



PLANNING + NEIGHBORHOOD SERVICES

Land Use Review

Preservation Area Boundary Application Requirements

Preservation Area Boundary Adjustment Application Requirements

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](#)

Proof of Ownership

Project Statement identifying the following:

1. A clear description of the proposed Preservation Area/Easement Adjustment; and
2. A written justification of the request, including explanations of:

- Why the area to be removed from the preservation area does not meet the definition of a preservation area;
- How the preservation area retains the overall intent of any applicable HS-O district; and
- How additional land intended to offset the removal of area within the preservation area meets the definition of preservation area.

Certified Property survey completed by a Registered Land Surveyor showing all "Plat Content Requirements" below

Plat Content Requirements

Overall Page Layout

The subdivision name, lot(s) and block numbers, and the book and page of the recorded plat;

All existing lot and block number(s) with the appropriate Subdivision Name and the book and page or reception number of the recorded plat.

All existing preservation area/easement boundaries shown as dashed lines.

All proposed preservation area/easement boundaries shown as solid lines

Location, names and right-of-way widths for all adjacent streets and alleys

Location of all existing easements with dimensions

Existing topography with two-foot (2') contour intervals



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- North arrow and indication of scale (numeric and bar); minimum acceptable scale is 1" = 20'

A Legal Description of the proposed project. Subdivision names must be as shown on the recorded plat and include the Book and Page or Reception Number. Any exceptions must be completely written out in metes and bounds. Easements not on the parcel should not be included.

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- Property lines and dimensions

Distance of all existing, new and/or expansions of structures including retaining walls and fences to property lines

Location and dimensions of predetermined building envelopes

Location, dimensions, type, height of existing and proposed structures

Indicate all proposed significant natural feature (location, size and species) that will be protected during construction, preserved after construction and all of the features that will be removed

Indicate the location, size and type of all existing significant natural features, including excessive slopes of 25% or greater, ridgelines, bluffs, rock formations, vegetation, natural streams and drainageways and limiting natural and geologic conditions.

If a drainage easement was originally platted with the established Preservation Area, the drainage easement shall be vacated via separate instrument. Provide documentation of easement vacation and include the reception number on the plan.

Legend which indicates the following information:

- Site address;
- Tax Schedule Number(s) involved;
- Property Owner's name, address and telephone number;
- Zoning district;
- Development Plan name and number;
- Size of the area of property;
- Total square footage of all existing and proposed structures' footprints, including percentage of lot coverage;
- Total square footage of all existing and proposed structures; and
- Calculated maximum height of all existing, proposed and/or expanded structures.



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Notary Statement and Signature Blocks

The site plan must include the following Notary Statement and Signature Blocks:

STATE OF COLORADO)
) ss.
 COUNTY OF EL PASO)

I _____ being the owner of the property contained in the following legal description:

Legal Description

do hereby request that the preservation area boundaries of said property be adjusted as shown in the attached certified property survey and that this henceforth be considered the valid lot configuration for purposes of the City Codes and Ordinances.

Owner's Signature

Date

Owner's Signature

Date

Subscribed and sworn to me before me this _____ day of _____, 20_____.

My Commission Expires: _____

Notary Public

STAFF USE

The Preservation Area/Easement Boundary Adjustment has been reviewed and approved by the City of Colorado Springs and is henceforth to be considered the valid lot(s) configuration for the purposes of the City Codes and Ordinances.

Staff Signature

Date



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Review Criteria

UDC 7.5.520.C(4) (Action)

- If the proposed adjustment involves no more than three (3) lots, the Manager shall review the application and shall either approve or deny the request. If the request is approved, a signed copy of the survey shall be recorded in the records of the El Paso County Clerk and Recorder. If the request is denied, the Manager shall notify the applicant with all reasons for denial clearly specified.
- If the proposed adjustment involves four (4) or more lots, the Planning Commission shall review the application and shall either approve or deny the request. If the request is approved, a signed copy of the survey shall be recorded in the records of the El Paso County Clerk and Recorder. If the request is denied, the Manager shall notify the applicant with all reasons for denial clearly specified.