# New Master Plan or Major Amendment to an existing Master Plan Application Requirements

**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.*

| Applicant | | Planner |
|---|---|---|
| ☐ | **General Development Application Form** | ☐ |
| ☐ | 1 copy of a **Project Statement** identifying the following:<br>1. Description: Describe the project and/or land uses proposed<br>2. Justification: Provide the following information.<br>a. How does the project address the review criteria at the end of this checklist?<br>b. How is the master plan supported by policies of the City's Comprehensive Plan, adopted City side system plans and other public plans?<br>c. Analyze the public facilities necessitated by the proposed master plan and their impacts on the City's ability to maintain adopted service standards. Public facilities should include major and minor streets, traffic signals, stormwater and drainage facilities, utility facilities, police protection and fire suppression.<br>d. Calculate the park and school dedication requirements, based on City Code Section 7.7.1203.<br>3. Issues: Explain how the identified issues have been addressed or mitigate | ☐ |
| ☐ | 1 copy of a **Master Plan** showing all Plan Content Requirements" below | ☐ |
| ☐ | **Mineral Estate Owner Notification Certification Affidavit** (Public Hearing Items ONLY) | ☐ |
| ☐ | All plans, documents, and reports uploaded to Dropbox folder (Planner to send folder invite link through email) | ☐ |
| | **Reports and Studies** **Requirement for each report is determined at the pre-application meeting or LDTC meeting. All reports to be provided in electronic form via Dropbox link from planner.** | |
| ☐ | Geologic Hazard Report | ☐ |
| ☐ | Drainage Reports | ☐ |
| ☐ | Traffic Impact Analysis | ☐ |
| ☐ | Submittal of the Hydraulic Grade Line (HGL) Request Form to Colorado Springs Utilities (CSU)<br>Email completed form and map to waterplanning@csu.org or fax to 719-668-5651 prior to application submittal. | ☐ |
| ☐ | Submittal of the Wastewater Facilities Master Report to Colorado Springs Utilities (CSU)<br>Email completed form and map to wwmasterplansubmit@csu.org prior to application submittal. | ☐ |
| ☐ | 1 copy of a **Land Suitability Analysis**. | ☐ |
| ☐ | A **Fiscal Impact Analysis** including the following information (Budget Office):<br>1. Estimated total number of traffic lane miles;<br>2. Estimated number of residential units by type and market value;<br>3. Estimated square footage and market value of commercial, office and industrial uses;<br>4. Estimated yearly build-out by land use type; and<br>5. Current assessed valuation of the property. | ☐ |

**PLAN CONTENTS**: All plans shall be neat, clear, legible and drawn to a standard Engineer's scale. Inaccurate, incomplete, and poorly drawn plans may be rejected. Plan sheets must not exceed 36 in. x 48 in. and should be folded no larger than 9 in. x 14 in. with the lower right-hand corner exposed.

## General Information

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

| | | |
|---|---|---|
| ☐ | Master Plan Name | ☐ |
| ☐ | City File Number | ☐ |
| ☐ | Sheet number (i.e. 1 of X, 2 of X, etc) | ☐ |

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

| Applicant | | Planner |
|---|---|---|
| ☐ | Scale, both written and graphic | ☐ |
| ☐ | North arrow | ☐ |
| ☐ | Space for approval stamp | ☐ |

Provide a **Cover Sheet** with the following information:

| | | |
|---|---|---|
| ☐ | Vicinity Map | ☐ |
| ☐ | Master Plan name | ☐ |
| ☐ | Subdivision Plat name, if applicable | ☐ |
| ☐ | Project description summary | ☐ |
| ☐ | Date of preparation | ☐ |
| ☐ | Total master plan area | ☐ |
| ☐ | Legal description | ☐ |
| ☐ | Existing land uses by classification and their respective acreage (if applicable) with densities and number of DUs | ☐ |
| ☐ | Proposed land uses by classification and their respective acreage with densities and number of DUs | ☐ |

**Specific Master Plan Drawing Information** (may include multiple sheets)

| | | |
|---|---|---|
| ☐ | Boundaries of master plan area | ☐ |
| ☐ | Existing and proposed City boundaries (if submitted concurrently with an Annexation) | ☐ |
| ☐ | Depiction of proposed master plan land uses by defined area (land use classifications are set forth in Section 7.5.406 of the Zoning Code) | ☐ |
| ☐ | For residential uses, note the proposed number of dwelling units per defined area | ☐ |
| ☐ | For commercial, office and industrial uses, note the proposed square footage of commercial and/or industrial space per defined area | ☐ |
| ☐ | Show any existing significant natural features, geologic hazards, drainageways and floodplains as shown in the Land Suitability Analysis | ☐ |
| ☐ | Show zone districts and land uses on adjacent properties | ☐ |
| ☐ | Show the existing and proposed major street (collectors and above) rights-of-way, and trails and bicycle route corridors | ☐ |
| ☐ | Show the existing and proposed major utilities, storm sewer systems and facilities and major easements and other rights-of-way | ☐ |
| ☐ | Provide a **Master Utility** and **Public Facility Plan** drawings | ☐ |
| ☐ | Provide a **Land Suitability Analysis** | ☐ |

## MASTER PLAN REVIEW CRITERIA

The City will review your master plan application according to the criteria below. *Note: the master plan approval does not entitle the project to any future approvals.*

A. Comprehensive Plan: The Comprehensive Plan and the 2020 Land Use Map are the context and the benchmark for the assessment of individual land use master plans. The proposed land use master plan or the amendment conforms to the policies and strategies of the Comprehensive Plan. The proposed land use pattern is consistent with the Citywide perspective presented by the 2020 Land Use Map.

