

1041 Permit Requirement Overview

All submittal materials listed below must be submitted electronically in .pdf format.
Submittal requirements subject to change depending on type of project and scope

- ___ Letter of Request
- ___ Project Narrative
 - ___ Project description
 - ___ A vicinity map and plot plan of the Project. Plot plan shall be drawn to scale, and include parcel dimensions, square feet or acreage, existing and proposed structures, existing and proposed infrastructure, existing and proposed facilities and equipment, water bodies and drainages, and slopes that exceed 15 percent.
 - ___ Environmental impacts, including potential impacts to land, water, air, visual/aesthetic qualities, vegetation, and wildlife, as well as impacts due to noise and odor
 - ___ The presence of, and impact to any historical or archeological sites
 - ___ Geologic suitability and constraints of the site for the proposed use
 - ___ Impacts to existing and adjacent land uses
 - ___ Drainage, stormwater management, erosion
 - ___ Traffic impacts, including a haul route for any construction, for any construction phase and for completed Project to include a construction schedule.
 - ___ Address Project compliance with the 2022 Pueblo Regional Development Plan.
 - ___ Identify any existing or needed permits, approvals, contracts, or agreements associated with or required for the Project.
 - ___ A copy of any subdivision covenants, utility easements and restrictions associated with the site.

Please refer to the Pueblo County Code Division II, Areas and Activities of State and Local Interest, Chapter 17.148 through 17.176. for project specific submittal requirements.

- _____ Public Outreach Plan
- _____ Development/Concept Plan
 - The Development Plan shall be drawn to scale, and include parcel dimensions, square feet or acreage, existing and proposed structures, existing and proposed infrastructure, existing and proposed facilities and equipment, water bodies and drainages, and slopes that exceed 15 percent.*
- _____ Elevation drawings and architectural drawings, as applicable, for any structures, facilities or equipment associated with the Project
- _____ Signed Mineral Estate Owner Certification
 - Certification statement confirming that the applicant has examined the records of the Pueblo County Clerk and Recorder for the existence of any mineral estate owners or lessees that own less than full fee title in the property.*
- _____ Environmental Impact Assessment
 - Environmental inventory and impact statement regarding any site and viewshed impacts, including direct and indirect impacts to national or state forests and grasslands, national or state parks, County parks, wildlife management areas, conservation easements, recreational areas, or any known historic or cultural resources within one half (1/2) mile of the Project Boundary. Wetlands, rivers and streams, and floodplains shall be inventoried, delineated, and mapped in order to provide baseline data for the evaluation of the current proposal.*
- _____ Traffic Study or Traffic Plan (verify requirement with Pueblo County Public Works or CDOT)
 - Check with Pueblo County Department of Public Works for project specific requirements. All projects accessing off of any State highways must also contact the Colorado Department of Transportation.*
- _____ Draft Grading Plan (A final Grading Plan is required prior to the commencement of any construction activities).
- _____ Preliminary Drainage Report (Must be prepared by an engineer licensed in the State of Colorado).
- _____ Emergency Response Plan to include Fire Protection Letter/Plan
- _____ Construction Management and Mitigation Plan
 - Due prior to issuance of any building permits or construction activities.*
- _____ Decommissioning and Reclamation Plan (When application is for Utility Scale Solar)
 - See Pueblo County Code 17.168.050, Solar Facilities. E(12)(A) for Decommissioning and Reclamation Plan requirements*
- _____ Draft Screening and Vegetation Plan/Erosion and Sediment Control Plan (if applicable)

- _____ Visual Impact Analysis (*For Utility Scale Solar Projects*)
- _____ Mineral Notice Certification
The applicant must provide a signed certification confirming that the applicant has, at least 30 days prior to the initial public hearing, transmitted to the County and to the affected mineral estate owners and lessees the notices required by §24-65.5-101, et seq.
- _____ Local Worker and Union Worker hiring data (*For Utility Scale Solar Projects*)
Submission required prior to the initial commercial operating date of the Facility.
- _____ Final Grading Plan
Due prior to any construction activities.