

OFF-STREET PARKING PLAN APPLICATION

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. 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: _____

Parking Plan No.

Applicant's/Representative's Signature

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. _____

1. Please list the name, address, and telephone number of the following (some may not be applicable):

Applicant(s) _____
Address/Zip: _____
Telephone Numbers: _____
Email Address: _____

Property Owner(s): _____
Address/Zip: _____
Telephone Numbers: _____
Email Address: _____

Contractor/Representative: _____
Address/Zip: _____
Telephone Numbers: _____
Email Address: _____

NOTE: If a representative is filing the application, a letter of consent authorizing the representative to act in the owner's behalf **must be included**. If ownership is under a business name, then the applicable business documents (i.e., Operating Agreement/Articles of Organization, etc.) must be provided as well.

Address of Property _____

2. Zone District _____

3. Legal description of the property _____

(If lengthy, please attach)

4. Please list any previous applications (e.g., map amendment, zoning variances, special use permits, subdivision variance) in connection with this property _____

5. Fee Assessed \$ _____

OFF-STREET PARKING PLAN APPLICATION CHECKLIST

A. PLAN REQUIRED

A **hard copy** (24" x 36" map) (drawn to an even numbered engineer scale .. 1" = 20', 30', etc.) AND a **digital file (.pdf format)** of the project (in engineer's scalable).

THE FOLLOWING ITEMS MUST BE INCLUDED ON THE PLAN WHICH MUST BE SUBMITTED ALONG WITH THE APPLICATION AND CHECKLIST:

- _____ 1. Common address and legal description of the off-street parking area property and (if different) the address and legal description of the property it will serve;
- _____ 2. Parcel dimensions and acreage;
- _____ 3. Name of access road (street) to the property;
- _____ 4. Name of person or firm preparing the plan;
- _____ 5. North arrow and scale;
- _____ 6. Legal and physical features affecting the design (e.g., easements, landscaping, utility poles, sidewalks, buildings, signs);
- _____ 7. Location and dimensions of each parking space and access way, including identification of handicapped and compact car spaces (if any); dimensions of standard parking spaces may be identified by a "typical" drawing

Access/driveways must be approved by the Pueblo County Department of Public Works (or applicable Metropolitan District) if onto a County road or alley, or the Colorado Department of Transportation if onto a State or Federal highway. **Documentation of access approval is required to be submitted in conjunction with submittal of the parking plan;**
- _____ 8. Identification of surfacing (i.e., concrete/asphalt/gravel, etc.) for all spaces and access ways;
- _____ 9. Specific identification of proposed use and statement of use factors upon which off-street parking standard compliance can be determined (e.g., hotel with 30 guest rooms, medical office with 3,200 square feet net floor area, warehouse with 20 main shift employees). If applicable, submit a copy of the I.B.C. Rated Occupancy as obtained in writing from the Pueblo Regional Building Department.
- _____ 10. The Pueblo County Code has specific requirements for off-street loading. If off-street loading is provided on the site, then compliance with Section 17.112.130, Off-Street Loading, shall be depicted upon the parking plan.

B. _____ A nonrefundable application fee of \$ _____

C. _____ **ATTACH THIS CHECKLIST / Planning & Development Staff Initials** _____

The above checklist is provided for the convenience of the applicant and **SHOULD NOT** be used to determine completeness of an application. Please refer to the applicable sections of the Pueblo County Code for additional documents which may be required.

Off-Street Parking Plan Supplemental Information



Chapter 17.112 OFF-STREET PARKING AND LOADING STANDARDS

The following items are a brief summary of the information required. All applicants are encouraged to refer to Chapter 17.112, Off-Street Parking and Loading Standards, of the Pueblo County Code at <http://county.pueblo.org/>

