



# DEVELOPMENT PLAN, CONDITIONAL USE AND USE VARIANCE SUBMITTAL CHECKLIST

**SUBMITTAL CHECKLIST:** 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.*

<u>Applicant</u>	<u>Planner</u>
<input type="checkbox"/> <a href="#">General Development Application Form</a>	<input type="checkbox"/>
<input type="checkbox"/> 1 copy of a <b>Project Statement</b> containing the following information:	<input type="checkbox"/>
1. Description: Describe the project and/or land uses proposed;	
2. Justification: Justify the approval of the project and address the review criteria listed at the end of this checklist; &	
3. Issues: Explain how the issues identified during the pre-application process have been addressed or mitigated.	
<input type="checkbox"/> 1 copy of a <b>Development Plan</b> showing all "Plan Contents" below	<input type="checkbox"/>
<input type="checkbox"/> <a href="#">Mineral Estate Owner Notification Certification Affidavit</a> (Public Hearing Items ONLY)	<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 CONTENTS:** All plans should be neat, clear, legible and drawn to a standard Engineer's scale. Inaccurate, incomplete, and poorly drawn plans may be rejected. Plans must not exceed 24 in. x 36 in. and should be folded no larger than 9 in. x 14 in. with the lower right-hand corner exposed.

Each **Plan Sheet** should show the following information:

<input type="checkbox"/> Development Plan name	<input type="checkbox"/>
<input type="checkbox"/> City File Number	<input type="checkbox"/>
<input type="checkbox"/> Sheet number (i.e. 1 of X, 2 of X, etc.)	<input type="checkbox"/>
<input type="checkbox"/> North arrow	<input type="checkbox"/>
<input type="checkbox"/> Scale, both written and graphic	<input type="checkbox"/>
<input type="checkbox"/> Space for City stamp in the bottom right corner	<input type="checkbox"/>

Provide the following information on the **Cover Sheet:**

<input type="checkbox"/> Vicinity Map	<input type="checkbox"/>
<input type="checkbox"/> Sheet Index Map (for multiple sheets)	<input type="checkbox"/>
<input type="checkbox"/> Project name and description	<input type="checkbox"/>
<input type="checkbox"/> Owner, Developer, and Applicant name	<input type="checkbox"/>
<input type="checkbox"/> Date of preparation	<input type="checkbox"/>
<input type="checkbox"/> Total development plan area in acres or square feet	<input type="checkbox"/>
<input type="checkbox"/> Legal description	<input type="checkbox"/>

**PLAN CONTENTS:** *continued from previous page*

Applicant	Planner
<input type="checkbox"/> Site address, if known	<input type="checkbox"/>
<input type="checkbox"/> Tax Schedule Number	<input type="checkbox"/>
<input type="checkbox"/> Name of master plan and City File Number (if applicable)	<input type="checkbox"/>
<input type="checkbox"/> Name of concept plan and City File Number (if applicable)	<input type="checkbox"/>
<input type="checkbox"/> FEMA floodplain statement including community map number and date. Indicate whether the site is or is not located within a designated floodplain.	<input type="checkbox"/>
<input type="checkbox"/> Proposed land uses and buildings with respective footprint and gross square footage and/or acreage	<input type="checkbox"/>
<input type="checkbox"/> Notes describing any existing or proposed easements permitting the use of property by others	<input type="checkbox"/>
<input type="checkbox"/> Parking information: Indicate the City Code formula used for the total number of parking spaces, the number of compact spaces, and the number of handicapped spaces both required and provided.	<input type="checkbox"/>
<input type="checkbox"/> Zone district and any applicable conditions of record with City Ordinance number	<input type="checkbox"/>
<input type="checkbox"/> Notes describing additional standards for specific uses (if applicable)	<input type="checkbox"/>
<input type="checkbox"/> Notes describing any approved variances which apply to the property, including City file number and approval date	<input type="checkbox"/>
<input type="checkbox"/> Notes describing the project's inclusion within a special district, improvement incorporation and/or its subjectivity to a development agreement (if applicable)	<input type="checkbox"/>
<input type="checkbox"/> Notes describing the use, ownership and maintenance of common areas, tracts, no-build and/or preservation areas and easements (if applicable)	<input type="checkbox"/>
<input type="checkbox"/> Geologic Hazard Study disclosure statement (if applicable): "This property is subject to the findings summary and conclusions of a Geologic Hazard Report prepared by _____ dated _____, which identified the following specific geologic hazard on the property: _____. A copy of said report has been placed within file # _____ or within the subdivision file _____ of the City of Colorado Springs Planning and Development Team. Contact the Planning and Development Team, 30 South Nevada Avenue, Suite 105, Colorado Springs, CO, if you would like to review said report."	<input type="checkbox"/>
<input type="checkbox"/> If within an airport overlay, the following note must be added: "An avigation easement effecting the subject property and development is therein established by the " <i>Subdivision Plat Name</i> " subdivision plat. This easement is subject to the terms and conditions as specified in the instrument recorded under reception no. 217069667 of the records of El Paso County, Colorado."	<input type="checkbox"/>
<input type="checkbox"/> Approximate schedule of development	<input type="checkbox"/>
<input type="checkbox"/> <u>Public Facilities</u> - A note shall be placed on the site plan making reference to the public facilities requirements for the installation and construction and/or contributions.	<input type="checkbox"/>
<input type="checkbox"/> <u>PUD Projects</u> : indicated the City ordinance number and approved land use types, maximum building heights and the intensity or density of development.	<input type="checkbox"/>
<input type="checkbox"/> <u>Residential Projects</u> : indicate the potential housing types and the number of lots and/or units, maximum density range, minimum lot area and width, minimum front, side and rear setbacks, maximum building height, and maximum lot coverage. Indicate the average lot size for DFOZ overlay and small lot PUD projects.	<input type="checkbox"/>
<input type="checkbox"/> <u>Non-residential Projects</u> : Indicate the potential land use types and approximate site area and building use, floor area, minimum lot area and width, minimum front, side and rear setbacks, building height and percent of lot coverage. Indicate the total percent of site covered with both structures and impervious surfaces.	<input type="checkbox"/>

