

PLANNED UNIT DEVELOPMENT 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. THE PUEBLO 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: _____

Planned Unit Development No.

Owner's/Applicant's/Representative's Signature

If other than owner's signature, letter of consent authorizing the applicant/representative to act in the owner's behalf must be included with the application

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. _____

Name of Development _____

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

Applicant(s) _____

Address: _____

Telephone Numbers: _____

Email Address: _____

Property Owner(s): _____

Address: _____

Telephone Numbers: _____

Email Address: _____

Applicant's Representative: _____

Address: _____

Telephone Numbers: _____

Email Address: _____

Address of Property _____

(If different from above)

2. Existing Zone District _____ Proposed Zone District PUD

3. Legal Description of the property _____

(If lengthy, please attach)

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

5. Fee Paid _____

PLANNED UNIT DEVELOPMENT CHECKLIST
THE FOLLOWING ITEMS MUST BE SUBMITTED
ALONG WITH THE APPLICATION:
ONLY COMPLETE APPLICATION PACKAGE WILL BE ACCEPTED
This checklist must be included with your application

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

- _____ 1. Application Form (Pages 1 & 2 of this application)
- _____ 2. A letter of request that contains:
(Note: Additional copies may be requested)
- _____ Date of application
- _____ Owner and representative (address and phone number)
- _____ Site location and present zoning
- _____ Request and reason for the Planned Unit Development
- _____ Existing and proposed facilities, structures, roads, etc.
- _____ Signature of owner or representative*
- *letter of consent authorizing representative to act in owner's behalf
must be included
- _____ 3. Proof of ownership by recorded deed
- _____ 4. Proposed source of water; documentation of availability by one of the following:
- _____ Letter from Water District
- _____ Copy of well permit
- _____ Applicant's statement that cistern is used with information on where water is obtained/purchased.
A letter from water supplier shall be submitted.
- _____ 5. Proposed method of wastewater disposal; supporting document to include one of the following:
- _____ Letter from Sanitation District
- _____ Letter from City-County Health Department (City-County Health Dept. requires 14 days to complete the preliminary investigation)
- _____ Other
- _____ 6. Development Plan no larger than 24" x 36" (drawn to scale) of the subject property (2 copies)
(Note: Additional copies may be requested) that contains:
- _____ Title or name of the development above the term "Development Plan"
- _____ Vicinity Map
- _____ Complete legal description of the property to be included in the PUD
- _____ Certification statements to include:
- Certificate of Ownership
 - Certification of Approval by the Board of County Commissioners
 - Certification of the Planning Director
 - Certification by the County Clerk and Recorder
- _____ North Arrow
- _____ Date of Preparation
- _____ Street Names
- _____ Graphic Scale & Written Scale
- _____ Land Use(s) for each area included in the plan and corresponding land area
- _____ Existing and Proposed public and private easements and drainage ways
- _____ Heights of buildings and structures and proposed locations of buildings and structures, traffic circulation and parking
- _____ Density of residential development. If densities vary within the development, each density shall be depicted
- _____ Commercial/Industrial square footage
- _____ Proposed roadways from collector status and graded by functional classification with right-of-way widths depicted

- _____ Type of buffering and screening from surrounding properties
- _____ Size, type of general location of proposed public sites, open space and recreational areas with acreage specified for each land use type including open space
- _____ If facilities are proposed that are not normally maintained by public entities a statement indicating the type of maintenance mechanism proposed
- _____ Landscaping Plan

- _____ 7. A separate map (Note: Additional copies may be requested) no larger than 24"x 36" drawn to scale shall include the following:
 - _____ Adjoining land use and ownership of said adjoining property and zoning within five hundred (500) feet of the exterior boundary of the subject property
 - _____ All roads (public and private) including functional classification, type of surface and width within five hundred (500) feet of the subject property
 - _____ Existing topography based on the following criteria:
 - Size of Lots Contour Interval
 - One (1) acre or less two (2) feet
 - Larger than One (1) acre five (5) feet
 - Accuracy shall be no less than ½ contour interval
 - Contour interval to twenty (20) feet may be acceptable based on the following criteria
 - Presence of mountainous topography
 - Presence of high relief topography
 - Contours shall be extended no less than one hundred (100) feet onto adjacent property and shall show significant adjacent topography
 - _____ Phasing Program: If development is to occur in stages then a detailed phasing program shall be provided in accordance with the PUD design standards.
The Phasing Program may be in a narrative form or incorporated into the Development Plan. The Phasing Program shall include a breakdown of all land use types and both on-site and off-site transportation and drainage improvements by Phase.

