



PLANNING + NEIGHBORHOOD SERVICES

Land Use Review

Development Plan Application Requirements (includes PDZ zones)

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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 except any requirement. *The Land Use Review Division may require additional information in accordance with City Code Section 7.5.403* All documents should be neat and legible; inaccurate, incomplete, and poorly completed documents may be rejected.

Please submit via the Planning Department's [online submittal system](#).

Submittal Checklist

General Requirements

- Pre-application meeting summary (If a discussion was held)
- [General Applicant and Owner Acknowledgement Form](#)
- Project Statement to include the following information:
 1. **Description.** Describe the project and/or land uses proposed
 2. **Justification.** Justify the approval of the project and address the review criteria
 3. **Issues.** Explain how the issues identified during the pre-application process have been addressed or mitigated.
 4. **City Wide Development Impact – Police and Fire Fees.** Include detailed information for housing or building type, number of units, square footage, any existing structure information. Below is a table as a suggested format to communicate this information, which may also be added placed on the plan set:

Residential

Housing Type <i>(Please use included breakdown)</i>	Existing Use - No. of Units	New Use - No. of Units
Single family detached residential structure	0	500
2-4 units in residential structure		
5-19 units in residential structure	30	
20-49 units in residential structure		75
50 units or more in residential structure		

Non Residential

Building Type <i>(Please enter by individual buildings and use)</i>	Total Existing Use - Sq. Ft.	Total New Use - Sq. Ft.
<i>ex. General Office expansion</i>	30,000	50,000
<i>ex. Animal Hospital</i>	0	50,000

- Development Plan showing all, when applicable to the project, of the “Plan Content Requirements” below
- [Mineral Estates Owner Notification Certification](#) (Public Hearing Items ONLY)



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Reports and Studies – Requirement for each report is determined prior to submittal.

- [Geologic Hazard Study](#) (see item 3 Subdivision Policy Manual)
- [Drainage Reports](#) (see item 4 Subdivision Policy Manual)
- [Traffic Impact Analysis](#)
- Submittal of the [Hydraulic Grade Line \(HGL\) Request](#) to Colorado Springs Utilities (CSU).
Submit your request and map online prior to application submittal (log-in to CSU hub required).
- Submittal of the [Wastewater Master Facility Form \(WWMFF\)](#) to Colorado Springs Utilities (CSU).
Submit your request and map online prior to application submittal (log-in to CSU hub required)

Plan Content Requirements

Overall Page Layout

A complete development plan will include, at minimum, the pages listed in the order listed below

- Cover Page
- Site Plan
- Preliminary Grading Plan (see item 5 under the Subdivision Policy Manual)
- Preliminary Utility Plan (click on Preliminary Plan checklist under the General section, this section also includes the general notes)
- Landscape Plan (Label this plan as Preliminary or Final)
- Elevations Plan
- Lighting Plan

If applicable:

- Land Suitability Analysis
- Streamside Plan
- Hillside Site Plan

Include the information listed below on all plan sheets.

- Project name
- File number in the lower right-hand corner
- Sheet (X of X) in the lower right-hand corner
- North arrow
- Scale (both written and graphic)
- Box for future city approval stamp in lower right-hand corner



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Cover Page

- Vicinity map
- Sheet index
- Owner/developer applicant name
- Date of preparation

Include a Site Data information block containing:

- Land Use (land use(s) as defined by City Code)
- Total square footage of each use
- Total lot/site area (size in acres or square feet)

Legal Description. Choose one of the following:

1. **For a Development Plan on an already platted lot** - include the subdivision legal description only.
2. **For a Development Plan on an unplatted single lot (also in review for final plat)** - include the metes and bounds description AND a "To Be Platted as [insert subdivision legal]"
3. **For a Development Plan submitted for an overall development with several filings (only one filing being platted at time of development plan)** - include the overall metes and bounds description for the development plan area AND a 'phase 1 to be platted as [insert subdivision legal]' for the current portion being platted as well as the note "Further phases to be platted in future".

- Site address(es) (ex. "1234 Tutt Boulevard" or "0 Platte Avenue")
- Proposed building height
- Zone district allowances for height, setbacks, and lot coverage
- Tax Schedule Number(s)
- Land Use Plan file number (if applicable)
- Existing zone district – include Ordinance numbers and conditions of record
- Schedule of development (include phasing if applicable)
- Parking table showing required and proposed parking (include handicap standards)
- For new developments include a note that no variances will be allowed.
- Amendment History Box for any amendments to the plans.

- For residential development proposals,** include how the land dedication requirements in Sections 7.4.307 (Park Land Dedications) and 7.4.308 (School Site Dedications) have been or will be met. Please include a table that details calculations for required land obligation and depict or note how this is met (example on page 4).



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Overall Park Land Dedication Requirements

Housing Type <i>(Please use included breakdown)</i>	Estimated No. of Units	Acres of Dedication per unit <i>(Neighborhood)</i>	Acres of Dedication per unit <i>(Community)</i>	Total Acres of Land Dedication Required <i>(Neighborhood)</i>	Total Acres of Land Dedication Required <i>(Community)</i>
Single family detached residential structure	500	0.0066	0.008	3.3	4
2-4 units in residential structure		0.0053	0.0064		
5-19 units in residential structure		0.0048	0.0058		
20-49 units in residential structure		0.0044	0.0053		
50 units or more in residential structure		0.0041	0.0049		
Total					

Notes: (To detail plans on PLDO Satisfaction to include dedication amounts, ownership, development timing, and zoning). Example: '1. All Neighborhood Parks identified 3.5 acres or greater shall be dedicated to the City of Colorado Springs. 2. All Parkland that meets the PLDO obligation must be zoned (PK) by the applicant in conjunction with the park plat and is done through a city zoning application.'

