



## Hillside Plan Submittal Checklist

Revised 11/30/22

### Submittal Checklist

General Requirements and Reports:	
<input type="checkbox"/>	Hillside Site/Lot Grading Plan and Architectural Elevations. <b>Hillside Site Plan/Lot Grading Plan shall be signed and bear the seal of a registered Professional Engineer licensed by the State of Colorado.</b>
<input type="checkbox"/>	An approved lot specific geologic hazard report or waiver.
<input type="checkbox"/>	Parks Land Dedication Ordinance (PLDO) fees, if applicable, are due to DRE office prior to building permit approval
<input type="checkbox"/>	At time of building permit submittal, the major corners of the home shall be staked onsite for Fire Vegetation Inspection
<input type="checkbox"/>	Prior to building permit approval, the applicant must correctly delineate the limit of disturbance and preservation easement area locations onsite and contact Hillside Inspector at 719-385-5178 or <a href="mailto:Patrick.dosch@coloradosprings.gov">Patrick.dosch@coloradosprings.gov</a> for an inspection.

### Site Plan Contents

General Information:	
<input type="checkbox"/>	Bar and numeric scale (preferred drawing scale 1:20), north arrow, vicinity map
<input type="checkbox"/>	Name, <b>EMAIL</b> address and telephone number for applicant, architect, builder and main point of contact for inspections
<input type="checkbox"/>	Site address, tax schedule number, legal description, zone district and parcel size
<input type="checkbox"/>	<p><b>Hillside Certification Statement, include statement below with a signature the on Site Plan</b></p> <p>I, _____, as Applicant and duly representative of the owner, hereby certify that the information included upon the attached Hillside Site/Lot Grading Plan is true and accurate; and the development of the site will occur in accordance with the approved site plan. As the Applicant, I understand and agree to the following:</p> <ul style="list-style-type: none"> <li>○ No disturbance, grading or significant natural feature/vegetation removal will occur beyond the “limit of disturbance” boundary as shown on this plan</li> <li>○ The “limit of disturbance” boundary and any trees to be retained within the limit of disturbance area shall be delineated with a 4’ tall construction fence. The preservation easement area shall be delineated with 4’ tall stakes with rope connecting the stakes or a 4’ tall construction fence.</li> <li>○ Stockpiling shall only occur within the “limit of disturbance boundary” according to the approved site plan.</li> <li>○ Pursuant to City Code section 7.5.1004, the City shall have the right to enter upon the subject property for the purposes of enforcing the City Code</li> <li>○ Failure to comply with the approved Hillside Site/Lot Grading Plan may result in code enforcement action.</li> </ul> <p>Signature _____ Date _____</p>

Site Plan Components:	
<input type="checkbox"/>	Property line locations and dimensions as shown on the plat
<input type="checkbox"/>	Label setbacks, easements, preservation areas, “no build” areas and building envelopes
<input type="checkbox"/>	Street and alley name including location and width
<input type="checkbox"/>	Location of sidewalks, curb and gutter and other improvements
<input type="checkbox"/>	Show and label “limit of disturbance” boundary location with square footage/acreage. This should be an <b>enclosed</b> perimeter of at least 15’ around the proposed building and should include utility service lines, driveway and all proposed grading.
<input type="checkbox"/>	Utility service line locations for water, sewer, electricity, gas, phone and cable
<input type="checkbox"/>	Label stockpile location. All stockpiles must be within limit of disturbance boundary.



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<input type="checkbox"/>	Label dimensions of existing and proposed structures
<input type="checkbox"/>	Show distances from proposed structures to property lines
<input type="checkbox"/>	Identify square footage of proposed building footprints in legend
<input type="checkbox"/>	Identify garage square footage in legend and note total number of garage doors. A double garage door counts as 2 doors.
<input type="checkbox"/>	Calculate the percent lot coverage or all structures on the site.
	<ul style="list-style-type: none"> <li>○ Covered decks &amp; second story decks 8' or taller need to be identified in lot coverage calculation</li> </ul>
<input type="checkbox"/>	Show driveway size, location, grade percentage, material and curb cut width at front property line (not to exceed 24 feet)
<input type="checkbox"/>	Percent of driveway coverage in front yard setback
	<ul style="list-style-type: none"> <li>○ Divide area of driveway located between the front property line and front yard setback line by the total front yard setback area. Maximum 40% coverage for front property lines 75' or greater. Maximum 45% coverage for front property lines less than 75'.</li> </ul>

