SUBDIVISION APPLICATION AND SUMMARY FORM

PLEASE READ NOTE AND SIGN BELOW:

THE SUBMITTED APPLICATION PACKAGE REQUIRES SPECIFIC REPORTS/INFORMATION WHICH MAY NOT BE ADEQUATE AS DETERMINED THROUGH THE REVIEW PROCESS. ADDITIONAL INFORMATION MAY BE REQUIRED. ALSO, THE ACCEPTANCE OF THE APPLICATION PACKAGE DOES NOT MEAN THE SPECIFIC INFORMATION HAS BEEN APPROVED AND IN FINAL FORM. REVISIONS TO THE PLAN AND/OR REPORTS MAY BE REQUIRED. REQUESTS FOR WAIVERS OF ANY OF THESE REQUIREMENTS MUST BE ACCOMPANIED BY A LETTER OF JUSTIFICATION. THE BOARD OF COUNTY COMMISSIONERS WILL HEAR THE WAIVER REQUEST CONCURRENTLY WITH THE APPLICATION. DENIAL OF THE WAIVER REQUEST SHALL RENDER THIS APPLICATION INCOMPLETE AND RESULT IN THE REQUIREMENT FOR A NEW SUBMITTAL ACCEPTANCE DATE AND REVIEW PERIOD. YOUR SIGNATURE BELOW INDICATES ACCEPTANCE OF THESE CONDITIONS.

Date: _____ Type of Application:

Subdivision Exemption No.

_____

Owner's/Applicant's/Representative's Signature

If other than owner's signature, a letter of consent authorizing the applicant/representative to act in owner's behalf **must be included**.

NOTICE: All information, including emails, submitted to Pueblo County Department of Planning and Development is considered public record and is therefore available for public review.

Assessor's Tax Parcel No. _____

Location of Subdivision: Township _____ Range _____ Section _____ 1/4 _____ _____

Lot _____ Block _____ Subdivision _____

Legal Description and Acreage (attach if necessary): _____

Existing Zone: _____

Proposed Zoning Change: MA No. _____ Proposed Zone District: _____

Minimum Lot Size _____

Owners(s): Name _____ _____

Address _____ _____

Email _____ Telephone _____

Subdivider(s): Name _____ _____

Address _____ _____

Email _____ Telephone _____

Engineer or: Surveyor Name _____ Reg. No _____

Address _____ _____

Email _____ Telephone _____

Type of Subdivision	Number of Dwelling Units	Area (Acres)	% of Total of Area
☐ **Single Family**	_____	_____	_____
☐ **Apartment**	_____	_____	_____
☐ **Multi-Family**	_____	_____	_____
☐ **Condominium**	_____	_____	_____
☐ **Mobile Home**	_____	_____	_____
☐ **Total:**	_____	_____	_____
☐ **Commercial**	**N/A**	_____	_____
☐ **Industrial**	**N/A**	_____	_____
☐ **Other (Specify)**	_____	_____	_____

Street	_____	_____
Walkways	_____	_____
Dedicated School Sites	_____	_____
Reserved School Sites	_____	_____
Dedicated Park Sites	_____	_____
Reserved Park Sites	_____	_____
Private Open Areas	_____	_____
Easements	_____	_____
Other (Specify)		
Total	_____	_____

* By Map Measure

Estimated Water Requirements. _____ gallons/day

Proposed Water Source (s) _____

Estimated Sewage Disposal Requirement _____ gallons/day

Proposed Means of Sewage Disposal _____

---------(FOLLOWING TO BE COMPLETED BY DEPT. OF PLANNING & DEV.)----------

ACTION:

Board of County Commissioners

Approval ( )

Denial ( )

Exemption under C.R.S. 30-28-101 (10) (d) ( )

Remarks (If exemption, state reason) _____

Date _____, 20_____

SUBDIVISION EXEMPTION CHECKLIST
(Board of County Commissioners Discretion)

SUBMITTAL CHECKLIST
THIS CHECKLIST MUST BE INCLUDED WITH YOUR APPLICATION
ONLY COMPLETE APPLICATION PACKAGES WILL BE ACCEPTED

All submittal materials listed below shall also be submitted electronically, in .pdf or .dwg format (as applicable).

