



Mining & Extraction Permit (MEP) Checklist

FOR MINERAL EXTRACTION AND PROCESSING OPERATIONS, CONCRETE BATCH PLANTS, HOT MIX ROAD AND ASPHALT PLANTS

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

Please include this checklist with your application.

The following information must be submitted with each application, including amendment requests. This checklist is provided for the convenience of the applicant and should not be construed to determine completeness of an application. Upon staff review, additional information and or copies may be required based upon the nature of a specific site and or request.

- _____ Letter of Request
 - _____ Property owners of record, address, and phone number
 - _____ Mineral rights owners of record, address, and phone number
 - _____ Current lessees of surface area, i.e. grazing, recreation, address and phone number
 - _____ Lessees and operators of substance to be mined, mailing address and phone number
 - _____ Request and reason for the special use permit. Include all proposed activities to be covered under the special use permit, i.e., blasting, crushing, screening, washing, batch plant, hot mix road or asphalt plant, stockpiling, processing of off-site materials, scale house, office, etc.
 - _____ Name of Operation, i.e., pit, mine, site.
 - _____ Type of mine. Specify, i.e. MLRB Permit – 110, 111,112 etc, underground, open pit, quarry, etc., and substance to be mined and or processed like sand, gravel, borrow material, etc.
 - _____ Site location, distance to nearest town, community, highway, elevation, and primary mine entrance using latitude and longitude or Universal Transverse Mercator (UTM) values.
 - _____ Legal description which may be abbreviated if lengthy metes and bounds, but must include ¼ -¼ sections, townships, and ranges.
 - _____ Present zoning and land use.
 - _____ Current surrounding zoning and land uses.
 - _____ Proposed post-reclamation land use.
 - _____ Existing and proposed facilities, permanent manmade structures, roads, etc.
 - _____ Number of acres in the parcel.
 - _____ Proposed number of acres to be permitted, including areas for extraction, processing, stockpiles, roads, employee parking, scale houses, dewatering pits, etc.
 - _____ Proposed days, hours, and seasons of operation.
 - _____ Estimated life of operation in years.
 - _____ Proposed number of main-shift employees, and number of shifts per day
 - _____ Proposed haul routes from site to nearest state highway.
 - _____ Number of loads hauled per day.

- _____ Proposed hours of hauling operations. May be adjusted along school bus routes.
- _____ Proposed methods of dust control on-site and on haul routes
- _____ Proof of water **permitted for use by the proposed operation**, i.e. for drinking, dust control, and washing, by one or more of the following:
 - _____ Copy of well permits
 - _____ Commitment letter from Water District
 - _____ Letter from State Engineer's Office, Division of Water Resources, verifying permitted use, only if a wet pit is proposed and or well water will be used for industrial use.
 - _____ Download and fill out the [Water Supply Information Summary Form](#)
 - _____ Upload the Division of Water Resources' Reply.
- _____ Download and fill out the [Letter of Consent](#) when the applicant role is as Designated Representative, and the project property is not owned by the applicant or business.
- _____ Proof of land ownership by recorded deeds for each parcel
- _____ 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.
- _____ Proof of mineral rights ownership by recorded document for each parcel
- _____ Mineral rights lease agreement for each parcel, if applicable
- _____ Source of legal right to enter site

Maps: All Plan Maps shall be drawn to scale. Maps may be combined but must be legible.

- _____ Site Plan and or Pre-Mining Plan Map of the subject parcel, deeded area, that contains:
 - _____ Parcel dimensions
 - _____ Parcel acreage
 - _____ Parcel legal description to nearest ¼ -¼ Section, Township, Range
 - _____ Topographic relief, contours at minimum 2' intervals for predominant ground slopes over 5% grade
 - _____ Existing permanent manmade structures, including fences, utility lines, wells
 - _____ Existing floodplains, sensitive areas, critical wildlife habitat, migration routes
 - _____ Setbacks, dimensions, from structures to the property lines and other structures
 - _____ North arrow and scale, written and graphic
 - _____ Access roads to site
 - _____ Easements, platted and or deeded, for utilities, access, conservation
 - _____ Public and private roads that abut site
- _____ Mining and Processing Operations Plan Map
 - _____ All elements required for Site Plan and or Pre-Mining Plan Map
 - _____ Affected areas on parcel, including mining and processing sites, roads, stockpiles
 - _____ Proposed permanent manmade structures and portable processing equipment

- _____ Proposed mining cells, phases, etc.
- _____ Proposed order and direction of mining operation
- _____ Required and proposed buffers around permanent man-made structures, property lines, roads, utility easements, wells, water lines, natural water sources, critical habitats, and other sensitive areas
- _____ Reclamation Plan Map
 - _____ All elements required for Site Plan and or Pre-Mining Plan Map
 - _____ Proposed reclamation cells, phases, etc.
 - _____ Proposed order and direction of reclamation
 - _____ Affected areas that will not be reclaimed, i.e. roads, dewatering ponds, etc.
- _____ Vicinity Map, does not have to be to scale, but must be legible, depicting site location relevant to nearest town in Pueblo County, elevation and primary entrance location using latitude/longitude or Universal Transverse Mercator (UTM) values.
- _____ Haul Route Map, does not have to be to scale, but must be legible.
 - _____ County road and State Highway names
 - _____ Location of existing utilities, irrigation ditches, bridges within road rights-of-way
 - _____ Proposed haul routes from site to nearest state highway
- _____ Proof of sewer and sanitation service to be provided for employees, by one or more of the following:
 - _____ Letter from Sanitation District
 - _____ Pueblo Department of Public Health and Environment [Preliminary Investigation Form](#) for Outdoor Wastewater Treatment System (OWTS)
 - _____ Other, i.e., letter of commitment from portable service company.
- _____ Grading and Drainage Plan
 - _____ Proposed grading as solid contour lines
 - _____ Existing topography as dashed line contours
 - _____ One (1) foot interval for predominantly level topography
 - _____ Two (2) foot intervals for predominant ground slopes of five percent grade.
- _____ List of all parcel numbers included within permit.
- _____ List of other permits, Local, State, and Federal, required to conduct proposed uses
- _____ List of specific agencies, companies, special districts providing services to site **and** vicinity, i.e., gas, electric, phone, cable, fire protection, school district, conservation district, water district, and irrigation ditch company.
- _____ Each map reduced to 8½" x 11"
- _____ Digital File of All Maps, except Vicinity Map, on CD, USB Drive, or emailed to this Department prior to submittal, planning@pueblounty.us, in .DWG **AND** .PDF format.
 - _____ If site is surveyed, the .DWG, drawing file, shall be positioned correctly in Modified State Plane coordinate system.
 - _____ If site is not surveyed prior to application, the .DWG, drawing file, of the maps shall still be submitted. Site survey and a .DWG file tied to grid coordinates may be required upon approval of the special use permit.