



Special Use Permit (SUP) Checklist Special Use Permit Amendment (SUPA) Checklist

Uses other than Tower and Mining & Extraction

All submittal materials listed below must be submitted electronically in .pdf format.
Application for Special Use Permit shall be included, but are not limited to the following:

- _____ 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.
 - _____ Signature of owner or representative
- _____ Proposed 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 shall be submitted.
 - _____ Download and fill out the [Water Supply Information Summary Form](#)
 - _____ Upload the Division of Water Resource’s Reply.
- _____ Proposed method of wastewater disposal. **ONE** of the following.
 - _____ Letter from Sanitation District
 - _____ Pueblo Department of Public Health and Environment [Preliminary Investigation Form](#) for Onsite Wastewater Treatment System
- _____ 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
 - _____ 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.

_____ **Neighborhood Meeting Required as determined by P&D:**

_____ Applicant shall provide written notice of the meeting, date, time, place, and subject of the meeting to P&D at least 21 days in advance of the meeting. This shall include all information required to access the meeting if conducted virtually.

_____ Planning & Development must approve the date, time, and location of the meeting.

_____ The applicant shall send the notice to every owner and group identified within a 500' radius of the property, as well as provide a copy of the notice to P&D.

_____ Obtain this info from the Accessors office or contact the Pueblo County GIS Department for this info.

_____ Provide courtesy electronic notice to any affected neighborhood organization that requests notification from P&D. A copy of the meeting notice shall be attached to the electronic notice to allow additional distribution within the organization.

_____ Post a copy of the notice in at least 2 locations in or within 1,000' of the outreach area that are open to the public, such as a community notice board in a grocery store or coffee shop.

_____ If the applicant has a website, post a copy of the notice on the website.

_____ The notice must be mailed/emailed no later than 14 calendar days prior to the meeting date.

Procedure:

_____ The applicant must provide for and conduct either a physical or hybrid meeting.

_____ A required application outreach meeting must be held 180 days or fewer before the application is submitted.

Meeting Content and Conduct:

_____ The applicant shall present a concept plan, describe project impacts, describe ways to mitigate impacts, facilitate a discussion, and answer questions during the meeting.

_____ The concept plan shall, at a minimum, delineate access to the site, internal circulation, the range of density of the entire property or the maximum intensity (square footage and stories for all buildings).

_____ The meeting shall be conducted so that participants have an opportunity to ask questions and provide comments.

Information Provided with Application.

_____ A written list of names and addresses of those given notice, how notice was provided, and meeting participants.

_____ A written summary of the meeting including all public and applicant comments.

_____ The applicant shall make the summary available to the meeting attendees and the public for inspection following the filing of a complete application.

_____ 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