

### Zoning Compliance Review - Hemp Checklist

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

- \_\_\_ Letter of Request (Project Narrative)
  - \_\_\_ 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.
  - \_\_\_ Project description
  - \_\_\_ Action requested and the reason/purpose for the request.
  - \_\_\_ Existing and proposed facilities, structures, roads, etc.
  
- \_\_\_ [Letter of Consent](#) (*when applicant role is as Designated Representative*)
- \_\_\_ Proof of ownership by recorded deed
- \_\_\_ Proposed source of water (provide *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 shall be submitted.
  
- \_\_\_ Proposed method of wastewater disposal (provide *ONE* of the following):
  - \_\_\_ Letter from Sanitation District                      \_\_\_ Letter from Health Department
- \_\_\_ Documentation of access approval to site from appropriate agency/department
- \_\_\_ [Site/Plot Plan](#) which includes specific information
  - \_\_\_ ZCRH Checklist
  - \_\_\_ Site Plan Checklist
  
- \_\_\_ Supplemental Map which includes specific information for adjacent properties within a 250-foot perimeter as measured from the walls of the structure or existing property

- \_\_\_\_\_ Copy of Commercial Industrial Hemp Permit or Research and Development Permit from the State of Colorado Department of Agriculture
- \_\_\_\_\_ Documentation of Female Hemp Plant Designation
- \_\_\_\_\_ [Acknowledgment of the Hemp Establishment](#)
- \_\_\_\_\_ Map showing Marijuana Establishments Within 5 Miles of the Hemp Establishment
- \_\_\_\_\_ 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).