

### Rural Land Use Plan Checklist

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

- \_\_\_\_\_ Letter of Request (Project Narrative)
  - \_\_\_\_\_ 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
  - \_\_\_\_\_ **WAVIER OF ANY REQUIRED INFORMATION AND JUSTIFICATION FOR THE WAVIER MUST BE INCLUDED IN THIS LETTER**
  
- \_\_\_\_\_ [Letter of Consent](#) *(if applicant role is as Designated Representative)*
- \_\_\_\_\_ Proof of Ownership by Recorded Deed *(including associated Recorded Power(s) of Attorney. POA must be recorded in Pueblo County.)*
- \_\_\_\_\_ Current Title Work
- \_\_\_\_\_ Source of water (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 is required.
- \_\_\_\_\_ Method of wastewater disposal (one of the following):
  - \_\_\_\_\_ Letter from Sanitation District
  - \_\_\_\_\_ Letter from Health Department
- \_\_\_\_\_ Documentation of access approval to site from appropriate agency/department *(if property IS NOT accessed from a Pueblo County Public Works’ maintained road.)*
- \_\_\_\_\_ Fire Protection Letter/Plan
- \_\_\_\_\_ Rural Land Use Improvement Agreement

\_\_\_\_\_ Roadway Design and Construction Plans

\_\_\_\_\_ Homeowners Covenants

\_\_\_\_\_ Maintenance Plan

\_\_\_\_\_ Geotechnical Report

\_\_\_\_\_ Rural Land Use Plan

\_\_\_\_\_ Pre-1972 Deed (*as applicable*)

\_\_\_\_\_ If the property is unplatted or includes a partial lot, a copy of the recorded warranty deed, recorded or signed prior to August 31, 1972, for the same property is required.

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