

Certificate of Conforming Use Checklist

All submittal materials listed below must be submitted electronically in .pdf format.

- ___ Completed Application ([Administrative Certificate Application for CCU, NCU, POR.](#))
- ___ Proof of current ownership by recorded deed (*including associated Recorded Power(s) of Attorney. POA must be recorded in Pueblo County*)
- ___ Current and void property card(s) from the Pueblo County Assessor's Office (if applicable)
- ___ Documentation of existing use prior to code change.
- ___ [Site Plan](#) Depicting Improvements with Distances to Property Lines (if applicable)
- ___ Documentation to support the action requested by the application (i.e., deeds, property cards, surveys, etc.)
- ___ Certificate of Good Standing and Operating Agreement or Recorded Statement of Authority (*as applicable to LLC property ownership*).
- ___ Articles of Incorporation and By Laws (*as applicable for Corporation Property ownership*).
- ___ Trust Documents (*as applicable for Trust Property ownership*).