



## PRELIMINARY PUD CHECKLIST

**An application for a Preliminary PUD 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 Preliminary PUD 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 a description of how the application meets the preliminary PUD review and approval criteria of Section 18.03.450 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). Include Preliminary PUD signature blocks; see next page for signature block text and format.
- A chart or charts describing proposed land uses, percent of total acreage for each use, gross residential density, maximum number of dwelling units, and maximum nonresidential square footage or FAR (floor area ratio), as applicable. Include specifications for minimum lot area, minimum setbacks, maximum building height, maximum lot coverage and any other proposed bulk and area standards. Include areas devoted to open space and/or public land dedication and streets.
- A list of any proposed modifications to any the development standards within Chapter 5 of this title.
- A list of any proposed use definitions that are in addition to those found in Chapter 7 of this title.
- Design Guidelines that include: Intent Statement, General Design Concept, Authority and Objectives, Architectural Design Guidelines, Exterior Finishes and Materials, Landscape Guidelines, and Signage Criteria.
- Building elevation drawings, to include all four sides, and specify all color, and materials, and identify functions of all exterior architectural features, including exterior wall mounted lighting.
- A preliminary landscape plan prepared in accordance with the Monument Landscape Guidelines.
- A drainage study and/or preliminary drainage plan.
- A preliminary utility plan and/or technical studies.
- A preliminary traffic impact analysis and access management plan.
- A geotechnical report.
- A wildlife impact report.
- A wildfire mitigation plan and/or Gambel Oak and tree preservation plan (if in a forest/wooded area).
- A weed management plan.
- A noise study for residential developments proposed adjacent to I-25, the railroads, and for other projects that are expected to generate high sound levels or for residential projects that are expected to be significantly impacted by noise.
- Descriptions of Operations and Period of Operation. Daily starting time and closing time, length of total operating season and length of peak operating season. Required for uses that generate significant truck traffic and/or include outdoor operations with significant activity, noise, odors, dust, or other activities that could be a nuisance to neighbors
- HOA or merchant association documents, if needed to hold and maintain common property.
- Any other reports and 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**

**PRELIMINARY PUD SIGNATURE BLOCKS**

**OWNERSHIP CERTIFICATION:**

THE UNDERSIGNED ARE ALL OF THE OWNERS OF CERTAIN LANDS KNOWN HEREIN AS THE \_\_\_\_\_ IN THE TOWN OF MONUMENT.

LEGAL DESCRIPTION:

(INSERT LEGAL DESCRIPTION HERE).

\_\_\_\_\_  
LANDOWNER (NOTARIZED SIGNATURE)

SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
LANDOWNER (NOTARIZED SIGNATURE)

SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

STATE OF COLORADO    )  
  ) SS  
COUNTY OF EL PASO    )

SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, COUNTY \_\_\_\_\_,  
STATE \_\_\_\_\_

\_\_\_\_\_  
NOTARY SIGNATURE

\_\_\_\_\_  
MY COMMISSION EXPIRES

**TOWN CERTIFICATION:**

THE PRELIMINARY PUD FOR THE \_\_\_\_\_ WAS REVIEWED BY THE TOWN  
OF MONUMENT PLANNING DEPARTMENT THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
PLANNING DIRECTOR

\_\_\_\_\_  
DATE

**TOWN APPROVAL:**

THIS PRELIMINARY PUD IS APPROVED.

SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

TOWN OF MONUMENT

\_\_\_\_\_  
MAYOR                      DATE

ATTEST:

\_\_\_\_\_  
TOWN CLERK                      DATE

Note: The Preliminary PUD is not recorded.

**WATER AND SANITATION DISTRICTS**

WOODMOOR WATER AND SANITATION DISTRICT NO. 1

**NOT FOR CONSTRUCTION**

DATE: \_\_\_\_\_ BY: \_\_\_\_\_

THESE PLANS HAVE BEEN REVIEWED ONLY FOR GENERAL CONFORMANCE WITH THE RULES, REGULATIONS, AND POLICIES OF THE WOODMOOR WATER & SANITATION DISTRICT NO.1 (WWSO). APPROVAL OF THIS PLANNING DOCUMENT DOES NOT CONSTITUTE AS AN APPROVAL FOR ALTERATION, EXTENSION, OR CONNECTION TO ANY WWSO WATER OR SEWER INFRASTRUCTURE.

**Note: Duplicate signature block above for the Tri-View Metro District, Forest Lake Metro District, and Monument Sanitation District, as applicable.**



## 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.

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