



## PRELIMINARY PLAT CHECKLIST

An application for PRELIMINARY PLAT 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"/>
Proof of legal ownership in the form of a current title policy. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project narrative or Letter of Interest including: <ul style="list-style-type: none"> <li>• a statement of purpose/intent</li> <li>• a description of how the application meets the preliminary plat review and approval criteria of Section 18.02.250 C of this title.</li> </ul> <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A letter of representation, signed and notarized by the property owner(s), for any applicant that is not a property owner. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A 24" x 36" preliminary plat, with north arrow and scale, indicating the general site design of the proposal, including: <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The proposed name of the subdivision. Include the title Preliminary Plat after the name of the subdivision. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A vicinity map, with north arrow, indicating the location and street address (if applicable) of the property. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
An index on the first page if the plat consists of more than one page, and a graphic index depicting the plan sheets. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Metes and bounds legal description of the subdivision, and total acreage. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The location of lots, lot lines and any existing or proposed easements. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The location of existing and proposed streets, including names widths or rights-of-way. (Street names must be approved by the Enumerations Division within the Pikes Peak Regional Building Department.) <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The location of any significant environmental conditions or hazards; e.g., a 100-year floodplain. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A slope map graphically showing existing slopes of 0-10%, 11-15%, 16-20%, 21-25%, and 26% and over, overlain on the proposed subdivision layout.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

<i>Comments:</i>			
Site data: total subdivision acreage, range of lot sizes, average lot size, and percent of the subdivision platted as lots, rights-of-way open space tracts, parks, trails, and drainage tracts. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signature blocks for owners, lien holders (if any) and Mayor. See Plat Certifications for signature block text and format. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of water availability from the Town or a special district. If a special district, attach "will serve" letter. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A drainage study and/or preliminary drainage plan. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A preliminary utility plan and/or technical studies. <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"/>
A wildlife impact report. <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"/>
An improvement survey if existing buildings are located on the property. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A draft Public Improvements Agreement (PIA). <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HOA or merchant association documents, if needed to hold and maintain common property. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All signatures in black, permanent ink. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any other reports and information deemed necessary by Town Staff at the pre-application meeting. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copies of the submittal materials in a format and quantity as specified by Town Staff. <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:		

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