



## Merger by Contiguity Certificate (MBC) Checklist

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. If the parcel is very large, in addition to the parcel dimensions, you can use a zoomed in shot for the details of structures. Distances to parcel boundary lines are still required.
  - \_\_\_\_\_ Find the **Assessor’s Parcel Number** in [Parcel Records Search](#) by entering Address or Owner’s Name.
  - \_\_\_\_\_ From the search, also get the **Address and Legal Description of the Property**
  - \_\_\_\_\_ Next, in the map menu, click on the layers icon, check County Zoning to get the **Legacy Zone District. Then go to the UDC, Page 7, to get the updated zoning.**
  - \_\_\_\_\_ 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, UDC Chapter 17.04.090(c): Where two streets intersect, the minimum sight triangle length is 30 feet. Where a driveway intersects with a street, the minimum sight triangle length is 15 feet.
- \_\_\_\_\_ Location, Type, and Height of Existing and Proposed Fences
- \_\_\_\_\_ Show the locations of existing or proposed access points with widths and distances to property lines from each side
- \_\_\_\_\_ Add the Road Names Adjacent to Property
- \_\_\_\_\_ Property Owner's Name
- \_\_\_\_\_ Proof of Current Ownership by Recorded Deed including associated recorded Powers of Attorney. POA must be recorded in Pueblo County.
- \_\_\_\_\_ Historical Deeds Prior to Subdivision Adoption which is prior to August 13, 1972 **OR** Recorded Subdivision Information.
- \_\_\_\_\_ Current and Void Property and Mobile Home Cards from the Assessor's Office if applicable.
- \_\_\_\_\_ 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.