



# Concept Plan Application Requirements

**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?
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?

**PLAN SUBMITTAL CHECKLIST:** The following items will need to be included in any Concept Plan review submittal.

Applicant	Planner
<input type="checkbox"/> <a href="#">General Development Application Form</a>	<input type="checkbox"/>
1 copy of a <b>Project Statement</b> identifying the following:	
1. A clear description of the proposed development. If this is an amendment, describe the changes proposed from the currently approved plan;	<input type="checkbox"/>
2. A Justification based on the review criteria addressing why the proposed project should be approved; and	<input type="checkbox"/>
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.	<input type="checkbox"/>
<input type="checkbox"/> 1 copy of a <b>Concept Plan</b> showing all "Plan Content Requirements" below	<input type="checkbox"/>
<input type="checkbox"/> <a href="#">Mineral Estate Owner Notification Certification Affidavit</a>	<input type="checkbox"/>
<input type="checkbox"/> A <b>legal description</b> of the proposed project	<input type="checkbox"/>
<input type="checkbox"/> A copy of the <b>Pre-Application Meeting Summary</b> from the assigned City Planner	<input type="checkbox"/>
<input type="checkbox"/> All plans, documents, and reports uploaded to <b>Dropbox folder</b> (Planner to send folder invite link through email)	<input type="checkbox"/>

**REPORTS & STUDIES:** (to be determined at the pre-application or LDTC meetings) *The reports and/or studies must be prepared by the appropriate qualified professional.*

<input type="checkbox"/> 2 copies of a <b>Geologic Hazard Study</b> (EDRD & LUR)	<input type="checkbox"/>
<input type="checkbox"/> 2 copies of a <b>Drainage Study</b> (WRE)	<input type="checkbox"/>
<input type="checkbox"/> 2 copies of a <a href="#">Traffic Impact Analysis</a> (EDRD)	<input type="checkbox"/>
<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"/>
<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.	<input type="checkbox"/>

**PLAN CONTENT REQUIREMENTS:** The content of the concept plan must include the following information.

### General Information

<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"/>
<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"/>

**PLAN CONTENT REQUIREMENTS:** *Continued from previous page.*

Applicant	Planner
<input type="checkbox"/> Indication of standardized scale, both fractional and bar (i.e. 1" = 20')	<input type="checkbox"/>
<input type="checkbox"/> North arrow	<input type="checkbox"/>
<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"/>
<input type="checkbox"/> Any Conditions of Record established at the time of zoning.	<input type="checkbox"/>
<input type="checkbox"/> Notes describing any covenants/easements permitting the use of the land by adjacent property owners.	<input type="checkbox"/>
<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"/>
<input type="checkbox"/> Zoning and land uses on adjacent properties	<input type="checkbox"/>
<input type="checkbox"/> Significant natural features, such as vegetation, rock outcroppings, streams, etc.	<input type="checkbox"/>
<input type="checkbox"/> Location, size and use restrictions for all "Preservation" or "No Build" areas.	<input type="checkbox"/>
<b>Site Development Information</b>	
<input type="checkbox"/> Location, dimensions, and size of proposed lot(s)	<input type="checkbox"/>
<input type="checkbox"/> Existing and proposed topography at two foot (2') contour intervals	<input type="checkbox"/>
<input type="checkbox"/> Location of all floodplain boundaries	<input type="checkbox"/>
<input type="checkbox"/> Location and dimensions of required building and landscaping setbacks	<input type="checkbox"/>
<input type="checkbox"/> The following information on all existing and proposed buildings:	<input type="checkbox"/>
<input type="checkbox"/> Location and specific distance from property lines	<input type="checkbox"/>
<input type="checkbox"/> Dimensions and square footage	<input type="checkbox"/>
<input type="checkbox"/> Building height	<input type="checkbox"/>
<input type="checkbox"/> Proposed Use	<input type="checkbox"/>
<input type="checkbox"/> The following information regarding existing and proposed streets adjacent to the development site:	<input type="checkbox"/>
<input type="checkbox"/> Rights-of-way and pavement widths	<input type="checkbox"/>
<input type="checkbox"/> Existing, proposed and anticipated street names and classifications. Designate a private street by including "private" immediately following the street name.	<input type="checkbox"/>
<input type="checkbox"/> Existing and/or proposed access points	<input type="checkbox"/>
<input type="checkbox"/> Acceleration and deceleration lanes	<input type="checkbox"/>
<input type="checkbox"/> Traffic islands and other traffic control devices	<input type="checkbox"/>
<input type="checkbox"/> 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).	<input type="checkbox"/>
<input type="checkbox"/> General location and size of all parking areas and driving and maneuvering lanes	<input type="checkbox"/>
<input type="checkbox"/> If within an airport overlay, the following note must be added: "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."	<input type="checkbox"/>