MULTI-FAMILY DEVELOPMENT SITE PLAN REVIEW
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/representative to act
on the 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. ______________________________________________________

Location of Subdivision: Township ______ Range ______ Section ______ 1/4 ______
Lot(s) ______ Block _____ Tract/Unit ______ Subdivision __________________________
Plat Recordation Information: Reception No. _________ Book ______ Page _________
Plat Recordation Date ________________ Current Zone District ________________

Owners(s): Name __________________________ ________________
Address __________________________ __________________________
Email __________________________ Telephone ________________

Developer(s): Name __________________________ ________________
Address __________________________ __________________________
Email __________________________ Telephone ________________

Representative: Name __________________________ Reg. No ________________
Address __________________________ Telephone ________________
Email __________________________
<table>
<thead>
<tr>
<th>Development Facts</th>
<th>Number of Dwelling Units</th>
<th>Area (Acres)</th>
<th>% of Total Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Multi-Family</td>
<td>____________</td>
<td>____________</td>
<td>____________</td>
</tr>
<tr>
<td>□ Condominiums</td>
<td>____________</td>
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<tr>
<td>□ Apartments</td>
<td>____________</td>
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<td>____________</td>
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<tr>
<td>□ Other Multi-Family</td>
<td>____________</td>
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<td>____________</td>
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<tr>
<td>□ Describe</td>
<td>______________________</td>
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</tbody>
</table>

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:

Board of County Commissioners

Approval ( )

Denial ( )

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

Remarks (If exemption, state reason) ____________________________

Date __________________________, 20____
MULTI-FAMILY DEVELOPMENT SITE PLAN REVIEW 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 State Engineer Requirement) - Attached

The applicant shall submit the following:

_____ Application Form (Pages 1 and 2 of this application)

_____ Letter of Request Please follow requested format, see page 5

_____ Site Plan (2 Copies)
Plan (24”x36”) shall be to a legible scale.
The Plan Shall Show:
- Scale (scale provided must be legible)
- A North Arrow
- Lot, Block, and Tract/Unit Numbers
- Subdivision Name
- Lot Dimensions per recorded plat
- Lot Area per recorded plat
- All Easements per recorded plat
- Building Footprint(s)
- Total number of dwelling units
- Off-Street Parking Space, Use Factor(s) and Calculation Summary
- Current Zone District
- Roadway(s) serving the property
- Soil Types and Boundaries
- 1’ contours where property is level; 2’ contours where slope is 1 - 5 percent; 5’ contours where slope exceeds 5 percent
- If installing fire hydrant(s), show proposed location.
- Approximate Boundaries of Areas Subject to Inundation of Stormwater Overflows Once Every Hundred Years.
- Water Courses & Proposed Storm Water Drainage Systems Including Culverts; Water Areas; Streams; Areas Subject to Occasional Flooding; Marshy Areas; Swamps.
- Trees over 6” diameter at 6’ above ground on site; or outline (if wooded area) showing trees to remain.

_____ 8 ½” x 11” Location and Vicinity Map

_____ A digital file of the project/drawing in .PDF (adobe acrobat) format
Drainage Report developed in accordance with the general engineering specifications set forth in Section GES-I of the Subdivision Regulations.

The Pueblo County Department of Public Works shall determine whether the developer will be required to provide Soil Erosion and Sedimentation Control Plans and Specifications prepared by a registered, Professional Engineer or USSCS, using County Conservation Standards or the Soil & Water Conservation Plan.

If Soil Erosion & Sedimentation Control Plans are required, the Site Plan application shall not be considered complete until such plans are submitted to the Department of Public Works.

An On-lot Sewage Treatment Disposal Report that includes a Pueblo City-County Health Dept. "Application for Preliminary Investigation of Property for Suitability of Individual Sewage Disposal Systems".

The Substance of all Covenants, Grants of Easements or Restrictions affecting development (Land, Buildings, & Structures).

Geologic Suitability Report, with check made payable to the Colorado Geologic Survey. The $$$ amount will be determined by project size.

Table of soil type interpretations based on NCSS, SCS.

Abstract of title for property, or evidence of a title insurance policy or commitment & related supporting materials. A document shall have an effective date no more than 30 days prior to the submittal date.

Estimated construction costs & finance method for providing required services & related facilities (e.g. roads, water, sewage, storm drainage, etc.).

WATER SUPPLY REPORT: Evidence of water supply in sufficient quality, quantity and dependability including, but not limited to:
1. Letter from central water service provider
2. Or, if well, the following:
   - Evidence of Ownership or Right of Use of or Acquisition of Existing & Proposed Water Rights
   - Historic Use & Estimated Yield of Claimed Right(s)
   - Amenability of Existing Right to a Change in Use
   - Evidence of Potability of Proposed Water Supply
   - Probability of Success of Wells or On-Site System
   - Expected Long-Term Yield
   - Expected Depth to Usable Water
   - Expected Water Quality
   - Expected Supply, Pollution & Maintenance Problems of Well(s)

Documentation showing a public or private sewage treatment district can & will provide service

School, Park, & Fire Fees where applicable

Application Fee
SITE 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 Board of County Commissioners. 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](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. Notice of the proposed preliminary 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.
WATER SUPPLY INFORMATION SUMMARY
STATE OF COLORADO, OFFICE OF THE STATE ENGINEER
1313 Sherman St., Room 818, Denver, CO 80203
Phone – Info (303) 866-3567 Main (303) 866-3561 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  ☐ Uie  ☐ 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>
<thead>
<tr>
<th>USE</th>
<th>WATER REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOUSEHOLD USE # ______ of units</td>
<td>Gallons per Day  Acre-Feet per Year</td>
</tr>
<tr>
<td>COMMERCIAL USE # ______ of S. F</td>
<td></td>
</tr>
<tr>
<td>IRRIGATION # ______ of acres</td>
<td></td>
</tr>
<tr>
<td>STOCK WATERING # ______ of head</td>
<td></td>
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<tr>
<td>OTHER: ___________________</td>
<td></td>
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<tr>
<td>TOTAL</td>
<td></td>
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</tbody>
</table>

10. WATER SUPPLY SOURCE

   ☐ NEW WELLS –
   PROPOSED AQUIFERS – (CHECK ONE)
   ☐ ALLUVIAL
   ☐ UPPER ARAHAFE
   ☐ UPPER DAWSON
   ☐ LOWER ARAHAFE
   ☐ LOWER DAWSON
   ☐ LARAMIE FOX HILLS
   ☐ DENVER
   ☐ DAKOTA
   ☐ OTHER: ___________________________

   □ EXISTING □ DEVELOPED
   WELL PERMIT NUMBERS

   □ MUNICIPAL
   □ ASSOCIATION
   □ COMPANY
   □ DISTRICT
   □ OTHER: ___________________________

   WATER COURT DECREE CASE NUMBERS:

   LETTER OF COMMITMENT FOR SERVICE ☐ YES or ☐ 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

   ☐ SEPTIC TANK/LEACH FIELD
   ☐ CENTRAL SYSTEM
   ☐ DISTRICT NAME: ___________________________
   ☐ VAULT
   LOCATION SEWAGE HAULED TO: ___________________________
   ☐ OTHER: ___________________________
   ☐ ENGINEERED SYSTEM (Attach a copy of engineering design.)
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 due date. 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 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.
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
**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 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](http://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: __________________________________________