

### Zoning Compliance Review - Marijuana Checklist

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

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- \_\_\_\_\_ Letter of Request (Project Narrative)
  - \_\_\_\_\_ The reason for the submittal, including but not limited to, a detailed explanation of the intended use of the property. If the request includes a CHANGE OF LOCATION, also provide the name of the existing business, type of license, current license number, and current and new location addresses.
  - \_\_\_\_\_ Total number of Employees for all existing/proposed uses (i.e., retail space, office space, cultivations, etc.).
  - \_\_\_\_\_ Square footage breakdown of all rooms within the existing/proposed structure (i.e., retail space, office space, cultivations, etc.).
  - \_\_\_\_\_
  
- \_\_\_\_\_ [Letter Consent](#) (*when applicant role is as Designated Representative*)
- \_\_\_\_\_ Proof of ownership by recorded deed.
- \_\_\_\_\_ [Site-Plot Plan](#)
- \_\_\_\_\_ Supplemental Map(s) & Checklists
  - \_\_\_\_\_ Existing Marijuana Businesses in the same building or in other buildings on the same property
  - \_\_\_\_\_ Existing residences/mobile homes established on adjacent properties within a 250-foot perimeter as measured from the walls and/or licensed premise of the structure
  - \_\_\_\_\_ Existing residences/mobile homes established on adjacent properties within a 500-foot perimeter as measured from the closest boundary of the licensed premise area to the closest wall of the existing residences/mobile homes (all indoor establishments, including indoor cultivations)
  - \_\_\_\_\_ All zone districts for adjacent properties
  - \_\_\_\_\_ Listing of all specifically named landowners, businesses and uses.

\_\_\_\_\_ Proof of Legal Water Supply (Cultivations only)

\_\_\_\_\_ Letter from the Division of Water Resources **AND one of the following:**

\_\_\_\_\_ Letter from Water District/Municipal Water Supplier

\_\_\_\_\_ Letter from Augmentation Water Supplier with the amount of water approved (if applicable)

*\*All letters shall include the specific proposed marijuana use, the name of the business and physical address of the property being served.\**

\_\_\_\_\_ Proof of Legal Wastewater Disposal (for private ):

\_\_\_\_\_ Letter from Health Department

*\*All letters shall include the specific proposed marijuana use, the name of the business and physical address of the property being served.\**

\_\_\_\_\_ Documentation of Legal Access (provide *ONE* of the following):

\_\_\_\_\_ Letter from the Pueblo County Department of Engineering and Public Works (for access onto Pueblo County roads, including the Pueblo West area)

\_\_\_\_\_ Letter from Colorado Department of Transportation (for access onto State Highways/Frontage Roads)

\_\_\_\_\_ Letter from the Colorado City Metropolitan District (as applicable)

\_\_\_\_\_ 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).