



**BUILDING PERMIT ZONING COMPLIANCE REVIEW**  
**PUEBLO COUNTY DEPARTMENT OF PLANNING & DEVELOPMENT**  
**CHECKLIST**

- \_\_\_\_\_ • Assessor's Parcel Number(s) (Tax Parcel Number) for the Property(ies) (Assessor's Phone # 583-6597)
- \_\_\_\_\_ • Square Footage of Proposed Structure(s) Footprint
- \_\_\_\_\_ • Square Footage of Existing Structure(s) Footprint, if any
- \_\_\_\_\_ • Structure(s) Height
- \_\_\_\_\_ • Location & Size (height) of Existing Fences, Walls & Hedges
- \_\_\_\_\_ • Plot Plan Drawn to an **Engineer's Scale** (1 in. = 10', 20', 30', etc.)  
Containing the Following Information on paper **No Larger Than 11" x 17"**
  - Configuration of the Parcel of Land Per the Recorded Plat or Deed  
Legal Description (**Aerial view maps will not be accepted**)
  - Dimensions of the Parcel
  - Easements/Building Setback Lines According to Recorded Plat
  - Legal Description of the Parcel
    - Lot Number, Block Number, Subdivision Name
    - ¼ Section, Section, Township, Range, Principal Meridian
    - Metes & Bounds Description, if too lengthy attach deed with legal description
  - Address of Property
  - Road Name That Property Accesses & Abuts
  - North Arrow
  - Assessor's Parcel Number
  - Location of Proposed Structure(s) With Distances from Structure(s) to Front, Sides, & Rear Property Lines
  - Location of Existing Structure(s) With Distances from Structure(s) to Front, Sides, & Rear Property Lines, and Distance to Other Existing Structure(s) &/or Proposed Structure(s)
- \_\_\_\_\_ • Duplex - show on plot plan the paved (asphalt or concrete) parking spaces
- \_\_\_\_\_ • Triplex, Fourplex, Multi-Family Structures, Commercial, Industrial - ALL STRUCTURES EXCEPT SINGLE-FAMILY RESIDENCE & DUPLEX Shall Have an **Approved** Parking Plan Prior to Zoning Authorization for Building Permit

**NOTE:** COMPLIANCE WITH THE PUEBLO COUNTY SUBDIVISION REGULATIONS MUST BE PROVED BY THE OWNER OF THE PROPERTY PRIOR TO ZONING AUTHORIZATION SIGN-OFF FOR BUILDING PERMIT BY DEPARTMENT OF PLANNING & DEVELOPMENT.

**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.

MOBILE HOMES/MODULARS

MOBILE HOME

- \_\_\_\_\_ Make, Model, Year
- \_\_\_\_\_ Size: Width, Length
- \_\_\_\_\_ Sleeping Accommodations, flush toilet, tub or shower, and kitchen (Yes or No?).
- \_\_\_\_\_ Will unit's plumbing and electrical connect to outside system (Yes or No?).
- \_\_\_\_\_ Does the unit contain its own motive power (Yes or No?).
- \_\_\_\_\_ HUD Number: Complies w/ National Manufactured Housing Construction and Safety Standards Act (1974), amended, including any local modifications (Yes or No?) If YES, require documentation such as sales contract or purchase agreement stating construction code standard, HUD data sheet, or HUD Certification Number from red tag on rear of unit.
- \_\_\_\_\_ If Mobile Home is Pre-1976, Need Proof of Establishment as a residence (and continued use as residence) in Pueblo County prior to April 13, 1995.

MODULARS – RESIDENCES

- \_\_\_\_\_ Make, Model, Year
- \_\_\_\_\_ Size: Width, Length
- \_\_\_\_\_ HUD Number: Complies w/ National Manufactured Housing Construction and Safety Standards Act (1974), as amended, including any local modifications (Yes or No?) If YES, require documentation such as sales contract or purchase agreement stating construction code standard, HUD data sheet, or HUD Certification Number from red tag on rear of unit.
- \_\_\_\_\_ UBC Number: Certified by State of Colorado as being in compliance w/ UBC as adopted by State and as enforced and administered by State Division of Housing (Yes or No?); if YES, require documentation such as sales contract or purchase agreement stating construction code standard, UBC Certification Number from silver & black tag found under kitchen sink.
- \_\_\_\_\_ Copy of Stamped Engineered Permanent Foundation Plan Prepared by Colorado Licensed Professional Engineer for the Specific Unit and the Specific Site of Location of Residence.
- \_\_\_\_\_ Type and Color of Siding Material.
- \_\_\_\_\_ Will home sit on perimeter wall where there will be no "gap" between foundation and side wall (Yes or No?); if NO, how will home be "skirted"(material, color, extent)
- \_\_\_\_\_ Pitched Roof (Yes or No?).

