



925 6<sup>TH</sup> STREET, ROOM 207  
DEL NORTE, CO 81132

# SITE PLAN CHECKLIST

Phone: 719-657-4003

App.	<b>APPLICATION CHECKLIST</b>	County
<input type="checkbox"/>	<b>Pre-application Meeting</b> with the County Land Use Staff as per section 3.08.B.2. Date: _____	<input type="checkbox"/>
<input type="checkbox"/>	<b>Application</b> filled out and signed by applicant and/or owner.	<input type="checkbox"/>
<input type="checkbox"/>	<b>Application Fee;</b> CK#: _____; Amt: \$ _____	<input type="checkbox"/>
<input type="checkbox"/>	<b>Proof of Ownership;</b> Copy of property deed or a title commitment which has been issued within sixty days of the application submittal.	<input type="checkbox"/>
<input type="checkbox"/>	<b>Surrounding Property Owner List</b> within 1,500 feet of the property as found in the County Assessor's records, mineral interest owners, and/or lessees of record not more than thirty (30) days old.	<input type="checkbox"/>
<input type="checkbox"/>	<b>Written Narrative</b> as per section 3.08.B.3.b Rio Grande County Land Use Development Code. ___ Description of purpose of the project ___ The proposed vehicular access with written documentation from Rio Grande County Road & Bridge or CDOT as required. ___ The source and quantity of water and written documentation from the Division of Water Resources. ___ The method of wastewater treatment and anticipated quantity. ___ Description of natural or man-made hazards. ___ Description of unique features, historical sites, landforms or scenic vistas.	<input type="checkbox"/>
<input type="checkbox"/>	<b>Site Improvement Plan:</b> per section 3.08.B.3.c, Rio Grande County Land Use Development Code. including the following: ___ Plan sheets no greater than twenty-four (24) x thirty-six (36) inch format in size. ___ Drawn at an appropriate scale ___ North arrow, vicinity map, and outline of parcel boundary or site plan area: ___ Location of streams, ponds, waterways and irrigation ditches: ___ Table identifying areas of building footprints, parking areas, landscaped areas and other uses: ___ Current and proposed grading and drainage patterns: ___ Location of all roads ___ Location of existing and proposed structures and their dimensions and dimensions to nearest property lines: ___ Location and dimensions of existing or proposed signs: ___ Location of utility easements	<input type="checkbox"/>
<p><b>Submit documents above with a copy of this form and a completed Land Use Application.</b></p> <p>Date Submitted to County Land Use Department: _____</p>		
<p><b>County Certification of Completed Application</b></p> <p>Signed: _____ Date: _____</p>		



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## Distribution to Referral Agencies

The Land Use staff shall distribute information in compliance with Section 3.02.B.4 Rio Grande County Land Use Development Code. Referral agencies will be sent the application within ten (10) days of Certification of Completed Application and be allowed 21 days to provide review comments back to the Rio Grande County Land Use Department.

Date Distributed: \_\_\_\_\_

Comment Due Date: \_\_\_\_\_

## County Land Use Administrator Decision

Decision: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_