_____ Water Supply Information Summary Form (Office of State Engineer Requirement) Attached

_____ Letter of Request (Please follow requested format as shown on page 5)

_____ Subdivision Application and Summary Form

_____ Subdivision Exemption Plat Prepared to the Standards of a Land Survey Plat (2 Folded Copies no larger than 9" x 12")
Plat shall be 24" x 36" that contains:

_____Owner's Statement, Signature-Notarized
_____Dedication
_____Commissioners' Certificate
_____Vicinity Map
_____Title With Number
_____Subtitle with Section, Township, Range
_____Minimum Standards 38-51-106, et. seq. C.R.S.
_____Lot Acreage
_____Legal Description & Drawing Consistent
_____Owner(s) Match Title Work
_____All Lot Corners Set or Found
_____Acceptance of Dedication (s)
_____Mortgage/Interest Holder Signature(s), if applicable
_____Signature-Notarized
_____GPS if Applicable

_____ A digital file of the project in .DWG format, (and if applicable), the drawing should be positioned correctly in Modified State Plane grid coordinates, with all bearings relative to the State Plane grid Basis of Bearing.

_____ A digital copy of the plat in .PDF (adobe acrobat) format

_____ Application Fee

_____ Title Commitment on Policy, Attorney's Opinion, or Endorsement with Prior Policy: No Older Than 30 Days From Submittal Date
_____Mortgage/Interest Holders
_____Requirements for Clear Title
_____Exceptions _____ - _____ (Easements, Etc.)

_____ Public Improvements and Additional Public Right-of-Way Be Provided as Deemed Necessary By The Board of County Commissioners.

_____ Applicable Impact Fees Be Paid

_____ Fire Protection Fee Within Fire Service Area (Exempt From Fee Shall Be a Lot or Parcel Within The Proposed Subdivision Which is Improved With an Inhabitable Residence in Standard Condition)... $750 total - $375 prior to recordation of plat; $375 at time of zoning authorization for a building permit.

_____School/Park Fee (Exempt is Lot Which Contains Residence)

_____Single-Family . .$171/Dwelling Unit Per Each Lot

_____Multi-Family . . . $113/Dwelling Unit Per Each Lot

_____Mobile Home . . $ 91/Dwelling Unit Per Each Lot

_____ Technical Reports (e.g., Drainage Study) As Deemed Necessary By The Board of County Commissioners.

_____ Recording Fee for Plat

_____ Certificate of Taxes Due (Treasurer's Office) indicating all Prior Years' Taxes Have Been Paid in Full Shall Be Submitted A Minimum of 15 Days Prior To Consideration By The Board of County Commissioners (1 copy).

_____ "Cross-Deeds", If Applicable

_____ Recording Fee for Cross-Deeds If Necessary

_____ Tie to GPS, If Applicable

_____ Boundary and Lot Closure Sheets

_____ If Existing Improvements:

_____Supplemental Drawing Depicting All Existing Improvements with Distances to Boundary/Lot Lines

_____Source of water (one of the following)

- Letter from Water District
- Copy of well permit
- Applicants statement that cistern is used with information on where water is obtained/purchased. A letter from water supplier shall be submitted.