# EXAMPLE PLOT PLAN

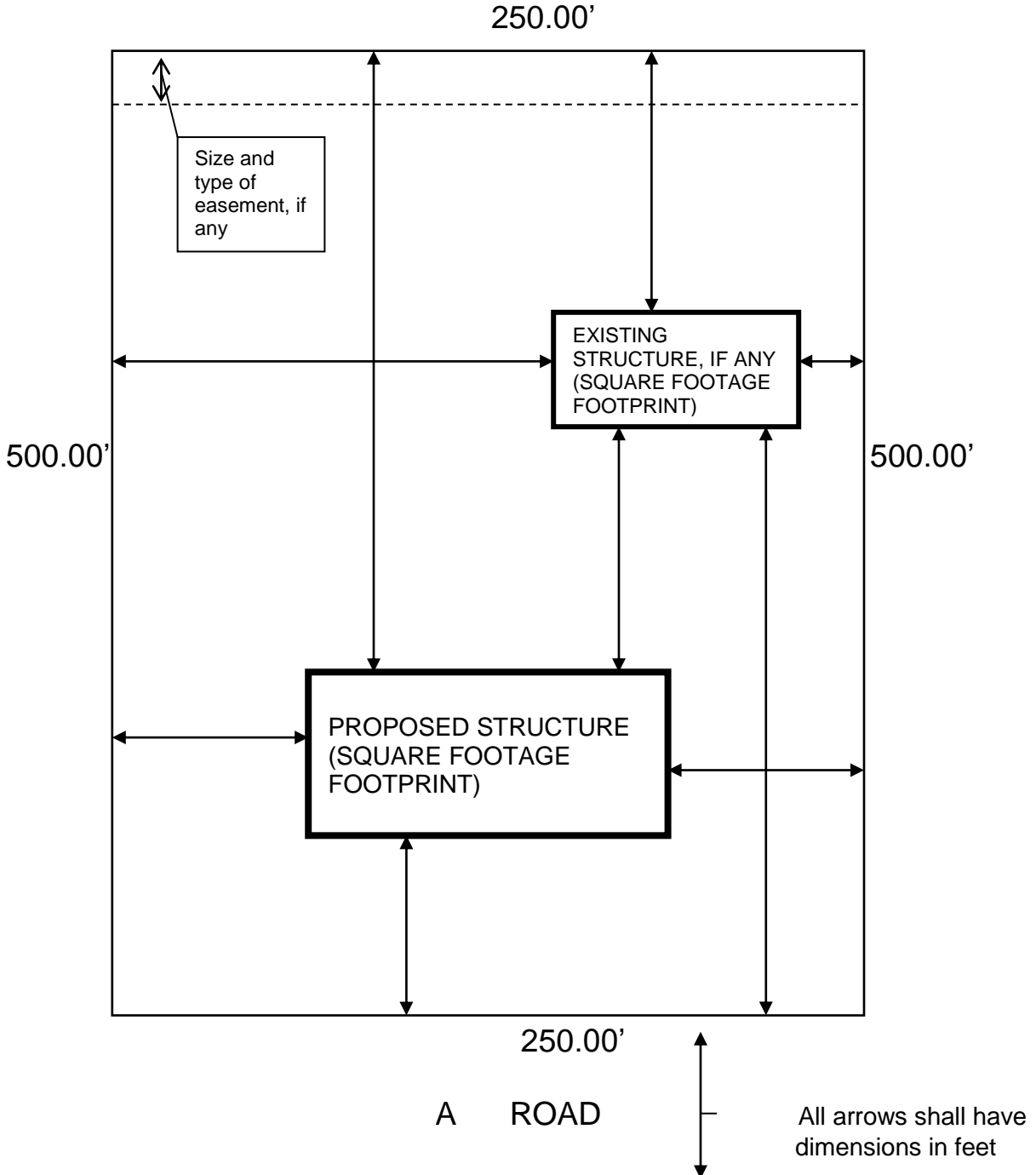
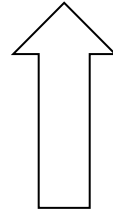
Lot #, Block #, Subdivision Name **OR**  
¼ Section, Section #, Township # South, Range # West, 6<sup>th</sup> PM **OR**  
Metes & Bounds Description (Attached, if necessary)

Assessor's Parcel Number 00-000-00-000

Address of Property

Engineer's Scale: 1" = 20', 30' etc.

