



Site Development Plan (SDP): Screening & Buffering Update:

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.
 - _____ 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, 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 as applicable to LLC property ownership.
 - _____ 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 or Driveways. Required only IF access road is NOT maintained by Pueblo County Public Works.

- _____ **Screening and 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.