



**El Paso County Planning and
Community Development
Department**

Preliminary Plan Application Packet

2880 International Circle, Suite 110
Colorado Springs, CO 80910
Phone 719-520-6300
Fax 719-520-6695
www.elpasoco.com

*NOTE: Please contact the Planner of the Day (719-520-6499) to discuss creating the application online.



Planning and Community Development Department

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Type D Application Form (1-2C)

Please check the applicable application type
(Note: each request requires completion of a separate application form):

- Appeal
- Approval of Location
- Board of Adjustment
- Certification of Designation
- Const. Drawings, Minor or Major
- Development Agreement
- Final Plat, Minor or Major
- Final Plat, Amendment
- Minor Subdivision
- Planned Unit Dev. Amendment, Major
- Preliminary Plan, Major or Minor
- Rezoning
- Road Disclaimer
- SIA, Modification
- Sketch Plan, Major or Minor
- Sketch Plan, Revision
- Solid Waste Disposal Site/Facility
- Special District
- Special Use
 - Major
 - Minor, Admin or Renewal
- Subdivision Exception
- Vacation
 - Plat Vacation with ROW
 - Vacation of ROW
- Variances
 - Major
 - Minor (2nd Dwelling or Renewal)
 - Tower, Renewal
- Vested Rights
- Waiver or Deviation
- Waiver of Subdivision Regulations
- WSEO
- Other: _____

This application form shall be accompanied by all required support materials.

PROPERTY INFORMATION: Provide information to identify properties and the proposed development. Attached additional sheets if necessary.

Property Address(es):	
Tax ID/Parcel Numbers(s)	Parcel size(s) in Acres:
Existing Land Use/Development:	Zoning District: Select zoning district

- Check this box if **Administrative Relief** is being requested in association with this application and attach a completed Administrative Relief request form.
- Check this box if any **Waivers** are being requested in association with this application for development and attach a completed Waiver request form.

PROPERTY OWNER INFORMATION: Indicate the person(s) or organization(s) who own the property proposed for development. Attach additional sheets if there are multiple property owners.

Name (Individual or Organization):	
Mailing Address:	
Daytime Telephone:	Fax:
Email or Alternative Contact Information:	

For PCD Office Use:

Date:	File :
Rec'd By:	Receipt #:
DSD File #:	

Description of the request: (submit additional sheets if necessary):



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APPLICANT(S): Indicate person(s) submitting the application if different than the property owner(s) (attach additional sheets if necessary)

Name (Individual or Organization):	
Mailing Address:	
Daytime Telephone:	Fax:
Email or Alternative Contact Information:	

AUTHORIZED REPRESENTATIVE(S): Indicate the person(s) authorized to represent the property owner and/or applicants (attach additional sheets if necessary).

Name (Individual or Organization):	
Mailing Address:	
Daytime Telephone:	Fax:
Email or Alternative Contact Information:	

AUTHORIZATION FOR OWNER'S APPLICANT(S)/REPRESENTATIVE(S):

An owner signature is not required to process a Type A or B Development Application. An owner's signature may only be executed by the owner or an authorized representative where the application is accompanied by a completed Authority to Represent/Owner's Affidavit naming the person as the owner's agent

OWNER/APPLICANT AUTHORIZATION:

To the best of my knowledge, the information on this application and all additional or supplemental documentation is true, factual and complete. I am fully aware that any misrepresentation of any information on this application may be grounds for denial or revocation. I have familiarized myself with the rules, regulations and procedures with respect to preparing and filing this application. I also understand that an incorrect submittal may delay review, and that any approval of this application is based on the representations made in the application and may be revoked on any breach of representation or condition(s) of approval. I verify that I am submitting all of the required materials as part of this application and as appropriate to this project, and I acknowledge that failure to submit all of the necessary materials to allow a complete review and reasonable determination of conformance with the County's rules, regulations and ordinances may result in my application not being accepted or may extend the length of time needed to review the project. I hereby agree to abide by all conditions of any approvals granted by El Paso County. I understand that such conditions shall apply to the subject property only and are a right or obligation transferable by sale. I acknowledge that I understand the implications of use or development restrictions that are a result of subdivision plat notes, deed restrictions, or restrictive covenants. I agree that if a conflict should result from the request I am submitting to El Paso County due to subdivision plat notes, deed restrictions, or restrictive covenants, it will be my responsibility to resolve any conflict. I hereby give permission to El Paso County, and applicable review agencies, to enter on the above described property with or without notice for the purposes of reviewing this development application and enforcing the provisions of the LDC. I agree to at all times maintain proper facilities and safe access for inspection of the property by El Paso County while this application is pending.

Owner (s) Signature: _____

Date: _____

Owner (s) Signature: _____

Date: _____

Applicant (s) Signature: _____

Date: _____

Subdivision Summary Form

Date: _____

Type of Submittal:

SUBDIVISION NAME: _____

Request for Exemption _____
 Preliminary Plan _____
 Final Plat _____

County: **EL PASO COUNTY**

SUB. LOCATION: Township: ____ Range: ____ Section: _____

OWNER(S) NAME: _____

ADDRESS: _____

SUBDIVIDER(S) NAME _____

	Type of Subdivision	Number of Dwelling Units	Area (Acres)	% of Total Area*
	Single Family Detached Res.			
	Open Space/ Landscape			
	Public Street Rights-of-Way			
	Power Line Easement			
	TOTAL			

* (By map measure)

Estimated Water Requirements _____ (gallons/day).

Proposed Water Source(s) _____

Estimated Sewage Disposal Requirement _____ (gallons/day).

Proposed Means of Sewage Disposal _____

ACTION:

Planning Commission Recommendation

Approval _____ Date _____

Disapproval _____

Remarks: _____

Board of County Commissioners

Approval _____ Date _____

Disapproval _____
Exemption under C.R.S. 30-28-101 (10) (d) _____
Remarks (if exemption, state reason): _____

Note: This form is required by C.R.S. 30-28-136 (4), but is not a part of the regulations of El Paso County, Colorado.



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PRELIMINARY PLAN LETTER OF INTENT CHECKLIST

Revised: January 2022

Preliminary Plan		
The letter of intent for a preliminary plan application should summarize the proposed development and how it complies with the El Paso County subdivision regulations and with C.R.S. §§ 30-28-101 et seq. The letter should also discuss how the request protects and preserves the public health, safety and general welfare.		
The PCD Director may modify the applicable requirements, including requiring additional items or removing items, based upon the project and site-specific circumstances.		
	Applicant	PCD
NOTE: Please confirm each item below has been included by placing a check mark in the "Applicant" column. See right for an example. The "PCD" column is for office use only.	✓	Office use only
Letter of Intent		
1	Owner name, contact telephone number, and email for responsible party	
2	Applicant name (if not owner), contact telephone number, and email for responsible party	
3	Property address	
4	Property tax schedule number	
5	Current zoning of the property	
6	A discussion detailing the specific request and size of the area included in the request.	
7	A discussion identifying and acknowledging any applicable overlay zoning (e.g., CAD-O, etc.)	
8	A summary of the proposed request and how it complies with each of the Criteria of Approval in Chapter 7 and the Subdivision Design Standards in Chapter 8 of the Land Development Code.	
9	A discussion summarizing how the proposed preliminary plan is consistent with the El Paso County Master Plan, including all applicable elements of the Master Plan (e.g., Water Master Plan, Parks Master Plan, etc.).	
10	A discussion summarizing the provision of utilities.	
11	A discussion detailing any constraints, hazards, and potentially sensitive natural or physical features (e.g., wetlands, protected species habitat, floodplain, geological, etc.) within the area included within the request and how these areas have been incorporated into the development or will otherwise be mitigated.	
12	A discussion detailing anticipated traffic generation and access, unless a separate traffic study is required and is being provided.	
13	A discussion regarding the surrounding area and how the proposal fits within the context of the area and any potential impacts that may be caused by the proposed development.	
14	A discussion summarizing all proposed public and private improvements, including onsite and offsite improvements, and the plan for ongoing ownership and maintenance of each improvement.	
15	A discussion detailing any proposed waivers and an analysis of how the requested waiver meets the approval criteria in Chapter 7 of the Land Development Code.	
16	A discussion detailing any proposed or approved deviations from the County's Engineering Design Standards (e.g., Engineering Criteria Manual).	
17	A discussion summarizing any community outreach efforts by the applicant that have occurred or are planned as part of the request.	

Notice to Adjacent Property Owners

Proof of Notice to Adjacent Property Owners shall be submitted with certain land use applications. Please choose one of the following:

- a. Signed Notification of the Adjacent Property Owners (see attached)
- b. Copy of the certified letter receipts to the Adjacent Property Owners with a copy of the letter sent
- c. Both

(Please refer to the attached handout showing the adjacent property owners required.)

