

### Multi-Family Dwelling Checklist:

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

\_\_\_\_\_ [Site Plan Drawing](#) that includes (at a minimum) the following:

\_\_\_\_\_ North Arrow, Written and Graphic Scale at an **even numbered engineer scale (1" = 10', 20', 30', etc.)** - No larger than 11" x 17" in size - Aerial/Google maps will not be accepted

\_\_\_\_\_ Property Owner's Name

\_\_\_\_\_ Address and Legal Description of the Property

\_\_\_\_\_ Current Zone District

\_\_\_\_\_ Assessor's Parcel Number(s)

\_\_\_\_\_ General Location/Vicinity Map

\_\_\_\_\_ Dimensions and Lot Area of Parcel (as reflected in the original subdivision plat, if applicable)

\_\_\_\_\_ Platted/Known Easements/Building Setback Lines (as reflected upon the original subdivision plat, if applicable)

\_\_\_\_\_ Location, Exterior Dimensions and Use Identification of **Proposed Structure(s)** with Four (4) Distances\* from Structure(s) to Front, Sides, & Rear Property Lines

\_\_\_\_\_ Location, Exterior Dimensions and Use Identification of **ALL Existing Structure(s)** with Four (4) Distances\* from Structure(s) to Front, Sides, & Rear Property Lines and Distance to/Separation between Other Existing Structure(s) &/or Proposed Structure(s)

*(\*Note: irregularly shaped lots need to have the four (4) distances depicted perpendicular to the closest property line).*

\_\_\_\_\_ Location, Type and Height of Existing and Proposed Fences

\_\_\_\_\_ Road/Street Name(s) Adjacent to Property

\_\_\_\_\_ Landscaping, walkways, shared areas (laundry room, clubhouse, storage, etc.)

\_\_\_\_\_ Total number of dwelling units

\_\_\_\_\_ Permanent Trash/Dumpster location/enclosure (if applicable).

- \_\_\_\_\_ Mailbox location (if proposed within project area)
- \_\_\_\_\_ Designated Off-Street Parking including Use Factor(s) and Calculation Summary (<http://county.pueblo.org/planning-and-development/chapter-17112-street-parkingand-loading-standards>)
- \_\_\_\_\_ Adjacent uses and zoning.
- \_\_\_\_\_ If installing fire hydrant(s), show proposed location or if existing, show existing.
- \_\_\_\_\_ Limits of 100-year Floodplain (if applicable).