Include a Dimensional Standards information block containing required and proposed standards for the following:

- Density and Intensity (dwelling per acre and/or total nonresidential square footage);
- Building height;
- Setbacks: front, side, rear, and, if applicable, garage and corner lot – side street:
- For standard lot configurations provide lot typical details, and
- For nonstandard lots show setbacks on the site plan;
- Lot coverage (if applicable);
- Driveway standards: coverage, length, and width;
- Lot standards: width, Driveway length;

Include a General Notes section with the following notes (see standard notes document for note examples)

- Floodplain Statement.** Floodplain Statement including community map numbers and date, indicate whether the site is or is not located within a designated floodplain.
- Geologic Hazard Disclosure.**
"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 701, Colorado Springs, CO, if you would like to review said report."
- ADA Design Professional Standards Statement.**
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.



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- Additional Notes.** Additional notes shall be required dependent on the site and project and may include:
 - Private easement notes and reception numbers for the easements.
 - Notes related to HOAs, special districts or other associations.
 - Notes pertaining to private streets and/or tracts which indicate maintenance, ownership, and purpose details.
 - Notes pertaining to public improvements (i.e. streets, drainage requirements, utilities, etc.).
 - If development is to be phased, provide a phasing table that includes the phase numbers and a scope of work description of each phase (i.e. public utilities, drainage, site improvements, buildings, etc.).
 - If a concurrent use variance, conditional use or zone map amendment is being requested, provide a statement that explains what is being requested under the concurrent application.
 - Incentive requests shall be noted on the plan.
 - If there is any signage on the site:
 - *Signage is not approved with this plan; a separate sign permit is required prior to construction.*

Site Plan

The site plan shall indicate all existing and proposed improvements, which are not limited to the items stated below. If possible, DO NOT use numbered callouts for items.

Graphically show the following:

- All easements (utilities, public improvement easements, drainage, preservation and access) and reception numbers;
- Property boundaries and dimension of each lot and tract. (ex. Lot 1 or Tract A);
- City/County boundaries (if applicable);
- Label all zone district;
- Identify all existing and proposed use areas (i.e. public or private open space, parks, detention facilities, etc.); and
- Significant site features: streams, historic sites and resources, preservation areas.

Additional Site Plan Components

- Illustrate and label all streets, alleys, trails, and sidewalks to show compatibility with section 7.4.404. Typical details should be provided.
- Show the location and dimension of parking lots/maneuvering areas and drive aisles showing compatibility with section 7.4.10.
- If the site is to include phasing include phase boundaries. A separate Phasing Plan map or sheet is acceptable.

Lighting Plan

- A photometric plan and product details of light fixtures showing compliance with section 7.4.12 of UDC.

Elevation Plan

- Show all four elevations of each building showing compliance with section 7.4.11.



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Review Criteria

Development Plan Review Criteria

The decision-making body shall review the Development Plan application or amendment and approve, approve with conditions, or deny the application based on the following criteria:

- A. The decision-making criteria in Section 7.5.409 (General Criteria for Approval) apply unless modified by this Subsection 4;
- B. The application complies with all applicable Use-specific standards in Part 7.3.3 related to the proposed use(s);
- C. The details of the site design, building location, orientation, and exterior building materials are compatible and harmonious with the surrounding neighborhood, buildings, and uses, including not-yet-developed uses identified in approved Development Plans;
- D. Significant off-site impacts reasonably anticipated as a result of the project are mitigated or offset to the extent proportional and practicable;
- E. The Development Plan substantially complies with any City-adopted plans that are applicable to the site, such as Land Use Plans, approved master plans for a specific development, neighborhood plans, corridor plans, facilities plans, urban renewal plans, or design manuals;
- F. The project meets dimensional standards applicable to the zone district, or any applicable requirement in an FBZ or PDZ district;
- G. The project grading, drainage, flood protection, stormwater quality, and stormwater mitigation comply with the City's Engineering Criteria, the drainage report prepared for the project on file with the Stormwater Enterprise Manager, and other federal, state, and City regulations;
- H. The project complies with all the development standards of Article 7.4 (Development Standards and Incentives), including access and connectivity requirements in Part 7.4.4 (Access and Connectivity), the landscaping and green space requirements in Part 7.4.9 (Landscaping and Green Space), and the parking and loading requirements in Part 7.4.10 (Parking and Loading);
- I. The project complies with all applicable requirements of any Overlay District in which the property is located, as listed in Part 7.2.6 (Overlay Districts);
- J. The project preserves, protects, integrates, or mitigates impacts to any identified sensitive or hazardous natural features associated with the site;
- K. The project connects to or extends adequate public utilities to the site. As required by Colorado Springs Utilities, the project will extend the utilities to connect to surrounding properties; and
- L. If necessary to address increased impacts on existing roadways and intersections, the project includes roadway and intersection improvements to provide for safe and efficient movement of multi-modal traffic, pedestrians, and emergency vehicles in accordance with the Engineering Criteria, public safety needs for ingress and egress, and a City accepted traffic impact study, if required, prepared for the project.