For all Notice to Adjacent Property Owners, the following information is required at a minimum:

1. Please begin your letter with the following paragraph:
"This letter is being sent to you because (Name of Owner/Applicant/Consultant) is proposing a land use project in El Paso County at the referenced location (see item #3). This information is being provided to you prior to a submittal with the County. Please direct any questions on the proposal to the referenced contact(s) in item number 2. Prior to any public hearing on this proposal a notification of the time and place of the public hearing will be sent to the adjacent property owners by the El Paso County Planning and Community Development Department. At that time you will be given the El Paso County contact information, the file number and an opportunity to respond either for, against, or expressing no opinion in writing at the public hearing for this proposal."
2. For questions specific to this project, please contact:
 - a. Owner/applicant and consultant(s)
 - b. Address, email(s), and telephone number(s)
3. Site address, location, property size, and zoning
4. Request and justification
5. Existing and proposed facilities, structures, roads, etc.
6. Waiver requests (if applicable) and justification
7. Vicinity map showing the adjacent property owners

Notice to Adjacent Property Owners

Name and Address of the
Petitioner(s): _____

Telephone
Number(s): _____

Description of Proposal:

A list of adjacent property owners may be acquired from the County Assessor's office. If adjacent property owners cannot be reached in person, the applicant must send an Adjacent Property Owner Notification letter by certified mail and provide, as part of the submittal, a copy of the letter sent and a copy of each receipt.

The undersigned, being an adjacent property owner, has read the above notification. I understand I may submit written comment, appear in person at the advertised public hearing , or appear virtually at the advertised public hearing to further express my comments.

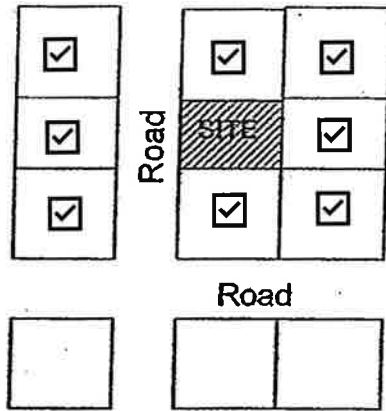
Date	Owner (Yes or No)	Name (Signature) and Address	Comments

(For additional space, attach a separate sheet of paper)

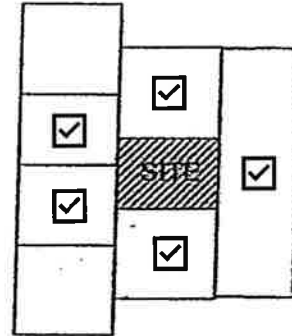
Above are the signatures of the adjacent property owners who own the property described after their names or who are located as indicated (e.g. north of the subject property). I hereby acknowledge that the information provided within this notification is correct.

_____ date _____ _____ date _____
(Signature of Petitioner or Owner) (Signature of Petitioner or Owner)

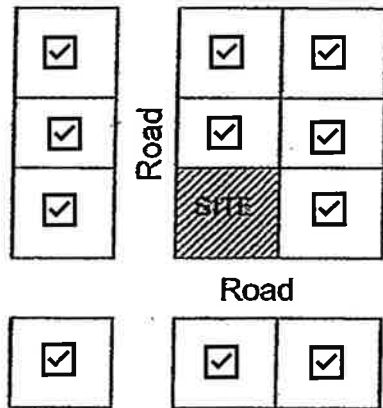
Notice to Adjacent Property Owners



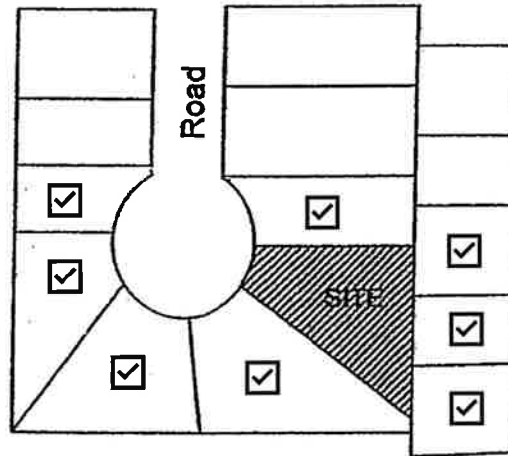
Example 1



Example 2



Example 3



Example 4



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PRELIMINARY PLAN CHECKLIST

Revised: January 2022

Preliminary Plan		
<p>The purpose of the preliminary plan map is to provide the information necessary to review a proposed subdivision for conformance with the LDC, County Engineering Standards, and State law. The preliminary plan map is an accurate drawing representing a proposed subdivision showing the proposed lots and tracts including the dimensions of all property lines, the size and location of any existing or proposed buildings, the location of lots in relation to abutting streets, rights-of-way and other proposed land dedications, block configurations and easements, floodplains, no-build areas, and other details concerning the layout of the subdivision.</p>		
<p>The PCD Director may modify the applicable requirements, including requiring additional items or removing items, based upon the project and site-specific circumstances.</p>		
	Applicant	PCD
<p>Please confirm each item below has been included by placing a check mark in the "Applicant" column. See right for an example. The "PCD" column is for office use only.</p>	✓	Office use only
Map Content		
Sheet Size		
1	The sheet size shall be 24 inches by 36 inches, including a minimum one inch border.	
Scale		
1	Each sheet of the preliminary plan shall be drawn to the same scale. The scale shall be one inch equals 100 feet (1 inch = 100 feet) or a scale of one inch equals 50 feet (1 inch = 50 feet) unless the PCD Director approves a larger or smaller scale. In the event a single sheet is not practicable, multiple sheets may be used. No lot shall be split between sheets. When using multiple sheets, a key map shall be provided on the first page, and on each sheet thereafter and matchlines shall be depicted.	
Map Content		
1	Title Block and Reference Information	
	Name of proposed subdivision centered on the top of the plan and at the top of each sheet. On each sheet, a subtitle, in smaller lettering, shall indicate the quarter section(s)(1/4), section, township and range in which the subdivision is located. If the subdivision is a replat of a previously approved subdivision, the replat information shall be included in the subtitle. The name of the County and the State shall be included in the subtitle. Note the subdivision name shall conform to the naming conventions in Section 7.2.5 of the LDC.	
	The words "PRELIMINARY PLAN" clearly stated,	
	Name, address and telephone number of the owner of record located in the lower right hand corner,	
	Date of preparation, date of survey (if applicable), north arrow, written and graphic scale located in the lower right hand corner of each sheet,	
	Names, address, and telephone number of person(s) responsible for preparing the plat (e.g., licensed surveyor, licensed engineer or designer of the plat) located in the lower right hand corner (if applicable),	
	Date of submission with provisions for dating revisions located in the lower right hand corner, and	
	Vicinity map (scale of 1 inch =2000 feet in general scale preferred, but does not have to be a scaled drawing) showing the subdivision in relation to section lines and existing or proposed streets within one mile.	
	The proximity of water wells, lakes, streams, irrigation ditches, ponded water, and other water sources in the area being subdivided; and	
2	Layout	
	The location of property lines including location and boundaries of the subdivision if part of a larger area.	
	Approximate layout, dimensions, and area of each proposed lot or tract to be platted in square feet and acres, if any lot or tract is less than 2.5 acres, or in acres if no lot or tract is less than 2.5 acres. The depiction of each tract shall also include the use designation of the respective tract.	



