



### Rural Land Use Plan (RLUP) Checklist

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

- \_\_\_\_\_ 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.
  - \_\_\_\_\_ **WAVIER OF ANY REQUIRED INFORMATION AND JUSTIFICATION FOR THE WAVIER MUST BE INCLUDED IN THIS LETTER**
- \_\_\_\_\_ 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 Ownership by Recorded Deed including associated Recorded Powers of Attorney. POA must be recorded in Pueblo County.
- \_\_\_\_\_ If ownership 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.
- \_\_\_\_\_ Source of water; one of the following:
  - \_\_\_\_\_ Letter from Water District
  - \_\_\_\_\_ Copy of well permit
  - \_\_\_\_\_ Applicant’s statement that cistern is used with information on where water is obtained/purchased. A letter from water supplier is required.

- \_\_\_\_\_ Method of wastewater disposal; one of the following:
  - \_\_\_\_\_ Letter from Sanitation District
  - \_\_\_\_\_ Letter from Pueblo Department of Health and Environment
- \_\_\_\_\_ Documentation of access approval to site from appropriate agency or department if the property IS NOT accessed from a Pueblo County Public Works' maintained road.
- \_\_\_\_\_ Fire Protection Letter and Plan
- \_\_\_\_\_ Rural Land Use Improvement Agreement
- \_\_\_\_\_ Roadway Design and Construction Plans
- \_\_\_\_\_ Homeowners Covenants
- \_\_\_\_\_ Maintenance Plan
- \_\_\_\_\_ Geotechnical Report
- \_\_\_\_\_ Rural Land Use Plan

**NOTE:** If property owners choose to update their deeds to match the new platted legal description, they should consult with an attorney or title professional. This is a private conveyance decision and is not required by Pueblo County Planning & Development for plat approval. Our office is happy to record any deed provided with the plat. Please contact the Assessor's Office regarding any requirements they may have.