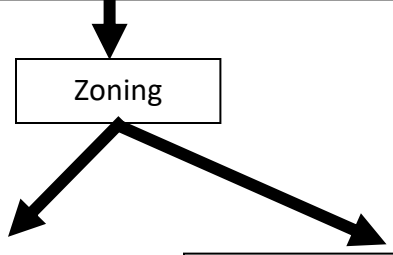


# Process

**Sketch Plan:** The purpose of the sketch plan review is to evaluate whether a proposed subdivision conforms to the Town of Monument Comprehensive Plan and if it will be compatible with the surrounding neighborhood. The sketch plan is a conceptual layout depicting access, street and lot pattern, location of parks, open space tracts, trail corridors, and other tracts for utilities or services. The Director may waive this step.



Zoning

**PUD:**  
The PUD is the detailed development plan for a property which indicates the permitted uses, dimensional standards, streetscape landscape plans, and any requested modifications.

**Conventional:** Rezones to a conventional zoning district are generally approved based upon conformance with the Comprehensive Plan.

**Plat:** The purpose of the final plat is to complete the subdivision of land in conformance with all the applicable requirements and standards of the Town. It includes the layout of the subdivision with lots, streets, and tracts.

**Site Plan/Plot Plan:** review for conformance with all setbacks, height, lot coverage, landscaping, parking, lighting, signage, drainage, grading and erosion control. and any other previous conditions of approval.

# Typical Application Documentation

- Sketch plan: conceptual roadway configuration, conceptual open space/trail alignment, general use categorization, maximum densities, maximum square footage for industrial/commercial use, anticipated no-build areas, proposed buffering/transition measures.
- Traffic study: to include existing traffic, anticipated traffic generated by approved projects in the vicinity, and the proposed additional traffic within the sketch plan area.
- Preliminary/Master Drainage Report: conceptual drainage report to identify potential regional detention ponds, drainageway corridors, etc.
- Will serve letters from utility providers.

- Conventional Zoning:**
- Traffic impact study.
  - Will serve letters from utility providers.
- PUD:**
- PUD: conceptual roadway configuration, conceptual open space/trail alignment, general use categorization, maximum densities, maximum square footage for industrial/commercial use, anticipated no-build areas, proposed buffering/transition measures, proposed dimensional standards, architectural guidelines, landscape guidelines, signage, et.
  - Will serve letters from utility providers.
  - Drainage report.
  - Traffic study.
  - Soils & geology report.
  - Wildlife impact report.
  - Wildfire mitigation plan.
  - Weed management plan.
  - Noise study.

- Plat:**
- Plat drawing: roadway configuration, lot configuration, dedication statements, anticipated plat notes, and signature blocks.
  - Will serve letters from utility providers.
  - Drainage report.
  - Utility plan.
  - Traffic study.
  - Wildlife impact study.
  - Soils & geology report.
  - Water commitment letter.

- Site Plan: property lines, structures and setbacks, access points and internal driveway configuration, parking plan, plan detail sheets, landscape plan, utility plan, lighting plan, and sign plan.
- Drainage report.
- Traffic report.
- Grading and erosion control plan.

# Review Criteria

## Sketch Plan

1. The sketch plan conforms to the Town's Comprehensive Plan;
2. The sketch plan proposes a harmonious development and lot pattern that is compatible with the neighborhood and community;
3. The lot and development pattern ensures there will be adequate light, air, parks, open space, and other spaces for public use;
4. The sketch plan design provides for adequate access to all lots and tracts proposed in the subdivision; and
5. Adequate, safe, and efficient public improvements, utilities, community facilities, and public places are available or will be provided with sufficient capacity to serve the subdivision.

## Conventional Rezone

15. The compatibility of the rezoning proposal with the surrounding zone districts and land uses in the vicinity of the site of the rezoning, including the characteristics of the existing neighborhood, the applicable area and bulk requirements, and the suitability of the site for development in terms of on-site characteristics;
16. The impacts of the rezoning upon expected traffic generation and road safety availability of on-site and off-site parking and the availability of adequate utility services and street access on the site;
17. That the land proposed for rezoning, or adjacent land, has changed or is changing to a degree such that it is in the public interest and consistent with the intent, purpose and provisions of this chapter to encourage different densities or uses within the land in question;
18. That the proposed rezoning is needed to provide land for a demonstrated community need or service and such rezoning will be consistent with the goals, objectives and policies contained within the Comprehensive Plan;
19. That the existing zoning classification currently recorded on the Official Zoning Map is in error;
20. That the proposed rezoning is in conformance, or will bring the property into conformance, with the Comprehensive Plan goals, objectives and policies, and other related policies or plans for the area;
21. That adequate infrastructure/facilities are available to serve the type of uses allowed by the change of zoning, or that the applicant will upgrade and provide such where non-existent or under capacity; and
22. The impacts of the rezoning upon expected traffic generation and road safety, availability of on-site and off-site parking and the availability of adequate utility services and street access to the site.