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	Existing and proposed no-build areas and easements (e.g. drainage, utility, etc.) with approximate dimensions. All existing no-build areas and easements are to be identified as "to remain" or "to be removed."		
	The footprint of existing and intended use of all existing buildings,		
	Approximate location of land intended to be conveyed or reserved for public use or reserved in the deeds for the use of all property owners, residents, or general public and the proposed method of dedication and maintenance of such land to include, but not limited to, parks; trails, open space; streets; bikeways, paths, trails, schools and school sites; utilities, and community and social service facilities. All locations or lands shall be identified as public or private. The use designations and final ownership of all property proposed to be set aside for public and private facilities including the area of each tract to be set aside.		
	A number associated with each lot and block in the subdivision, beginning with the numeral 1 and continuing consecutively throughout the property being subdivided, with no omissions or duplications. Tracts shall be given an alpha designation. All lot, block, and tract numbering shall conform to the provisions of Section 7.2.5 of the LDC.		
	Exterior boundary description of subject property graphically depicted and a written legal description tied to a survey monument.		
3	Contours		
	Accurate existing contours shall be shown at intervals of two (2) feet or less; contours at intervals of five (5) feet will be acceptable where the slope is greater than ten percent or as otherwise determined by the PCD Director. Contours shall be extended no less than 100 feet onto the adjacent property and show significant adjacent topography. Elevations based on United States Geologic Survey (U.S.G.S.) sea level datum. The U.S.G.S. quad maps shall not be accepted as evidence for topographic contours.		
4	Hazards and Constraints		
	Approximate location of all areas of floodplain, inundation, or storm water overflow and the location, widths, and direction of flow of all water courses,		
	Areas of geological hazards and constraints, including slopes greater than 30 percent, and		
	Base flood elevation, unless otherwise proposed to be modified through FEMA.		
	Delineation of all other hazardous areas. Preliminary plan notes shall also be included identifying all hazards or constraints, mitigation measures, and corresponding lot numbers for any lots encumbered by such hazards or constraints. For areas in tracts or easements requiring maintenance, the responsible maintenance entity shall be identified in the notes.		
5	Unsuitable Building Areas		
	The location of railroad rights-of-way,		
	The location of mineral resource areas, and		
	Sites of historic or archeological significance as inventoried in the El Paso County Historic Preservation Plan. Identified and inventoried sites of natural, scenic, and/or paleontological importance.		
6	Natural and Other Features		
	The location of all major rock outcroppings and wooded areas,		
	The location of natural hazard areas including areas of wildfire hazard as defined on the El Paso County Wildfire Hazards Map,		
	Identify significant wildlife habitat areas including protected species habitat, breeding grounds, nesting areas, crossings, wintering areas, migratory routes, etc., and		
	The location and proposed ownership of wetlands, watercourses, bodies of water, irrigation ditches, and laterals,		
	Other significant features within or adjacent to the property to be subdivided.		
7	Streets, Roads, Easements		



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	Right-of-way lines, widths, locations, surfacing, street names, and proposed ownership (public or private) of all existing and proposed streets within and immediately adjacent to, the property being subdivided, including the classification of each of the streets. Street names shall be approved by the El Paso Teller E-911 Authority. Alleys, greenways, bikeways, trails, and other transportation links shall also be depicted.		
	The approximate length of all street centerlines, centerline radii and approximate grades, type of curb, gutter, sidewalk, and locations of pedestrian ramps. The data may be placed in a data table.		
	The approximate locations, dimensions, ownership and use designations of all proposed or existing easements.		
	Existing and proposed location of bridges, culverts, and provisions for collection and discharge of surface drainage including inlets, storm drains and detention facilities.		
8	Other Information and Notations		
	The name and ownership of all adjoining properties, including public lands. All adjoining properties within a subdivision shall also be identified by the subdivision name and lot or tract designation.		
	Designation and location of any proposed school, park and other public property.		
	All proposed and existing fire hydrant or cistern locations.		

Water Review Comment Response

Provide a written explanation of the amendments and alterations made to all water related submission items (e.g. water information summary sheet, water resources report). For the initial submission you may provide this page as a placeholder.

WATER SUPPLY INFORMATION SUMMARY

Section 30-28-133(d), C.R.S. requires that the applicant submit to the County, "Adequate evidence that a water supply that is sufficient in terms of quantity, quality and dependability will be available to ensure an adequate supply of water."

1. NAME OF DEVELOPMENT AS PROPOSED			
2. LAND USE ACTION			
3. NAME OF EXISTING PARCEL AS RECORDED			
SUBDIVISION	FILING	BLOCK	LOT
4. TOTAL ACREAGE	5. NUMBER OF LOTS PROPOSED	PLAT MAP ENCLOSED <input type="checkbox"/> YES	
6. PARCEL HISTORY - Please attach copies of deeds, plats or other evidence or documentation.			
A. Was parcel recorded with county prior to June 1, 1972? <input type="checkbox"/> YES <input type="checkbox"/> NO			
B. Has the parcel ever been part of a division of land action since June 1, 1972? <input type="checkbox"/> YES <input type="checkbox"/> NO			
If yes, describe the previous action _____			
7. LOCATION OF PARCEL - Include a map deliniating the project area and tie to a section corner.			
_____ 1/4 OF _____ 1/4 SECTION _____ TOWNSHIP _____ <input type="checkbox"/> N <input type="checkbox"/> S RANGE _____ <input type="checkbox"/> E <input type="checkbox"/> W			
PRINCIPAL MERIDIAN: <input type="checkbox"/> 6TH <input type="checkbox"/> N.M. <input type="checkbox"/> UTE <input type="checkbox"/> COSTILLA			
8. PLAT - Location of all wells on property must be plotted and permit numbers provided.			
Surveyors plat <input type="checkbox"/> Yes <input type="checkbox"/> No If not, scaled hand drawn sketch <input type="checkbox"/> Yes <input type="checkbox"/> No			
9. ESTIMATED WATER REQUIREMENTS - Gallons per Day or Acra Feet per Year		10. WATER SUPPLY SOURCE	
HOUSEHOLD USE # _____ of units _____ GPD _____ AF	COMMERCIAL USE # _____ of S.F. _____ GPD _____ AF	IRRIGATION # _____ of acres _____ GPD _____ AF	STOCK WATERING # _____ of head _____ GPD _____ AF
OTHER _____ GPD _____ AF	TOTAL _____ GPD _____ AF	<input type="checkbox"/> EXISTING WELLS <input type="checkbox"/> DEVELOPED SPRING WELL PERMIT NUMBERS _____ _____ _____	
		<input type="checkbox"/> NEW WELLS - PROPOSED AQUIFERS - (CHECK ONE) <input type="checkbox"/> ALLUVIAL <input type="checkbox"/> UPPER ARAPAHOE <input type="checkbox"/> UPPER DAWSON <input type="checkbox"/> LOWER ARAPAHOE <input type="checkbox"/> LOWER DAWSON <input type="checkbox"/> LARAMIE FOX HILLS <input type="checkbox"/> DENVER <input type="checkbox"/> DAKOTA <input type="checkbox"/> OTHER _____	
		<input type="checkbox"/> MUNICIPAL <input type="checkbox"/> ASSOCIATION <input type="checkbox"/> COMPANY <input type="checkbox"/> DISTRICT NAME _____ LETTER OF COMMITMENT FOR SERVICE <input type="checkbox"/> YES <input type="checkbox"/> NO	
		WATER COURT DECREE CASE NO.'S _____ _____ _____	
11. ENGINEER'S WATER SUPPLY REPORT <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, PLEASE FORWARD WITH THIS FORM. (This may be required before our review is completed.)			
12. TYPE OF SEWAGE DISPOSAL SYSTEM			
<input type="checkbox"/> SEPTIC TANK/LEACH FIELD		<input type="checkbox"/> CENTRAL SYSTEM - DISTRICT NAME _____	
<input type="checkbox"/> LAGOON		<input type="checkbox"/> VAULT - LOCATION SEWAGE HAULED TO _____	
<input type="checkbox"/> ENGINEERED SYSTEM (Attach a copy of engineering design)		<input type="checkbox"/> OTHER _____	



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WATER RESOURCES REPORT CHECKLIST

Revised: January 2022

Water Resources Report		
A water resources report shall be submitted with sketch plans, preliminary plans, final plats, and any subdivision applications which will create a new lot. The water resources report shall be prepared by a qualified hydrogeologist, hydrologist, licensed civil engineer, qualified groundwater geologist, or other qualified professional with appropriate experience. The water resource report shall document the requirements of this Section and shall include the following data, documentation, and analysis at a level of detail necessary to make the determinations of sufficiency.		
Sketch Plan Report		
The initial water resource report submitted with the sketch plan may be of a general nature, may be based on published and unpublished data and reports, and need not include site-specific hydrogeologic data. The purpose of the report included with the sketch plan is to identify probable compliance of the proposed subdivision with the water supply standards and to identify the need for additional water supplies which will be required for the subdivision.		
Preliminary Plan Report		
The water resource report submitted with the preliminary plan shall include all of the data needed to determine whether the water supply is sufficient in terms of quality, quantity and dependability for the proposed subdivision. The report shall be based on engineering calculations and site-specific data and shall include a detailed discussion of the water demand, supply, quality, dependability, and supply facilities for the proposed project. The report shall identify those aspects of the water supply plan which are insufficient in terms of quantity, quality or dependability and shall identify the actions to remedy the deficiencies.		
Final Plat Report		
The water resource report submitted with the final plat shall include all of the data needed to determine whether the proposed water supply is sufficient in terms of quality, quantity and dependability for the type of subdivision proposed. The report shall be based on engineering calculations and site-specific data and shall include a detailed discussion of the water demand, supply, quality, dependability, and supply facilities for the proposed subdivision.		
A water resources report is not required if the BoCC made a finding that the proposed water supply plan of the preliminary plan was sufficient in terms of quantity, quality and dependability. However, an amended water resources report is required if there is a substantial change in either the water supply or the estimated water demand.		
	Applicant	PCD
NOTE: Please confirm each item below has been included by placing a check mark in the "Applicant" column. See right for an example. The "PCD" column is for office use only.	v	Office use only
Report Content		
Summary of the Proposed Subdivision:		
1	A location map including roads, Township and Range, a copy of all maps required with sketch and preliminary plan and final plat submittals, and legal description; and	
2	A description of subdivision including acreage of each proposed land use, number of dwelling units, etc. For phased projects the description shall clearly describe the acreages, land uses and number of units of each phase. The location of each proposed land use shall be shown on appropriate maps.	
Information Regarding Sufficient Quantity of Water:		
1	Calculation of Water Demand: The water resource report shall include water demand calculations in separate calculations for the type, number and annual water requirements of existing, proposed and potential maximum uses of the subject property and a general timetable when the demands are expected. Acceptable methods of determining water demand.	
2	Calculation of Quantity of Water Available: The water resource report shall identify and describe each source of water including: (1) a map showing the location of any off-site water to be used and the location of major water transmission lines, reservoirs, etc; (2) calculations of the quantity of water available from each source (on-site and off-site sources shall be determined separately); and (3) a description of groundwater sources.	