B. Land Use Relationships:

1. The master plan promotes a development pattern characterizing a mix of mutually supportive and integrated residential and nonresidential land uses with a network of interconnected streets and good pedestrian and bicycle connections.
2. Activity centers are designed so they are compatible with, accessible from and serve as a benefit to the surrounding neighborhood or business area. Activity centers also vary in size, intensity, scale and types of uses depending on their function, location and surroundings.
3. The land use pattern is compatible with existing and proposed adjacent land uses and protects residential neighborhoods from excessive noise and traffic infiltration.
4. Housing types are distributed so as to provide a choice of densities, types and affordability.
5. Land use types and location reflect the findings of the environmental analysis pertaining to physical characteristics which may preclude or limit development opportunities.
6. Land uses are buffered, where needed, by open space and/or transitions in land use intensity.
7. Land uses conform to the definitions contained in section 7.5.410 of this part.

C. Public Facilities:

1. The land use master plan conforms to the most recently adopted Colorado Springs parks, recreation and trails master plan.
2. Recreational and educational uses are sited and sized to conveniently service the proposed population of the master plan area and the larger community.
3. The proposed school sites meet the location, function and size needs of the school district.
4. The land use master plan conforms to the adopted plans and policies of Colorado Springs Utilities.
5. Proposed public facilities are consistent with the strategic network of long range plans.
6. The master development drainage plan conforms to the applicable drainage basin planning study and the drainage criteria manual.

D. Transportation:

1. The land use master plan is consistent with the adopted intermodal transportation plan. Conformity with the intermodal transportation plan is evidence of compliance with State and local air quality implementation and maintenance plans.
2. The land use master plan has a logical hierarchy of the arterial and collector streets with an emphasis on the reduction of through traffic in residential neighborhoods and improves connectivity, mobility choices and access to jobs, shopping and recreation.
3. The design of the streets and multiuse trails minimizes the number of uncontrolled or at grade trail crossings of arterials and collectors.
4. The transportation system is compatible with transit routes and allows for the extension of these routes.
5. The land use master plan provides opportunities or alternate transportation modes and cost effective provision of transit services to residences and businesses.
6. Anticipated trip generation does not exceed the capacity of existing or proposed major roads. If capacity is expected to be exceeded, necessary improvements will be identified, as will responsibility, if any, of the master plan for the construction and timing for its share of improvements.

E. Environmental:

1. The land use master plan preserves significant natural site features and view corridors. The Colorado Springs open space plan shall be consulted in identifying these features.
2. The land use master plan minimizes noise impacts on existing and proposed adjacent areas.
3. The land use master plan utilizes floodplains and drainageways as greenways for multiple uses including conveyance of runoff, wetlands, habitat, trails, recreational uses, utilities and access roads when feasible.
4. The land use master plan reflects the findings of a preliminary geologic hazard study and provides a range of mitigation techniques for the identified geologic, soil and other constrained natural areas.

F. Fiscal:

1. A fiscal impact analysis and existing infrastructure capacity and service levels are used as a basis for determining impacts attributable to the master plan. City costs related to infrastructure and service levels shall be determined for a ten (10) year time horizon for only the appropriate municipal funds.
2. The fiscal impact analysis demonstrates no adverse impact upon the general community and the phasing of the master plan is consistent with the adopted strategic network of long range plans that identify the infrastructure and service needs for public works, parks, police, and fire services.
3. The cost of on site and off site master plan impacts on public facilities and services is not borne by the general community. In those situations where the master plan impacts are shown to exceed the capacity of existing public facilities and services, the applicant will demonstrate a means of increasing the capacity of the public facilities and serices proportionalte to the impaact generated by the proposed master plan. Mitigation of on site and off site costs may include, but is not limited to, planned expansions to the facilities, amendments to the master plan and/or special agreements related to construction and/or maintenance of infrastructure upgrades and/or service expansions. Any special agreements for mitigation of on site and off site impacts for public improvements, services and maintenance are shown to be workable and supported by financial assurances. Preexisting and/or anticipated capacity problems not attributable to the master plan shall be identified as part of the master plan review.
4. Special agreements for public improvements and maintenance are shown to be workable and are based on proportional need generated by the master plan.
5. Any proposed special districts are consistent with policies established by the City Council.