## PUD

13. The Planning Commission shall review the previously submitted Sketch Plan (if applicable) and the PUD submittal to ensure that the location, type, and attributes of the development are in keeping with the land use designations and the Comprehensive Plan, considering adjacent PUD approvals after the Sketch Plan Approval.
14. In approving a PUD plan, the Board of Trustees shall find that the PUD adequately address the following criteria in a manner consistent with the general public interest, health, safety and welfare:
  - a. Quality and functionality of open space and parks are appropriate to the site in terms of recreation, views, public access and optimum preservation of natural features including trees, shrubs, wildlife habitat, scenic areas, and riparian and drainage areas in conformance with the Comprehensive Plan and Parks, Trails, and Open Space Master Plan;
  - b. Functional parks, open space, and trails in terms of recreation, views, density relief, convenience, function, connectivity, and optimum preservation of natural features including trees, shrubs, wildlife habitat, scenic areas and riparian and drainage areas are provided in conformance with the Comprehensive Plan, the Parks, Trails, and Open Space Master Plan, and the Development Standards (Chapter 18.05 of this title);
  - c. School land dedications, or fees in lieu of dedication, are consistent with the requirements of Article 3 of Chapter 18.02 (Subdivision);
  - d. The trail system provides adequate internal circulation and makes appropriate external connections to schools, parks, employment centers, and transit; and trails conform to the Comprehensive Plan and Parks, Trails, and Open Space Master Plan;
  - e. The project provides a benefit to the Town such as increasing the variety of development to fill a need and/or provide amenities for the benefit of the Town residents;
  - f. A variety of development and housing types, styles and densities, are proposed;
  - g. An appropriate relationship exists between use areas, both internal and surrounding, with adequate buffer areas provided if warranted;
  - h. Circulation is designed for the type of traffic generated, safety, separation from living areas, convenience, access, handicap access, noise and exhaust control. Though generally discouraged, private internal streets may be considered where appropriate to the development. A proper institutional framework, such as a metropolitan or special district must be established for maintenance thereof for the life of any private streets. All streets shall be accessible by police and fire department and other emergency vehicles for emergency purposes, and to service vehicles such as trash trucks. Bicycle and pedestrian circulation and connections shall be provided;
  - i. The phasing plan, if any, is appropriate, minimizes unnecessary or premature grading or removal of vegetation, provides access to collector roads, for utility extensions, and adequately addresses other fiscal concerns of the Town;
  - j. Water and sewer utility service is physically feasible and economically capable of being connected to the Town system, unless such connection requirement is specifically waived by the Town and there is adequate capacity to serve the development, including that the water supply meets Town standards;
  - k. Other required utilities are available, as demonstrated by willing-to-serve letters from all relevant utility providers;
  - l. The plan design and density are sensitive to the site's major environmental characteristics including topography, geology, flood plains, view sheds, scenic features, wildlife habitat and vegetation;
  - m. The subject property is suitable for the intended uses and the use is compatible with both the existing and allowed land uses on the neighboring properties, will be in harmony and responsive with the character of the surrounding area and natural environment; and will not have a negative impact upon the existing and future development of the surrounding area; and
  - n. The plan is consistent with Town's Comprehensive Plan.

## Plat

1. The plat conforms with the Town's Comprehensive Plan; Parks, Trails, and Open Space Plan; and other plans adopted by the Town from time to time;
2. The plat proposes a harmonious development and lot pattern that is compatible with the neighborhood and community;
3. The lot and development pattern ensures there will be adequate light, air, parks, open space, and other places for public use;
4. The plat design provides for adequate access to all lots and tracts proposed in the subdivision;
5. Adequate, safe, and efficient public improvements, utilities, and community facilities and services will be provided with sufficient capacity to serve the subdivision;
6. A sufficient supply of water is available and sufficient water rights have been dedicated to the Town or applicable district, in conformance with the applicable district's water standards.
7. The owners and/or developers of the property will bear the cost of improvements which benefit the land being developed and pay their fair share of any community improvements and/or facilities.
8. The plat design provides for adequate protection from fire, flood, geologic hazards, significant soil constraints, and other dangers, and provides for proper design of stormwater drainage, erosion control, and streets;
9. The plat conforms to all applicable provisions of these regulations and any other applicable provisions of the Monument Municipal Code, and all applicable County, State, and Federal Regulations;
10. The plat design provides for the preservation and conservation of unique or distinctive natural areas, scenic areas and views, natural landmarks, including rock outcroppings and unique landforms, significant wildlife habitats and migration areas, drainage areas, riparian areas, wetlands, historic features and archaeologically sensitive sites, recognizing the irreplaceable character of such resources and their importance to the quality of life in Monument;
11. The plat design provides for the preservation and conservation of significant stands of vegetation; and
12. Prior to acting on the plat, the Planning Commission and Board of Trustees must find that the phasing plan will not impede the orderly growth of public services and infrastructure necessary to efficiently serve each individual phased plat and the entire land area included within the plat approval.