



Preliminary Plan Requirements (PREL) Checklist

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

- _____ Download and fill out the [Water Supply Information Summary Form](#). This is an Office of State Engineer Requirement.
- _____ 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.
 - _____ **WAIVER OF ANY REQUIRED INFORMATION OR REPORTS AND JUSTIFICATION FOR THE WAIVER MUST BE INCLUDED IN THIS LETTER.**
 - _____ Total number of proposed dwelling units
 - _____ Total number of square feet of proposed non-residential floor space
 - _____ Total number of proposed off-street parking spaces, excluding those associated with single-family residential development.
 - _____ Estimated total number of gallons per day of water system requirements.
 - _____ Estimated total number of gallons per day of sewage to be treated where a central sewage treatment facility is proposed, or sewage disposal means and suitability where no central sewage treatment facility is proposed.
- _____ 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.
- _____ 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.
- _____ **The Preliminary Plan** shall be drawn such that the accuracy of location of alignments, boundaries and monuments are certified by a Registered Land Surveyor in the State of Colorado, and must contain, at a minimum, the following:
 - _____ North Arrow
 - _____ Name of Subdivision Preliminary Plan

- _____ Subtitle containing: Lot, Block, Subdivision Name or Tract Number for Pueblo West and Unit Number for Colorado City, Quarter Section, Section, Township, Range, 6th P.M., Pueblo County, Colorado
- _____ Name and address of owners
- _____ Name and address of subsurface mineral right owners & lessees
- _____ Name and address of designer
- _____ Legal description of property with total acreage
- _____ Graphic and written scale: Scale not less than 1" = 100'. Variations can be accepted in case of large subdivisions and different scale can be used if approved in advance by the Director of the Department of Planning and Development.
- _____ Vicinity map with general location of subdivision, related existing and planned streets and highway systems, zoning district, taxing and other special districts, significant vegetation patterns.
- _____ Subdivision boundary layout
- _____ Lot and street layout
- _____ Lots and Blocks numbered consecutively
- _____ Area of each lot to nearest hundredth of an acre or nearest square foot.
- _____ Area of dedicated roads to nearest hundredth of an acre or nearest square foot.
- _____ Percent of total area to be devoted to roads and other specified uses.
- _____ Location and identification of all existing and public and private easements
- _____ Existing and proposed street names
- _____ Sites to be reserved or dedicated for parks, playgrounds, schools, or other public use
- _____ Sites for, if any: multi-family dwellings, centers, community facilities, industry, other uses exclusive of single-family dwellings.
- _____ Common open space not dedicated to or reserved for public use
- _____ Perimeter relevant information within ½ mile – accesses, abutting subdivision outlines and names.
- _____ Abutting property lines
- _____ Existing buildings, other easements, gas lines, telephone lines, powerlines, and other features on and within 200' of proposed subdivision boundaries.
- _____ Location, size, and proposed use of all easements. All utilities must be constructed within approved easements.
- _____ Soil types and boundaries based on NLSS, USDA, SCS
- _____ Interpretations and descriptions for soil types shown
- _____ Significant geologic features
- _____ **Topography:** Elevations based on NGS Sea Level Data
 - _____ Existing contours at 1' intervals for predominately level topography throughout subdivision
 - _____ Existing contours at 2' intervals for predominant ground slopes between level ground and 5% grade
 - _____ Existing contours at 5' intervals for slopes over 5% grade
 - _____ Generalized grading plan identifying cut and fill and street gradient, proposed contours as solid lines and existing contours as dashed lines
 - _____ Approximate boundaries of areas subject to inundation of stormwater overflows of an intensity estimated to occur with a return frequency of once every hundred years

_____ Water courses and proposed stormwater drainage systems including culverts, water areas, streams, areas subject to occasional flooding, marshy areas, swamps.

_____ **Preliminary Drainage Report** shall document the drainage system and that Report shall be developed in accordance with the General Engineering Specification for Drainage as set forth in the Pueblo County Unified Development Code Sec. 17.06.080(d)(4). **NOTE:** Detail design of drainage structures not required for preliminary report.

_____ If Soil Erosion and Sedimentation Control Plans are required, the Preliminary Plan submission shall not be considered completed until such Plans have been submitted to the Board, or its designated agent, for review of the Preliminary Plan.

_____ Text identifying the substance of all covenants, grants of easements or restrictions to be imposed upon the use of land, buildings, and structures.

_____ Download and fill out the [Geologic Suitability Report](#) to be provided to a Professional Geologist

_____ Payment Directly to Colorado Geological Survey for the form above. Upload a copy of the receipt after payment.

_____ Table of soil type interpretations from the Soil Conservation Service Soil Survey of Pueblo Area, Colorado text.

_____ Abstract of title for property, or evidence of a title insurance policy and related supporting materials, no more than 30 days old from the date of submittal.

_____ Estimated construction costs and finance method for providing required services and related facilities: street, water, sewage, storm drainage and other utilities.

_____ Adequate evidence that a water supply, sufficient in terms of quality, quantity, and dependability will be available to ensure an adequate supply of water for the type of subdivision proposed – refer to the Pueblo County Unified Development Code (UDC), Sec. 17.06.080(d)(4).

_____ Evidence that public or private sewage treatment facilities can and will provide adequate sewage treatment for the proposed subdivision of such service is to be provided by an existing district.

_____ The owner and or subdivider shall provide evidence to the Pueblo County Planning Commission (PCPC), that notice of the time and place and subject matter of the meeting before the PCPC on the preliminary plan application has been sent to all owners of subsurface mineral interests and to lessees of subsurface mineral interest, if any, by registered mail, not less than five (5) days before the date fixed for each of said hearings. The PCPC shall act upon a request for preliminary plan review and approval until such time as proof of the notice required herein has been offered to and accepted by the PCPC.