

Preliminary Plan Requirements

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

___ [Water Supply Information Summary Form](#) (Office of State Engineer Requirement)

___ **Letter of Request**

___ Date of Application.

___ Owner and Owner’s Representative or Consultant (Addresses, telephone numbers and email).

___ Site location, dimensions, and size of property (in feet and acres), and present zoning.

___ Action requested and the reason/purpose for the request.

___ Existing and proposed facilities, structures, roads, etc.

___ WAIVER OF ANY REQUIRED INFORMATION/REPORTS AND JUSTIFICATION FOR THE WAIVER MUST BE INCLUDED IN THIS LETTER.

___ [Letter of Consent](#) (*if applicant role is Designated Representative*)

___ The Preliminary Plan shall be drawn such that the accuracy of location of alignments, boundaries & monuments are certified by a Registered Land Surveyor in the State of Colorado. A poorly drawn or illegible Plan may be rejected.

___ **Preliminary Plan:**

___ North Arrow

___ Name of Subdivision Preliminary Plan

___ Subtitle containing: Lot, Block, Subdivision Name/Tract Number (Pueblo West)/ Unit Number (Colorado City), Quarter Section, Section, Township, Range, 6th P.M., Pueblo County, Colorado

- _____ Name and address of owner(s)
- _____ Name and address of subsurface mineral right owner(s) & lessees
- _____ Name and address of designer
- _____ Legal description of property with total acreage
- _____ Graphic and written scale: Scale not less than 1" = 100'. Variations can be accepted in case of large subdivisions & different scale can be used if approved in advance by the Director of the Dept of Planning and Development.
- _____ Vicinity map with general location of subdivision, related existing and planned streets and highway systems, zoning district, taxing and other special districts, significant vegetation patterns.
- _____ Subdivision boundary layout
- _____ Lot and street layout
- _____ Lots and Blocks numbered consecutively
- _____ Area of each lot to nearest hundredth of an acre or nearest square foot.
- _____ Area of dedicated roads to nearest hundredth of an acre or nearest square foot.
- _____ Percent of total area to be devoted to roads and other specified uses.
- _____ Location & identification of all existing and public & private easements
- _____ Existing & proposed street names
- _____ Sites to be reserved or dedicated for parks, playgrounds, schools, or other public use
- _____ Sites for (if any): multi-family dwellings, centers, community facilities, industry, other uses exclusive of single-family dwellings.
- _____ Common open space not dedicated to or reserved for public use
- _____ Perimeter relevant information within ½ mile – accesses, abutting subdivision outlines and names.
- _____ Abutting property lines
- _____ Existing buildings, other easements, gas lines, telephone lines, powerlines, & other features on & within 200' of proposed subdivision boundaries.
- _____ Location, size, & proposed use of all easements (all utilities must be constructed within approved easements).
- _____ Soil types & boundaries based on NLSS, USDA, SCS
- _____ Interpretations/descriptions for soil types shown

- _____ Significant geologic features
- _____ Topography (elevations based on NGS Sea Level Data)
 - _____ Existing contours at 1' intervals for predominately level topography throughout subdivision
 - _____ Existing contours at 2' intervals for predominant ground slopes between level ground and 5% grade
 - _____ Existing contours at 5' intervals for slopes over 5% grade
 - _____ Generalized grading plan identifying cut & fill & street gradient, proposed contours as solid lines & existing contours as dashed lines
 - _____ Approximate boundaries of areas subject to inundation of stormwater overflows of an intensity estimated to occur with a return frequency of once every hundred years
 - _____ Water courses & proposed stormwater drainage systems including culverts, water areas, streams, areas subject to occasional flooding, marshy areas, swamps
- _____ Preliminary Drainage Report shall document the drainage system & that Report shall be developed in accordance with the General Engineering Specification for Drainage as set forth in the Pueblo County Code, Title 16, Subdivisions, Chapter 16.76, General Engineering Specifications 16.76.010, Drainage. (NOTE: Detail design of drainage structures not required for preliminary report.)
- _____ If Soil Erosion & Sedimentation Control Plans are required, the Preliminary Plan submission shall not be considered completed until such Plans have been submitted to the Board, or its designated agent, for review of the Preliminary Plan.
- _____ Text identifying the substance of all covenants, grants of easements or restrictions to be imposed upon the use of land, buildings, & structures.
- _____ [Geologic Suitability Report](#) prepared by a Professional Geologist
 - _____ Payment Directly to CGS (provide department with copy of receipt after payment)
- _____ Table of soil type interpretations from the SCS Soil Survey of Pueblo Area, CO text
- _____ Abstract of title for property, or evidence of a title insurance policy & related supporting materials, no more than 30 days old from the date of submittal.
- _____ Identify on the Subdivision Application and Summary Form:
 - _____ Total number of proposed dwelling units
 - _____ Total number of square feet of proposed non-residential floor space
 - _____ Total number of proposed off-street parking spaces, excluding those associated with single-family residential development.
 - _____ Estimated total number of gallons per day of water system requirements

- _____ Estimated total number of gallons per day of sewage to be treated where a central sewage treatment facility is proposed, or sewage disposal means and suitability where no central sewage treatment facility is proposed.
- _____ Estimated construction costs & finance method for providing required services & related facilities: street, water, sewage, storm drainage & other utilities.
- _____ Adequate evidence that a water supply, sufficient in terms of quality, quantity, and dependability will be available to ensure an adequate supply of water for the type of subdivision proposed – refer to the Pueblo County Code, Title 16, SUBDIVISIONS, Chapter 16.28, Preliminary Plan Requirements, 16.28.040, Text O.
- _____ Evidence that public or private sewage treatment facilities can and will provide adequate sewage treatment for the proposed subdivision of such service is to be provided by an existing district.
- _____ The owner and/or subdivider shall provide evidence to the Planning commission and, thereafter, to the Board of County Commissioners, that notice of the time and place and subject matter of the hearing before the Pueblo County Planning Commission and the hearing before the Board of County Commissioners on the preliminary plan application has been sent to all owners of subsurface mineral interests and to lessees of subsurface mineral interest, if any, by registered mail, not less than five (5) days before the date fixed for each of said hearings. Neither the Planning Commission or the Board of County Commissioners shall act upon a request for preliminary plan review and approval until such time as proof of the notice required herein has been offered to and accepted by each respective body.