

## Single Family Residence & Duplex Checklist

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

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- \_\_\_ Routing Sheet from Pueblo Regional Building Department
- \_\_\_ [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
  - \_\_\_ 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