

SUBDIVISION 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:

Sketch Plan No.

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

If other than owner's signature, a letter of consent authorizing the applicant/representative to act in 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. _____

Subdivision Name: _____ Filing No. _____

Location of Subdivision: Township _____ Range _____ Section _____ 1/4 _____

Lot _____ Block _____ Subdivision _____

Legal Description and Acreage (attach if necessary): _____

Existing Zone: _____

Propose Zoning Change: MA No. _____ Proposed Zone District: _____

Minimum Lot Size _____

Owners(s): Name _____

Address _____

Email _____ Telephone _____

Subdivider(s): Name _____

Address _____

Email _____ Telephone _____

Engineer or: Name _____ Reg. No _____

Surveyor Address _____ Telephone _____

Email _____

Type of Subdivision	Number of Dwelling Units	Area (Acres)	% of Total of Area
<input type="checkbox"/> Single Family	_____	_____	_____
<input type="checkbox"/> Apartment	_____	_____	_____
<input type="checkbox"/> Multi-Family	_____	_____	_____
<input type="checkbox"/> Condominium	_____	_____	_____
<input type="checkbox"/> Mobile Home	_____	_____	_____
<input type="checkbox"/> Total:	_____	_____	_____
<input type="checkbox"/> Commercial	<u>N/A</u>	_____	_____
<input type="checkbox"/> Industrial	<u>N/A</u>	_____	_____
<input type="checkbox"/> Other (Specify)	_____	_____	_____

Street	_____	_____
Walkways	_____	_____
Dedicated School Sites	_____	_____
Reserved School Sites	_____	_____
Dedicated Park Sites	_____	_____
Reserved Park Sites	_____	_____
Private Open Areas	_____	_____
Easements	_____	_____
Other (Specify)	_____	_____
Total	_____	_____

* By Map Measure

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:

Planning Commission Recommendation

Approval ()

Denial ()

Remarks _____

Date _____, 20____

Board of County Commissioners

Approval ()

Denial ()

Exemption under C.R.S. 30-28-101 (10) (d) ()

Remarks (If exemption, state reason) _____

Date _____, 20____

SKETCH PLAN 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 the State Engineer Requirement)- Attached
- _____ **Subdivision Application and Summary Form** Pages 1 & 2 of this Application
- _____ **Letter of Request** Please follow requested format as shown on page 4
- _____ **Sketch Plan** (2 copies folded no larger than 9" x 12")
Plan map shall be 24" x 36" that contains:
 - _____ Name of Subdivision Sketch Plan
 - _____ Subtitle containing Lot, Block, Subdivision Name/Tract Number Pueblo West/Unit Number Colorado City, Quarter Section, Section, Township, Range, 6th P.M., Pueblo County, Colorado
 - _____ Name and address of owner(s) and of subdivider(s)
 - _____ North arrow
 - _____ Graphic and written scale: scale not less than 1" = 100'; variations can be accepted in case of large subdivisions & different scale can be used if approved in advance by the Director of the Department of Planning and Development
 - _____ Vicinity map with general location of subdivision
 - _____ Legal description of the property with total acreage
 - _____ Subdivision boundary layout
 - _____ Lot & street layout with lots dimensioned to nearest foot
 - _____ Area of each lot to nearest 1/2 acre
 - _____ Area of dedicated roads to nearest 1/2 acre
 - _____ % of total area to be devoted to roads and other specified uses
 - _____ Existing topographic contours at 10 foot intervals drawn from available data (e.g., USGS Maps)
 - _____ Soils types and boundaries (Use USDA, SCS Maps)
 - _____ Interpretations/descriptions for soil types shown
- _____ A digital file of the project/drawing in PDF format
- _____ Tables of interpretations of soil types shown from the SCS Soil Survey of Pueblo Area, CO text
- _____ Report/Letter concerning:
 - _____ Type of water system proposed; documentation of water rights & of historic water use
 - _____ Type of Sewage Disposal System Proposed
 - _____ Stream, lakes, topography, & vegetation
 - _____ Geologic characteristics affecting land use & determine impact of such characteristics on proposed subdivision
 - _____ Evaluation of areas of potential radiation hazard to the proposed future land use
- _____ Large subdivision requiring more than 2 sheets at such a scale, a total area plan showing total area on single sheet at an appropriate scale shall also be submitted
- _____ Multiple sheets-key map showing the relationship of individual sheets shall be provided on each sheet

SKETCH PLAN
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 meetings (Planning Commission and 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. Notice of the proposed sketch 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 must be **meters**, Datum must be **NAD83**, Unit must be set to **true N**, Zone 12 or Zone 13
Easting: _____
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

10. WATER SUPPLY SOURCE

USE	WATER REQUIREMENTS	EXISTING WELL	NEW WELLS -
	Gallons per Day Acre-Feet per Year	<input type="checkbox"/> DEVELOPED SPRING	
HOUSEHOLD USE # _____ of units	_____	_____	PROPOSED AQUIFERS – (CHECK ONE)
COMMERCIAL USE # _____ of S. F	_____	WELL PERMIT NUMBERS _____	<input type="checkbox"/> ALLUVIAL <input type="checkbox"/> UPPER ARAPAHOE
IRRIGATION # _____ of acres	_____	_____	<input type="checkbox"/> UPPER DAWSON <input type="checkbox"/> LOWER ARAPAHOE
STOCK WATERING # _____ of head	_____	_____	<input type="checkbox"/> LOWER DAWSON <input type="checkbox"/> LARAMIE FOX HILLS
OTHER: _____	_____	_____	<input type="checkbox"/> DENVER <input type="checkbox"/> DAKOTA
TOTAL	_____	_____	<input type="checkbox"/> OTHER: _____
		<input type="checkbox"/> MUNICIPAL	WATER COURT DECREE CASE NUMBERS: _____
		<input type="checkbox"/> ASSOCIATION	
		<input type="checkbox"/> COMPANY	
		<input type="checkbox"/> DISTRICT	
		NAME _____	
		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

- | | |
|---|---|
| <input type="checkbox"/> SEPTIC TANK/LEACH FIELD | <input type="checkbox"/> CENTRAL SYSTEM |
| <input type="checkbox"/> LAGOON | DISTRICT NAME: _____ |
| <input type="checkbox"/> ENGINEERED SYSTEM (Attach a copy of engineering design.) | <input type="checkbox"/> VAULT |
| | LOCATION SEWAGE HAULED TO: _____ |
| | <input type="checkbox"/> 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>

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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

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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: