



Site Development Plan (SDP) Checklist

This is a plan inclusive of all Parking Plan, Lighting Plan, and Screening and Buffering Plan information in one uploaded Site Development Plan
All submittal materials listed below must be submitted electronically in .pdf format.

The site plan must include all property boundaries, structures, easements, and other relevant features, drawn to scale.

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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.
 - _____ 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 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.
 - _____ Documentation of Approved Access or Driveways. Required only IF access road is NOT maintained by Pueblo County Public Works.
 - _____ **Site Development Plan:**
 - _____ **Parking Plan Information Requirements:**
 - _____ Common address and legal description of the off-street parking area property and, if different, the address and legal description of the property it will serve;
 - _____ Parcel dimensions and acreage;

- _____ Name of access road or street to the property;
- _____ Name of person or firm preparing the plan;
- _____ North arrow and scale;
- _____ Legal and physical features affecting the design example, easements, landscaping, utility poles, sidewalks, buildings, and signs;
- _____ Location and dimensions of each parking space and access way, including identification of handicapped and compact car spaces, if any; dimensions of standard parking spaces may be identified by a “typical” drawing.
- _____ Identification of surfacing, i.e., concrete, asphalt, gravel, etc., for all spaces and access ways;
- _____ Table Providing Specific identification of proposed use and statement of use factors upon which off-street parking standard compliance can be determined, example: hotel with 30 guest rooms, medical office with 3,200 square feet net floor area, and warehouse with 20 main shift employees.
- _____ If applicable, submit a copy of the I.B.C. Rated Occupancy as obtained in writing from the Pueblo County Building Division.

_____ **Deferred Parking Plan Requirements** only **IF** Deferred Parking is requested. Deferred Parking: An applicant may submit a request to defer the construction of the required number of parking spaces specified in the Unified Development Code if the request complies with the following standards.

- _____ Letter of Request:
 - _____ Date of Application
 - _____ Owner and Owner’s Representative or Consultant Addresses, Telephone Numbers, and Email Addresses.
 - _____ Site location, dimensions, and size of property, in feet and acres, and present zoning.
 - _____ Detailed justification for parking reduction request.

_____ **Reserve Parking Plan:**

- _____ The amount of off-street parking being deferred; and
- _____ The location of the area to be reserved for future parking, if needed, and or required by Pueblo County Planning and Development.

_____ **Parking Demand Study:**

- _____ Estimates of parking demand based on recommendations of the Institute of Traffic Engineers (ITE), or other acceptable estimates as approved by the Director and should include other reliable data collected from uses or combinations of uses that are the same as or comparable with the proposed use. Comparability will be determined by density, scale, bulk, area, type of activity, and location. The study shall document the source of data used to develop the recommendations.
- _____ Recorded and Notarized Agreement

_____ **Administrative Parking Reduction** only **IF** Administrative Parking Reduction is requested.

Administrative Parking Reduction: A request to reduce the required number of off-street parking spaces **NO MORE THAN 15%**, pursuant to the Unified Development Code.

_____ Letter of Request: to serve as the “Administrative Adjustment Justification”

_____ Date of Application

_____ Owner and Owner’s Representative or Consultant
Addresses, Telephone Numbers, and Email Addresses.

_____ Site location, dimensions, and size of property, in feet and acres, and present zoning.

_____ Detailed justification for parking reduction request.

_____ **Lighting Information Requirements: Either A or B:**

A _____ Cut Sheets and Photometric Site Plan of the subject property drawn to an engineer’s scale that contains the following. Aerial or Google view maps will not be accepted.

_____ Common address and legal description of the property

_____ Parcel dimensions

_____ Parcel acreage

_____ Name of access road or street to the property

_____ Name of person or firm preparing the plan

_____ North Arrow and Scale

_____ Legal and physical features, example: easements, landscaping, utility poles, sidewalks, buildings, and signs.

_____ Public or Private Roads

_____ Location, type, and height of the luminaries, including both building and ground mounted.

_____ Angle of the light emissions

_____ Average illumination levels **MUST** be shown on prints.

_____ A description of the luminaries, including lamps, poles or other supports, and shielding devices, which may be provided as catalogue cut sheets from the manufacturer;

B _____ Cut Sheets and Site Plan with Photometric data supplied by the manufacture **OR** a letter from a certified lighting professional stating that the proposed lighting meets the regulations of Section 17.04.040, Outdoor Lighting, of the Pueblo County Unified Development Code (UDC).

All Commercial and Industrial lighting shown on submitted plan must:

_____ Be designed, located, installed, and directed in such a manner to prevent objectionable light at and across the property lines, and to prevent glare at any location on or off the property;

_____ Have a nominal correlated color temperature (CCT) of no greater than 3,000 degrees Kelvin.

- _____ Not exceed the maintained horizontal illuminance recommendations set by the Illuminating Engineering Society of North America (IES) or an average illumination level of 1.5 footcandles for the illuminated area;
- _____ Not exceed one-tenth (0.1) footcandle as a direct result of the on-site lighting measured twenty (20) feet beyond the property line of the development site;
- _____ Be full cut-off style fixtures for all parking area lighting.
- _____ Be illuminated with flush mounted, flat lens light fixtures for all under-canopy fueling areas.
- _____ Be shielded to prevent glare and or light trespass from all building, site, and aesthetic lighting;
 - _____ Up lighting is prohibited for externally illuminated signs except for monument signs of less than six (6) feet overall height;
 - _____ Floodlighting is discouraged, however, if used, it shall be shielded to prevent the following:
 - _____ Objectionable light trespass at and across property lines.
 - _____ Glare at any location on or off the property
 - _____ Security Lighting
 - _____ Use the lowest possible illuminations to effectively allow surveillance.
 - _____ Be shielded and aimed so the illumination is directed to the designated areas.
 - _____ Light above a 90-degree horizontal plane;
 - _____ Have the following maximum mounting height:
 - _____ 24 feet when the fixture is located within 75 feet of the site's boundary; or
 - _____ 40 feet when the fixture is located beyond 75 feet from the property line.
 - _____ Brightness levels for reader boards, also known as electronic message centers, shall be set at 75% for daytime use and 50% for nighttime use.

_____ **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