Location, dimensions, and setbacks of all existing and proposed structures, if any, and their floor area

- Other improvements (i.e., driveways, parking areas, sidewalks, curb lines, fences, etc.)

- Height of all existing and proposed structures. Provide a structure elevation/typical if the request affects building height to any extent.

- Information on all survey monuments recovered or set and used in the determination of property boundaries.

A statement reading as follows:

- "Under the provisions of Section 7.5.509 of the Code of the City of Colorado Springs, the ownership configuration detailed on this site plan is eligible for the issuance of a Building Permit on unplatted land. Compliance with all other applicable requirements of the City of Colorado Springs and the Regional Building Department is required. Approval of this request pertains only to the application submitted and does not release the applicant from complying with other requirements."

Planning and Community Development

Date

- A vicinity map showing the parcel outlined with the adjacent streets noted



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Review Criteria

UDC 7.5.509 Site Plan to Unplatted Lands Review Criteria & Process:

The purpose of this Section is to allow new development or the modification of existing structures on unplatted lands in certain circumstances.

This Section applies only to land that meets one or more of the following conditions:

- a. Land that was developed and within the City on February 13, 1951;
- b. Land that was annexed to the City after February 13, 1951, but unplatted because platting was not required at the time that the land was developed;
- c. A developed parcel of land that was created in El Paso County no later than September 1, 1972; or
- d. Land that was owned by the City and used for park and recreation purposes prior to January 1, 1990.

Building Permits shall be issued without requiring platting only for a structural addition to one (1) or more buildings that exist on the property if:

- a. The addition will comply with the provisions of this UDC;
- b. The addition constitutes no change in land use;
- c. The addition will not require street extension;
- d. The addition will not intrude upon setback lines determined by the Traffic Engineer to accommodate any proposed rights-of-way;
- e. Drainage fees are paid on proposed addition or previous additions that results in an increased floor area exceeding fifty (50) percent the area of the structure(s) existing on July 18, 1975, or the date of annexation if annexation is after July 18, 1975; and
- f. The owner agrees to dedicate any rights-of-way that would normally be required as a condition of a platting. If dedication is required, the owner shall dedicate the right-of-way by a separate deed and pay for the preparation and recording of the deed after such deed is approved by City Real Estate Services.