

Zoning Compliance Review - Hemp 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.
 - ___ Project description
 - ___ Action requested and the reason/purpose for the request.
 - ___ Existing and proposed facilities, structures, roads, etc.

___ Letter of Consent (when applicant role is as Designated Representative)

- ___ Proof of ownership by recorded deed
- ___ Proposed source of water (provide 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 (provide ONE of the following):
 - ___ Letter from Sanitation District
 - ___ Letter from Health Department

- ___ Documentation of access approval to site from appropriate agency/department.
 - **Required ONLY IF access road is not maintained by Pueblo County Public Works.**
 - Letter or Email from appropriate agency/dept specific to the request; a copy of the signed access permit or routing sheet sign off is NOT acceptable.)

___ 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

- _____ ZCRH Checklist
- _____ Supplemental Map:
 - _____ Which includes specific information for adjacent properties within a 250-foot perimeter as measured from the walls of the structure or existing property.
- _____ Copy of Commercial Industrial Hemp Permit or Research and Development Permit from the State of Colorado Department of Agriculture
- _____ Documentation of Female Hemp Plant Designation
- _____ [Acknowledgment of the Hemp Establishment](#)
- _____ Map showing Marijuana Establishments Within 5 Miles of the Hemp Establishment
- _____ 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).