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. ______________________________

RLUP Name: ______________________ Filing No. ______________________

(if applicable) ______________________________

Location of RLUP: Township ______ Range ______ Section ______ 1/4 ______

Legal Description and Acreage (attach if necessary): ______________________________

Minimum Lot Size ______________________ Existing Zone ______________________________

Owners(s): Name ______________________ ______________________

Address ______________________ ______________________

Email ______________________ Telephone ______________________

Subdivider(s): Name ______________________ ______________________

Address ______________________ ______________________

Email ______________________ Telephone ______________________

Engineer or Surveyor: Name ______________________ Reg. No. ______________________

Address ______________________ ______________________

Email ______________________ Telephone ______________________
Total Area of Development: ___________________ acres

Conservation Area: _______________ acres; ____________% of total area

Total Number of Lots: ___________; ___________ acres; ___________ % of total area

----------(FOLLOWING TO BE COMPLETED BY DEPT. OF PLANNING & DEV.)----------

ACTION:

Board of County Commissioners
RLUP Approval ( ) Date ________________, 20___
RLUP Denial ( ) Date ________________, 20___
Exemption under C.R.S. 30-28-101 (10) (c) (X) ( ) Date __________, 20___
Remarks ________________________________
RURAL LAND USE 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 or .dwg format (as applicable).

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

______ Rural Land Use Plan Application and Summary Form - Pages 1 & 2 of this Application.

______ Letter of Intent - Please follow requested format as shown on Page 6 of this Application.

______ The RLUP 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.

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

______ Name of Rural Land Use Plan
______ Subtitle containing Quarter Section, Section, Township, Range, 6th P.M., Pueblo County, Colorado
______ Legal description of property with total acreage
______ Perimeter boundary layout with bearings, distances, and curve data
______ Lot layout with appropriate bearings, distances, and curve data
______ Building envelope for each lot with dimensions from lot lines to building envelope
______ Protected areas shown with specific delineation, if applicable
______ Vicinity Map
______ Astronomic north arrow; written and graphic scale; basis of bearing statement; preparation date; names and addresses of owner(s) or record, developer, surveyor; number of the sheet and total number of sheets
______ All easements, existing and proposed, private and public, shall be designated as such, bearings and dimensions given, recordation information, if applicable, noted
______ Public and private roads; if private maintenance responsibility
______ Legal and physical public access to the proposed development
______ General and/or U.S.G.S. map groupings the location of bodies of water and watercourses, wetlands, 100-year floodplains and other hazard areas, significant rock outcroppings and other significant geologic features, wooded areas, significant individual trees over 6 inches in diameter measured at 6 feet above the ground, historical buildings, sites, or landscapes, threatened or endangered species habitat, and natural or archeological features
______ Existing improvements and structures, utility lines, sewer and water lines
______ Location of and setbacks for all existing and proposed wells and septic systems in relation to existing and proposed parcel boundaries, and between all other existing and proposed wells and septic systems
______ Global Positioning System (GPS) requirements
______ Notes, certifications, and statements according to the requirements of the Rural Land Use Plan Process in Title 17 Land Use in the Pueblo County Code
______ Name and address of subsurface mineral right owner(s) & lessees
______ Name and address of designer
A digital copy of the RLUP map in .PDF format

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

Letter of Intent, signed by the landowner(s) and subdivider(s), if different person, describing the proposed uses, the proposed number of lots, the proposed density of the site and the total acreage of the site.

Proof of Ownership in the form of a recorded deed (Copy of Deed).

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 RLUP to the Department of Planning and Development.

Letter of authorization from the landowner permitting a representative to process the application, if applicable.

Proof of an adequate water supply sufficient in terms of quality, quantity, and dependability; or a letter from the special district of servicing authority, if applicable.

If water supply is by wells, the proof shall be provided by a qualified groundwater hydrologist.

Individual Sewage Disposal System (ISDS) Report if proposing on-site sewage disposal or a letter from the district providing service.

Proof of approved access location from the Pueblo County Department of Public Works or from the Colorado Department of Transportation for the proposed road(s) serving the development from a dedicated or maintained County road or from a State Highway to the overall site.

When in a Fire Protection District, proof of fire protection in the form of a letter from the local fire protection district indicating their ability to serve the site and if any fire hydrants are need; the Fire Protection District has the authority to review private roads for appropriate widths, cul-de-sac radius, etc.