<b>Grading Information:</b>	
<input type="checkbox"/>	Indicate source of contour information with company contact. (FIMS contour information should NOT be relied upon)
<input type="checkbox"/>	Indicate an existing permanent fixed benchmark (top of fire hydrant)
<input type="checkbox"/>	Show existing building grade & proposed finished grade topography at a minimum of 2' contour intervals; identify line types for building and finished grade in legend.
<input type="checkbox"/>	Label the existing and finished grade values adjacent to each of the major corners of the proposed structure on the site plan; cut and fill should be limited to 4 to 5 feet.
<input type="checkbox"/>	State the finished floor elevations for the house and garage
<input type="checkbox"/>	Indicate drainage pattern locations with arrows; drainage needs to maintain historic drainage patterns or be returned to the street.
<input type="checkbox"/>	Show retaining walls and/or fence location along with TOW/BOW values. Make note on site plan if no retaining walls are proposed (Max allowable height is 4 feet; retaining walls over 4 feet must be structurally engineered & separately permitted).

<b>Vegetation:</b>	
<input type="checkbox"/>	Identify significant natural features including slopes of 25% or greater, ridgelines, bluffs, rock formations, natural streams/drainage ways and geologic conditions. (Please note: A reclamation plan may be required at time of CO if significant natural features are disturbed)
<input type="checkbox"/>	Identify existing vegetation within the limit of disturbance boundary in legend. Include perimeter lines of any scrub oak clusters & individual trees of 12" trunk or greater. <ul style="list-style-type: none"> <li>• If vegetation is to be REMOVED call out this vegetation in the legend as REMOVED.</li> <li>• If vegetation is to be RETAINED call out this vegetation in the legend as RETAINED and include landscape protection notes and/or diagram</li> </ul>
<input type="checkbox"/>	<b>Vegetation Analysis</b> table below to be included on site plan for vegetation <i>to be retained</i> . <ul style="list-style-type: none"> <li>• Lots &lt; 30,000 square feet must show vegetation on entire lot;</li> <li>• Lots &gt; 30,000 square feet only show existing vegetation within 50 feet beyond the limit of disturbance boundary &amp; label the area 50 feet beyond the limit of disturbance boundary as "landscape protection boundary".</li> <li>• <b>Fee would <i>only</i> be implemented at time of CO request IF there is additional disturbance beyond the approved hillside site plan.</b></li> <li>• How to calculate: \$1000 per coniferous tree 12" in diameter, \$10 per square footage of scrub oak clusters, \$0.20 per square footage of native seed, applicant to propose fee for other large vegetation.</li> </ul>



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	Symbol	Tree type (within LOD & 50' landscape protection boundary)	# or Square footage	Fee
<input type="checkbox"/>		Scrub oak		
		Coniferous Trees		
		Other large vegetation		
		Native Seed		

<b>Architectural Elevations/Hillside Height:</b>	
<input type="checkbox"/>	Scaled elevations illustrating north, south, west and east side profiles. <ul style="list-style-type: none"> <li>○ Preferred drawing scale is ¼ inch equals one foot.</li> </ul>
<input type="checkbox"/>	Note the main level finished floor elevation on each of the 4 profiles and carry the line across each elevation
<input type="checkbox"/>	Label existing and finished grades lines with the values at the major corners (should match values identified on site plan)
<input type="checkbox"/>	Show maximum allowable hillside height envelope measured from EXISTING grade line on each elevation drawing. (35' for pitched roof and 30' for flat roof; unless otherwise specified on approved development plan)

<b>Geologic Hazard Requirements:</b>	
<input type="checkbox"/>	An approved lot specific geologic hazard report or waiver included with permit submittal
<input type="checkbox"/>	Include the Geologic hazard disclosure statement listed below with blanks filled in: <ul style="list-style-type: none"> <li>• “This property is subject to the findings summary &amp; conclusions of a Geologic Hazard Report prepared by _____; dated _____ which identified the following specific geologic hazards on the property: _____. The following mitigations will be implemented: _____. A copy of said report has been placed within the subdivision file of the City of Colorado Springs Planning &amp; Development Team. Contact the Planning Department, if you would like to review said report.</li> </ul>

Refer to <https://gis.coloradosprings.gov/Html5Viewer/?viewer=springsview> for subdivision and parcel information