



PLANNING + NEIGHBORHOOD SERVICES

Land Use Review

Land Use Plan Application Requirements

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This checklist is intended to assist in preparing a complete plan that will address all City development standards, requirements, and review criteria. The following information must be included with the plan submittal. If justified, the City may except any requirement. *The Land Use Review Division may require additional information in accordance with City Code Section 7.5.403* All documents should be neat and legible; inaccurate, incomplete, and poorly completed documents may be rejected.

Please submit via the Planning Department's [online submittal system](#).

Submittal Checklist

General Requirements

- [General Applicant Owner Acknowledgement Form](#)
- A Project Statement shall include a statement identifying and demonstrating:
 1. The development's proposed land uses, housing densities (if applicable), and development intensity; and
 2. Evaluation of how the plan meets the land use plan review criteria.
- Land Use Plan showing all Plan Content Requirements below
- [Mineral Estates Owner Notification Certification](#) (Public Hearing Items ONLY)

Reports and Studies

- [Geologic Hazard Report](#) (see item 3 Subdivision Policy Manual)
- [Drainage Reports](#) (see item 4 Subdivision Policy Manual)
- [Traffic Impact Analysis](#)
- Submittal of the [Hydraulic Grade Line \(HGL\) Request](#) to Colorado Springs Utilities (CSU).
Submit your request and map online prior to application submittal (log-in to CSU hub required).
- Submittal of the [Wastewater Master Facility Form \(WWMFF\)](#) to Colorado Springs Utilities (CSU)
Submit your request and map online prior to application submittal (log-in to CSU hub required).
- A Land Suitability Analysis shall be required in accord with Sections 7.2.603 (SS-O: Streamside Overlay) and 7.2.610 (HS-O: Hillside Overlay).
- A Fiscal Impact Analysis shall be required if the Land Use Plan accompanies a request for annexation and shall include the following information and demonstrate compliance with the following standards.
 - A fiscal impact analysis and a calculation of total costs to the City to provide infrastructure to the proposed development for a period of at least 10 years.



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Plan Content Requirements

Overall Page Layout

Include the information listed below on all plan sheets.

- Project name
- File number in the lower right-hand corner
- Sheet (X of X) in the lower right-hand corner
- North arrow
- Scale (both written and graphic)
- Box for future city approval stamp in lower right-hand corner

Include a Project Data information block containing:

- Vicinity map
- Sheet index
- Owner/developer applicant name
- Date of preparation

Include a Site Data information block containing:

- Land Use (land use(s) as defined by City Code)
- Total square footage of each use
- Total lot/site area (size in acres or square feet)
- Site address(es) (ex. "1234 Tutt Boulevard" or "0 Platte Avenue")
- Proposed building height
- Zone district allowances for height, setbacks, and lot coverage
- Tax Schedule Number(s)
- Add amendment table to include any previous LUP, Master Plan or Concept Plan information
- Existing zone district – include Ordinance numbers and conditions of record

Plan Depiction/Illustration Contents

- Boundaries of land use plan area
- Existing and proposed City boundaries (if submitted concurrently with an Annexation)
- Access Nodes.** Indicate both internal and external points of access, ingress, and egress
- Roadway System.** Indicate internal connections (i.e. public and/or private streets or drives) from proposed access nodes



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For development that is proposed in an MX district or a PDZ district, the proposed Land Use Plan shall indicate the location of use types permitted within the proposed development.

For development that is proposed in an R-Flex district or a PDZ district, the proposed Land Use Plan shall indicate:

1. The proposed overall housing density and the locations of different housing types; and
2. The location of green space, recreational facilities, or other common amenities as applicable.

