

Zoning Compliance Review - Marijuana Checklist

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

- ___ 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.).

- ___ [Letter Consent](#) (*when applicant role is as Designated Representative and/or the proposed project property is not owned by the applicant or business.*)

- ___ Proof of ownership by recorded deed.

- ___ [Site-Plot Plan](#)
 - ___ 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)
 - ___ Dimensions and Lot Area of the Parcel (as reflected upon the original subdivision plat, if applicable)
 - ___ Platted/Known Easements/Building Setback Lines (as reflected upon the original subdivision plat, if applicable)
 - ___ Road/Street Name(s) Adjacent to Property
 - ___ Location and Dimensions of Existing Licensed Premised Area (Outlined in Red) (if applicable)
 - ___ Location and Exterior Dimensions of Existing and/or Proposed Areas for Outdoor Cultivations (if applicable)

- ___ Location, Exterior Dimensions and Use Identification of ALL Existing Structure(s) and/or Proposed Structures 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)
- ___ Location, Type and Height of Existing and Proposed Fences
- ___ Designated Off-Street Parking Spaces, Drive Aisles (*will not take the place of the Parking Plan Approval Process*)

(*Note: irregularly shaped lots need to have the four (4) distances depicted perpendicular to the closest property line).

- ___ 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 Wastewater Disposal (for private/septic systems):
 - ___ 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).