



SUBDIVISION SUBMITTAL CHECKLIST – PART I

SUBDIVISION NAME: _____

SUBDIVIDER: _____

ENGINEERING/SURVEYING FIRM: _____

DATE: _____

1. Does the submittal include one (1) completed application form? yes no
2. Does the subdivider own the land being subdivided? yes no
 If yes, go to item 3.
 If no, is "Power of Attorney" included? yes no
3. Is the land being subdivided owned by a joint venture or trust? yes no
 If yes, has an "Affidavit for Property Held in Joint Venture or Trust" been executed and subscribed to before a person authorized to administer oaths? (see form DPW 117) yes no
4. Is the land being subdivided owned by an entity other than an individual, joint venture or trust? yes no
 If yes, has a "Statement of Authority" been completed and notarized? (see form DPW 116) yes no
5. Does the subdivision include the entire contiguous ownership of the subdivider? yes no
 If yes, go to item 6.
 If no, is the subdivision within an approved Master Development Plan? yes no
6. Does the subdivision, or re-subdivision, alter or delete right of ways or easement dedicated on a previous plat? yes no
 If yes, has a vacation plat been submitted? yes no
7. Does the subdivision include a Special Area Plan? yes no
 If yes, has the applicant met with the Subdivision Review Committee to discuss the plan? yes no
8. Has the Fire Department approved the plans for fire equipment accessibility? yes no
9. One (1) Subdivision Review Checklist completely filled out. yes no
10. One (1) folded print of subdivision plat, and Supplemental Map. yes no
11. One (1) reduced copy of subdivision plat and supplemental (11x17). yes no
12. One (1) digital copy of the legal description in a word document format. yes no
13. One (1) CD which contains a digital file of the entire project in **.dwf and .dwg format**. and a .pdf of ALL documents submitted. Also provide a preliminary site plan, if available. The .dwf and .dwg's may be submitted on CD, thumb drive, or via email to planningsubmittals@pueblo.us. For more E-Submission information see <http://pueblo.us/DocumentCenter/View/3974>.
Please note: At time of final submittal, an updated AutoCad file, positioned correctly in NAD83 State Plane Colorado South (US Survey Feet) grid coordinates with all bearings relative to the State Plane grid basis of bearing will

be required. Including, but not limited to, the plat, construction plans, and utility plans. If commercial project, also provide proposed site plan.

- 14. A letter addressed to the Planning & Zoning Commission requesting any "modifications". yes no n/a
- 15. Notice of shallow sanitary sewer service lines (if any) which identifies specific lot numbers affected (to be recorded) (DPW117). yes no n/a
- 16. One (1) copy of Traffic Study, or one (1) waiver signed by Traffic Engineer. yes no
- 17. One (1) copy of the Preliminary Drainage Report with checklist stamped & signed by P.E. yes no
- 18. Current title commitment with copies of all recorded easements which lie within the property (dated no earlier than 30 days prior to submittal). yes no
- 19. Tax certificate (proof that taxes have been paid for prior years). yes no
- 20. Application fee. yes no
- 21. Plat Ratification Statement form signed by any holder of a deed of trust. yes no n/a
- 22. Certificate of notice given to owners of mineral estate, signed by the owner. (DPW113) yes no
- 23. Include utility plan in the digital file (see #12). Must be at same scale as supplemental map, showing water, storm, and sanitary sewer lines with field verified elevations of flow line at connecting manholes. yes no n/a
- 24. Are there overhead electric lines less than 30,000 Volts within the proposed subdivision? yes no
If yes, does the submittal include a request to the Planning and Zoning Commission to allow them to remain overhead? yes no
If no, or if the Planning and Zoning Commission denies the request, the overhead electric lines must be placed underground and the construction must be identified in the Exhibit "B" of the Subdivision Improvement Agreement.
- 25. Request for deferred filings, signed by the subdivider (DPW106) yes no n/a
If no, the applicant must comply with Subdivision Submittal Checklist – Part II

Comments: _____

Submittal accepted by: _____ Date: _____

Submittal rejected by: _____ Date: _____