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3	Groundwater Source Information: The water resource report shall list each aquifer to be used. Each aquifer shall be identified as tributary, non-tributary, not non-tributary or from a designated basin, and as either renewable or non-renewable aquifers. The report shall discuss the need for and the status of any augmentation plans required to use the proposed supply. The report shall also describe the annual and the 300-year quantity of water available from each proposed aquifer.		
4	Production Wells Information: The water resource report shall discuss location, construction and production details of existing and proposed production wells. The following shall be included: (1) estimated number, size and short- and long-term yields of wells necessary to serve the proposed subdivision; (2) estimated life expectancy of wells; (3) estimated short and long-term well development schedule indicating probable timing of bringing additional wells on line; (4) A map showing locations of wells to be used during the first 5 years of the subdivision and probable locations of wells in the following years; (5) Well drilling logs and well completion reports; and (6) Pumping test data and analysis, including data and analysis of constant rate and step drawdown tests.		
5	Surface Water Sources: The report shall list each surface water supply to be used. The report shall discuss the need for and the status of any augmentation plans required to use the proposed supply. In addition, the report shall describe the annual and the 300-year quantity of water available from each proposed surface water supply, and calculate the number of years of water supply. For phased projects, the calculation shall delineate the years of water available for each phase.		
Information Regarding Sufficient Dependability of Water Supply:			
1	Proof of ownership or right of acquisition of use of existing or proposed water rights sufficient in quality, quantity and dependability to serve the proposed use including well permits, court decrees, well applications, export permits, etc.		
2	Financial plan and capital improvements plan of water provider.		
3	Description of the water supply, location shown on maps, and, when appropriate, engineering designs of existing and proposed water supply facilities, including wells, storage facilities, major transmission lines, etc.		
4	Calculations and documentation demonstrating that the aquifers are capable of supplying the required quantity of water and analysis showing the wells are capable of producing the required water supplies, if groundwater is to be used.		
5	If a public or private water system is to be used, evidence that the source can and will supply water to the proposed subdivision stating the amount of water available for use within the subdivision and the feasibility of extending service to the area. This evidence shall include the following information: (1) A letter indicating a commitment to serve (except in the case of a sketch plan); (2) Name and address of the municipality, quasi-municipality, or water company which will supply the water; (3) Current capacities of the existing system; (4) Total amount of current and committed use; and (5) Amount and timing of water to be supplied to the subdivision.*		
6	*This requirement does not apply to subdivisions to be supplied by individual wells.		
7	Evidence that short-term water supply needs of the subdivision can be met to satisfy fire demand and reduction of supplies as a result of flooding, and damaged or otherwise incapacitated systems. Short-term dependability can be satisfied by such features as reservoirs, cisterns, standby wells and standby connections with other water supply or distribution systems.		



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WATER RESOURCES REPORT CHECKLIST

Revised: January 2022

Information Regarding Sufficient Quality:		
1	The following shall be supplied: (1) chemical analyses of proposed water from each proposed source; (2) evidence of compliance with County, state and federal water quality standards; and (3) discussion of potential for water quality degradation from on-site and off-site sources. The EPCDHE can provide further information on the required chemical analysis and testing parameters necessary to demonstrate compliance with the Colorado Primary Drinking Water Regulations.	
2	Requirements of the State Engineer: State statute requires the State Engineer to review all proposed water supplies. The State Engineer requires a narrative discussion and a Water Supply Information Summary Form. The following is the minimal information requirements of the State Engineer for all subdivisions.	
3	Plat and legal description of the property and a description of previous actions of the State Engineer's Office regarding the property (e.g. previous exemptions, well applications);	
4	Well number or numbers of existing and sited wells when available including names of previous owners, dates of well construction, depth, etc., if numbers are not available;	
5	Use of water supply on the property as it now exists including number and locations of dwellings supplied, area of irrigated lawn and garden, water use for livestock, etc;	
6	Proposed water supply including a description of wells or water provider to be used for each lot and what aquifer the applicant intends to use; and	
7	Water requirements for each proposed lot including quantity to be used for dwellings, irrigation and livestock.	
8	It is not necessary to include this information as a separate item provided it is included in the water resources report	
Public and Private Commercial Water Providers:		
1	It is the responsibility of the applicant to provide information regarding the availability of water supplies from any source, including public and private commercial water providers. Should the subdivision fall within a water provider's service district, a general water resources report supplied by the provider may be used to evaluate available water resources provided the content meets or exceeds the requirement of the Water Resource Report.	
2	In those cases where the water provider submits a general Water Resources Report, the water resource report shall be updated annually, by February of each year. Update information shall include: Volume of water sold in the previous year; New water acquisitions, commitments, augmentation plans, etc.; Water trades or other losses of water supplies; Anticipated water acquisitions for the upcoming year; Legal documentation accompanying new water acquisitions and augmentation plans; Major capital improvements accomplished during the past year and anticipated major capital improvements for the upcoming year; and Other information which would be useful in evaluating the availability of water supplies.	
County Attorney Review		
1	Documents to be included in report for review by the County Attorney Office: Water Supply Information Summary Form Letter of Commitment from Water District Copies of all well permits Copies of all Water Court Decrees Copies of all Colorado Groundwater Commission Determinations of Water Rights State Engineer's Office Opinion (if previously provided) Deeds and/or other documents that establish applicant's ownership of water rights for the proposed	



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WASTEWATER DISPOSAL REPORT CHECKLIST

Revised: January 2022

Wastewater Disposal Report				
<p>The purpose of the wastewater disposal report is to establish the wastewater disposal provisions at the sketch plan or preliminary plan stage of subdivision development and ensure conformance of wastewater disposal with this Code at the time of approval of the final plat. All sketch plans, preliminary plans, and final plats submitted for review shall be accompanied with a wastewater disposal report. The requirements of the preliminary plan report shall not be deferred or postponed until the final plat application.</p>				
<p>The PCD Director may modify the applicable requirements, including requiring additional items or removing items, based upon the project and site-specific circumstances.</p>				
			Applicant	PCD
<p>NOTE: Please confirm each item below has been included by placing a check mark in the "Applicant" column. See right for an example. The "PCD" column is for office use only.</p>			✓	Office use only
Report Content				
Sketch Plan Report				
1	<p>The following information shall be included in the wastewater report submitted with the sketch plan application</p>			
	<p>Map showing relative location of point of connection to an existing system;</p>			
	<p>Map showing relative location of the existing or proposed treatment facility;</p>			
	<p>Estimate of projected population, units, and density, as related to wastewater production on an average daily basis;</p>			
	<p>Capacity of the existing treatment plant and current utilization;</p>			
	<p>Anticipated capacity of any proposed treatment plant; and</p>			
	<p>Letter of commitment from the wastewater provider proposed for service, with identification of whether the sketch plan area is within the service boundaries of the proposed provider.</p>			
Preliminary Plan Report				
1	<p>The following information shall be included in the wastewater report submitted with the preliminary plan application:</p>			
	<p>All items required to be included with the sketch plan report; and</p>			
	<p>Letter of commitment from the wastewater provider proposed for service, which includes whether the preliminary plan area is within the service boundaries of the proposed provider, and a statement by the wastewater provider that adequate capacity exists or will exist in order to provide service.</p>			
Final Plat Report				
1	<p>The following information shall be included in the wastewater report submitted with the final plat application:</p>			
	<p>Unless previously provided with a preliminary plan application for the property, all items required to be included with the sketch plan report; and</p>			
	<p>Unless provided with the preliminary plan, a Letter of Commitment from the wastewater provider proposed for service, which includes information indicating that the land has been included into the boundaries of the provider's service area, or that contractual arrangements for service have been met.</p>			
OWTS Report				
1	<p>The following shall be fully addressed in or submitted with an OWTS Report. These requirements may be updated from time to time by EPCPH without corresponding amendments to this Code being approved. Any such updates by EPCPH shall control. The EPCPH may require the subdivider to submit additional engineering or geological applicant reports or data and to conduct a study of the economic feasibility of service by central sewage system prior to making its recommendations, which may be updated from time to time by EPCPH without.</p>			
	<p>A map, drawn at the same scale as the preliminary plan, locating all lots, drainage-ways, floodplains, slopes in excess of 30%, surface and sub-surface soils hazards and constraints, natural and cultural features, geologic hazards and constraints, depth to bedrock, water table depth, current and historic land use, and other hazards;</p>			
	<p>Soil conditions, NRCS soils classification, slope of the terrain, underground water table, subsurface rock, and limitations on site location of the system;</p>			



