

1041 PERMIT APPLICATION



**Pueblo County Department of
Planning and Development**

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APPLICATION TO CONDUCT A DESIGNATED ACTIVITY OF STATE AND LOCAL INTEREST

This application form is for proposed projects that meet criteria requiring review under one or more of the following Chapters of the *Pueblo County Code*, Title 17 Land Use, Division II Areas and Activities of State and Local Interest:

- Chapter 17.156 Site Selection for Arterial Highways, Interchanges and Collector Highways
- Chapter 17.160 Site Selection and Development of New Communities
- Chapter 17.164 Site Selection and Construction of Major New Domestic Water and Sewage Treatment Systems and Major Extensions of Existing Domestic Water and Sewage Treatment Systems
- Chapter 17.168 Site Selection and Construction of Major Facilities of Public Utilities
- Chapter 17.172 Regulations for Efficient Utilization of Municipal and Industrial Water Projects

1041 PERMIT No.		DATE:
APPLICANT	NAME, TITLE: SIGNATURE:	ADDRESS: TEL: EMAIL:
OWNER OF RECORD (FOR MULTIPLE OWNERS, ATTACH SEPARATE SHEET)	NAME, TITLE: SIGNATURE:	ADDRESS: TEL: EMAIL:
REPRESENTATIVE FIRM	NAME, TITLE: SIGNATURE:	ADDRESS: TEL: EMAIL:

Please contact the Department of Planning and Development for information involving permitting requirements for Chapter 17.152, Natural Hazard Areas and Mineral Resource Areas.

Pueblo County's 1041 Regulations can be accessed online at: <http://www.codes.co.pueblo.co.us> Title 17, Land Use, Division II, Areas and Activities of State and Local Interest.

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.

PRE-APPLICATION PROCEDURE:

Before submitting an application under these regulations, the applicant shall meet with the Permit Administrator (Planning Director). Please call or email to schedule a pre-application meeting. Prior to the meeting, the applicant shall provide the following:

- A written summary of the Project, with applicant’s name, address, telephone and email.**
- A map or maps, prepared at an easily readable scale, showing the relationship of the proposed activity to topographic and cultural features such as roads, streams and existing structures, as well as any proposed structures, improvements and infrastructure.**
- Information that is sufficient for determining the nature of the Project and the degree of impacts associated with the Project.**

Within 30 days after the pre-application meeting, the Permit Administrator shall establish an estimated fee to cover costs of determining whether a Finding of No Significant Impact (FONSI) or Permit is required. The Administrator will then determine whether a FONSI is warranted or that a Permit is required. Alternatively, the applicant may submit a letter to waive the FONSI determination process, and choose to submit a Permit Application.

PERMIT APPLICATION SUBMITTAL REQUIREMENTS:

Applicants shall submit materials as described below, as well as any additional materials requested by the Permit Administrator. (Note: Permit applications for projects reviewed under Chapters 17.164 and 17.172 shall refer to the Submittal Requirements within Section 17.172.120.) A Permit application will not be considered unless it is complete. Three hardcopies, as well as an electronic submittal are required. Minimum submittal requirements:

- Property address**
- Legal description of property**
- Zone District(s) of property**
- Assessor’s Tax Parcel Number(s)**
- Owners and interests in the subject property. Provide the names of persons holding recorded legal, equitable, contractual and option interests and any other person known to the applicant having an interest in the subject property.**
- Letter of Request**
- Detailed information describing the Project, addressing:**
 - Environmental impacts, including potential impacts to land, water, air, visual/aesthetic qualities, vegetation, and wildlife, as well as impacts due to noise and odor**
 - The presence of, and impact to any historical or archeological sites**
 - Geologic suitability and constraints of the site for the proposed use**
 - Impacts to existing and adjacent land uses**
 - Drainage, stormwater management, erosion**
 - Traffic impacts, for any construction phase and for completed Project**
- Address Project compliance with the approval criteria or guidelines within the applicable chapter of the Regulations.**
- Identify any existing or needed permits, approvals, contracts, or agreements associated with or required for the Project.**
- Address Project compliance with the *Pueblo Regional Development Plan*.**
- A vicinity map and plot plan of the Project. Plot plan shall be drawn to scale, and include parcel dimensions, square feet or acreage, existing and proposed structures, existing and proposed infrastructure, existing and proposed facilities and equipment, water bodies and drainages, and slopes that exceed 15 percent.**
- Elevation drawings and architectural drawings, as applicable, for any structures, facilities or equipment associated with the Project.**
- Any application which requires compliance with §25-65.5-101, et seq. C.R.S. (Notification to Mineral Owners of Surface Development) shall not be considered to have been submitted as complete until the applicant has provided a certification signed by the applicant confirming that the applicant or its agent has examined the records of the Pueblo County Clerk and Recorder for the existence of any mineral estate owners or lessees that own less than full fee title in the property which is the subject of the application, and stating whether or not any such mineral estate owners or lessees exist. In addition, for purposes of the County convening its initial public hearing on any application involving property which mineral estate owners or lessees owning less than full fee title in the property have been certified by the applicant to exist, the application shall not be considered to have been submitted as complete until the applicant has provided an additional signed certification confirming that the applicant has, at least 30 days prior to the initial public hearing, transmitted to the County and to the affected mineral estate owners and lessees the notices required by §24-65.5-101, et seq. C.R.S. (Res. P&D 15-036, app. 7-15-2015)**