



CHEROKEE METROPOLITAN DISTRICT
6250 Palmer Park Boulevard
Colorado Springs, CO 80915
Telephone: (719) 597-5080

DEVELOPMENT CHECKLIST

The following checklist provides the minimum requirements for submittal by an applicant for a proposed residential or commercial development. This checklist may be revised at any time by Cherokee Metropolitan District (CMD) staff to ensure effective and responsive service to our customers.

1. Initial discussions with a developer / applicant regarding proposed project(s) will begin with the developer/applicant executing a *"Development Application"* with the CMD. The development process shall include the following material submissions for review by CMD staff:
 - a. Application for Development
 - b. Sketch Plan: The applicant must submit a Sketch Plan to the CMD a minimum of two (2) weeks in advance of a meeting with the applicant and the CMD staff and engineer. The Sketch Plan should represent the conceptual layout for the proposed development and is required before the CMD may offer any feedback to the applicant. The Sketch Plan shall include, at a minimum, the following items:
 - i. A preliminary map or conceptual plan showing the general location of the proposed development and the property boundary limits.
 - ii. The map shall be at a scale which shall not be less than 1 inch = 100 feet. The north directional arrow and scale must be provided on the drawing.
 - iii. The name and address of the developer and owner of the property and the developer's applicant/representative.
 - iv. The area of the proposed development.
 - v. The proposed street and lot configuration with proposed density, including the projected number of buildings, residences, population, etc.
 - vi. Existing topographic features of the property.

- vii. Lot and street layouts including scaled dimensions of all lots to the nearest foot.
 - viii. Layout of the existing and/or proposed water distribution system contemplated for the proposed development.
 - ix. Layout of the existing and/or proposed wastewater collection system contemplated for the proposed development.
 - x. Any other information the owner and/or applicant deems necessary to represent the proposed development to the CMD.
2. If the proposed development is out-of-district, the developer shall provide a letter of intent to include into the CMD and the water proposed to be deeded with the development to the District.
3. If the development is out-of-district and no water is available, the developer will provide preliminary calculations on the amount of water needed on an annual basis so that basic calculations can be made for a water development fee.
4. CMD staff will conduct a development review meeting with the applicant and/or their representative, within two weeks of date of the application, to discuss particulars of the project and answer any outstanding questions.
5. The CMD will issue a "Commitment Letter" to the developer.
6. Connection Agreement. The applicant/developer shall execute a "*Connection Agreement*" with the Cherokee Metropolitan District.
7. The developer and his representative shall prepare construction drawings in accordance with the Cherokee Metropolitan District Design Criteria and Construction Specifications.
 - a. Provide two (2) complete sets of the construction drawings together with an electronic file(s) in portable document format (pdf), including grading and erosion control plans, storm water management plans, street plans, as well as wastewater collection system and water distribution system plans for review by CMD staff and the CMD engineer.
8. Once all construction documents have been approved, a Subdivision Public Improvements Agreement (SPIA) must be executed with CMD, if required and not already executed with El Paso County, in advance of construction, including arrangements for the required financial security.
9. All fees associated with the proposed development, including tap fees, water development fees, costs associated with the SPIA, and engineering fees must be accounted for and current prior to authorization to proceed with construction.

10. Prior to the initiation of the construction phase of the project, the developer, their designated representative, and the contractor must attend a pre-construction conference with CMD staff and engineer to discuss requirements during utility installation, adherence to CMD construction standards, identify respective responsibilities and authorities during construction, and identify any phasing proposed within the development. Any proposed phasing must be approved by the CMD.
11. No work can begin on the wastewater collection system and water distribution system until such time the CMD and/or their designated representative have approved construction documents and the preconstruction meeting has occurred.
12. Prior to any construction activity, utility easements, if required, must be executed granting a utility corridor encompassing all water and wastewater infrastructure. These easements must be executed and recorded at the El Paso County Clerk and Recorder's Office prior to the recording of the final plat. The CMD will record the accepted easements.
13. Upon completion of installation of infrastructure improvements, and once all construction completion documents (construction notes, as-built drawings, auto-CAD drawings, etc.) have been received and accepted, a "*Preliminary Letter of Acceptance*" will be issued.
14. Following the defined warranty period the CMD will:
 - a. Consider the release of all financial surety for the project
 - b. Issue a "*Final Letter of Acceptance*" for the project and associated infrastructure
 - c. Accept responsibility for the associated water and wastewater infrastructure related to the project