NORTH



# WARNING

## PLOT PLANS FOR ZONING AUTHORIZATION

The location information you provide on your plot plan must be accurate. You must be certain of your property boundaries. Locate all of your property corner pins in determining your property lines. If you are unable to locate your property pins to accurately establish your property lines, we strongly encourage you retain the services of a professional land surveyor registered in the State of Colorado.

**DO NOT USE THE EDGE OF THE ROADWAY TO ESTABLISH YOUR PROPERTY LINES.** The public right-of-way is generally much wider than the roadway itself and the roadway may not be centered in the middle of the right-of-way.

**DO NOT RELY ON EXISTING FENCE LINE TO ESTABLISH YOUR PROPERTY LINES.** Although fence lines may reflect lines of historic occupation, they do not necessarily reflect lines of ownership.

Failure to properly establish the exact location of your property lines may result in the improper location of structures on your property and therefore violate the required setback standards of your zone district. The Pueblo County Zoning Board of Appeals may deny zoning setback variances in those cases where proper diligence was not followed to accurately establish property lines or property boundaries.

***I hereby attest I have read and understand the above statements.***

X \_\_\_\_\_  
(Signature of Applicant)

DATE: \_\_\_\_\_

\*\*\*\*\*

## NOTE TO HOMEOWNERS AND RESIDENTIAL BUILDERS

As of January 1, 2006, Pueblo County has adopted outdoor lighting regulations as part of the Pueblo County Code, Title 17, *Land Use*, Chapter 17.120, *Supplementary Regulations*, Section 17.120.180, *Outdoor Lighting*. These Outdoor Lighting Regulations apply to:

All new outdoor Industrial and Commercial Use Lighting;

All externally illuminated signs;

***Residential outdoor lighting of one hundred-fifty (150) watts or more for each light fixture, and/or fluorescent lights of twenty (20) watts or more per fixture.***

\*\*\* All residential lighting installed with lamps that exceed 150 watts for each light fixture, and/or fluorescents lights of twenty watts or more per fixture shall be shielded (full cutoff) in conformance with the Pueblo County Code, Title 17, Land Use, Chapter 17.120, Supplementary Regulations, Section 17.120.180, Outdoor Lighting.

The installation of outdoor lights which do not comply with the standards set fourth in the Pueblo County Code, Title 17, *Land Use*, Chapter 17.120, *Supplementary Regulations*, Section 17.120.180, *Outdoor Lighting* will be considered a zoning violation, and may result in legal action being instituted against the property owner by Pueblo County. Under Colorado law if the Court determines that you have violated the Pueblo County Code it must impose a fine of at least \$250.00 and has discretion to impose a greater fine not to exceed \$500.00

***I have read and understand the requirements for residential outdoor lighting and the possible penalties for improper installation.***

X \_\_\_\_\_  
(Signature of Applicant)

DATE \_\_\_\_\_

# ACCESSORY AND/OR AGRICULTURAL BUILDING ACKNOWLEDGEMENT

**ACCESSORY USE AND BUILDING** means a subordinate use of a building, other structure, or tract of land, or a subordinate building or other structure: (a) which is clearly incidental to the use of the principal building, other structure or use of land; (b) which is customary in connection with the principal building, other structure or use of land; and (c) which is ordinarily located on the same lot with the principal building, other structure or use of land.

**AGRICULTURAL BUILDING:** A structure designed and constructed to house farm implements, hay, grain, poultry, livestock or other horticultural products. This structure shall not be a place of human habitation or a place of employment where agricultural products are processed, treated or packaged, nor shall it be a place used by the public.

Structures referenced herein include, but are not limited to: barns, detached garages, sheds, etc.

I, \_\_\_\_\_, (**please print name**) as property owner of  
that property addressed as \_\_\_\_\_ and legally described as  
\_\_\_\_\_ have read and understand  
the above definitions and do attest that the use of the proposed building is strictly for own personal/  
private use and IS NOT intended for any type of use or activity involved in the cultivation, processing,  
extraction, storage, testing and distribution or sale of marijuana and/or marijuana infused products,  
with the noted exception of *Marijuana Home Grow (non-licensed grow)* as defined in Title 17, LAND  
USE, Division I. ZONING, Chapter 17.119 of the Pueblo County Code.

Signature of Property Owner: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Assessor's Parcel Number; \_\_\_\_\_

Own Personal or Caregiver Home Grow?                      YES                      NO