The following categories explain the **graphic components** required. The information may be shown on multiple sheets.

**LAND USE:**

<input type="checkbox"/> City boundaries (when the development plan area is adjacent to a city boundary)	<input type="checkbox"/>
<input type="checkbox"/> Property boundaries and dimensions	<input type="checkbox"/>
<input type="checkbox"/> Existing and proposed lots and tract lines, with dimensions	<input type="checkbox"/>
<input type="checkbox"/> Existing and proposed land uses within the property boundaries. Include area, dimensions, and densities (if applicable).	<input type="checkbox"/>
<input type="checkbox"/> Existing and proposed zone district boundaries	<input type="checkbox"/>
<input type="checkbox"/> Existing and proposed public or private open space and common areas. Provide sizes and dimensions.	<input type="checkbox"/>

**PLAN CONTENTS:** *continued from previous page.*

Applicant Planner

- Existing streams and other natural features as shown in the approved Land Suitability Analysis. Show preservation easements and/or protection areas.

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- Existing historic sites and resources

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- Existing and proposed topography at two-foot maximum contour intervals

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- Show existing and proposed easements, indicating dimensions, use and maintenance information

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- Location and dimensions of building and landscape setbacks and buffers

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- Subdivision name labels for all lots adjacent to the site

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- Show the locations of any water quality features

**STREETS & ALLEYS:**

- Existing and proposed streets, intersections, street names, classifications with the exact location and widths of right-of-ways and pavement types, curb types and other street improvements

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- Identify all streets as "public" or "private"

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- Show and label all access points to the property from adjacent streets and alleys

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- Show and label all speed line of sight visibility areas at all street intersections

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- All existing and proposed medians, traffic islands, traffic control devices, and roundabouts. Provide dimensions and size and identify maintenance responsibilities

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- Show all existing and proposed acceleration and deceleration lanes, including dimensions, length and width

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- Show any existing or proposed encroachments into the public right-of-way that require a [Revocable Permit](#)

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- Provide typical cross-sections for all proposed streets and alleys

**SIDEWALKS & TRAILS:**

- Show all existing and proposed locations, dimensions and surface materials of all sidewalks, trail and bicycle pathways. Note the condition of these facilities.

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- Show pedestrian ramps at all pedestrian crossings, at all intersections with reference made to City standard type

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- Show any and all sidewalks connecting building entries to exterior and public sidewalks

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- Show and label existing and proposed public improvement easements for sidewalks and pedestrian ramps outside of dedicated right-of-way areas

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- For detached sidewalks, show the distance from the back of curb to the edge of sidewalk

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- If applicable, show the size and location and provide a detail of bicycle storage/parking racks

**INTERNAL TRAFFIC CIRCULATION, DRIVEWAYS, AISLES, & FIRE LANES:**

- Provide location, grade, dimensions and pavement material for all access travel-ways including driveways, drive aisles, fire lanes, curb cuts, and intersections. Call out City standard details if within City right-of-way or easements.