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WASTEWATER DISPOSAL REPORT CHECKLIST

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	Conditions which may cause deleterious effects to systems in the area, such as runoff or irrigation;		
	The availability of a central sewage system and the feasibility of inclusion into the system;		
	The proximity of water wells, lakes, streams, irrigation ditches, ponded water, and other water sources in the area being subdivided; and		
	Soils investigation, including the following:		
	Visual and tactile evaluation of 2 or more soil profile test pit excavations must be conducted to determine soil type as well as to determine whether a limiting layer is encountered;		
	In addition to the 2 soil profile test pit excavations, percolation testing may be conducted to obtain additional information regarding the long-term acceptance rate of the soil;		
	If the site evaluation includes both the visual and tactile evaluation of soil profile test pit excavations and percolation tests, and the results from these 2 evaluations do not coincide with the same LTAR (Long Term Acceptance Rate) as noted in Table 10-1 of the EPCPH Regulations, the designer must use the more restrictive LTAR in determining the size of the soil treatment area as listed below:		
	Evaluation of 2 or more soil profile test pit excavations must be performed to determine soil types, limiting layers, and best depth for the infiltrative surface, unless otherwise approved by EPCPH. (At least 1 of the soil profile test pit excavations must be performed in the portion of the soil treatment area anticipated to have the most limiting conditions).		
	The total number of soil profile test pit excavations required is based on the judgment of the competent technician who may require an additional soil profile test pit excavation in the area of the proposed alternate soil treatment area if deemed necessary.		
	The minimum depth of the soil profile test pit excavation must be to any limiting layer, or 4 feet below the infiltrative surface of the in-situ soil, whichever is encountered first.		
	Layers and interfaces that interfere with the treatment and dispersal of effluent must be noted. Thus, any limiting soil characteristic such as consistence also needs to be evaluated. The evaluation of consistence may also include an evaluation of excavation difficulty, rupture resistance, and/or penetration resistance.		
	The soil observations must be conducted at or immediately adjacent to the location of the proposed soil treatment area, but if possible, not under the final location of a trench or bed.		
	Each soil profile test pit excavation observed at the proposed soil treatment area must be evaluated under adequate light conditions with the soil in an unfrozen state.		
	The soil observation method must allow observation of the different soil horizons that constitute the soil profile.		
	Soil profile test pit observations must be conducted prior to percolation tests to determine whether the soils are suitable to warrant percolation tests and, if suitable, at what depth percolation tests must be conducted.		
	The soil type at the proposed infiltrative surface of the soil treatment area or a more restrictive soil type within the treatment depth must be used to determine the long-term acceptance rate from Table 10-1 or Table 10-1A. The treatment depth is 2 to 4 feet depending on the required thickness for the treatment level below the infiltrative surface from Item 4, Table 7-2.		
	Soils data, previously collected by others at the site can be used for the purposes of an OWTS design at the discretion of EPCPH. It is recommended that the data be verified, at a minimum, by performing an evaluation of a soil profile test pit excavation.		
	Soil descriptions for determination of a limiting layer must include:		



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	The depth of each soil horizon measured from the ground surface and a description of the soil texture, and structure of each soil horizon;		
	Depth to the bedrock;		
	Depth to the periodically saturated soil as determined by:		
	Redoximorphic features and other indicators of water levels, or		
	Depth of standing water in the soil observation excavation, measured from the ground surface, if observed, unless redoximorphic features indicate a higher level.		
	Any other soil characteristic that needs to be described to design a system, such as layers that will restrict permeability.		
2	Additional Requirements for Lot Sizes Between 2½ and 5 Acres		
	Soil Investigation conducted for no fewer than 20% of the total number of lots in the filing. Investigation shall be evenly dispersed over the project area. In cases in which unique geologic, topographic, or soils conditions, such as depth to bedrock, depth to groundwater, slopes in excess of 30 percent, etc. are found, additional tests may be required by EPCPH; and		
	An analysis of the availability of a central sewage system and the feasibility of service by a central sewage system. If there is a central sewage system within 1 mile of the proposed subdivision, or if the subdivision is within an organized sewage district or municipal service area, the applicant shall submit documentation that the district or municipality is incapable of serving the site or that the costs of service are prohibitive.		
3	Additional Requirements for OWTS on Lots Within 400 Feet of a Sewer Line. Pursuant to Chapter 8, On-Site Wastewater Treatment Systems (OWTS) Regulations, of the Regulations of the El Paso County Board of Health. A permit to construct, alter, modify or repair an OWTS may be denied by EPCPH if a municipal or sanitation district sewer mainline exists within 400 feet, as measured by way of public access or legal easement, to any part of the applicant's property, and if the municipality or district agrees to provide sewer service. EPCPH shall only approve an OWTS permit for a property that is subject to connection to sanitary sewer if all OWTS installation criteria can be satisfied, and the applicant can provide evidence that the municipality or district does not expressly object to the OWTS installation. If, as a condition of service, an annexation of the property to a different political entity is required, connection to the community sewer is not required by EPCPH.		



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PRELIMINARY DRAINAGE REPORT (PDR) CHECKLIST

Revised: January 2022

Preliminary Drainage Report		
The purpose of the Preliminary Drainage Report is to identify specific solutions to problems onsite and offsite resulting from proposed land development, including issues existing prior to development. The PDR shall generally conform to the following outline format and major headings, and contain the applicable information listed.		
	Applicant	PCD
Please confirm each item below has been included by placing a check mark in the "Applicant" column. See right for an example. The "PCD" column is for office use only.		Office use only
Report Contents		
1	Table of contents, pages numbered	
2	Existing/Historic and Developed Conditions Plans at the end of the report	
General Location		
1	City and County, and local streets within and adjacent to the subdivision.	
2	Township, Range, section, 1/4 section.	
3	Major drainage ways and existing facilities.	
4	Names of surrounding platted developments.	
Description of Property		
1	Area in acres	
2	Ground cover, (type of trees, shrubs, vegetation)	
3	General topography	
4	General soil conditions	
5	Major drainageways	
6	Irrigation facilities	
7	Utilities and other encumbrances	
Major Basin Descriptions		
1	Reference should be made to major drainageway planning studies; Such as Drainage Basin Planning Studies; Flood Hazard delineation reports, and flood insurance studies or maps if available.	
2	A floodplain statement shall be provided indicating whether any portion of the development is in a designated floodplain as delineated on the current FEMA mapping.	
3	Major basin drainage characteristics.	
4	Identification of all nearby irrigation facilities and other obstructions which could influence or be influenced by local drainage.	
Sub-Basin Descriptions		
1	Discussion of historic drainage patterns of the property in question	
2	Discussion of offsite drainage flow patterns and their impact on the development	