_____ Method of wastewater disposal (one of the following)

- Letter from Sanitation District
- Letter from Health Department

_____ Staff Initials

SUBDIVISION EXEMPTION
SUPPLEMENTAL INFORMATION

The submittal deadline is 2:00 p.m. on the 1st Wednesday of each month. Complete applications will be scheduled before the Board of County Commissioners. Information on the specific hearing dates can be obtained from the Department of Planning and Development or online at http://county.pueblo.org/sites/default/files/documents/2015_BCC_PCPCMTGDATES.pdf

GUIDELINE
FOR A
"LETTER OF REQUEST"

Where applicable, please provide the following information, in a letter format, to serve as a "Letter of Request" for all Department applications:

1. Date of Application.
2. Owner and Owner's Representative or Consultant (Addresses, telephone numbers, email addresses).
3. Site location, dimensions and size of property (in feet and acres), and present zoning.
4. Action requested and the reason/purpose for the request.
5. Existing and proposed facilities, structures, roads, etc.
6. **WAIVER OF ANY REQUIRED INFORMATION/REPORTS AND JUSTIFICATION FOR THE WAIVER MUST BE INCLUDED IN THIS LETTER**.

NOTICE: THE PUEBLO BOARD OF COUNTY COMMISSIONERS AND THE PUEBLO COUNTY PLANNING COMMISSION ENCOURAGE YOU TO TALK WITH YOUR NEIGHBORS REGARDING YOUR PROPOSED LAND USE OR ACTIVITY.

As a part of the processing of your land use application, notice of your proposed use or activity will be sent to all property owners within three hundred (300) feet of the property, a poster style notice will be posted on or near the property and a public notice will be published in the newspaper. The notice will briefly provide the time and date of the Planning Commission and Board of County Commissioners (when applicable) meetings or hearings related to your request.

The Pueblo Board of County Commissioners and the Pueblo County Planning Commission strongly encourage you to meet with the residents/owners in the area prior to these meetings or hearings to explain your proposed use or activity and to listen to concerns or suggestions the area residents may have. Such meetings may alleviate many concerns of the area residents/owners and may lead to a more efficient public meeting/hearing process.

FORM NO.
GWS-76
02/2005

WATER SUPPLY INFORMATION SUMMARY

STATE OF COLORADO, OFFICE OF THE STATE ENGINEER

1313 Sherman St., Room 818, Denver, CO 80203

Phone – Info (303) 866-3587 Main (303) 866-3581 Fax (303) 866-3589 http://www.water.state.co.us

Section 30-28-133,(d), C.R.S. requires that the applicant submit to the County, "Adequate evidence that a water supply that is sufficient in terms of quantity, quality, and dependability will be available to ensure an adequate supply of water."

1. NAME OF DEVELOPMENT AS PROPOSED:

2. LAND USE ACTION:

3. NAME OF EXISTING PARCEL AS RECORDED:

SUBDIVISION: , FILING (UNIT) , BLOCK , LOT

4. TOTAL ACREAGE:

5. NUMBER OF LOTS PROPOSED PLAT MAP ENCLOSED? ☐ YES or ☐ NO

6. PARCEL HISTORY – Please attach copies of deeds, plats, or other evidence or documentation.

A. Was parcel recorded with county prior to June 1, 1972? ☐ YES or ☐ NO

B. Has the parcel ever been part of a division of land action since June 1, 1972? ☐ YES or ☐ NO

If yes, describe the previous action:

7. LOCATION OF PARCEL – Include a map delineating the project area and tie to a section corner.

_____1/4 of the _____1/4, Section _____, Township _____ ☐ N or ☐ S, Range _____ ☐ E or ☐ W

Principal Meridian: ☐ Sixth ☐ New Mexico ☐ Ute ☐ Costilla

Optional GPS Location: GPS Unit must use the following settings: Format must be **UTM**, Units must be **meters**, Datum must be **NAD83**, Unit must be set to **true N**, ☐ Zone 12 or ☐ Zone 13

Easting: _____

Northing:

8. PLAT – Location of all wells on property must be plotted and permit numbers provided.

Surveyor's Plat: ☐ YES or ☐ NO If not, scaled hand drawn sketch: ☐ YES or ☐ NO

9. ESTIMATED WATER REQUIREMENTS

USE	WATER REQUIREMENTS Gallons per Day	WATER REQUIREMENTS Acre-Feet per Year
HOUSEHOLD USE # _____ of units	_____	_____
COMMERCIAL USE # _____ of S. F	_____	_____
IRRIGATION # _____ of acres	_____	_____
STOCK WATERING # _____ of head	_____	_____
OTHER: _____	_____	_____
TOTAL	_____	_____

10. WATER SUPPLY SOURCE

☐ EXISTING WELL ☐ DEVELOPED SPRING

WELL PERMIT NUMBERS

_____

_____

_____

☐ NEW WELLS -

PROPOSED AQUIFERS – (CHECK ONE)

☐ ALLUVIAL ☐ UPPER ARAPAHOE

☐ UPPER DAWSON ☐ LOWER ARAPAHOE

☐ LOWER DAWSON ☐ LARAMIE FOX HILLS

☐ DENVER ☐ DAKOTA

☐ OTHER: _____

☐ MUNICPAL

☐ ASSOCIATION

☐ COMPANY

☐ DISTRICT

NAME _____

LETTER OF COMMITMENT FOR SERVICE ☐ YES or ☐ NO

WATER COURT DECREE CASE NUMBERS:

_____

_____

_____

11. WAS AN ENGINEER'S WATER SUPPLY REPORTDEVELOPED? ☐ YES or ☐ NO IF YES, PLEASE FORWARD WITH THIS FORM. (This may be required before our review is completed.)

12. TYPE OF SEWAGE DISPOSAL SYSTEM

☐ SEPTIC TANK/LEACH FIELD

☐ LAGOON

☐ ENGINEERED SYSTEM (Attach a copy of engineering design.)

☐ CENTRAL SYSTEM

DISTRICT NAME: _____

☐ VAULT

LOCATION SEWAGE HAULED TO: _____

☐ OTHER:

DEPARTMENT OF NATURAL RESOURCES

DIVISION OF WATER RESOURCES

John W. Hickenlooper
Governor

Mike King
Executive Director

Dick Wolfe, P.E.
Director/State Engineer

CHECKLIST FOR COUNTY SUBMITTALS REGARDING PROPOSED LAND USE ACTIONS

The following checklist should be completed to ensure all submittals to the Division of Water Resources regarding proposed land use actions include the necessary information required by this agency. Please note that by statute, this agency has 21 days to respond to County submittals; therefore, please submit complete packet of materials with all supporting documentation and labeled exhibits at least 21 days prior to the date comments will be needed by. Incomplete submittals will be returned to the County for additional information. Sections A and B are to be submitted to State Engineers Office, 1313 Sherman Street, Rm 818, Denver, CO 80203. For Sections C and D: **submit to the Division of Water Resources at 310 E. Abriendo, Ste. B, Pueblo, Colorado 81004.**

☐ Name of proposed project: _____

☐ Definition of proposed land use action (please select only one below)

- ☐ Cluster development as defined by §30-28-403, C.R.S.
  - **Proceed to Section A (Below)**
- ☐ Subdivision as defined by §30-28-136(h)(I), C.R.S.
  - **Proceed to Section B**
- ☐ Land division exempted from statutory subdivision process identified in §30-28-133, C.R.S.
  - **Proceed to Section C**
- ☐ Special use, zoning, or other land use action that does not involve a division of land
  - **Proceed to Section D**

Section A – Cluster Development

By March 11, 2011 memorandum from the State Engineer, this office recommended that all Counties forward land use actions that split parcels of land but do not involve the subdivision of land as defined in §30-28-101(10)(a), C.R.S., including cluster developments, for comment in any case where the land has an existing well(s) or permit(s) issued for construction of a well. In such a case, this office will inform the County that upon completion of the cluster development, the existing well owner(s) or permit holder(s) must re-permit the well consistent with a procedure outlined in Section 3, Attachment B of the State Engineer's March 4, 2005 memorandum to all county land use planning directors, and summarized below.

