

Special Use Permit Checklist / Special Use Permit Amendment Checklist

FOR MINERAL EXTRACTION AND PROCESSING OPERATIONS, CONCRETE BATCH PLANTS, HOT MIX (ROAD/ASPHALT) PLANTS

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

Please include this checklist with your application.

The following information must be submitted with each application, including amendment requests. This checklist is provided for the convenience of the applicant and should not be construed to determine completeness of an application. Upon staff review, additional information and/or copies may be required based upon the nature of a specific site and/or request.

-
- ___ Letter of Request (Project Narrative)
 - ___ Date of Application.
 - ___ Property owner(s) of record, address and phone number
 - ___ Mineral rights owner(s) of record, address and phone number
 - ___ Current lessee(s) of surface area (*i.e. grazing, recreation*), address and phone number
 - ___ Lessee(s) and operator(s) of substance to be mined, mailing address and phone number
 - ___ Applicant(s) and representative(s), address and phone number
 - ___ Request and reason for the Special Use Permit (*include all proposed activities to be covered under the Special User Permit, i.e., blasting, crushing, screening, washing, batch plant, hot mix (road/asphalt) plant, stockpiling, processing of offsite materials, scale house, office, etc.*)
 - ___ Name of Operation (*i.e., pit, mine, site*)
 - ___ Type of mine (specify underground, open pit, quarry, etc.), and substance to be mined and/or processed (sand, gravel, borrow material, etc.)
 - ___ Site location, distance to nearest town, community, highway
 - ___ Legal description (may be abbreviated if lengthy metes and bounds, but must include ¼ -¼ section(s), township(s), and range(s))
 - ___ Present zoning and land use
 - ___ Current surrounding zoning and land uses
 - ___ Proposed post-reclamation land use

- ___ Existing and proposed facilities, structures, roads, etc.
- ___ Number of acres in parcel
- ___ Proposed days, hours, seasons of operation
- ___ Proposed number of acres to be affected, including areas for extraction, processing, stockpiles, roads, employee parking, scale houses, dewatering pits, etc.
- ___ Estimated life of operation (years)
- ___ Proposed number of main-shift employees, and number of shifts per day
- ___ Proposed haul route(s) from site to nearest state highway
- ___ Number of loads hauled per day
- ___ Proposed hours of hauling operations (may be adjusted along school bus routes)
- ___ Proposed method(s) of dust control on-site and on haul routes
- ___ Proof of water permitted for use by the proposed operation (i.e. for drinking, dust control, washing), by one or more of the following:
 - ___ Commitment letter from Water District
 - ___ Letter from State Engineer's Office, Division of Water Resources, verifying permitted use
 - ___ Copy of well permit(s)

___ [Letter of Consent](#) (when applicant role is as Designated Representative) authorizing representative to act in each owner's and applicant's behalf, signed and notarized

___ **Maps:**

___ [Site Plan / Pre-Mining Plan Map](#) of the subject parcel (deeded area) that contains:

- ___ Parcel dimensions
- ___ Parcel acreage
- ___ Parcel legal description to nearest ¼ -¾ Section, Township, Range
- ___ Topographic relief, contours at minimum 2' intervals for predominant ground slopes over 5% grade
- ___ Existing structures, including fences, utility lines, wells
- ___ Existing floodplains, sensitive areas, critical wildlife habitat, migration routes
- ___ Setbacks (dimensions) from structures to the property lines and other structures
- ___ North arrow and scale (written and graphic)
- ___ Access road(s) to site
- ___ Easement(s), platted and/or deeded, for utilities, access, conservation
- ___ Public and private roads that abut site

___ Mining/Processing Operations Plan Map

- ___ All elements required for Site Plan/Pre-Mining Plan Map
- ___ Affected areas on parcel, including mining and processing sites, roads, stockpiles
- ___ Proposed structures
- ___ Proposed mining cells, phases, etc.
- ___ Proposed order and direction of mining operation

- _____ Required and proposed buffers around permanent man-made structures, property lines, roads, utility easements, wells, water lines, natural water sources, critical habitats, and other sensitive areas

- _____ Reclamation Plan Map
 - _____ All elements required for Site Plan/Pre-Mining Plan Map
 - _____ Proposed reclamation cells, phases, etc.
 - _____ Proposed order and direction of reclamation
 - _____ Affected areas that will not be reclaimed (i.e. roads, dewatering ponds, etc.)

- _____ Vicinity Map (does not have to be to scale but must be legible) depicting site location relevant to nearest town in Pueblo County.

- _____ Haul Route Map (does not have to be to scale, but must be legible)
 - _____ County road and State Highway names.
 - _____ Location of existing utilities, irrigation ditches, bridges within road rights-of-way.
 - _____ Proposed haul route(s) from site to nearest state highway.

- _____ Proof of ownership by recorded deed(s) of for each parcel.
- _____ Proof of mineral rights ownership by recorded document for each parcel.
- _____ Mineral rights lease agreement for each parcel, if applicable
- _____ Source of legal right to enter site.
- _____ Proof of sewer / sanitation service to be provided for employees, by one or more of the following:
 - _____ Letter from Sanitation District
 - _____ City-County Health Preliminary Investigation Form
 - _____ Other (i.e., letter of commitment from portable service company)

- _____ Parcel numbers list of all parcels included within special use permit
- _____ List of other permits (Local, State, Federal) required to conduct proposed uses
- _____ List of specific agencies, companies, special districts providing services to site and vicinity (i.e., gas, electric, phone, cable, fire protection, school district, conservation district, water district, irrigation ditch company)
- _____ If site is surveyed, the file must be positioned correctly in Modified State Plane
- _____ 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)*.