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**PUEBLO COUNTY
DEPARTMENT OF PLANNING AND DEVELOPMENT**

MEMORANDUM

TO: Committee, Engineers and Surveyors

THROUGH: Joan Armstrong, Director *ja*

FROM: Dominga Jimenez-Garcia, Planner II *DJG*

DATE: December 23, 2015

RE: Sketch Plan/Commercial Project Review Deadlines

LOCATION: **Department of Planning and Development
229 West 12th Street**

Please find listed below the 2016 deadline schedule for Sketch Plan/Commercial Project Reviews.

<u>Submittal Deadline</u>	<u>Agenda Date</u>	<u>Review Date</u>
December 29, 2015	December 30, 2015	January 5, 2016
January 27, 2016	January 28, 2016	February 2, 2016
February 24, 2016	February 25, 2016	March 1, 2016
March 30, 2016	March 31, 2016	April 5, 2016
April 27, 2016	April 28, 2016	May 3, 2016
May 25, 2016	May 26, 2016	June 7, 2016
June 29, 2016	June 30, 2016	July 5, 2016
July 27, 2016	July 28, 2016	August 2, 2016
August 31, 2016	September 1, 2016	September 6, 2016
September 28, 2016	September 29, 2016	October 4, 2016
October 26, 2016	October 27, 2016	November 1, 2016
November 30, 2016	December 1, 2016	December 6, 2016
December 28, 2016	December 29, 2016	January 3, 2017

The submittal deadline is when Joan Armstrong at armstron@co.pueblo.co.us (copy Dominga Jimenez-Garcia at jimenezd@co.pueblo.co.us) should receive an e-mail by 5:00 p.m. from the Engineer/Surveyor with parcel number and description of the sketch plan/commercial project; and if available a concept drawing. Please note that these meetings are held at the Department of Planning and Development at 229 West 12th Street and all appointments will be 30 minutes long unless otherwise requested in the e-mail by the Engineer/Surveyor.

Should no requests be received by the submittal deadline the meeting will be canceled for that month. If you should have any questions, please do not hesitate to contact us at 583-6100.