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: ___________________________

Owner’s/Applicant’s/Representative’s Signature

If other than owner’s signature, a letter of consent authorizing the applicant/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): __________________________

Minimum Lot Size __________________________ Existing Zone __________________________

Proposed Zoning Change: MA No. __________________ Proposed Zone District __________________

Owners(s): Name __________________________

Address __________________________

Email __________________________ Telephone __________________________

Subdivider(s): Name __________________________

Address __________________________

Email __________________________ Telephone __________________________

Engineer or Surveyor: Name __________________________ Reg. No. __________________

Address __________________________ Telephone __________________________

Email __________________________
<table>
<thead>
<tr>
<th>Type of Subdivision</th>
<th>Number of Dwelling Units</th>
<th>Area (Acres)</th>
<th>% of Total Area*</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Single Family</td>
<td>____________</td>
<td>________</td>
<td>________</td>
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<tr>
<td>☐ Apartment</td>
<td>____________</td>
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<tr>
<td>☐ Multi-Family</td>
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<tr>
<td>☐ Condominium</td>
<td>____________</td>
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<tr>
<td>☐ Mobile Home</td>
<td>____________</td>
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<tr>
<td>☐ Total:</td>
<td>______________________</td>
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<td>________</td>
</tr>
<tr>
<td>☐ Commercial</td>
<td>N/A</td>
<td>________</td>
<td>________</td>
</tr>
<tr>
<td>☐ Industrial</td>
<td>N/A</td>
<td>________</td>
<td>________</td>
</tr>
<tr>
<td>☐ Other (Specify)</td>
<td>______________________</td>
<td>________</td>
<td>________</td>
</tr>
</tbody>
</table>

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_____
FINAL PLAT 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 or .dwg format (as applicable).

_____ Water Supply Information Summary Form (Office of State Engineer Requirement)
Attached

_____ Plat shall conform to Preliminary Plan as approved by BCC. However, BCC may approve a Final Plat which has been modified under certain conditions.

_____ Revision of a Final Plat a Copy of the Old Plat shall be provided

_____ Subdivision Application and Summary Form Pages 1 & 2 of this Application

_____ Letter of Request Please follow requested format as shown on page 6

_____ The Final Plat shall be drawn such that the accuracy of location of alignments, boundaries & monuments are certified by a Registered Land Surveyor in the State of Colorado. A poorly drawn or illegible Plan is sufficient cause for its rejection.

_____ Final Plat (2 copies folded no larger than 9” x 12”)
Plan map shall be 24” x 36” that contains:

_____ Name of subdivision Final Plat
_____ Subtitle containing Lot, Block, Subdivision Name/Pueblo West Tract Number/Colorado City Unit Number, Quarter Section, Section, Township, Range, 6th P.M., Pueblo County, Colorado
_____ Name and address of owner(s)
_____ Name and address of subsurface mineral right owner(s) & lessees
_____ Name and address of designer
_____ Legal description of property with total acreage
_____ 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
_____ All lands within the boundaries accounted for either as lots, walkways, streets, alleys, or excepted parcels
_____ Subdivision boundary layout with bearings, distances, and curve data
_____ Lot layout with appropriate bearings, distances, and curve data
_____ All easements shall be designated as such and bearings and dimensions given.
_____ All blocks and all lots within each block, shall be consecutively numbered
_____ Excepted parcels marked "not included in this subdivision" or "not included in this plat" and boundary completely indicated by bearings and distances.
_____ Streets, walkways, alleys, designated and streets named; bearings and dimensions given.

_____ All subdivision boundary monuments, block corners & lot corners established pursuant to C.R.S. 38-51-105. In addition, the following monuments, at a minimum, shall be required:

_____ All monuments that mark the boundaries of the property, both found and set, and all control monuments that were used in conducting the survey shall be clearly shown and described. Survey monuments for external boundaries of all platted subdivisions shall be set not more than 1,400 feet apart along any straight boundary line, at all angle points, at the beginning, end, and all points of change of direction or change of radius of any curved boundaries defined by circular arcs, at the beginning and end of any spiral curve, and at all public land corners.

