



Certificate of Nonconformance (NCU)

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

_____ Completed Application for Certificate: [Administrative Certificate Application NCU, POR, MBC, and CCU](#)

_____ Letter of Request should contain, at a minimum, the following:

_____ Date of Application.

_____ Owner and Owner’s Representative or Consultant Mailing Addresses, Telephone Numbers, and Email Addresses

_____ Site location, dimensions, and size of property in feet and acres, and present zoning.

_____ Project description or project narrative

_____ Action requested and the reason and purpose for the request.

_____ Existing and proposed facilities, structures, roads, etc.

_____ View the Example [Site Plan Drawing](#) that includes, at a minimum, the following. **The site plan must include all property boundaries, structures, easements, and other relevant features, drawn to scale.**

_____ 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 or Google maps will not be accepted.

_____ Property Owner’s Name

_____ Find the **Assessor’s Parcel Number** in [Parcel Records Search](#) by entering Address or Owner’s Name.

_____ From the search get the **Address and Legal Description of the Property**

_____ Next, in the map, click on the layers icon to get the **Current Zone District**

_____ Platted and Known Easements and Building Setback Lines as reflected upon the original subdivision plat, if applicable.

_____ Location, Exterior Dimensions and Use Identification of **Proposed Structures and ALL Existing Structures** with Four (4) Distances from Structures to Front, Sides, and Rear Property Lines and Distance to or Separation between Other Existing Structures and or Proposed Structures.

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

_____ Corner Lot measuring requirements

_____ Location, Type, and Height of Existing and Proposed Fences

_____ Add the Road Names Adjacent to Property

- _____ Proof of Current Ownership by Recorded Deed including associated recorded Powers of Attorney. POA must be recorded in Pueblo County.
- _____ Historical Deeds Prior to Zoning Adoption, August 8, 1963, for Avondale and the rest of the County, January 6, 1967, for Beulah, Rye, and Colorado City, as applicable.
- _____ Current and Void Property or Mobile Home Cards from the Assessor's Office 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.