**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/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.

<table>
<thead>
<tr>
<th>Assessor’s Tax Parcel No.</th>
<th>__________________________</th>
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</table>

<table>
<thead>
<tr>
<th>Location of Subdivision:</th>
<th>Township _______ Range _______ Section _____ 1/4 ______ Lot _______ Block _______ Subdivision ________</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Legal Description and Acreage (attach if necessary):</th>
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<table>
<thead>
<tr>
<th>Existing Zone:</th>
</tr>
</thead>
</table>

| Proposed Zoning Change: MA No. _______ Proposed Zone District: ________ |
|--------------------------|---------------------------|

<table>
<thead>
<tr>
<th>Minimum Lot Size</th>
<th>__________________________</th>
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</table>

<table>
<thead>
<tr>
<th>Owners(s): Name</th>
<th>__________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>__________________________</td>
</tr>
<tr>
<td>Email</td>
<td>__________________________</td>
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<tr>
<td>Telephone</td>
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<table>
<thead>
<tr>
<th>Subdivider(s): Name</th>
<th>__________________________</th>
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<tbody>
<tr>
<td>Address</td>
<td>__________________________</td>
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<td>Email</td>
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<td>Telephone</td>
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<table>
<thead>
<tr>
<th>Engineer or: Name</th>
<th>__________________________</th>
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<tbody>
<tr>
<td>Address</td>
<td>__________________________</td>
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<tr>
<td>Email</td>
<td>__________________________</td>
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<tr>
<td>Telephone</td>
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</tbody>
</table>

[...]

**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.**
<table>
<thead>
<tr>
<th>Type of Subdivision</th>
<th>Number of Dwelling Units</th>
<th>Area (Acres)</th>
<th>% of Total of Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Family</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apartment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Multi-Family</td>
<td></td>
<td></td>
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<tr>
<td>Condominium</td>
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<tr>
<td>Mobile Home</td>
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<tr>
<td>Total:</td>
<td></td>
<td></td>
<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:

Board of County Commissioners
Approval (    )
Denial (    )
Exemption under C.R.S. 30-28-101 (10) (d) (    )
Remarks (If exemption, state reason) ____________________________
Date __________________________, 20____
SUBDIVISION EXEMPTION CHECKLIST  
(Board of County Commissioners Discretion)

SUBMITTAL CHECKLIST  
THIS CHECKLIST MUST BE INCLUDED WITH YOUR APPLICATION  
ONLY COMPLETE APPLICATION PACKAGES 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

________ Letter of Request (Please follow requested format as shown on page 5)

________ Subdivision Application and Summary Form

________ Subdivision Exemption Plat Prepared to the Standards of a Land Survey Plat (2 Folded Copies no larger than 9” x 12”)
Plat shall be 24” x 36” that contains:

________ Owner's Statement, Signature-Notarized
________ Dedication
________ Commissioners' Certificate
________ Vicinity Map
________ Title With Number
________ Subtitle with Section, Township, Range
________ Minimum Standards 38-51-106, et. seq. C.R.S.
________ Lot Acreage
________ Legal Description & Drawing Consistent
________ Owner(s) Match Title Work
________ All Lot Corners Set or Found
________ Acceptance of Dedication (s)
________ Mortgage/Interest Holder Signature(s), if applicable
________ Signature-Notarized
________ GPS if Applicable

________ A digital file of the project in .DWG format, (and if applicable), the drawing should be positioned correctly in Modified State Plane grid coordinates, with all bearings relative to the State Plane grid Basis of Bearing.

________ A digital copy of the plat in .PDF (adobe acrobat) format

________ Application Fee

________ Title Commitment on Policy, Attorney's Opinion, or Endorsement with Prior Policy: No Older Than 30 Days From Submittal Date
________ Mortgage/Interest Holders
________ Requirements for Clear Title
________ Exceptions _____ - _____ (Easements, Etc.)

________ Public Improvements and Additional Public Right-of-Way Be Provided as Deemed Necessary By The Board of County Commissioners.
Applicable Impact Fees Be Paid

Fire Protection Fee Within Fire Service Area (Exempt From Fee Shall Be a Lot or Parcel Within The Proposed Subdivision Which is Improved With an Inhabitable Residence in Standard Condition)... $750 total - $375 prior to recordation of plat; $375 at time of zoning authorization for a building permit.

School/Park Fee (Exempt is Lot Which Contains Residence)

Single-Family . . $171/Dwelling Unit Per Each Lot
Multi-Family . . $113/Dwelling Unit Per Each Lot
Mobile Home . . $ 91/Dwelling Unit Per Each Lot

Technical Reports (e.g., Drainage Study) As Deemed Necessary By The Board of County Commissioners.

Recording Fee for Plat

Certificate of Taxes Due (Treasurer's Office) indicating all Prior Years' Taxes Have Been Paid in Full Shall Be Submitted A Minimum of 15 Days Prior To Consideration By The Board of County Commissioners (1 copy).

"Cross-Deeds", If Applicable

Recording Fee for Cross-Deeds If Necessary

Tie to GPS, If Applicable

Boundary and Lot Closure Sheets

If Existing Improvements, Submit Supplemental Drawing Depicting Improvements with Distances to Boundary/Lot Lines

Staff Initials
SUBDIVISION EXEMPTION
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_PCPCMGTGDATES.pdf

Notice of the public meeting (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.

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, 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 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.
1. NAME OF DEVELOPMENT AS PROPOSED:

2. LAND USE ACTION:

3. NAME OF EXISTING PARCEL AS RECORDED:
   SUBDIVISION: ___________________________ FILING (UNIT) ________ BLOCK ________ LOT ________
   TOTAL ACREAGE: ____________
   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

<table>
<thead>
<tr>
<th>USE</th>
<th>WATER REQUIREMENTS</th>
<th>10. WATER SUPPLY SOURCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOUSEHOLD USE #_____ of units</td>
<td>Gallons per Day</td>
<td>☐ NEW WELLS -</td>
</tr>
<tr>
<td></td>
<td>Acre-Feet per Year</td>
<td>PROPOSED AQUIFERS – (check one)</td>
</tr>
<tr>
<td>COMMERCIAL USE #_____ of S.F</td>
<td></td>
<td>☐ ALLUVIAL</td>
</tr>
<tr>
<td>IRRIGATION #_____ of acres</td>
<td></td>
<td>☐ UPPER ARAPAHOE</td>
</tr>
<tr>
<td>STOCK WATERING #_____ of head</td>
<td></td>
<td>☐ UPPPER DAWSON</td>
</tr>
<tr>
<td>OTHER:____________________</td>
<td></td>
<td>☐ LOWER ARAPAHOE</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>☐ LOWER DAWSON</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐ LARAMIE FOX HILLS</td>
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<td></td>
<td></td>
<td>☐ DENVER</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐ DAKOTA</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐ OTHER:</td>
</tr>
</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:
   ☐ 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 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.

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
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 used 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 [ ] 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 used 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 [ ] 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 used 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
DIVISION OF WATER RESOURCES

Checklist for County Submittals
Updated September 14, 2011
Page 4 of 4

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: ______ Acres/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: __________________________________________