No later than ten days after County approval of a cluster development, the County shall notify this office of such approval and shall provide a copy of the rural land use plan that includes the cluster development. The plan must include **a copy of the survey plat that describes the entire land area associated with the plan, identifies the set aside open space area, and describes the residential lots within the land area.** Additionally, the plan should include limitations imposed on water usage for each lot and for the development as a whole sufficient to demonstrate that usage in the development does not exceed one acre-foot of annual withdrawal for each full 35 acres in within the development. For example, a cluster development with seven lots on 150 acres contains four full 35-acre parcels. Therefore, four acre-feet annually is available to the lots in the development and split evenly among the seven lots, four acre-feet allows for 0.57 acre-feet annually per lot.

Section B – Subdivision

This section applies to any division of land considered by the County to be a subdivision, as defined by §30-28-136(h)(I), C.R.S.

☐ A plat map of the proposed subdivision with an identified location that includes a quarter-quarter, section, township, range and principle meridian (PLSS) – ***Please include as Exhibit A to submittal, and flag as such.***

☐ Water Supply Information Summary, Form No. GWS-76 (incomplete forms may be returned to the County for additional information and may subject the submittal to further processing time) – ***Please include as Exhibit B to submittal, and flag as such.***

*Please thoroughly complete Form No. GWS-76. It should be noted that for Item 9, Estimated Water Requirements, standard water use rates used by this office, as found in the Guide to Colorado Well Permits, Water Rights, and Water Administration, are 0.3 acre-foot (97,755 gallons) per year for each ordinary household, 0.05 acre-foot (16,293 gallons) per year for four large domestic animals, and 0.05 acre-foot (16,293 gallons) per year for each 1,000 square feet of lawn and garden irrigation. Any incomplete GWS-76 may be returned to the county, which may subject the evaluation to further processing time. Particular attention should be paid to Item 10, Water Supply Source, to ensure a proposed source of water is included for **each parcel of land** involved in the subdivision. If the water supply source is a municipality or quasi-municipality, the applicant **must** provide a letter of commitment which references the subdivision name and the level of commitment in terms uses to be served and quantity of water to be supplied.*

☐ Evidence of physical adequacy (please select only one below) – ***Please include as Exhibit C to submittal, and flag as such.***

☐ Source is a municipality or quasi-municipality

A report is required to document the following:

- A summary of water rights owned and controlled by the municipality
- The anticipated yield of said rights in both an average and dry year
- The present demand on the municipality, and the anticipated demand due to commitments for service entered into the municipality that are not yet supplied
- The amount of uncommitted firm supply the municipality has available for future commitment and development
- A map of the municipality's service area

Please note the SEO maintains files for various municipalities and therefore, this information may not be necessary. However, the SEO may request updated information from the municipality/applicant if the information on file has not been updated within 3 calendar years, or when the commitments reach a total that is approximately 90% of the firm yield.

☐ Source is wells

- Information to show the pumping rate(s) of well(s) will be enough to meet said demands and uses

Section C – Subdivision Exemption

This section applies to any land division exempted by the County from the statutory subdivision process identified in §30-28-133, C.R.S.

☐ A plat map of the proposed parcels with an identified location that includes a quarter-quarter, section, township, range and principle meridian (PLSS).

☐ **Proposed Residential Parcels Created by Exemption:** Total number of parcels to be created: ____ .
Are any of the proposed parcels are intended to be used for drinking and sanitary facilities inside an individual commercial business ☐ Yes ☐ No
Proposed Parcel One: Lot name/number: _____ Size of Parcel: _____
Proposed Uses : ☐ Residential Only ☐ Commercial or ☐ Commercial and Residential
Proposed number of residences: _____ or number of existing residences to remain on created parcel: _____
Proposed size of home lawn/garden: _____ square feet
Proposed non-commercial livestock watering: Yes ☐ No ☐
Source of water uses listed above:
☐ Municipality: Name of Entity: _____ or
☐ Existing permitted well, Permit Number: _____ or
☐ Unregistered Well: Yes ☐ No ☐ or
☐ Proposed well to be constructed: Yes ☐ No ☐
☐ Surface Spring, Court Adjudication Number and Spring Name_____
☐ Other _____
Waste Water Method:
☐ Municipal
☐ Septic with Leach Field
☐ Closed Vault, Waste Water hauled to: _____