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- Show and label any access easements, existing or proposed

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- Show the location and dimensions of all loading and maneuvering areas and stacking lanes. Provide pavement type, as well.

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- Identify location and type of any curbs and/or sides of roadways and extents thereof to be marked as fire lane(s)

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- For residential projects, indicate the minimum length of driveways from garage door to property line and to back of sidewalk

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- Show any noise mitigation methods (i.e. sound barrier walls, etc.), if applicable

**PARKING LOTS, AREAS, & SPACES:**

- Location and dimensions of parking lots/areas and drive aisles. Indicate pavement material.

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- Location and number of all regular, compact, and handicapped spaces and access aisles.

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- Provide a typical or detail with dimensions of typical regular and compact parking spaces types

**PLAN CONTENTS:** *continued from previous pages*

Applicant	Planner
<input type="checkbox"/> Provide a detail with dimensions of typical handicap parking spaces, side aisles, ramp design and location, and signage	<input type="checkbox"/>
<input type="checkbox"/> Indicate the type of curbs and provide details for the perimeter enclosure for parking areas and landscape islands	<input type="checkbox"/>

**ADA SITE ACCESSIBILITY:**

<input type="checkbox"/> Provide ADA accessible route from public right-of-way with clear identification of the corridor <b>(Note: 60% of all public entrances must meet the ADA Standards 206.4.1)</b>	<input type="checkbox"/>
<input type="checkbox"/> Provide ADA accessible parking stalls (location and quantity with adjacent aisles and signage. Include clear identification of ADA route from stalls to designated ADA building entry)	<input type="checkbox"/>
<input type="checkbox"/> Provide ADA accessible ramps along all ADA accessible corridors	<input type="checkbox"/>

Provide ADA Design Professional Standards notes on plan, per below:

<input type="checkbox"/> The parties responsible for this plan have familiarized themselves with all current accessibility criteria and specifications and the proposed plan reflects all site elements required by the applicable ADA design standards and guidelines as published by the United States Department of Justice. Approval of this plan by the City of Colorado Springs does not assure compliance with the ADA or any other Federal or State accessibility laws or any regulations or guidelines enacted or promulgated under or with respect to such laws. Sole responsibility for compliance with Federal and State accessibility laws lies with the property owner.	<input type="checkbox"/>
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**BUILDINGS & STRUCTURES:**

<input type="checkbox"/> Indicate the use for all buildings	<input type="checkbox"/>
<input type="checkbox"/> Show the exact location, dimensions, footprint, size and height of buildings	<input type="checkbox"/>
<input type="checkbox"/> Show the exact distance to the closest property line(s)	<input type="checkbox"/>
<input type="checkbox"/> Location and type for all freestanding and low-profile signs	<input type="checkbox"/>
<input type="checkbox"/> Location, type, materials, size and height with detailed exhibits for all fences, retaining walls and sound barrier walls	<input type="checkbox"/>
<input type="checkbox"/> Location, type, materials, size and height with detailed exhibit for all trash enclosures	<input type="checkbox"/>

**BUILDING ELEVATION DRAWINGS:**

<input type="checkbox"/> Show all sides of the building, indicating height, scale, design, materials, and colors. <i>Note: The purpose for reviewing building elevations during development plan review is to ensure compatibility between the proposed structures and the surrounding properties. It is understood that the proposed building design will evolve and may not be finalized until time of building permit. At that time, the City will review the elevations for substantial compliance. Major changes may be considered administratively.</i>	<input type="checkbox"/>
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**SITE LIGHTING:**

<input type="checkbox"/> Location of all site exterior light fixtures including freestanding and those attached to a building if known (if attached to a building, show also on the elevation drawings)	<input type="checkbox"/>
<input type="checkbox"/> Indicate the type of light (e.g. metal halide)	<input type="checkbox"/>
<input type="checkbox"/> Ensure all lighting is full cut-off and provide a detail of each light with mounting or pole height details, wattage and lumens of each fixture	<input type="checkbox"/>
<input type="checkbox"/> Show the type and location of existing and proposed street-lights, if this information is available	<input type="checkbox"/>
<input type="checkbox"/> A photometric plan may be required for certain uses that are adjacent to other less intensive uses, uses that are often extensively lit, such as gas canopies, convenience food stores, and auto sales. This plan will be required on a case by case basis, and the planner will notify the applicant as early in the process as possible	<input type="checkbox"/>
<input type="checkbox"/> If no exterior lights are proposed, then a note shall be added to specifically state that no site lighting will be provided for the project	<input type="checkbox"/>