- A **hard copy** (24" x 36" map) (drawn to an even numbered engineer scale .. 1" = 20', 30', etc.) AND a **digital file (.pdf format)** of the project (in engineer's scalable) is required to be submitted.
- A **complete** off-street parking plan application will be assigned, reviewed by staff, and returned (for corrections, if any) to the applicant within 10 to 14 working days of the date of submittal.
- For Industrial, Commercial, and Multi-Family Residential uses all parking spaces, driveways, aisles, and other land areas utilized for off-street parking and the movement of vehicles in conjunction with the use (e.g., drive-up service windows, loading docks, storage areas) shall be paved with asphalt, concrete, or similar permanent surfacing. Gravel, rock and compacted earth are not considered a permanent surface.
- Striping (painting) of parking areas paved with asphalt, concrete, or similar permanent surface is required. Components to be striped include parking space divider lines, handicapped routes and aisles, and traffic directional (flow) arrows.
- All standard-size vehicle off-street parking spaces shall be a minimum of nine feet (9') in width and a minimum of eighteen feet (18') in length.
- Compact car off-street parking spaces may account for up to thirty percent (30%) of the required parking spaces, provided the spaces are permanently designated by signs.
- All compact car parking spaces shall be a minimum of eight foot six inches (8'6") in width and a minimum of sixteen feet (16') in length.
- Motorcycle and Scooter parking shall be provided for institutional, commercial and public use zone districts. For automobile parking areas providing forty (40) or more parking spaces, motorcycle/scooter parking spaces shall be provided at five percent (5%) of the total number of automobile parking spaces with a minimum of two (2) motorcycle/scooter parking spaces provided.
- Bicycle parking shall be provided for institutional, commercial and public use zone districts. For automobile parking areas providing forty (40) or more parking spaces, bicycle parking spaces shall be provided at five percent (5%) of the total number of automobile parking spaces with a minimum of two (2) bicycle parking spaces provided.
- Information regarding bike rack location and types can be found at www.activepueblo.net/bikeracks or you can contact Kim Arline with Pueblo Active Community Environments (P.A.C.E.) at kim.arline@activepueblo.net.
- All parking facilities shall comply with the 2010 ADA Standards et seq. (28 CFR Part 36, Public Law 101-336)

- Accessible parking spaces shall be at least eight feet (8') wide and eighteen feet (18') in length. Parking access aisles shall be part of an accessible route to the building or facility.
- One in every six (6) accessible spaces, but not less than one (1), shall be served by an access aisle eight feet (8') wide minimum and shall be designated "Van Accessible" by an additional sign mounted below the symbol of accessibility.
- Accessible parking spaces required for a particular building shall be located on the shortest accessible route of travel from adjacent parking to an accessible building entrance.
- All accessible routes shall not be less than three feet (3') wide. A curb ramp shall be designated and provided wherever an access route crosses a curb. All curb ramps shall have a detectable warning surface on them covering the full width and depth of the curb ramp.
- Accessible parking spaces shall be designated as reserved by a sign showing the symbol of accessibility.
- All parking plans must be approved, implemented, and inspected prior to the issuance of a Certificate of Occupancy or Final Inspection.
- The applicant will have to provide documentation of approval from either the Pueblo County Department of Public Works or the Colorado Department of Transportation whichever applicable for the proposed access.

NOTE: You must advise staff when the approved parking facility is installed and ready for inspection. Please allow for a minimum of three working days to schedule the final inspection for purposes of obtaining your final Certificate of Occupancy authorization!

**“SHELL BUILDING ONLY”
PARKING PLAN “REQUIRED”
Property Owner Acknowledgment**

I, _____, owner of the property addressed as _____, and _____, legally described as _____, hereby attest the use of the proposed structure(s) and its associated occupancy rating/classification on the above described property has not been established at this time. I understand before a “Certificate of Occupancy” necessary to occupy the structure(s) can be obtained, an Application for Off-Street Parking Plan must be submitted to and approved by the Pueblo County Department of Planning and Development. I also realize before I can obtain authorization for a “Certificate of Occupancy”, I must schedule an on-site inspection with the Pueblo County Department of Planning and Development to ensure the approved Parking Plan has been installed to its specifications.

I further understand the type and scope of land uses selected to occupy the subject structure(s) will determine the necessary number of parking spaces, and that it is my responsibility to ensure the required parking, circulation, and/or loading area(s) are provided.

OWNER’S SIGNATURE: _____

OWNER’S ADDRESS: _____

OWNER’S TELEPHONE NO.: _____

_____, affirms that he/she has signed the foregoing acknowledgement as owner, and the statements contained in said acknowledgement, and any attached supporting affidavits or documentation, are true to the best of his/her knowledge, information, and belief.

Subscribed as sworn to before me this _____ day of _____, 20____.

Notary Public

My Commission Expires

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