



Zoning Compliance Review (ZCRH) - Hemp Checklist

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

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- ___ 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.
 - ___ 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.
 - ___ **Proposed Source of Water.** Provide 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.
 - ___ **Proposed Method of Wastewater Disposal.** Provide ONE of the following:
 - ___ Letter from Sanitation District
 - ___ Pueblo Department of Public Health and Environment preliminary investigation

- _____ Documentation of access approval to site from appropriate agency or department.
- **Required ONLY IF** access road is **not maintained** by Pueblo County Public Works.
 - Letter or Email from appropriate agency or department specific to the request. A copy of the signed access permit or routing sheet sign off is NOT acceptable.

_____ 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

- _____ Supplemental Map:
 - _____ Which includes specific information for adjacent properties within a 250-foot perimeter as measured from the walls of the structure or existing property.
- _____ Copy of Commercial Industrial Hemp Permit or Research and Development Permit from the State of Colorado Department of Agriculture.
- _____ Floor Plans with square footage of all facilities and uses, i.e., retail space, office space, cultivations, etc., for all buildings.
- _____ Documentation of Female Hemp Plant Designation
- _____ Download and fill out the [Acknowledgment of the Hemp Establishment](#)
- _____ Map showing Marijuana Establishments Within 5 Miles of the Hemp Establishment