For residential development proposals, include how the land dedication requirements in Sections 7.4.307 (Park Land Dedications) and 7.4.308 (School Site Dedications) have been or will be met. Please include a table that details calculations for required land obligation and depict or note how this is met. (Example table to provide)

Overall Park Land Dedication Requirements

Housing Type <i>(Please use included breakdown)</i>	Estimated No. of Units	Acres of Dedication per unit <i>(Neighborhood)</i>	Acres of Dedication per unit <i>(Community)</i>	Total Acres of Land Dedication Required <i>(Neighborhood)</i>	Total Acres of Land Dedication Required <i>(Community)</i>
Single family detached residential structure	500	0.0066	0.008	3.3	4
2-4 units in residential structure		0.0053	0.0064		
5-19 units in residential structure		0.0048	0.0058		
20-49 units in residential structure		0.0044	0.0053		
50 units or more in residential structure		0.0041	0.0049		
Total					

Notes: (To detail plans on PLDO Satisfaction to include dedication amounts, ownership, development timing, and zoning). Example: '1. All Neighborhood Parks identified 3.5 acres or greater shall be dedicated to the City of Colorado Springs. 2. All Parkland that meets the PLDO obligation must be zoned (PK) by the applicant in conjunction with the park plat and is done through a city zoning application.'

Phasing Plan. If a phased development is desired, this shall be indicated on the plan. Additionally, the residential density and intensity of all nonresidential uses shall be noted by phase.

Notes

Include a general notes section with the following notes (see standard notes document for note examples)

Floodplain Statement. Floodplain Statement including community map numbers and date, indicate whether the site is or is not located within a designated floodplain.

Geologic Hazard Disclosure.
"This property is subject to the findings summary and conclusions of a Geologic Hazard Report prepared by _____ dated _____, which identified the following specific geologic hazard on the property: _____. A copy of said report has been placed within file # _____ or within the subdivision file _____ of the City of Colorado Springs Planning and Development Team. Contact the Planning and Development Team, 30 South Nevada Avenue, Suite 701, Colorado Springs, CO, if you would like to review said report."

ADA Design Professional Standards Statement.
The parties responsible for this plan have familiarized themselves with all current accessibility criteria and specifications and the proposed plan reflects all site elements required by the applicable ADA design standards and guidelines as published by the United States Department of Justice. Approval of this plan by the City of Colorado Springs does not assure compliance with the ADA or any other Federal or State accessibility laws or any regulations or guidelines enacted or promulgated under or with respect to such laws. Sole responsibility for compliance with Federal and State accessibility laws lies with the property owner.



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- **Additional Notes.** Additional notes shall be required dependent on the site and project and may include:
 - Private easement notes and reception numbers for the easements.
 - Notes related to HOAs, special districts or other associations.
 - Notes pertaining to private streets and/or tracts which indicate maintenance, ownership, and purpose details.
 - Notes pertaining to public improvements (i.e. streets, drainage requirements, utilities, etc.).
 - If development is to be phased, provide a phasing table that includes the phase numbers and a scope of work description of each phase (i.e. public utilities, drainage, site improvements, buildings, etc.).
 - If a concurrent use variance, conditional use or zone map amendment is being requested, provide a statement that explains what is being requested under the concurrent application.
 - Incentive requests shall be noted on the plan.
 - If there is any signage on the site:
 - *Signage is not approved with this plan; a separate sign permit is required prior to construction.*

Review Criteria

Land Use Plan Review Criteria:

If the Land Use Plan is submitted in connection with an application to establish a zone district or to change zone district boundaries shall be reviewed based on the following criteria:

- A. Consistency with the Colorado Springs Comprehensive Plan and other plans and policies adopted by City Council;
- B. Consistency with development standards the zone district in which the property is located, or would be located after a requested zone district change;
- C. Compatibility with the land uses and development intensities surrounding the property;
- D. Impacts of the permitted or requested uses, appropriate to the type of development, the neighborhood, and the community;
- E. Adequacy of proposed ingress/egress points and traffic circulation, both on and off the site;
- F. Capacity of the existing streets, utilities, parks, schools, and other public facilities to serve the proposed development;
- G. Promotion of transitions in height, intensity, or character between proposed non-residential or mixed-use development and nearby low-density residential zone districts.