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PRELIMINARY DRAINAGE REPORT (PDR) CHECKLIST

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Drainage Design Criteria		
1	Reference all criteria, master plans, and technical information used for report preparation and design; any deviation from such material must be discussed and justified.	
2	Discussion of previous drainage studies (i.e. PDR, drainage basin planning studies, master plans, flood insurance studies) for the site in question that influence or are influenced by the drainage design and how the studies affect drainage design for the site	
Four-Step Process		
1	Runoff reduction proposed.	
2	Stabilization of drainage ways proposed/discussed.	
3	Proposed Stormwater Quality Capture Volume (WQCV) proposed.	
4	Identify Best Management Practices (BMP's) to be used to control industrial and commercial pollutants.	
Hydrologic Criteria		
1	Identify design rainfall.	
2	Identify runoff calculation method.	
3	Identify design storm recurrence intervals	
4	Identify detention discharge and storage calculation method.	
5	Note ECM Appendix I Full Spectrum Detention (FSD) requirement.	
Drainage Facility Design - General Concept		
1	Discussion of compliance with offsite runoff considerations.	
2	Discussion of anticipated and proposed drainage patterns.	
3	Discussion of the content of tables, charts, figures, plates or drawings presented in the report.	
Drainage Facility Design - Specific Details		
1	Presentation of existing and proposed hydrologic conditions including approximate flow rates entering and exiting the subdivision with all necessary calculations.	
2	Presentation of approach to accommodate drainage impacts on existing or proposed improvements and facilities.	
3	Presentation of proposed facilities with respect to alignment, material and structure type.	
4	Discussion of drainage impact of site constraints such as streets, utilities, existing and proposed structures.	
5	Environmental features and issues shall be presented if applicable.	
6	Discussion of maintenance access and aspects of the preliminary design.	
7	Discussion and analysis of existing and proposed downstream drainage facilities and their ability to convey developed runoff from the proposed development.	
Drawing Contents		
1	General Location Map: A map shall be provided in sufficient detail to identify drainage flows entering and leaving the development and general drainage patterns. The map should be at a scale of 1"=50' to 1"=2000'. The map shall identify any major construction (i.e. development, irrigation ditches, existing detention facilities, culverts, storm sewers, etc.) that shall influence or be influenced by the subdivision.	
2	Drainage Plan: Map (s) of the proposed development at a scale of 1"=20' to 1"=200' shall be included to identify existing and proposed conditions on or adjacent to the site in question.	
3	The drainage plan shall delineate all sub-basins and proposed initial and major facilities as well as provide a summary of all initial and major flow rates at design points. All floodplains affecting the site shall be shown.	



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SOILS & GEOLOGY REPORT CHECKLIST

Revised: January 2022

Soils and Geology Report		
<p>All sketch plans and preliminary plans submitted for review shall be accompanied by geology and soils report. The geology and soils report shall be prepared by, or under the direction of, a professional geologist as defined by CRS 34-1-201(3), or a Professional Engineer as defined by Board Policy Statement 50.2 - "Engineering in Natural Hazard Areas" of the Colorado State Board of Registration for Professional Engineers and Professional Surveyors.</p>		
<p>The PCD Director may modify the applicable requirements, including requiring additional items or removing items, based upon the project and site-specific circumstances.</p>		
	Applicant	PCD
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Report Content		
Issues to be Addressed by Report		
1	<p>A detailed map, drawn to scale, is required for geology and soils reports.</p> <p>Where 3-dimensional relationships are significant but cannot be described satisfactorily in words alone, the geology and soils report should be accompanied by 1 or more appropriately positioned structure sections.</p> <p>The locations of test holes, percolation tests, soil investigation test pit excavations, and other specific sources of</p> <p>The geology and soils report shall include definite statements concerning the following matters:</p> <ul style="list-style-type: none"> Location and size of subject area and its general setting with respect to major geographic and geologic features Who did the geologic mapping on which the report is based and when the mapping was done Any other kinds of investigations made by the geologist and, where pertinent, reasons for doing the work Topography and drainage in the subject area Abundance, distribution, and general nature of exposures of earth materials within the area <p>Nature and source of available subsurface information. Suitable explanations should provide any technical reviewer with the means for assessing the probable reliability of the data. Subsurface relationships can be variously determined or inferred, for example, by projection of surface features from adjacent areas, by the use of test hole logs, and by interpretation of geophysical data. It is evident that different sources of the information can differ markedly from one another in degree of detail and reliability according to the method used. The relative reliability of the methods used shall be discussed in the report</p>	
2	<p>The geology and soils report should contain brief but complete descriptions of all natural and man-made materials and structural features recognized or inferred within the subject area. Where interpretations are added to the recording of direct observations, the basis for the interpretations should be clearly stated. The following checklist may be useful as a general, though not necessarily complete, guide for descriptions:</p> <p>Bedrock (Igneous, Sedimentary, Metamorphic Types)</p> <ul style="list-style-type: none"> Identification as to rock type (e.g., granite, silty sandstone, mica schist); Relative age, and where possible, correlations with named formations; Distribution; Dimension features (e.g., thickness, outcrop breadth, vertical extent); Physical characteristics (e.g., color, grain size, nature of stratification, foliation, or schistosity, hardness, coherence); Special physical or chemical features (e.g., calcareous or siliceous cement, concretions, mineral deposits, alteration other than weathering); Distribution and extent of weather zones; significant differences between fresh and weathered rock; and Response to natural surface and near surface processes (e.g., raveling, gullying, and mass movement). <p>Structural Features</p>	



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SOILS & GEOLOGY REPORT CHECKLIST

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The geology and soils report should contain brief descriptions of the structural features, stratification, foliation, schistosity, folds, and zones of contortion or crushing, joints, shear zones, faults, etc., including information about:		
Occurrence and distribution;		
Dimensional characteristics;		
Orientation and shifts in orientation;		
Relative ages (where pertinent);		
Special effects on the bedrock (Describe conditions of planar surfaces); and		
Specific features of faults (e.g., zones of gouge and breccia, nature of offsets, timing of movements) and whether faults are active in either the geological sense or the historical sense.		
Surficial (Unconsolidated) Deposits		
The geology and soils report should contain brief description of surficial deposits include artificial (man-made) fill, topsoil, stream-laid alluvium, beach sands and gravels, residual debris, lake and pond sediments, swamp accumulations, dune sands, marine and non-marine terrace deposits, talus accumulations, creep and slopewash materials, various kinds of slump and slide debris, etc., including the following information:		
Distribution, occurrence, and relative age; relationships with present topography;		
Identification of material as to general type;		
Dimensional characteristics (e.g., thickness, variations in thickness, shape);		
Surface expression and correlation with features such as terraces, dunes, undrained depressions, anomalous protuberances;		
Physical or chemical features (e.g., moisture content, mineral deposits, content of expansible clay minerals, alteration, cracks and fissures, fractures);		
Physical characteristics (e.g., color, grain size, hardness, compactness, coherence, cementation);		
Distribution and extent of weathered zones; significant differences between fresh and weathered material; and		
Response to natural surface and near-surface processes (e.g., raveling, gullying, subsidence, creep, slope-washing, slumping, and sliding).		
Drainage of Surface Water and Groundwater		
The geology and soils report shall contain information about surface and groundwater, as applicable, including:		
Distribution and occurrence (e.g., streams, ponds, swamps, springs, seeps, subsurface basins);		
Relations to topography;		
Relations to geologic features (e.g., previous strata, fractures, faults);		
Sources and permanence;		
Variations in amounts of water (e.g., intermittent spring and seeps, floods);		
Evidence for earlier occurrence of water at localities now dry;		
Occurrence or conveyance of water into or within man-made features; and		
The effect of water on the properties of the in-place materials.		
Features of Special Significance		
The geology and soils report should describe features of special significance including:		
Features representing accelerated erosion (e.g., cliff reentrants, badlands, advancing gully heads);		
Features indicating subsidence or settlement (e.g., fissures, scarplets, offset reference features,		
Features indicating creep (e.g., fissures, scarplets, distinctive patterns of cracks or vegetation,		
Slump and slide masses in bedrock or surficial deposits; distribution, geometric characteristics,		
Deposits related to recent floods (e.g., talus aprons, debris ridges, canyon-bottom trash); and		
Active faults and their recent effects on topography and drainage.		
Mineral Resources.		