- _____ 8. Provide a digital file of the project in .PDF format

- _____ 9. The applicant may submit a Preliminary Plan in accordance with Chapters 16.12 and 16.28 of the Pueblo County Code to be processed concurrently with a PUD rezoning request

- _____ 10. Maintenance Plan, in cases in which maintenance of roads, common areas, open space or facilities normally maintained by public entities are proposed to be maintained by homeowners associations, or other nongovernmental bodies. Said Maintenance Plan shall conform to the requirements of Section 17.126.080 of the Pueblo County Code.

- _____ 11. A nonrefundable application fee \$ _____

- _____ 12. Any drawings/maps larger than 8½" x 14" must be folded to a size no larger than 12" x 9"

- _____ 13. THIS CHECKLIST

- _____ 14. Planning & Development Staff Initials

THE PUD CHECKLIST IS PROVIDED FOR THE CONVENIENCE OF THE APPLICANT AND SHOULD NOT BE USED TO DETERMINE COMPLETENESS OF AN APPLICATION. UPON STAFF REVIEW, ADDITIONAL INFORMATION MAY BE REQUIRED.

PLANNED UNIT DEVELOPMENT **SUPPLEMENTAL INFORMATION**

The submittal deadline is 2:00 p.m. on the 1st Wednesday of each month. Complete applications will be scheduled before the Pueblo County Planning Commission and the Board of County Commissioners. Information on the specific meeting/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

Notice of the public meeting (Planning Commission) and hearing (Board of County Commissioners) 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. Said notice shall be mailed or delivered at least fifteen (15) days prior to the public hearing before the Board of County Commissioners. Notice of the proposed Planned Unit Development will be posted on or near the subject property and published in the newspaper.

Written consent of the property owner(s) whose properties are included in a request for a PUD (Planned Unit Development) District zoning must be provided with the application.

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 address).
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.

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.

Guidelines for PUD Submittal

(NOTE: These are strictly additional guidelines to assist in the submission of a complete PUD application, the information as outlined/required in the PUD application packet takes precedent)

1. Title shall be the name of the PUD Plan (case number not needed) and underneath shall say Development Plan
2. Must have the legal description.
3. Vicinity map
4. North arrow
5. Scale – engineers scale only
6. The property, in its entirety is XX Planned Unit Development. The Land Uses and Development Standards for XX Planned Unit Development shall be the following:
7. PURPOSE:
Development of marijuana uses and (light industrial or agricultural) type uses as shown here on.
8. PERMITTED USES: (listed alphabetically)
Please note that it is not assumed that accessory structures are included. If applicable list accessory structures as a permitted use.
9. UNLISTED USES: A use not specifically listed in these development standards is strictly prohibited. The inclusion of additional uses will require an amendment to XX Planned Unit Development.
10. DEVELOPMENT STANDARDS:
LOT DIMENSIONS: put the dimensions as on the plan; verify with recorded plat
LOT AREA: The minimum lot area is XX acre(s) unless property for additional right-of-way is deed to Pueblo County then the minimum lot area can be less than XX acre(s).
LOT COVERAGE (percentage will be reviewed on a case by case basis and take into consideration parking and drainage)
BUILDING HEIGHT (consistent with the current zone district)
BUILDING SETBACKS:
(Depict the setbacks on the plan and identify the area within as Developable Area)
FRONT YARD SETBACK (consistent with the current zone district)
SIDE YARD SETBACK (consistent with the current zone district)
REAR YARD SETBACK (consistent with the current zone district)
ACCESSORY STRUCTURES SETBACKS:
(Depict the setbacks on the plan and identify the area within as Developable Area)
FRONT YARD SETBACK (consistent with the current zone district)
SIDE YARD SETBACK (consistent with the current zone district)
REAR YARD SETBACK (consistent with the current zone district)
SEPARATION: All structures shall maintain a minimum separation between structures of five (5) feet from any other structure.
*Should it be a corner lot, identify the front yard with street name.
**Do not show existing and proposed buildings or parking on the plan.
For existing building that does not meet a required setback – front, sides, rear – the existing setback distance has to be stated: Side Yard Setback: Existing building – 14 feet; any addition or modification to existing building shall comply with the PUD side yard setback; Proposed building – 15 feet. This same type of language is to be used for rear and front for existing building if the building doesn't meet the PUD setback distance. If the existing building meets the PUD front, side, rear setback distance/standard, then Existing Building/Proposed Building setbacks don't need to be stated.
For existing building that does not meet the required setback of the existing zone district add this statement: Any addition or modification to existing buildings shall comply with the PUD setback standards.