_____ Permanent internal subdivision survey monuments shall be established at all road centerline intersections, the center of radius for cul-de-sacs, the road centerline PC's and PT's of curves, or the PI's of curves, and at the end of the centerline for dead-end streets. GPS coordinates shall be clearly shown for each internal subdivision survey monument in NAD83 State Plane Colorado South (US Feet) North American Datum of 1992 coordinates. The center point of the permanent marker must be horizontally accurate to within not more than 0.02 feet.

_____ Proper monuments shall be set at section, quarter, or sixteenth corners, if applicable, and proper records filed in accordance with section 38-53-104, C.R.S. The physical monument marking the locations shall conform to the Physical Standards of Monumentation set forth by the most recent revisions to the Bylaws and Rules of Procedure and Rules of Professional Conduct of The State Board of Registration for Professional Engineers and Professional Land Surveyors.

_____ Global Positioning System (refer to Pueblo County Code, Title 16, SUBDIVISIONS, Chapter 16.52).

_____ A digital file of the project in .DWG format, positioned correctly in State Plane grid coordinates, with all bearings relative to the State Plane grid Basis of Bearing.

_____ A .PDF (adobe acrobat) file of the plat.

_____ Drawing showing layout and detailed design of all proposed utilities and easements.

_____ Statements from utility companies as applicable, that service will be provided.

_____ Plan, profile & typical cross section drawings of proposed roads, bridges, culverts, & other drainage structures.

_____ Grading & Drainage Plan

______ Proposed grading as solid contour lines

______ Existing topography as dashed line contours

______ One (1) foot intervals for predominantly level topography-

______ Two (2) foot intervals for predominant ground slopes over five percent Grade.
Erosion Control Plan when required for Preliminary Plan review or required as a result of such review.

Guarantee of public improvements (Subdivision Improvements Agreement) (refer to Pueblo County Code, Title 16, SUBDIVISIONS, Chapter 16.54).

Title Insurance Commitment, Title Policy, or Attorney’s Title Opinion, certified to a date not more than 30 days prior to the submittal of the Final Plat to the Department of Planning and Development.

Where dedication of land for school or park sites is required, a partial release of interest shall be obtained from all lienholders & said releases shall accompany any deed to school district or board.

Where portion of existing easement is contiguous to a proposed easement or right-of-way of a new subdivision, proof of the dedication of the existing easement or right-of-way acceptable to the board must be submitted.

Where subdivider is to dedicate land for schools, roads, parks, or other public purposes, a letter of intent is required from board stating that board will accept the lands to be dedicated subject to applicable improvement standards.

When a new street will intersect with a state highway; a copy of the state highway permit shall be submitted.

Copies of deed restriction, including those required by board, to govern future use of each lot & any common land with regard to future construction of water & sewer systems, resubdivision, & other potential changes which might significantly alter the subdivision as approved by bcc with regard to criteria & standards of the Code.

Monument record for required benchmark.

County treasurer’s certification that all prior year’s taxes have been paid be submitted a minimum of 15 days prior to consideration by the Board of County Commissioners (refer to Pueblo County Code Title 16 SUBDIVISIONS Chapter 16.20.080).

Closure sheets reflecting mathematical closure, relative error of closure, & area for subdivision boundary & each lot.
FINAL PLAT
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. Notice of the proposed final plat 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.
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.
   ¼ of the ¼ of the _____ ¼,   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

<table>
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<th>USE</th>
<th>WATER REQUIREMENTS</th>
<th>10. WATER SUPPLY SOURCE</th>
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<tr>
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<td>Gallons per Day</td>
<td>Acre-Feet per Year</td>
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<td>HOUSEHOLD USE # __________</td>
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<td>IRIGATION # __________ of acres</td>
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<td>STOCK WATERING # __________ of head</td>
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<td>OTHER:</td>
<td>__________</td>
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<tr>
<td>TOTAL</td>
<td>__________</td>
<td>__________</td>
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</tbody>
</table>

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: ______________________
       VAULT
       LOCATION SEWAGE HAULED TO: ___________
   □ LAGOON
   □ ENGINEERED SYSTEM (Attach a copy of engineering design.)
   □ OTHER: ____________________________
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 Engineer’s Office, 1313 Sherman Street, Rm 618, 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)(1), 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.
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 of the service 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
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
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 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: ______________________________________________