

Rural Land Use Plan Checklist

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

- _____ Letter of Request (Project Narrative)
 - _____ 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.
 - _____ Project Description
 - _____ Action requested and the reason/purpose for the request.
 - _____ Existing and proposed facilities, structures, roads, etc
 - _____ **WAVIER OF ANY REQUIRED INFORMATION AND JUSTIFICATION FOR THE WAVIER MUST BE INCLUDED IN THIS LETTER**

- _____ [Letter of Consent](#) (if applicant role is as Designated Representative)
- _____ Proof of Ownership by Recorded Deed (including associated Recorded Power(s) of Attorney. POA must be recorded in Pueblo County.)
- _____ Current Title Work
- _____ Source of water (one of the following):
 - _____ Letter from Water District
 - _____ Copy of well permit
 - _____ Applicant’s statement that cistern is used with information on where water is obtained/purchased. A letter from water supplier is required.
- _____ Method of wastewater disposal (one of the following):
 - _____ Letter from Sanitation District
 - _____ Letter from Health Department
- _____ Proof of Access
- _____ Fire Protection Letter/Plan
- _____ Rural Land Use Improvement Agreement

_____ Roadway Design and Construction Plans

_____ Homeowners Covenants

_____ Maintenance Plan

_____ Geotechnical Report

_____ Rural Land Use Plan

_____ Pre-1972 Deed (*as applicable*)

_____ If the property is unplatted or includes a partial lot, a copy of the recorded warranty deed, recorded or signed prior to August 31, 1972, for the same property is required.

_____ 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*).