

Off-Street Parking Plan 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.
 - ___ Action requested and the reason/purpose for the request.
 - ___ Existing and proposed facilities, structures, roads, etc.
- ___ [Letter of Consent](#) (if applicant role is as Designated Representative)
- ___ Off-Street Parking Plan Checklist
 - ___ Common address and legal description of the off-street parking area property and (if different) the address and legal description of the property it will serve;
 - ___ Parcel dimensions and acreage;
 - ___ Name of access road (street) to the property;
 - ___ Name of person or firm preparing the plan;
 - ___ North arrow and scale;
 - ___ Legal and physical features affecting the design (e.g., easements, landscaping, utility poles, sidewalks, buildings, signs);
 - ___ Location and dimensions of each parking space and access way, including identification of handicapped and compact car spaces (if any); dimensions of standard parking spaces may be identified by a “typical” drawing
 - ___ Identification of surfacing (i.e., concrete/asphalt/gravel, etc.) for all spaces and access ways;
 - ___ Specific identification of proposed use and statement of use factors upon which off-street parking standard compliance can be determined (e.g., hotel with 30 guest rooms, medical office with 3,200 square feet net floor area, warehouse with 20 main shift employees). If applicable, submit a copy of the I.B.C. Rated Occupancy as obtained in writing from the Pueblo Regional Building Department.
 - ___ The Pueblo County Code has specific requirements for off-street loading. If off-street loading is provided on the site, then compliance with Section 17.112.130, Off-Street Loading, shall be depicted upon the parking plan.

_____ Documentation of Approved Access/Driveways (*required only IF access road is NOT maintained by Pueblo County Public Works*).

- *Applicable Metropolitan District if onto a County road or alley, or the Colorado Department of Transportation if onto a State or Federal highway.*
 - *Documentation of access approval is required to be submitted in conjunction with submittal of the parking plan.*

_____ [Shell Building Certification](#) (Owner Authorization when project is for a Shell Building Only)

_____ 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.

_____ 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*).