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	<p>The geology and soils report should contain brief description of mineral resources including the identification of the types, location and value of mineral resources within the land to be subdivided. These include, but are not limited to, limestone used for construction, coal, sand, gravel, and quarry aggregate, for which extraction by an extractor is or will be commercially feasible, or which is a deposit having significant economic or strategic value to the County, state, or nation. Any area known to contain a commercial mineral deposit shall not be subdivided until the deposit is extracted, unless the BoCC finds that extraordinary environmental damage or public hazard results from the extraction.</p>		
3	<p>The geology and soils report should contain brief but complete descriptions of all natural and man-made materials and structural features recognized or inferred within the subject area. Where interpretations are added to the recording of direct observations, the basis for the interpretations should be clearly stated. The following checklist may be useful as a general, though not necessarily complete, guide for descriptions:</p>		
	<p>Bedrock (Igneous, Sedimentary, Metamorphic Types).</p>		
	<p>Identification as to rock type (e.g., granite, silty sandstone, mica schist);</p>		
	<p>Relative age, and where possible, correlations with named formations;</p>		
	<p>Distribution;</p>		
	<p>Dimension features (e.g., thickness, outcrop breadth, vertical extent);</p>		
	<p>Physical characteristics (e.g., color, grain size, nature of stratification, foliation, or schistosity, hardness,</p>		
	<p>Special physical or chemical features (e.g., calcareous or siliceous cement, concretions, mineral</p>		
	<p>Distribution and extent of weather zones; significant differences between fresh and weathered rock;</p>		
	<p>Response to natural surface and near surface processes (e.g., raveling, gullying, and mass movement)</p>		
	<p>Structural Features.</p>		
	<p>The geology and soils report should contain brief descriptions of the structural features, stratification, foliation, schistosity, folds, and zones of contortion or crushing, joints, shear zones, faults, etc., including information about:</p>		
	<p>Occurrence and distribution;</p>		
	<p>Dimensional characteristics;</p>		
	<p>Orientation and shifts in orientation;</p>		
	<p>Relative ages (where pertinent);</p>		
	<p>Special effects on the bedrock (Describe conditions of planar surfaces); and</p>		
	<p>Specific features of faults (e.g., zones of gouge and breccia, nature of offsets, timing of movements)</p>		
	<p>Surficial (Unconsolidated) Deposits.</p>		
	<p>The geology and soils report should contain brief description of surficial deposits include artificial (man-made) fill, topsoil, stream-laid alluvium, beach sands and gravels, residual debris, lake and pond sediments, swamp accumulations, dune sands, marine and non-marine terrace deposits, talus accumulations, creep and slopewash materials, various kinds of slump and slide debris, etc., including the following information:</p>		
	<p>Distribution, occurrence, and relative age; relationships with present topography;</p>		
	<p>Identification of material as to general type;</p>		
	<p>Dimensional characteristics (e.g., thickness, variations in thickness, shape);</p>		
	<p>Surface expression and correlation with features such as terraces, dunes, undrained depressions,</p>		
	<p>Physical or chemical features (e.g., moisture content, mineral deposits, content of expansive clay</p>		
	<p>Physical characteristics (e.g., color, grain size, hardness, compactness, coherence, cementation);</p>		
	<p>Distribution and extent of weathered zones; significant differences between fresh and weathered</p>		
	<p>Response to natural surface and near-surface processes (e.g., raveling, gullying, subsidence, creep,</p>		
	<p>Drainage of Surface Water and Groundwater.</p>		
	<p>The geology and soils report shall contain information about surface and groundwater, as applicable, including:</p>		
	<p>Distribution and occurrence (e.g., streams, ponds, swamps, springs, seeps, subsurface basins);</p>		
	<p>Relations to topography;</p>		
	<p>Relations to geologic features (e.g., previous strata, fractures, faults);</p>		
	<p>Sources and permanence;</p>		
	<p>Variations in amounts of water (e.g., intermittent spring and seeps, floods);</p>		
	<p>Evidence for earlier occurrence of water at localities now dry;</p>		
	<p>Occurrence or conveyance of water into or within man-made features; and</p>		
	<p>The effect of water on the properties of the in-place materials</p>		



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**EL PASO COUNTY PLANNING AND
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SOILS & GEOLOGY REPORT CHECKLIST

Revised: January 2022

	Features of Special Significance.		
	The geology and soils report should describe features of special significance including:		
	Features representing accelerated erosion (e.g., cliff reentrants, badlands, advancing gully heads);		
	Features indicating subsidence or settlement (e.g., fissures, scarplets, offset reference features,		
	Features indicating creep (e.g., fissures, scarplets, distinctive patterns of cracks or vegetation,		
	Slump and slide masses in bedrock or surficial deposits; distribution, geometric characteristics,		
	Deposits related to recent floods (e.g., talus aprons, debris ridges, canyon-bottom trash); and		
	Active faults and their recent effects on topography and drainage		
	Mineral Resources.		
	of the types, location and value of mineral resources within the land to be subdivided. These include, but are not limited to, limestone used for construction, coal, sand, gravel, and quarry aggregate, for which extraction by an extractor is or will be commercially feasible, or which is a deposit having significant economic or strategic value to the County, state, or nation. Any area known to contain a commercial mineral deposit shall not be subdivided until the deposit is extracted, unless the BoCC finds that extraordinary environmental damage or public hazard results from the extraction.		
	Treatment of this general topic, whether presented as a separate section or integrated in some manner with the geologic descriptions, normally constitutes the principal contribution of the geologic and soils report. It involves: (1) the effects of geologic features on the proposed grading, construction, and land use; and (2) the effects of these proposed modifications on future geological processes in the area. The following checklist includes the topics that ordinarily should be considered in submitting discussion, conclusions, and recommendations in the geologic reports:		
	Compatibility with Proposal.		
	General compatibility of natural features with proposed land use related to:		
	Topography;		
	Lateral stability of earth materials;		
	Problems of flood inundation, erosion, and deposition;		
	Problems caused by features or conditions in adjacent properties; and		
	Other general problems.		
	Proposed Cuts.		
	Prediction of what materials and structural features will be encountered;		
	Prediction of stability based on geologic factors;		
	Problems of excavation (e.g. unusually hard or massive rock, excessive flow of groundwater); and		
	Recommendations for reorientation or repositioning of cuts, reduction of cut slopes, development of compound cut slopes, special stripping above daylight lines, buttressing, protection against erosion, handling of seepage water, setbacks for structures above cuts, etc.		
	Proposed Masses of Fill.		
	General evaluation of planning with respect to canyon-filling and sidehill masses of fill;		
	Comment on suitability of existing natural materials for fill; and		
	Recommendations for positioning of fill masses, provision for underdrainage, buttressing, special		
4	Onsite Wastewater Treatment System (if applicable).		
	Soil types, depths, distributions and relationship to bedrock;		
	General slope conditions, and limitations of slope to building sites and disposal sites; and Present and expected percolation rates		
	Recommendations for Subsurface Testing and Exploration.		
	Cuts and test holes needed for additional geologic information; and		
	Program of subsurface exploration and testing, based on geologic considerations that are most likely to provide data needed by the soils engineer.		
	Special Recommendations.		
	Areas to be left as natural ground;		
	Removal or buttressing of existing slide masses;		
	Flood protection;		
	Problems of groundwater circulation; and		
	Position of structures, with respect to active faults.		



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GRADING AND EROSION CONTROL PLAN CHECKLIST

Revised: January 2022

GRADING AND EROSION CONTROL PLAN

The intent of the GEC Plan is to provide for overall subdivision or development grading design as part of the engineering required for review and approval by the County. This plan is done at the time subdivision or development construction drawings are prepared by the Professional Engineer working for the developer. This is complex work whereby cuts and fills are analyzed for balance, slopes and contours are proposed as an integral part of the engineering design. A second important use of the GEC Plan is to estimate the cost of the overall grading, erosion control measures known as Best Management Practices (BMPs), and ultimate site stabilization. The County subdivision regulations require that collateral for these activities be posted prior to any land disturbing activity. The GEC Plan is therefore important to be completed and approved at the time of subdivision construction drawing approval so that these costs can be accurately estimated and included with the required subdivision collateral.

		Applicant	PCD
	NOTE: Please confirm each item below has been included by placing a check mark in the "Applicant" column. See right for an example. The "PCD" column is for office use only.	✓	Office use only
1	Title Sheet which includes:		
	Sheet index		
	Project title		
	Vicinity map		
	General project layout map (show and label benchmark locations here and on street plans)		
	Design engineer's statement		
	Owner/developer's statement		
	El Paso County signature block		
	Planning and Community Development file number at lower right		
	Project benchmark (NAVD88)		
	Basis of bearing		
	Other applicable jurisdiction/utility signature blocks		
	List of governing agencies, owner, engineer, architect with contact information		
2	EPC standard construction notes		
3	Details sheet(s) as needed		
4	Vicinity map showing the subdivision in relation to section lines and existing or proposed arterial or collector roadways.		
5	Adjacent city/town/jurisdictional boundaries, subdivision names, and property parcel numbers labeled		
6	North arrow and acceptable scale (1"=20' to 1"=100')		
7	Legend for all symbols used in the plan		
8	Existing and proposed property lines. Proposed subdivision boundary for subdivision projects.		
9	All existing structures		
10	All existing utilities		
11	Construction site boundaries		
12	Existing vegetation (notes are acceptable in cases where there is no notable vegetation, only grasses/weeds, or site has already been stripped).		
13	FEMA 100-yr floodplain		
14	Existing and proposed water courses including springs, streams, wetlands, detention ponds, stormwater quality structures, roadside ditches, irrigation ditches and other water surfaces. Show maintenance of pre-existing vegetation within 50 feet of a receiving water.		
15	Existing and proposed contours 2 feet or less (except for hillside)		



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9	Erosion and Stormwater Quality Control Permit (ESQCP) (signed by the applicant/owner)		
10	Pre-Development Site Grading Acknowledgement and Right of Access Form (signed by the applicant/owner)		
11	Documentation to support that all applicable Conditions of Approval have been met.		



