



Hillside Plan Submittal Checklist

Revised 2/11/22

Submittal Checklist

General Requirements and Reports:

- Hillside Site/Lot Grading Plan and Architectural Elevations. **Hillside Site Plan/Lot Grading Plan shall be signed and bear the seal of a registered Professional Engineer licensed by the State of Colorado.**
- An approved lot specific geologic hazard report or waiver.
- At time of building permit submittal the major corners of the home shall be staked onsite.

Site Plan Contents

General Information:

- Bar and numeric scale (preferred drawing scale 1:20), north arrow, vicinity map
 - Name, address and telephone number for applicant, architect, builder and main point of contact
 - Site address, tax schedule number, legal description, zone district and parcel size
 - Hillside Certification Statement, include statement below with a signature the on Site Plan**
 I, _____, as Applicant and duly representative of the owner, hereby certify that the information included upon the attached Hillside Site/Lot Grading Plan is true and accurate; and the development of the site will occur in accordance with the approved site plan. As the Applicant, I understand and agree to the following:
 - o No disturbance, grading or significant natural feature/vegetation removal will occur beyond the “limit of disturbance” boundary as shown on this plan
 - o The “limit of disturbance” boundary and any trees to be retained within the limit of disturbance area shall be delineated with a 4’ tall construction fence. The preservation easement area shall be delineated with 4’ tall stakes with rope connecting the stakes or a 4’ tall construction fence.
 - o Stockpiling shall only occur within the “limit of disturbance boundary” according to the approved site plan.
 - o Pursuant to City Code section 7.5.1004, the City shall have the right to enter upon the subject property for the purposes of enforcing the City Code
 - o Failure to comply with the approved Hillside Site/Lot Grading Plan may result in code enforcement action.
- Signature _____ Date _____

Site Plan Components:

- Property line locations and dimensions as shown on the plat
- Label setbacks, easements, preservation areas, “no build” areas and building envelopes
- Street and alley name including location and width
- Location of sidewalks, curb and gutter and other improvements
- Show and label “limit of disturbance” boundary location. This should be an enclosed perimeter 10’-15’ around the proposed building and should include utility service lines, driveway and all proposed grading.
- Utility service line locations for water, sewer, electricity, gas, phone and cable
- Label stockpile location. All stockpiles must be within limit of disturbance boundary.
- Label dimensions of existing and proposed structures
- Show distances from proposed structures to property lines
- Identify square footage of proposed building footprints in legend



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<input type="checkbox"/>	Identify garage square footage in legend and note total number of garage doors. A double garage door counts as 2 doors.
<input type="checkbox"/>	Calculate the percent lot coverage or all structures on the site. <ul style="list-style-type: none"> ○ Covered decks & second story decks 8' or taller need to be identified in lot coverage calculation
<input type="checkbox"/>	Show driveway size, location, grade percentage, material and curb cut width at front property line (not to exceed 24 feet)
<input type="checkbox"/>	Percent of driveway coverage in front yard setback <ul style="list-style-type: none"> ○ Divide area of driveway located between the front property line and front yard setback line by the total front yard setback area. Maximum 40% coverage for front property lines 75' or greater. Maximum 45% coverage for front property lines less than 75'.

Grading Information:	
<input type="checkbox"/>	Indicate source of contour information with company contact. (FIMS contour information should NOT be relied upon)
<input type="checkbox"/>	Indicate an existing permanent fixed benchmark (top of fire hydrant)
<input type="checkbox"/>	Show existing building grade & proposed finished grade topography at a minimum of 2' contour intervals; identify line types for building and finished grade in legend.
<input type="checkbox"/>	Label the existing and finished grade values adjacent to each of the major corners of the proposed structure on the site plan; cut and fill should be limited to 4 to 5 feet.
<input type="checkbox"/>	State the finished floor elevations for the house and garage
<input type="checkbox"/>	Indicate drainage pattern locations with arrows; drainage needs to maintain historic drainage patterns or be returned to the street.
<input type="checkbox"/>	Show retaining walls and/or fence location along with TOW/BOW values. Make note on site plan if no retaining walls are proposed (Max allowable height is 4 feet; retaining walls over 4 feet must be structurally engineered & separately permitted).

Vegetation:																					
<input type="checkbox"/>	Identify significant natural features including slopes of 25% or greater, ridgelines, bluffs, rock formations, natural streams/drainage ways and geologic conditions. (Please note: A reclamation plan may be required at time of CO if significant natural features are disturbed)																				
<input type="checkbox"/>	Identify existing vegetation within the limit of disturbance boundary in legend. Include perimeter lines of any scrub oak clusters & individual trees of 12" trunk or greater. <ul style="list-style-type: none"> • If vegetation is to be REMOVED call out this vegetation in the legend as REMOVED. • If vegetation is to be RETAINED call out this vegetation in the legend as RETAINED and include landscape protection notes and/or diagram 																				
<input type="checkbox"/>	Vegetation Analysis table below to be included on site plan for vegetation <i>to be retained</i> . <ul style="list-style-type: none"> • Lots < 30,000 square feet must show vegetation on entire lot; • Lots > 30,000 square feet only show existing vegetation within 50 feet beyond the limit of disturbance boundary & label the area 50 feet beyond the limit of disturbance boundary as "landscape protection boundary". • Fee would <i>only</i> be implemented at time of CO request IF there is additional disturbance beyond the approved hillside site plan. • How to calculate: \$1000 per coniferous tree 12" in diameter, \$10 per square footage of scrub oak clusters, \$0.20 per square footage of native seed, applicant to propose fee for other large vegetation. 																				
<input type="checkbox"/>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Symbol</th> <th style="width: 40%;">Tree type (within LOD & 50' landscape protection boundary)</th> <th style="width: 20%;"># or Square footage</th> <th style="width: 30%;">Fee</th> </tr> </thead> <tbody> <tr> <td></td> <td>Scrub oak</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Coniferous Trees</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Other large vegetation</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Native Seed</td> <td></td> <td></td> </tr> </tbody> </table>	Symbol	Tree type (within LOD & 50' landscape protection boundary)	# or Square footage	Fee		Scrub oak				Coniferous Trees				Other large vegetation				Native Seed		
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Architectural Elevations/Hillside Height:	
<input type="checkbox"/>	Scaled elevations illustrating north, south, west and east side profiles.
	○ Preferred drawing scale is ¼ inch equals one foot.
<input type="checkbox"/>	Note the main level finished floor elevation on each of the 4 profiles and carry the line across each elevation
<input type="checkbox"/>	Label existing and finished grades lines with the values at the major corners (should match values identified on site plan)
<input type="checkbox"/>	Show maximum allowable hillside height envelope measured from EXISTING grade line on each elevation drawing. (35' for pitched roof and 30' for flat roof; unless otherwise specified on approved development plan)

Geologic Hazard Requirements:	
<input type="checkbox"/>	An approved lot specific geologic hazard report or waiver included with permit submittal
<input type="checkbox"/>	Include the Geologic hazard disclosure statement listed below with blanks filled in: <ul style="list-style-type: none"> • “This property is subject to the findings summary & conclusions of a Geologic Hazard Report prepared by _____; dated _____ which identified the following specific geologic hazards on the property: _____. The following mitigations will be implemented: _____. A copy of said report has been placed within the subdivision file of the City of Colorado Springs Planning & Development Team. Contact the Planning Department, if you would like to review said report.

Refer to <https://gis.coloradosprings.gov/Html5Viewer/?viewer=springsview> for subdivision and parcel information