

PUBLIC USE REVIEW APPLICATION

Please Attach "Letter of Request" to this 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 INFORMATION AND/OR REPORTS MAY BE REQUIRED. REQUESTS FOR WAIVERS OF ANY OF THESE REQUIREMENTS MUST BE ACCOMPANIED BY A LETTER OF JUSTIFICATION. THE PUEBLO COUNTY PLANNING 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:

Public Use Review 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 and email (if available) of the following (some may not be applicable);**

Applicant(s) _____

Address: _____

Telephone Numbers: _____

Email Address(es): _____

Property Owner(s): _____

Address: _____

Telephone Numbers: _____

Email Address(es): _____

Applicant's Representative: _____

Address: _____

Telephone Numbers: _____

Email Address: _____

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 amendments, zoning variances, special use permits, subdivision variances) in connection with this property _____

5. Fee Paid \$ _____

PUBLIC USE REVIEW APPLICATION CHECKLIST

THE FOLLOWING ITEMS MUST BE SUBMITTED
ALONG WITH THE APPLICATION:

Please include this checklist with your application

All submittal materials listed below shall also be submitted electronically in .pdf format.

- _____ 1. A letter of request that contains:
_____ Date of application
_____ Owner and representative (address and phone number)
_____ Site location and present zoning
_____ Request and reason for the public use review
_____ 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**
- _____ 2. Proof of ownership by recorded deed
- _____ 3. 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.
- _____ 4. 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
- _____ 5. Plot plan (drawn to scale) of the subject property that contains:
_____ Parcel dimensions
_____ Parcel acreage
_____ Existing or proposed structures with dimensions from the structures to the property lines
_____ North Arrow
_____ Street Names
_____ Scale
_____ Name of access road to site (s)
_____ Easement(s)
_____ Public/Private Road
- _____ 7. Vicinity Map (does not have to be to scale)
- _____ 8. A nonrefundable application fee of \$ _____
- _____ 9. Any Drawings/Maps larger than 8½" x14" MUST BE FOLDED
NO LARGER THAN 12" x 9"
ATTACH THIS CHECKLIST / P & D STAFF INITIALS

THE ABOVE 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.

PUBLIC USE REVIEW **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. 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

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 and published in the newspaper. Notice of the proposed public use review will be posted on or near the subject property.

Pueblo County Code, Chapter 17.84, PUBLIC USE DISTRICT, Section 17.84.020, Uses by right. An emergency facility as defined within Section 17.04.030 shall be a use by right in the S-1, public use district. Although a use by right, the Planning Commission shall review and approve emergency facilities relative to lot coverage, floor area ratio, building height, building setbacks, parking and loading spaces, and other similar requirements governing the use of private property.

Pueblo County Code, Chapter 17.84, PUBLIC USE DISTRICT, Section 17.84.030, Uses by review. A use by review is any proposed use of land or buildings by a public agency or others on public land except as provided for in Section 17.84.020. The Planning Commission review and approval shall concern itself with the proposed uses relative to the comprehensive plan, lot area, lot dimensions, lot coverage, floor area ratio, building height, building setbacks, parking and loading spaces, and other similar requirements governing the use of private property.

Pueblo County Code, Section 17.04.030, Definitions. "Emergency facility" means a permanent facility from which care or relief from a situation or occurrence of a serious nature, and demanding immediate action, is directed. This term shall include fire departments and ambulance headquarters, but shall not include hospitals.

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 (Incorporate answers to the above four factors considered by the Commissioners).
5. Existing and proposed facilities, structures, roads, etc.

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.