

Special Use Permit Checklist / Special Use Permit Amendment Checklist

Uses other than Tower and/or Extraction

All submittal materials listed below must be submitted electronically in .pdf format.
Application for Special Use Permit shall be included, but are not limited to the following:

- Letter of Request** (Project Narrative)
 - Date of Application.
 - Owner and Owner’s Representative or Consultant (Addresses, telephone numbers and email)
 - Assessor’s Parcel Number and present zoning.
 - Request and reason for the special use permit
 - Existing and proposed facilities, structures, roads, etc.

- Proposed 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 shall be submitted.

- Proposed method of wastewater disposal (***ONE of the following***)
 - Letter from Sanitation District
 - City-County Health Department preliminary investigation

- Letter of Consent** (*when applicant role is as Designated Representative*)
- Proof of ownership by recorded deed
- Neighborhood Meeting Required (As determined by P&D):
 - Applicant shall provide written notice of the meeting, date, time, place, and subject of the meeting to P&D at least 21 days in advance of the meeting. This shall include all information required to access the meeting if conducted virtually.
 - Planning & Development must approve the date, time, and location of the meeting.
 - The applicant shall send the notice to every owner and group identified within a 500’ radius of the property, as well as provide a copy of the notice to P&D.

- _____ Obtain this info from the Accessors office or contact the Pueblo County GIS Dept for this info.
- _____ Provide courtesy electronic notice to any affected neighborhood organization that requests notification from P&D. A copy of the meeting notice shall be attached to the electronic notice to allow additional distribution within the org.
- _____ Post a copy of the notice in at least 2 locations in or within 1,000' of the outreach area that are open to the public, such as a community notice board in a grocery store or coffee shop.
- _____ If the applicant has a website, post a copy of the notice on the website.
- _____ The notice must be mailed/emailed no later than 14 calendar days prior to the meeting date.

Procedure:

- _____ The applicant must provide for and conduct either a physical or hybrid meeting.
- _____ A required application outreach meeting must be held 180 days or fewer before the application is submitted.

Meeting Content and Conduct:

- _____ The applicant shall present a concept plan, describe project impacts, describe ways to mitigate impacts, facilitate a discussion, and answer questions during the meeting.
- _____ The concept plan shall, at a minimum, delineate access to the site, internal circulation, the range of density of the entire property or the maximum intensity (sq footage and stories for all buildings).
- _____ The meeting shall be conducted so that participants have an opportunity to ask questions and provide comments.

Information Provided w/Application.

- _____ A written list of names and addresses of those given notice, how notice was provided, and meeting participants.
- _____ A written summary of the meeting including all public and applicant comments.
- _____ The applicant shall make the summary available to the meeting attendees and the public for inspection following the filing of a complete application.

_____ [Site Plan Drawing](#) that includes (at a minimum) the following:

- _____ 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)

- _____ General Location/Vicinity Map

- _____ Platted/Known Easements/Building Setback Lines (as reflected upon the original subdivision plat, if applicable)
- _____ Location, Exterior Dimensions and Use Identification of **Proposed Structure(s)** with Four (4) Distances* from Structure(s) to Front, Sides, & Rear Property Lines

- _____ Location, Exterior Dimensions and Use Identification of **ALL Existing Structure(s)** 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)

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

- _____ Location, Type and Height of Existing and Proposed Fences
- _____ Road/Street Name(s) Adjacent to Property

(NOTE: None of the drawings required above shall be larger than 11"x17" and ALL items must be submitted in .pdf format)

- _____ 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).*