**PHASING PLAN:**

<input type="checkbox"/> Phase area boundaries and sequence	<input type="checkbox"/>
<input type="checkbox"/> Provide phase timing and sequencing information for the construction of the project and the construction and installation of public utilities, facilities, and site improvements for each phase area.	<input type="checkbox"/>
<input type="checkbox"/> Show barriers at edges of each phase to prevent vehicles from entering and parking on unpaved areas (if applicable)	<input type="checkbox"/>

**ADDITIONAL PLAN COMPONENTS:**

Applicant	Planner
<input type="checkbox"/> <b>Preliminary Grading Plan</b>	<input type="checkbox"/>
<input type="checkbox"/> <b>Preliminary Utility and Public Facility Plan</b>	<input type="checkbox"/>
<input type="checkbox"/> <b>Preliminary</b> or <b>Final Landscape Plan</b>	<input type="checkbox"/>
<input type="checkbox"/> <b>Coordinated Sign Plan (CSP)</b>	<input type="checkbox"/>
<input type="checkbox"/> <b>Hillside</b> or <b>Streamside Compliance Plan</b>	<input type="checkbox"/>
<input type="checkbox"/> <b>Land Suitability Analysis</b>	<input type="checkbox"/>

**DEVELOPMENT PLAN REVIEW CRITERIA:**

The City will review the development plan using the following criteria. A development plan shall be approved when the plan complies with all of the requirements of the zone district in which it is located, is consistent with the intent and purpose of the Zoning Code and is compatible with the land uses surrounding the site.

1. Will the project design be harmonious with the surrounding land uses and neighborhood?
2. Will the proposed land uses be compatible with the surrounding neighborhood? Will the proposed development overburden the capacities of existing streets, utilities, parks, schools and other public facilities?
3. Will the structures be located to minimize the impact of their use and bulk on adjacent properties?
4. Will landscaping, berms, fences and/or walls be provided to buffer the site from undesirable views, noise, lighting or other off-site negative influences and to buffer adjacent properties from the negative influences that may be created by the proposed development?
5. Will vehicular access from the project to the streets outside the project be combined, limited, located, designed and controlled to channel traffic to and from such areas conveniently and safely and in such a manner which minimizes traffic friction, noise and pollution and promotes free traffic flow without excessive interruption?
6. Will all the streets and drives provide logical, safe and convenient vehicular access to the facilities within the project?
7. Will streets and drives within the project area be connected to streets outside the project area in such a way that discourages their use by through traffic?
8. Will adequately sized parking areas be located throughout the project to provide safe and convenient access to specific facilities?
9. Will safe and convenient provision for the access and movement of handicapped persons and parking of vehicles for the handicapped be accommodated in the project design?
10. Will the design of streets, drives and parking areas within the project result in a minimum of area devoted to asphalt?
11. Will pedestrian walkways be functionally separated from vehicular traffic and landscaped to accomplish this? Will pedestrian walkways be designed and located in combination with other easements that are not used by motor vehicles?
12. Does the design encourage the preservation of significant natural features such as healthy vegetation, drainage channels, steep slopes and rock outcroppings? Are these significant natural features incorporated into the project design?

**CONDITIONAL USE REVIEW CRITERIA**

The Planning Commission may approve and/or modify a conditional use application in whole or in part, with or without conditions, only if all three (3) of the following findings are made:

- A. Surrounding Neighborhood: That the value and qualities of the neighborhood surrounding the conditional use are not substantially injured.
- B. Intent of Zoning Code: That the conditional use is consistent with the intent and purpose of this Zoning Code to promote public health, safety and general welfare.
- C. Comprehensive Plan: That the conditional use is consistent with the Comprehensive Plan of the City.

**USE VARIANCE REVIEW CRITERIA**

The following criteria must be met in order for a Use Variance to be granted:

1. That there are exceptional or extraordinary circumstances or conditions applicable to the property involved or to the intended use of the property that do not apply generally to the property or class of uses in the same zone so that a denial of the petition would result in undue property loss; and
2. That such variance is necessary for the preservation and enjoyment of a property right of the petitioner; and also,
3. That such variance will not be detrimental to the public welfare or convenience nor injurious to the property or improvements of other owners of property.