



## Concept Plan Application Requirements

### Submittal Checklist

<b>General Requirements</b>	
<input type="checkbox"/>	General Applicant and Owner Acknowledgement form
<input type="checkbox"/>	Project Statement identifying the following: <ol style="list-style-type: none"> <li>1. A clear description of the proposed development. If this is an amendment, describe the changes proposed from the currently approved plan;</li> <li>2. A Justification based on the review criteria addressing why the proposed project should be approved; and</li> <li>3. An Issue List stating how each of the pre-application issues, as communicated to the applicant/owner by the reviewing planner, has been addressed in the approved development plan.</li> </ol>
<input type="checkbox"/>	Concept Plan showing all "Plan Content Requirements" below
<input type="checkbox"/>	<a href="#">Mineral Estates Owner Notification Certification Affidavit</a>
<input type="checkbox"/>	A legal description of the proposed project
<input type="checkbox"/>	Pre-Application Meeting Summary from the assigned City Planner

<b>Reports and Studies – Requirement for each report is determined prior to submittal.</b>	
<input type="checkbox"/>	<a href="#">Geologic Hazard Report</a> (See item 3 Subdivision Policy Manual - <a href="https://coloradosprings.gov/public-works/page/subdivision-policy-manual">https://coloradosprings.gov/public-works/page/subdivision-policy-manual</a> )
<input type="checkbox"/>	<a href="#">Drainage Reports</a> (see item 4 Subdivision Policy Manual - <a href="https://coloradosprings.gov/public-works/page/subdivision-policy-manual">https://coloradosprings.gov/public-works/page/subdivision-policy-manual</a> )
<input type="checkbox"/>	<a href="#">Traffic Impact Analysis</a>
<input type="checkbox"/>	Submittal of the <a href="#">Hydraulic Grade Line (HGL) Request Form</a> to Colorado Springs Utilities (CSU) Email completed form and map to <a href="mailto:waterplanning@csu.org">waterplanning@csu.org</a> or fax to 719-668-5651 prior to application submittal.
<input type="checkbox"/>	Submittal of the <a href="#">Wastewater Facilities Master Report</a> to Colorado Springs Utilities (CSU) Email completed form and map to <a href="mailto:wwmasterplansubmit@csu.org">wwmasterplansubmit@csu.org</a> prior to application submittal.

\*\*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 exempt any requirement. *The Land Use Review Division may require additional information in accordance with City Code section 7.5.202.B.*

### Plan Contents

**The content of the concept plan must include the following information.**

<b>GENERAL INFORMATION</b>	
<input type="checkbox"/>	Provide an area for the Land Use Review file number in the lower right-hand corner of all sheets.
<input type="checkbox"/>	Note the sheet number in the lower right-hand corner (i.e. 1 of 10, 2 of 10, etc.)
<input type="checkbox"/>	Indication of standardized scale, both fractional and bar (i.e. 1" = 20')
<input type="checkbox"/>	North arrow
<input type="checkbox"/>	Vicinity Map (does not have to be to scale). The map should show the proposed site outlined with the existing adjacent streets within the neighborhood.
<input type="checkbox"/>	Any Conditions of Record established at the time of zoning.
<input type="checkbox"/>	Notes describing any covenants/easements permitting the use of the land by adjacent property owners
<input type="checkbox"/>	Notes which describe any approved variances which apply to the property. Include the City File Number and date of approval
<input type="checkbox"/>	Zoning and land uses on adjacent properties



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<input type="checkbox"/>	Significant natural features, such as vegetation, rock outcroppings, streams, etc.
<input type="checkbox"/>	Location, size and use restrictions for all "Preservation" or "No Build" areas.
<b>SITE PLAN COMPONENTS</b>	
<input type="checkbox"/>	Location, dimensions, and size of proposed lot(s)
<input type="checkbox"/>	Existing and proposed topography at two foot (2') contour intervals
<input type="checkbox"/>	Location of all floodplain boundaries
<input type="checkbox"/>	Location and dimensions of required building and landscaping setbacks
<input type="checkbox"/>	The following information on all existing and proposed buildings: <ol style="list-style-type: none"> <li>1. Location and specific distance from property lines</li> <li>2. Dimensions and square footage</li> <li>3. Building height</li> <li>4. Proposed Use</li> </ol>
<input type="checkbox"/>	The following information regarding existing and proposed streets adjacent to the development site: <ol style="list-style-type: none"> <li>1. Rights-of-way and pavement widths</li> <li>2. Existing, proposed and anticipated street names and classifications. Designate a private street by including "private" immediately following the street name</li> <li>3. Existing and/or proposed access points</li> <li>4. Acceleration and deceleration lanes</li> <li>5. Traffic islands and other traffic control devices</li> <li>6. Sight Distance Triangle as calculated from the Public Works Design Manual (No fence, walls, buildings, pillars, landscaping, signs, or any other obstruction to vision between the heights of 3 ft. and 10 ft. above street level shall be permitted in this triangle).</li> </ol>
<input type="checkbox"/>	General location and size of all parking areas and driving and maneuvering lanes
<input type="checkbox"/>	If within an airport overlay, the following note must be added: <i>"The avigation easement dedicated herein for public avigation purposes, shall be considered a public easement subject to those terms and conditions as specified on the instrument recorded at reception no. 217069667 of the Records of El Paso County, Colorado. All other easements or interests of record affecting any of the platted property depicted hereon shall not be affected and shall remain in full force and effect."</i>

### Review Criteria

**CONCEPT PLAN REVIEW CRITERIA:**

A concept plan shall be reviewed using the criteria listed below. No concept plan shall be approved unless the plan complies with all the requirements of the zone district in which it is located, is consistent with the intent and purpose of this Zoning Code and is compatible with the existing and proposed land uses surrounding the site.

1. Will the proposed development have a detrimental effect upon the general health, welfare and safety or convenience of persons residing or working in the neighborhood of the proposed development?
2. Will the proposed density, types of land uses and range of square footages permit adequate light and air both on and off site?
3. Are the permitted uses, bulk requirements and required landscaping appropriate to the type of development, the neighborhood and the community?



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4. Are the proposed ingress/egress points, traffic circulation, parking areas, loading and service areas and pedestrian areas designed to promote safety, convenience and ease of traffic flow and pedestrian movement both on and off the site?
5. Will the proposed development overburden the capacities of existing streets, utilities, parks, schools and other public facilities?
6. Does the proposed development promote the stabilization and preservation of the existing properties in adjacent areas and surrounding residential neighborhoods?
7. Does the concept plan show how any potentially detrimental use to use relationships (e.g. commercial use adjacent to single-family homes) will be mitigated? Does the development provide a gradual transition between uses of differing intensities?
8. Is the proposed concept plan in conformance with all requirements of this Zoning Code, the Subdivision Code and with all applicable elements of the Comprehensive Plan?