

# MULTI-FAMILY DEVELOPMENT SITE PLAN REVIEW 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: \_\_\_\_\_

Site Plan Review No.

\_\_\_\_\_  
**Owner's/Applicant's/Representative's Signature**

If other than owner's signature, a letter of consent authorizing the applicant/representative to act on the 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(s) \_\_\_\_\_ Block \_\_\_\_\_ Tract/Unit \_\_\_\_\_ Subdivision \_\_\_\_\_

Plat Recordation Information: Reception No. \_\_\_\_\_ Book \_\_\_\_\_ Page \_\_\_\_\_

Plat Recordation Date \_\_\_\_\_ Current Zone District \_\_\_\_\_

Owners(s): Name \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_ Telephone \_\_\_\_\_

Developer(s): Name \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_ Telephone \_\_\_\_\_

Representative: Name \_\_\_\_\_ Reg. No \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Email \_\_\_\_\_

Development Facts	Number of Dwelling Units	Area (Acres)	% of Total Area
<input type="checkbox"/> <b>Multi-Family</b>	_____	_____	_____
<input type="checkbox"/> <b>Condominiums</b>	_____	_____	_____
<input type="checkbox"/> <b>Apartments</b>	_____	_____	_____
<input type="checkbox"/> <b>Other Multi-Family</b>	_____	_____	_____
<input type="checkbox"/> <b>Describe</b>	_____		

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\_\_\_\_

# MULTI-FAMILY DEVELOPMENT SITE PLAN REVIEW REQUIREMENTS

SUBMITTAL CHECKLIST  
THIS CHECKLIST MUST BE INCLUDED WITH YOUR APPLICATION  
**ONLY A COMPLETE APPLICATION PACKAGE WILL BE ACCEPTED**

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

\_\_\_\_\_ Water Supply Information Summary Form (Office of State Engineer Requirement) - Attached

The applicant shall submit the following:

\_\_\_\_\_ Application Form (*Pages 1 and 2 of this application*)

\_\_\_\_\_ Letter of Request *Please follow requested format, see page 5*

\_\_\_\_\_ Site Plan (2 Copies)  
Plan (24"x36") shall be to a legible scale.  
The Plan Shall Show:  
-*Scale (scale provided must be legible)*  
-*A North Arrow*  
-*Lot, Block, and Tract/Unit Numbers*  
-*Subdivision Name*  
-*Lot Dimensions per recorded plat*  
-*Lot Area per recorded plat*  
-*All Easements per recorded plat*  
-*Building Footprint(s)*  
-*Total number of dwelling units*  
-*Off-Street Parking Space, Use Factor(s) and Calculation Summary*  
-*Current Zone District*  
-*Roadway(s) serving the property*  
-*Soil Types and Boundaries*  
-*1' contours where property is level; 2' contours where slope is 1 - 5 percent; 5' contours where slope exceeds 5 percent*  
-*If installing fire hydrant(s), show proposed location.*  
-*Approximate Boundaries of Areas Subject to Inundation of Stormwater Overflows Once Every Hundred Years.*  
-*Water Courses & Proposed Storm Water Drainage Systems Including Culverts; Water Areas; Streams; Areas Subject to Occasional Flooding; Marshy Areas; Swamps.*  
-*Trees over 6" diameter at 6' above ground on site; or outline (if wooded area) showing trees to remain.*

\_\_\_\_\_ 8 ½" x 11" Location and Vicinity Map

\_\_\_\_\_ A digital file of the project/drawing in .PDF (adobe acrobat) format

- \_\_\_\_\_ Drainage Report developed in accordance with the general engineering specifications set forth in Section GES-I of the Subdivision Regulations.
  
- \_\_\_\_\_ The Pueblo County Department of Public Works shall determine whether the developer will be required to provide Soil Erosion and Sedimentation Control Plans and Specifications prepared by a registered, Professional Engineer or USSCS, using County Conservation Standards or the Soil & Water Conservation Plan.
  
- \_\_\_\_\_ If Soil Erosion & Sedimentation Control Plans are required, the Site Plan application shall not be considered complete until such plans are submitted to the Department of Public Works.
  
- \_\_\_\_\_ An On-lot Sewage Treatment Disposal Report that includes a Pueblo City-County Health Dept. "Application for Preliminary Investigation of Property for Suitability of Individual Sewage Disposal Systems".
  
