



Site Development Plan (SDP): Parking Update

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 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.

 - _____ **Parking Update:**
 - _____ **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.