



Location and Extent Review (LAER) Checklist

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

***Site Plan includes all property: The site plan must include all property boundaries, structures, easements, and other relevant features, drawn to scale. ***

- _____ 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.
 - _____ *Detailed description of proposed lighting (**only if submitting a Lighting update or a full Site Development Plan*)
- _____ Download and fill out the [Letter of Consent](#) when the applicant role is as Designated Representative.
- _____ If Owner is other than Individual, please provide the following:
 - _____ 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.
- _____ Documentation of Approved Access/Driveways (**required only IF access road is NOT maintained by Pueblo County Public Works*).
- _____ **Site Development Plan:**
 - _____ **Parking Information Requirements:**
 - _____ Common address and legal description of the off-street parking area property and (if different) the address and legal description of the property it will serve;
 - _____ Parcel dimensions and acreage;
 - _____ Name of access road (street) to the property;

- _____ Show the locations of existing or proposed access points with widths and distances to property lines from each side
(Engineering & Public Works Road Access Review)
- _____ Name of person or firm preparing the plan;
- _____ North arrow and scale;
- _____ Legal and physical features affecting the design (*e.g., easements, landscaping, utility poles, sidewalks, buildings, signs*);
- _____ Location and dimensions of each parking space and access way, including identification of handicapped and compact car spaces (if any); dimensions of standard parking spaces may be identified by a “typical” drawing.
- _____ Identification of surfacing (*i.e., concrete/asphalt/gravel, etc.*) for all spaces and access ways;
- _____ Table Providing Specific identification of proposed use and statement of use factors upon which off-street parking standard compliance can be determined (*e.g., hotel with 30 guest rooms, medical office with 3,200 square feet net floor area, warehouse with 20 main shift employees*).
- _____ If applicable, submit a copy of the I.B.C. Rated Occupancy as obtained in writing from the Pueblo Regional Building Department.

Lighting Information Requirements:

- _____ Cut Sheets
- _____ Site/Photometric Plan drawn to scale (aerial view maps will not be accepted) of the subject property that contains:
 - _____ Common address and legal description of the property
 - _____ Parcel dimensions
 - _____ Parcel acreage
 - _____ Name of access road (street) to the property
 - _____ Show the locations of existing or proposed access points with widths and distances to property lines from each side
(Engineering & Public Works Road Access Review)
- _____ Name of person or firm preparing the plan
- _____ North Arrow & Scale
- _____ Legal & physical features (*e.g., easements, landscaping, utility poles, sidewalks, buildings, signs*)
- _____ Public/Private Road(s)
- _____ Location, type, and height of the luminaries, including both building and ground mounted.
- _____ Angle of the light emissions

- _____ Average illumination levels (***** Average illumination level MUST be shown on prints *****)
- _____ A description of the luminaries, including lamps, poles or other supports, and shielding devices, which may be provided as catalogue cut sheets from the manufacturer;
- _____ All Commercial and Industrial lighting shown on submitted plans must:
 - _____ Be designed, located, installed and directed in such a manner to prevent objectionable light at and across the property lines, and to prevent glare at any location on or off the property;
 - _____ Have a nominal correlated color temperature (CCT) of no greater than 3,000 degrees Kelvin.
 - _____ Not exceed the maintained horizontal illuminance recommendations set by the Illuminating Engineering Society of North America (IES) or an average illumination level of 1.5 footcandles for the illuminated area;
 - _____ Not exceed one-tenth (0.1) footcandle as a direct result of the on-site lighting measured twenty (20) feet beyond the property line of the development site;
 - _____ Be full cut-off style fixtures for all parking area lighting.
 - _____ Be illuminated with flush mounted, flat lens light fixtures for all under-canopy fueling areas.
 - _____ Be shielded to prevent glare and/or light trespass from all building, site and aesthetic lighting;
 - _____ Up lighting is prohibited for externally illuminated signs except for monument signs of less than six (6) feet overall height;
 - _____ Floodlighting is discouraged, however, if used, it shall be shielded to prevent the following:
 - _____ Objectionable light trespass at and across property lines.
 - _____ Glare at any location on or off the property
 - _____ Security Lighting
 - _____ Use the lowest possible illuminations to effectively allow surveillance.
 - _____ Be shielded and aimed so the illumination is directed to the designated areas.
 - _____ Light above a 90 degree horizontal plane;
- _____ Have the following maximum mounting height:
 - _____ 24 feet when the fixture is located within 75 feet of the site's boundary; or
 - _____ 40 feet when the fixture is located beyond 75 feet from the property line.

- _____ Brightness levels for reader boards (*aka electronic message centers*) shall be set at 75% for daytime use and 50% for nighttime use.

Screening & Buffering Information Requirements:

- _____ A description of the fencing and/or buffering materials, type of landscaping, height of materials, and elevation drawings of materials to depict compliance with screening and buffering requirements.
- _____ Documentation either by catalogue cut sheets or letter from the manufacturer that the screening provides at least a 90% opacity to substantially block any view of material, equipment, or stored vehicles from any point located on a street or adjoining property adjacent to the site