Proposed Parcel Two: Lot name/number: _____ Size of Parcel: _____
Proposed Uses : ☐ Residential Only ☐ Commercial or ☐ Commercial and Residential
Proposed number of residences: _____ or number of existing residences to remain on created parcel: _____
Proposed size of home lawn/garden: _____ square feet
Proposed non-commercial livestock watering: Yes ☐ No ☐
(Note: outside watering may not be available outside of Designated or Denver Basin, or in any over appropriated basin.)
Source of water uses listed above:
☐ Municipality: Name of Entity: _____ or
☐ Existing permitted well, Permit Number: _____ or
☐ Unregistered Well: Yes ☐ No ☐ or
☐ Proposed well to be constructed: Yes ☐ No ☐
☐ Other _____
Waste Water Method:
☐ Municipal
☐ Septic with Leach Field
☐ Closed Vault, Waste Water hauled to: _____

Additional parcels: copy this information and submit in similar format and attach.
If commercial use is requested for any of the parcels utilizing wells, the appropriate Commercial Drinking and Sanitary Well Worksheet, as selected, must also be completed and submitted with this form.
For parcels outside of Designated Basin described on **Attachment D** use Form Number GWS-57 Commercial Drinking and Sanitary Well Worksheet. For Parcels located in the Designated Basins of Colorado use Form Number GWS-61 Commercial Small Capacity Well Water Use Breakdown Worksheet.

Forms available at: www.water.state.co.us

Section D – Special Use, Zoning, and Other Land Use Actions

This section applies to special use, zoning, and any other land use action submittals that do not involve a division of land unless the parcel is included in Section C.

☐ A map of proposed improvements with an identified location that includes a quarter-quarter, section, township, range and principle meridian (PLSS)

Existing Parcel Information

Legal description:_____ Size of existing parcel:_____ Acre\Square feet (circle)

Proposed Uses : ☐ Residential Only ☐ Commercial or ☐ Commercial and Residential

What are the current uses of water on this parcel?

Each item must be answered, if not applicable, mark as NA

Number of existing homes:_____ – If one or more, date this use was established:_____

Home lawn/garden irrigation: ☐ Yes ☐ No

If yes, amount:_____ Acre/square feet (circle)

Date this use was established:_____

Livestock watering: ☐ Yes ☐ No – If yes, date this use was established:_____

What will be the proposed use of water for this parcel?

Number of proposed homes (Including the home above if it will remain) _____

Lawn/Garden watering, amount:_____ Acre/square feet (circle)

Livestock watering: ☐ Yes ☐ No

Number of employees per day _____ days open per year ____

Number of Customer per day _____ days open per year _____

Bed / Breakfast Customers per day _____days open per year ____

Other water needs described: _____

_____

Source of water for the uses described above: (If more than one source is utilized for parcel, describe)

_____:

☐ Is Municipal water available to parcel: Yes ☐ No ☐ Are the uses described above proposed to be provided by a municipality? Yes ☐ No ☐ ;

Name of Provider_____

Is Water Hauled: Yes ☐ No ☐

☐ Existing permitted well – If so, permit number:_____

☐ Substitute Water Supply Plan, (name)_____

☐ Unregistered well

☐ Surface Spring, Court Adjudication Number and Spring Name_____

Waste Water Method:

☐ Municipal

☐ Septic with Leach Field

☐ Closed Vault, Waste Water hauled to : _____