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GRADING AND EROSION CONTROL PLAN CHECKLIST

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The following standard El Paso County Grading and Erosion Control Plan Notes shall be included, as applicable:			
1	Stormwater discharges from construction sites shall not cause or threaten to cause pollution, contamination, or degradation of State Waters. All work and earth disturbance shall be done in a manner that minimizes pollution of any on-site or off-site waters, including wetlands.		
2	Notwithstanding anything depicted in these plans in words or graphic representation, all design and construction related to roads, storm drainage and erosion control shall conform to the standards and requirements of the most recent version of the relevant adopted El Paso County standards, including the Land Development Code, the Engineering Criteria Manual, the Drainage Criteria Manual, and the Drainage Criteria Manual Volume 2. Any deviations from regulations and standards must be requested, and approved, in writing.		
3	A separate Stormwater Management Plan (SMWP) for this project shall be completed and an Erosion and Stormwater Quality Control Permit (ESQCP) issued prior to commencing construction. Management of the SWMP during construction is the responsibility of the designated Qualified Stormwater Manager or Certified Erosion Control Inspector. The SWMP shall be located on site at all times during construction and shall be kept up to date with work progress and changes in the field.		
4	Once the ESQCP is approved and a "Notice to Proceed" has been issued, the contractor may install the initial stage erosion and sediment control measures as indicated on the approved GEC. A Preconstruction Meeting between the contractor, engineer, and El Paso County will be held prior to any construction. It is the responsibility of the applicant to coordinate the meeting time and place with County staff.		
5	Control measures must be installed prior to commencement of activities that could contribute pollutants to stormwater. Control measures for all slopes, channels, ditches, and disturbed land areas shall be installed immediately upon completion of the disturbance.		
6	All temporary sediment and erosion control measures shall be maintained and remain in effective operating condition until permanent soil erosion control measures are implemented and final stabilization is established. All persons engaged in land disturbance activities shall assess the adequacy of control measures at the site and identify if changes to those control measures are needed to ensure the continued effective performance of the control measures. All changes to temporary sediment and erosion control measures must be incorporated into the Stormwater Management Plan.		
7	Temporary stabilization shall be implemented on disturbed areas and stockpiles where ground disturbing construction activity has permanently ceased or temporarily ceased for longer than 14 days.		
8	Final stabilization must be implemented at all applicable construction sites. Final stabilization is achieved when all ground disturbing activities are complete and all disturbed areas either have a uniform vegetative cover with individual plant density of 70 percent of pre-disturbance levels established or equivalent permanent alternative stabilization method is implemented. All temporary sediment and erosion control measures shall be removed upon final stabilization and before permit closure.		
9	All permanent stormwater management facilities shall be installed as designed in the approved plans. Any proposed changes that effect the design or function of permanent stormwater management structures must be approved by the ECM Administrator prior to implementation.		
10	Earth disturbances shall be conducted in such a manner so as to effectively minimize accelerated soil erosion and resulting sedimentation. All disturbances shall be designed, constructed, and completed so that the exposed area of any disturbed land shall be limited to the shortest practical period of time. Pre-existing vegetation shall be protected and maintained within 50 horizontal feet of a waters of the state unless shown to be infeasible and specifically requested and approved.		
11	Compaction of soil must be prevented in areas designated for infiltration control measures or where final stabilization will be achieved by vegetative cover. Areas designated for infiltration control measures shall also be protected from sedimentation during construction until final stabilization is achieved. If compaction prevention is not feasible due to site constraints, all areas designated for infiltration and vegetation control measures must be loosened prior to installation of the control measure(s).		



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12	Any temporary or permanent facility designed and constructed for the conveyance of stormwater around, through, or from the earth disturbance area shall be a stabilized conveyance designed to minimize erosion and the discharge of sediment off site.		
13	Concrete wash water shall be contained and disposed of in accordance with the SWMP. No wash water shall be discharged to or allowed to enter State Waters, including any surface or subsurface storm drainage system or facilities. Concrete washouts shall not be located in an area where shallow groundwater may be present, or within 50 feet of a surface water body, creek or stream.		
14	During dewatering operations of uncontaminated ground water may be discharged on site, but shall not leave the site in the form of surface runoff unless an approved State dewatering permit is in place.		
15	Erosion control blanketing or other protective covering shall be used on slopes steeper than 3:1.		
16	Contractor shall be responsible for the removal of all wastes from the construction site for disposal in accordance with local and State regulatory requirements. No construction debris, tree slash, building material wastes or unused building materials shall be buried, dumped, or discharged at the site.		
17	Waste materials shall not be temporarily placed or stored in the street, alley, or other public way, unless in accordance with an approved Traffic Control Plan. control measures may be required by El Paso County Engineering if deemed necessary, based on specific conditions and circumstances.		
18	Tracking of soils and construction debris off-site shall be minimized. Materials tracked off-site shall be cleaned up and properly disposed of immediately.		
19	The owner/developer shall be responsible for the removal of all construction debris, dirt, trash, rock, sediment, soil, and sand that may accumulate in roads, storm drains and other drainage conveyance systems and stormwater appurtenances as a result of site development.		
20	The quantity of materials stored on the project site shall be limited, as much as practical, to that quantity required to perform the work in an orderly sequence. All materials stored on-site shall be stored in a neat, orderly manner, in their original containers, with original manufacturer's labels.		
21	No chemical(s) having the potential to be released in stormwater are to be stored or used onsite unless permission for the use of such chemical(s) is granted in writing by the ECM Administrator. In granting approval for the use of such chemical(s), special conditions and monitoring may be required.		
22	Bulk storage of allowed petroleum products or other allowed liquid chemicals in excess of 55 gallons shall require adequate secondary containment protection to contain all spills onsite and to prevent any spilled materials from entering State Waters, any surface or subsurface storm drainage system or other facilities.		
23	No person shall cause the impediment of stormwater flow in the curb and gutter or ditch except with approved sediment control measures.		
24	Owner/developer and their agents shall comply with the "Colorado Water Quality Control Act" (Title 25, Article 8, CRS), and the "Clean Water Act" (33 USC 1344), in addition to the requirements of the Land Development Code, DCM Volume II and the ECM Appendix I. All appropriate permits must be obtained by the contractor prior to construction (1041, NPDES, Floodplain, 404, fugitive dust, etc.). In the event of conflicts between these requirements and other laws, rules, or regulations of other Federal, State, local, or County agencies, the most restrictive laws, rules, or regulations shall apply.		
25	All construction traffic must enter/exit the site only at approved construction access points.		
26	Prior to construction the permittee shall verify the location of existing utilities.		
27	A water source shall be available on site during earthwork operations and shall be utilized as required to minimize dust from earthwork equipment and wind.		
28	The soils report for this site has been prepared by _____ and shall be considered a part of these plans.		



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29	<p>At least ten (10) days prior to the anticipated start of construction, for projects that will disturb one (1) acre or more, the owner or operator of construction activity shall submit a permit application for stormwater discharge to the Colorado Department of Public Health and Environment, Water Quality Division. The application contains certification of completion of a stormwater management plan (SWMP), of which this Grading and Erosion Control Plan may be a part. For information or application materials contact:</p> <p>Colorado Department of Public Health and Environment Water Quality Control Division WQCD – Permits 4300 Cherry Creek Drive South Denver, CO 80246-1530 Attn: Permits Unit</p>		
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AFFIDAVIT OF NOTIFICATION TO SEVERED MINERAL ESTATE OWNER(S)

I _____ (applicant/owner/consultant) researched the records of the El Paso County Clerk and Recorder and established that there _____ was / _____ was not a mineral estate owner(s) on the real property known as _____.

Pursuant to §24-65.5-103(4), C.R.S., I certify that a Notice of an initial public hearing/administrative decision will be mailed to the mineral estate owner(s) (if established above) and a copy will be mailed to the El Paso County Planning and Community Development Department no less than thirty (30) days prior to the initial public hearing/administrative decision.

Dated this _____ day of _____, 20_____.

STATE OF COLORADO)
) s.s.
COUNTY OF EL PASO)

The foregoing certification was acknowledged before me this _____ day of _____, 20_____, by _____.

Witness my hand and official seal.

My Commission Expires: _____

Notary Public