



## Hillside Plan Submittal Checklist

### Submittal Checklist

**THE FOLLOWING ITEMS MUST BE PROVIDED TO OBTAIN FINAL PLAN APPROVAL**

Refer to <http://land.elpasoco.com/> for parcel information

Refer to <http://www.springsgov.com/subdivview/> for subdivision information

Refer to <http://www.springsgov.com/Plan/plantracWeb/plantracwc1.asp> for development plan and setback information

Overall Requirements	
<input type="checkbox"/>	2 copies of the Site Plan and Architectural Elevations
<input type="checkbox"/>	Fire Department’s Residential Construction Plan Review Check List. See attached. Must be provided for Fire to Review.

Site Plan Requirements:	
<input type="checkbox"/>	Hillside Certification Statement: 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 Plan.  Signature _____ Date _____
<input type="checkbox"/>	No disturbance, grading or significant natural feature/vegetation removal will occur beyond the “Limit of Disturbance” line as shown on this plan.
<input type="checkbox"/>	The “Limit of Disturbance” line shall be delineated during construction with flags, rope and/or 4’ tall orange construction fencing.
<input type="checkbox"/>	<b>The Hillside site plan/lot grading plan shall be signed and bear the seal of a registered professional engineer licensed by the State of Colorado</b>
<input type="checkbox"/>	Site Plan Information
	<ul style="list-style-type: none"> <li>○ Applicant’s name, address, and telephone number</li> <li>○ Bar and numeric scale. Preferred drawing scale is 1:20.</li> <li>○ North arrow</li> <li>○ Vicinity map</li> <li>○ Legal description</li> <li>○ Site address</li> <li>○ Tax schedule number</li> <li>○ Zoning district classification</li> <li>○ Parcel size</li> <li>○ Indicate the source of the contour information.               <ul style="list-style-type: none"> <li>▪ FIMS contour information should NOT be relied upon for permits.</li> </ul> </li> <li>○ Property line locations and dimensions</li> <li>○ Easements, preservation areas, “no build” areas and building envelopes</li> <li>○ Stockpile/equipment storage location</li> <li>○ “Limit of Disturbance” location               <ul style="list-style-type: none"> <li>▪ This should be a 10’-15’ perimeter around the building and should include utility service lines and driveway.</li> </ul> </li> <li>○ Utility service line location and type               <ul style="list-style-type: none"> <li>▪ Water, sewer, electricity, gas, phone, cable</li> </ul> </li> </ul>



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<input type="checkbox"/>	Dimensions of existing and proposed structures
<input type="checkbox"/>	Garage square footage
<input type="checkbox"/>	Square footage of proposed building footprints
<input type="checkbox"/>	Percent lot coverage
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>▪ Covered decks and second story decks 8' or taller are included in lot coverage.</li> </ul>
<input type="checkbox"/>	Distance from structures to property line
<input type="checkbox"/>	Indicate an existing permanent fixed benchmark.
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>▪ Top of curb or fire hydrant.</li> </ul>
<input type="checkbox"/>	State the finished floor elevations for the house and garage
<input type="checkbox"/>	Existing building grade and proposed finished grade topography at a minimum of 2' contour intervals
<input type="checkbox"/>	Drainage pattern locations
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>▪ Drainage needs to maintain historic drainage patterns or be returned to the street.</li> </ul>
<input type="checkbox"/>	Driveway size, location, grade, material and curb cut
<input type="checkbox"/>	Percent of driveway coverage in front yard setback.
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>▪ Divide area of the driveway (located between the front property line and the front yard setback line) by the total front yard setback area. Maximum 40% coverage for front setback lines 75' or greater. Maximum 45% coverage for front setback lines less than 75'.</li> </ul>
<input type="checkbox"/>	Street and alley name, location and width
<input type="checkbox"/>	Location of sidewalks, walkways, curb and gutter, curb cuts and other improvements
<input type="checkbox"/>	Retaining wall and/or fence location with dimensions, type, height and typical detail/cross-section
<input type="checkbox"/>	Identify significant natural features including slopes of 25% or greater, ridgelines, bluffs, rock formations, vegetation, natural streams/drainage ways and geologic condition.
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>▪ Vegetation should include the perimeter line of any scrub vegetation and individual trees of 4" trunk or greater within 20 feet of the limit of disturbance.</li> </ul>
<input type="checkbox"/>	Identify natural features to be saved

<b>Hillside Height:</b>	
<input type="checkbox"/>	Identify all major corners of the structure, label the building and finished grade adjacent to each of these corners on the site plan. See attached instruction sheet.
<input type="checkbox"/>	Calculate hillside height of all proposed structures. See attached instructions for calculating hillside height.

<b>Architectural Elevations:</b>	
<input type="checkbox"/>	Scaled elevations illustrating front, rear, right and left side profiles.
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>o Preferred drawing scale is ¼ inch equals one foot.</li> </ul>
<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"/>	Show existing and finished grades

To review a plans status and comments in Zoning go to <http://www.springsgov.com/plan/plantracWeb/plantracwc1.asp>  
 To review a plans status and comments in Fire go to [www.springsgov.com/Page.asp?NavID=1021](http://www.springsgov.com/Page.asp?NavID=1021)