



### 1041 Permit Requirement Overview (SLI)

All submittal materials listed below must be submitted electronically in .pdf format. Submittal requirements subject to change depending on type of project and scope

- \_\_\_\_\_ Application Form with Owner, Applicant and Representative Signatures
- \_\_\_\_\_ Letter of Request:
  - \_\_\_\_\_ Project description
  - \_\_\_\_\_ A vicinity map and plot plan of the Project. Plot Plan shall be drawn to scale, and include parcel dimensions, square feet or acreage, existing and proposed structures, existing and proposed infrastructure, existing and proposed facilities and equipment, water bodies and drainages, and slopes that exceed 15 percent.
  - \_\_\_\_\_ Address project compliance with the approval criteria or guidelines within the applicable chapter of the Regulations.
  - \_\_\_\_\_ Environmental impacts, including potential impacts to land, water, air, visual or aesthetic qualities, vegetation, and wildlife, as well as impacts due to noise and odor.
  - \_\_\_\_\_ The presence of and impact to any historical or archeological sites
  - \_\_\_\_\_ Geologic suitability and constraints of the site for the proposed use
  - \_\_\_\_\_ Impacts to existing and adjacent land uses
  - \_\_\_\_\_ Drainage, stormwater management, erosion
  - \_\_\_\_\_ Traffic impacts, including a haul route for any construction, for any construction phase and for completed Project to include a construction schedule.
  - \_\_\_\_\_ Address Project compliance with the 2022 Pueblo Regional Development Plan.
  - \_\_\_\_\_ Identify any existing or needed permits, approvals, contracts, or agreements associated with or required for the Project.
  - \_\_\_\_\_ A copy of any subdivision covenants, utility easements and restrictions associated with the site.
  - \_\_\_\_\_ Please refer to the Pueblo County Unified Development Code (UDC) Chapter 17.07 - Areas and Activities of State and Local Interest for project specific submittal requirements.
- \_\_\_\_\_ Public Outreach Plan
- \_\_\_\_\_ Development or Concept Plan
  - \_\_\_\_\_ The Development Plan shall be drawn to scale, and include parcel dimensions, square feet or acreage, existing and proposed structures, existing and proposed infrastructure, existing and proposed facilities and equipment, water bodies and drainages, and slopes that exceed 15 percent.

- \_\_\_\_\_ Elevation drawings and architectural drawings, as applicable, for any structures, facilities or equipment associated with the Project
- \_\_\_\_\_ Signed Mineral Estate Owner Certification  
A certification statement confirming that the applicant has examined the records of the Pueblo County Clerk and Recorder for the existence of any mineral estate owners or lessees that own less than full fee title in the property.
- \_\_\_\_\_ Environmental Impact Assessment  
An environmental inventory and impact statement regarding any site and viewshed impacts, including direct and indirect impacts to national or state forests and grasslands, national or state parks, County parks, wildlife management areas, conservation easements, recreational areas, or any known historic or cultural resources within one half (1/2) mile of the Project Boundary. Wetlands, rivers and streams, and floodplains shall be inventoried, delineated, and mapped in order to provide baseline data for the evaluation of the current proposal.
- \_\_\_\_\_ Traffic Study or Traffic Plan.  
Check with Pueblo County Department of Public Works for project specific requirements. All projects accessing off of any State highways must also contact the Colorado Department of Transportation.
- \_\_\_\_\_ Draft Grading Plan.  
A final Grading Plan is required prior to the commencement of any construction activities.
- \_\_\_\_\_ Preliminary Drainage Report. Must be prepared by an engineer licensed in the State of Colorado.
- \_\_\_\_\_ Emergency Response Plan to include Fire Protection Letter and Plan
- \_\_\_\_\_ Construction Management and Mitigation Plan  
Due prior to issuance of any building permits or construction activities.
- \_\_\_\_\_ Decommissioning and Reclamation Plan when application is for Utility Scale Solar. See Pueblo County Unified Development Code (UDC) Sec. 17.07.060(e)(3)(Xii) for Decommissioning and Reclamation Plan requirements.
- \_\_\_\_\_ Draft Screening and Vegetation Plan and Erosion and Sediment Control Plan if applicable.
- \_\_\_\_\_ Visual Impact Analysis for Utility Scale Solar Projects
- \_\_\_\_\_ Mineral Notice Certification  
The applicant must provide a signed certification confirming that the applicant has, at least 30 days prior to the initial public hearing, transmitted to the County and to the affected mineral estate owners and lessees the notices required by §24-65.5-101, et seq.
- \_\_\_\_\_ Local Worker and Union Worker hiring data for Utility Scale Solar Projects.  
Submission required prior to the initial commercial operating date of the Facility.
- \_\_\_\_\_ Final Grading Plan. Due prior to any construction activities.



## Neighborhood Meeting Standards:

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\_\_\_\_ 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 with 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.