PARKING SPACES shall comply with the Pueblo County Code, Title 17 Land Use, Division I. Zoning, specifically Chapter 17.112 Off-Street Parking and Loading Standards, as well as specific marijuana requirements established by administrative decision of the Pueblo County Zoning Administrator.

FENCING as provided in Section 17.120.160 in the Pueblo County Code, Title 17 Land Use, Division I. Zoning. (In the I-1/I-2 shall comply with the Pueblo County Code and A-1/A-2 shall have no requirement). Fencing shall comply with the Pueblo Regional Building Department's Codes and Requirements.

PERFORMANCE STANDARDS under (I-1, Section 17.68.160; I-2, Section 17.72.160; I-3, Section 17.76.160) standards in the Pueblo County Code, Title 17 Land Use, Division I. Zoning may be applicable to some of the permitted uses as shown hereon.

SCREENING AND BUFFERING under (I-1, Section 17.68.170; I-2, Section 17.72.170, I-3, Section 17.76.160) standards in the Pueblo County Code, Title 17 Land Use, Division I. Zoning may be applicable to some of the permitted uses as shown hereon.

SIGNS list the specific requirements of Table 1 for the zone district it came from. NOTE: Signs shall further comply with Chapter 17.116.110-150 of the Pueblo County Code.

WEED CONTROL: The owner of the property shall be responsible for the maintenance of their respective property. All noxious weeds shall be removed and controlled as not to affect adjoining lands.

11. SIGNATURE BLOCK:

Certificate of Ownership:

Owner: (Business Name or Person's Name) Date

Certification of Approval:

Board of County Commissioners, Terry A. Hart – Chair Date
(– NOTE: each year the Chair changes)

Certification of Approval:

County Clerk and Recorder, Gilbert Ortiz Date

Certification of Approval:

Planning Director, Joan Armstrong Date

12. Insert the following statements under the signatures:

Authority

The authority of this Development Plan is Chapter 17.126 (Planned Unit Development District) of this Title. The authority for Chapter 17.126 of this Title is the Colorado Planned Unit Development Act of 1972.

Adoption

The adoption of this Development Plan shall evidence the findings and decision of the Board of County Commissioners that this Development Plan for (name of development) is in general conformity with the Pueblo Regional Development Plan, is authorized by the provisions of Chapter 17.126 of this Title, and that such Chapter 17.126 and this Development Plan comply with the Colorado Planned Unit Development Act of 1972, as amended.

Relationship to County Regulations

The provisions of this Development Plan shall prevail and govern the development of (name of development), provided, however, that where the provisions of this Development Plan do not address a particular subject, the relevant provisions of this Title, as amended, or any other applicable resolutions or regulations of Pueblo County, shall be applicable.

PLAT NOTE: Any modification or deviations from this XX Planned Unit Development requires an amendment to the plan.

13. Submit in word format a copy of all the wording on the Development Plan.
14. Supplemental map shall show existing/proposed (if known) structures with setback, heights and topography.



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

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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)(I), 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

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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 : _____