



## Single Family Residence & Duplex (ZABP) Checklist

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

- \_\_\_\_\_ Routing Sheet from Pueblo Regional Building Department by going to the [Pueblo Means Business Portal](#)
- \_\_\_\_\_ 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.