



CONSTRUCTION DOCUMENTS CHECKLIST

An application for **CONSTRUCTION DOCUMENTS** shall be accompanied by the following information, unless one or more items are specifically waived in writing by the Planning Director:

PROJECT NAME:

| APPLICATION REQUIREMENTS | APPLICANT | STAFF | N/A |
|--|--------------------------|--------------------------|--------------------------|
| Development Review Application form. <i>Comments:</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Application fee. <i>Comments:</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| A drainage study signed by engineer-of-record and the Town (Triview, if applicable) <i>Comments:</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| A geotechnical report. <i>Comments:</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| A traffic impact analysis or study. <i>Comments:</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Engineering plans signed off by applicable entities (i.e., owner; engineer-of-record; Triview, and/or other entities providing services, if applicable; and appropriate Fire Protection District, as applicable) <i>Comments:</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Plans must include the following (refer to Engineering Standards and Specifications on the Town Website): <i>Comments:</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| A grading and erosion control plan with existing and proposed topography. <i>Comments:</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| A utility plan and/or technical studies. <i>Comments:</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| A storm drainage plan. <i>Comments:</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Street design including roadway profiles, mix design, and cross-sections (if applicable). <i>Comments:</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| A traffic signage and striping plan and sign details. <i>Comments:</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| A photometric plan and lighting details. <i>Comments:</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Landscape and irrigation plans prepared by a license landscape architect in accordance with the Town's Landscape Guidelines. <i>Comments:</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Any other special reports and/or information deemed necessary by Town Staff at the pre-application meeting. <i>Comments:</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| The following must be obtained, or must occur, prior to issuance of a Site Development permit by the Town. | | | |
|---|--------------------------|--------------------------|--------------------------|
| Submittal of appropriate permits and supporting documents from other agencies, as required. <i>Comments:</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Stormwater Management Permit (SWMP) from the State of Colorado (projects larger than one acre in size). <i>Comments:</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Fugitive Dust Permit from El Paso County <i>Comments:</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Public Improvements Agreement (PIA) and payment of bonds/letter of credit to the Town of Monument. <i>Comments:</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Submittal of a site development permit application, including a certificate of insurance and proof of a valid Colorado contractor's license and a Town of Monument business license by the contractor. <i>Comments:</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Preconstruction meeting with the Town, which must include, at a minimum, the engineer-of-record, the property owner or authorized agent, the contractor who will perform the infrastructure installation, and any subcontractors for the various portions of the site-related work. <i>Comments:</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

APPLICANT INFORMATION

| | | |
|--------------|----------------|--|
| Date: | Completed by: | |
| Phone Number | Email Address: | |
| Notes: | | |

TO BE COMPLETED BY STAFF

| | | |
|----------------------|------------------------------------|---|
| Date: | Reviewed by: | |
| Completeness Review: | Complete: <input type="checkbox"/> | Incomplete: <input type="checkbox"/> Conditional Complete: <input type="checkbox"/> |
| Notes: | | |

Important Note: When the Town code, policies, or other regulations do not contain specific information regarding details or standards, the following regulations and/or standards shall apply:

1. City of Colorado Springs Engineering Division Standard Specifications
2. City of Colorado Springs and El Paso County Drainage Criteria Manual –Volumes I and II
3. State of Colorado Department of Public Health and Environment
4. National Pollutant Discharge Elimination System (NPDES)
5. Town of Monument Design and Installation Standards for Potable Water Distribution systems

(Within the Triview Metropolitan District, where a conflict exists between Triview standards and Town standards, the more stringent shall apply)

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