



## CONDITIONAL USE CHECKLIST

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

- The Development Review Application form.
- The applicable Conditional Use fee.
- A vicinity map indicating the location of the property.
- A legal description of the property.
- Proof of legal ownership in the form of a current title policy.
- A project narrative or Letter of Interest, including a statement of the purpose of the application and a description of how the application meets the conditional use criteria in Section 18.03.320 D of this title.
- A letter of representation, signed and notarized by the property owner(s), for any applicant that is not a property owner.
- A site plan\* prepared in accordance with the Site Plan Checklist (attach).
- Any other special reports and/or information deemed necessary by Town Staff at the pre-application meeting.
- Copies of the submittal materials in a format and quantity as specified by Town Staff.

***\*Note: Approval of a conditional use is also subject to approval of a site plan application. See Section 18.03.150 of this title.***

**Town of Monument  
645 Beacon Lite Road  
Monument, CO 80132-0325  
Ph: 719-884-8015**



## SITE PLAN CHECKLIST

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

- The Development Review Application form.
- The applicable Site Plan fee.
- Proof of legal ownership in the form of a current title policy.
- A project narrative or Letter of Interest, including a statement of the purpose of the application and how it meets the evaluation criteria in Section 18.03.150 D of this title.
- A letter of representation, signed and notarized by the property owner(s), for any applicant that is not a property owner.
- A 24" x 36" site plan, with scale and north arrow, indicating the general site design of the proposal, including:
  - A vicinity map indicating the location and street address (if applicable) of the property.
  - The location of property lines and any existing or proposed easements and rights-of way.
  - The location of existing and proposed streets, including names, widths, location of centerlines and acceleration/deceleration lanes.
  - The location of existing and proposed buildings, utilities and other improvements on the property. A building envelope may be shown for proposed buildings. Show building setbacks from property lines.
  - The direction of traffic flows and locations of entries and exits of parking lots.
  - The location and number of parking spaces for off-street parking and loading areas.
  - The location of service and refuse collection areas.
  - The location of all signs indicating the type, size and height of each sign.
  - The area and location of open space and recreation areas.
  - The location and type of exterior outdoor lighting.
  - The location of existing and proposed fences, landscaping features and other methods of visual screening.
  - The location of any significant environmental conditions or hazards; e.g., a 100-year floodplain.
  - Site data: total area; lot coverage by structures and paving; gross floor area; number of residential units and density.
- Evidence of water availability from the Town or a special district. If a special district, attach "will serve" letter.
- Any supplemental materials that the applicant feels will accurately depict the proposed project.

**In addition to the information listed above, the Planning Director may also require the following:**

- A drainage study and/or plan.
- A grading plan with existing and proposed topography.
- A utility plan and/or technical studies.
- A landscape plan prepared by a licensed landscape architect in accordance with the Town's Landscape Guidelines.
- A wildfire mitigation plan.
- A traffic impact analysis or study.
- A geotechnical report.
- A Public Improvements Agreement (PIA). Refer to Appendix Two for model agreement.
- A survey prepared by a licensed professional land surveyor if the property is unplatted.
- An improvement survey if existing buildings are located on the property.
- HOA or merchant association documents, if needed to hold and maintain common property.
- Any other special reports and/or information deemed necessary by Town Staff at the pre-application meeting.
- Copies of the submittal materials in a format and quantity as specified by Town staff.

**Town of Monument  
645 Beacon Lite Road  
Monument, CO 80132-0325  
Ph: 719-884-8015**