- \_\_\_\_\_ The Substance of all Covenants, Grants of Easements or Restrictions affecting development (Land, Buildings, & Structures).
  
- \_\_\_\_\_ Geologic Suitability Report, with check made payable to the Colorado Geologic Survey. The \$\$\$ amount will be determined by project size.
  
- \_\_\_\_\_ Table of soil type interpretations based on NCSS, SCS.
  
- \_\_\_\_\_ Abstract of title for property, or evidence of a title insurance policy or commitment & related supporting materials. A document shall have an effective date no more than 30 days prior to the submittal date.
  
- \_\_\_\_\_ Estimated construction costs & finance method for providing required services & related facilities (e.g. roads, water, sewage, storm drainage, etc.).
  
- \_\_\_\_\_ **WATER SUPPLY REPORT:** Evidence of water supply in sufficient **quality, quantity and dependability** including, but not limited to:
  1. Letter from central water service provider
  2. Or, if well, the following:
    - Evidence of Ownership or Right of Use of or Acquisition of Existing & Proposed Water Rights
    - Historic Use & Estimated Yield of Claimed Right(s)
    - Amenability of Existing Right to a Change in Use
    - Evidence of Potability of Proposed Water Supply
    - Probability of Success of Wells or On-Site System
    - Expected Long-Term Yield
    - Expected Depth to Usable Water
    - Expected Water Quality
    - Expected Supply, Pollution & Maintenance Problems of Well(s)
  
- \_\_\_\_\_ Documentation showing a public or private sewage treatment district can & will provide service
  
- \_\_\_\_\_ School, Park, & Fire Fees where applicable
  
- \_\_\_\_\_ Application Fee

**SITE PLAN**  
**SUPPLEMENTAL INFORMATION**

**The submittal deadline is 2:00 p.m. on the 1<sup>st</sup> 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](http://county.pueblo.org/sites/default/files/documents/2015_BCC_PCPCMTGDATES.pdf)

Notice of the public hearing will be sent to property owners whose property abuts or is within three hundred feet (300 ft.) of the exterior boundaries of the subject property. Notice of the proposed preliminary plan will be posted on or near the subject property and published in the newspaper.

**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 and email**).
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 Easting: \_\_\_\_\_

must be **meters**, Datum must be **NAD83**, Unit must be set to **true N**,  Zone 12 or  Zone 13

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	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

<input type="checkbox"/> EXISTING WELL	<input type="checkbox"/> DEVELOPED SPRING	<input type="checkbox"/> NEW WELLS -
WELL PERMIT NUMBERS _____		PROPOSED AQUIFERS – (CHECK ONE)
_____		<input type="checkbox"/> ALLUVIAL <input type="checkbox"/> UPPER ARAPAHOE
_____		<input type="checkbox"/> UPPER DAWSON <input type="checkbox"/> LOWER ARAPAHOE
_____		<input type="checkbox"/> LOWER DAWSON <input type="checkbox"/> LARAMIE FOX HILLS
_____		<input type="checkbox"/> DENVER <input type="checkbox"/> DAKOTA
_____		<input type="checkbox"/> OTHER: _____
<input type="checkbox"/> MUNICIPAL		WATER COURT DECREE CASE
<input type="checkbox"/> ASSOCIATION		
<input type="checkbox"/> COMPANY		
<input type="checkbox"/> DISTRICT		
NAME _____		NUMBERS: _____
LETTER OF COMMITMENT FOR		_____
SERVICE <input type="checkbox"/> YES or <input type="checkbox"/> NO		_____

11. WAS AN ENGINEER'S WATER SUPPLY REPORT DEVELOPED?  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

CENTRAL SYSTEM

DISTRICT NAME: \_\_\_\_\_

LAGOON

VAULT

LOCATION SEWAGE HAULED TO: \_\_\_\_\_

ENGINEERED SYSTEM (Attach a copy of engineering design.)

OTHER: \_\_\_\_\_



## 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)(l), 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.

Office of the State Engineer

1313 Sherman Street, Suite 818 • Denver, CO 80203 • Phone: 303-866-3581 • Fax: 303-866-3589

<http://water.state.co.us>

## DIVISION OF WATER RESOURCES

Checklist for County Submittals  
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### **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)(l), 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

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## 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](http://www.water.state.co.us)

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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: