



## Multi-Family Dwelling Site Plan Review (MF) Checklist

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

- \_\_\_\_\_ 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

- \_\_\_\_\_ Permanent Trash Bin or Dumpster location and enclosure, if applicable.
- \_\_\_\_\_ Mailbox location, if proposed within project area.
- \_\_\_\_\_ Designated Off-Street Parking including Use Factors and Calculation Summary. View the UDC standards on our webpage [17.04.020 – Off-Street Parking and Loading](#)
- \_\_\_\_\_ Identify the adjacent uses and zone districts.
- \_\_\_\_\_ If installing fire hydrants, show proposed location or if existing, show existing location.
- \_\_\_\_\_ Limits of 100-year Floodplain, if applicable.
- \_\_\_\_\_ Download and fill out the [Letter of Consent](#) if the applicant role is as Designated Representative.
- \_\_\_\_\_ Certificate of Good Standing as applicable to LLC property ownership.
- \_\_\_\_\_ 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.
- \_\_\_\_\_ Documentation of Approved Access or Driveways, required only IF access road is NOT maintained by Pueblo County Public Works.
- \_\_\_\_\_ Written documentation of access approval to site from the appropriate agency or department including corresponding Traffic Statement or Impact Analysis depending on scope of project.
- \_\_\_\_\_ Written documentation of drainage approval to site from the appropriate agency or department including corresponding Drainage Report.
- \_\_\_\_\_ Letter from the Potable Water Provider or Division of Water Resources that water service will be provided.
- \_\_\_\_\_ Letter from Wastewater Provider or Department of Pueblo Department of Public Health and Environment that sanitary sewer services will be provided.