Outside a Fire Protection District, the subdivider shall submit:

a) a description of how purchasers of the lots shall be notified that the subject property is not within a Fire Protection District
b) a fire protection plan for fire mitigation identifying examples such as no wood shingles; said plan is to be reviewed by the Pueblo County Department of Emergency Management and/or Pueblo Regional Building Department

A Conservation Easement, or similar instrument, specifying all development and land division restrictions, and the duration, maintenance requirements and permitted uses for the open space.

A Rural Land Use Plan Improvements Agreement specifying any conditions related to guarantees and warranties for any and all public improvements.
Right-of-way and roads to be dedicated to the public and petitioned to the Board of County Commissioners for maintenance by the County shall be designed and constructed according to and shall adhere to the Pueblo County Code, Title 12, ROADS, BRIDGES AND PUBLIC PLACES, Chapter 12, Roadway Design and Construction Standards. Required Roadway Design and Construction plans are to be submitted.

Homeowners covenants, conditions and restrictions

Maintenance plan which identifies:

a) Party responsible for maintenance of common areas, facilities, and open space tracts
b) Items to be included in the maintenance program including but not limited to provisions for snow removal, trash removal, maintenance of recreation facilities, common areas and other amenities

Original Certification of Taxes Due from the County Treasurer that all ad valorem taxes have been paid

A Geotechnical Report prepared by a Professional Geologist that provides evidence that all building envelopes, access roads and utilities, and other areas proposed to be disturbed within the project site which may involve soil, topographical, or geologic conditions presenting hazards or requiring special precautions have been identified and that the proposed uses of these areas are compatible with such conditions. Such evidence may include, but shall not limited to snow avalanches, landslides, rock falls, mudflows, unstable slopes and areas inundated by the 100-year floodplain

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 (5) percent grade

NPDES permit may be required by the Colorado Department of Health, Water Quality Control Division if construction activities disturb more than 1 acre; if required, the storm water management plan will be reviewed by Pueblo County Department of Public Works

Closure sheets reflecting mathematical closure, relative error of closure, & area for RLUP boundary & each lot.
RURAL LAND USE 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

Notice of the public 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 rural land use plan will be posted on or near the subject property and published in the newspaper.

GUIDELINE
FOR A
“LETTER OF INTENT”

Where applicable, please provide the following information, in a letter format, to serve as a “Letter of Intent” for all Department applications:

1. Date of Application.

2. Owner and Owner’s Representative or Consultant (Addresses, telephone numbers, and email addresses).

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 ENCOURAGES 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 Board of County Commissioners hearing related to your request.

The Pueblo Board of County Commissioners strongly encourages 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 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
   TOTAL ACREAGE: 5. NUMBER OF lots PROPOSED PLAT MAP ENCLOSED? ☐ YES or ☐ NO

4. 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

   USE | WATER REQUIREMENTS | EXISTING | DEVELOPED | NEW WELLS -
   HouseHOLD USE #_____ of units | Gallons per Day Acre-Feet per Year | □ WELL | □ SPRING | □ PROPOSED aquifers – (Check One)
   COMMERCIAL USE # _____ of S. F | | | | □ ALLUVIAL | □ UPPER ARAPAHOE
   IRRIGATION # _____ of acres | | | | □ UPPER DAWSON | □ LOWER ARAPAHOE
   STOCK WATERING # _____ of head | | | | □ LOWER DAWSON | □ LARAMEE FOX HILLS
   OTHER: ____________________________ | | | | □ DENVER | □ DAKOTA
   TOTAL | | | | □ OTHER |

10. WATER SUPPLY SOURCE

   □ NEW WELLS -
   PROPOSED aquifers – (CHECK ONE)
   □ ALLUVIAL | □ UPPER ARAPAHOE
   □ UPPER DAWSON | □ LOWER ARAPAHOE
   □ LOWER DAWSON | □ LARAMEE FOX HILLS
   □ DENVER | □ DAKOTA
   □ OTHER |

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: ____________________________
   ☐ LAGOON
   ☐ VAULT
   LOCATION SEWAGE HAULED TO: ____________________________
   ☐ 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 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 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-foot 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 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 Acjudication 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 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: ______