



PUEBLO COUNTY


C O L O R A D O

Planning and Development Department

Gail L. Wallingford-Ingo
Interim Director

MEMORANDUM

TO: Committee, Engineers and Surveyors

FROM: Gail L. Wallingford-Ingo, Interim Director 

DATE: December 2, 2019

RE: Sketch Plan/Commercial Project Review Deadlines

Listed below is the 2020 schedule for the Sketch Plan/Commercial Project Review meetings to be held in the **Conference Room at the Pueblo Regional Building Department at 830 North Main Street at 9:00 a.m.** All appointments will be scheduled in 30 minute increments unless otherwise requested.

<u>Submittal Deadline</u>	<u>Agenda Date</u>	<u>Meeting Date</u>
December 30, 2019	January 2, 2020	January 8, 2020
January 28, 2020	January 30, 2020	February 5, 2020
February 25, 2020	February 27, 2020	March 4, 2020
March 24, 2020	March 26, 2020	April 1, 2020
April 28, 2020	April 30, 2020	May 6, 2020
May 26, 2020	May 28, 2020	June 3, 2020
June 23, 2020	June 25, 2020	July 1, 2020
July 28, 2020	July 30, 2020	August 5, 2020
August 25, 2020	August 27, 2020	September 2, 2020
September 29, 2020	October 1, 2020	October 7, 2020
October 27, 2020	October 29, 2020	November 4, 2020
November 23, 2020	November 25, 2020	December 2, 2020
December 29, 2020	December 31, 2020	January 6, 2021

Information shall be submitted by 5:00 p.m. on the designated submittal deadline date. Submittal information is preferred to be received via email with all documents being provided in .pdf format and shall include: Assessor's Tax Parcel Number, a description of the sketch plan/commercial project and a concept drawing (if available). Emails shall be sent to the general planning email at planning@pueblocounty.us with a copy to Gail L. Wallingford-Ingo, Interim Director (gailwi@pueblocounty.us).

Should no requests be received by the submittal deadline date, then the meeting will be cancelled for that month. If you should have any questions, please do not hesitate to contact this Department at (719) 583-6100.