



## Zoning Compliance Review (ZCRM) - Marijuana Checklist

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

- \_\_\_\_\_ Letter of Request and Project Narrative
  - \_\_\_\_\_ Date of Application
  - \_\_\_\_\_ Owner and Owner’s Representative or Consultant Mailing Address, Telephone Numbers, and Email Addresses
  - \_\_\_\_\_ The reason for the submittal, including but not limited to, a detailed explanation of the intended use of the property. If the request includes a CHANGE OF LOCATION, also provide
    - \_\_\_\_\_ The name of the existing business
    - \_\_\_\_\_ Type of license
    - \_\_\_\_\_ Current license number
    - \_\_\_\_\_ Current and new location addresses
  - \_\_\_\_\_ Total number of Employees for all existing/proposed uses (i.e., retail space, office space, cultivations, 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.
- \_\_\_\_\_ 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
- \_\_\_\_\_ Location and Dimensions of Existing Licensed Premised Area, if applicable, outlined in Red.
- \_\_\_\_\_ Location and Exterior Dimensions of Existing and Proposed Areas for Outdoor Cultivations, if applicable.
- \_\_\_\_\_ Location, Type, and Height of Existing and Proposed Fences
- \_\_\_\_\_ Designated Off-Street Parking Spaces and Drive Aisles. **This will not take the place of the Parking Plan Approval Process.**
- \_\_\_\_\_ Supplemental Maps and Checklists:
  - \_\_\_\_\_ Existing Marijuana Businesses in the same building or in other buildings on the same property
  - \_\_\_\_\_ Existing residences/mobile homes established on adjacent properties within a 500-foot perimeter as measured from the walls and/or licensed premise of the structure
  - \_\_\_\_\_ Existing residences or mobile homes established on adjacent properties within a 500-foot perimeter as measured from the closest boundary of the licensed premise area to the closest wall of the existing residences or mobile homes. This is for all indoor establishments, including indoor cultivations.
  - \_\_\_\_\_ All zone districts for adjacent properties

- \_\_\_\_\_ Listing of all specifically named landowners, businesses and uses.
- \_\_\_\_\_ Proof of Legal Wastewater Disposal for private septic systems:
  - \_\_\_\_\_ Letter from the Pueblo Department of Health and Environment

**All letters shall include the specific proposed marijuana use, the name of the business and physical address of the property being served.**

- \_\_\_\_\_ Documentation of Legal Access IF access is on a road **NOT** maintained by Pueblo County Public Works. Please provide ONE of the following:
  - \_\_\_\_\_ Letter from Colorado Department of Transportation for access onto State Highways or Frontage Roads
  - \_\_\_\_\_ Letter from the Colorado City Metropolitan District, if applicable

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### **Internal P&D Review Requirements**

- \_\_\_\_\_ Review of Property address for Zoning Violations