



# MULTI-FAMILY RESIDENCE PLAN APPLICATION and APPROVAL

## COMMUNITY DEVELOPMENT

OFFICE:  
109 EAST INDUSTRIAL BLVD.  
POST OFFICE BOX 7005  
PUEBLO WEST, COLORADO 81007  
719-547-9661 • FAX 719-547-2833

The Pueblo West Declaration of Reservations can  
be found on line at [pueblowestmetro.com](http://pueblowestmetro.com).

Owner \_\_\_\_\_ Phone \_\_\_\_\_

Property Address \_\_\_\_\_

Property Location: Tract \_\_\_\_\_ Block \_\_\_\_\_ Lot(s) \_\_\_\_\_

Mailing Address (if different from above) \_\_\_\_\_

Contractor pulling permits \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

E-mail Address \_\_\_\_\_

### ONLY COMPLETE APPLICATIONS WILL BE REVIEWED BY THE COMMITTEE OF ARCHITECTURE

*Plans will be accepted until 400 p.m. on deadline days. An application is complete ONLY if the following are included:*

▶ **Six (6) complete sets: No larger than 11" x 17"**

- ▶ **Plot Plan** indicating:  structure(s)  setbacks (to window wells)  decks & porches (enclosed and slabs)  north arrow
- access from the street  livable area/floor plan (minimum square footage requirements=threshold & up)  garage area (where applicable)
- designated parking area (if a model home)  lot lines & all easements recorded on the lot  location of trash container & screening plan
- location of all accessory structures approved at this meeting & completed within the approved time frame

▶ **Building floor plan**

- ▶ **Front, right, left, and rear elevations** indicating:  type and direction of exterior surfaces  windows and doors
- proposed grade in relation to elevations, even on flat lots  basement plan showing walkouts and window wells
- height - highest peak of roof to lowest proposed grade for that elevation
- front, right, left and rear elevations of any accessory structures to be approved and built within the approval time

- ▶ **Proposed landscaping plan** indicating: all types of ground cover area (natural or imported), trees, shrubs, etc., including dimensions/numbers. Note that all ground disturbed during construction must be reclaimed, and therefore must be indicated on the plan. Landscaping plans should be very clear about ground reclamation, including dimensions.

- ▶ **Color sample swatch sets** indicating the proposed colors of the building exterior and trim(s). (Attach to plans.) Samples of black and white need not be included in samples, but should be written in on the application.

◆ **One Copy only:**

- ▶ **Proof of ownership** — copy of deed, title or tax records indicating tract, block and lot.
- ▶ Completed **current application**, with signature.
- ▶ **Appropriate payment** - check or cash.

★★★

***Driveway Access approval required; applications available and fee payable at***

★★★

**Pueblo West Department of Community Development, 109 E. Industrial Blvd, 547-9661**

- ▶ **Additional Items needed prior to excavation:** • One copy of stamped, engineered foundation plan.

★★ **IMPORTANT: All lots and buildings must be staked at the four corners and the construction area clearly identified.** ★★  
**Failure to stake all corners by the Friday after the deadline may be cause for your application to be pulled from the agenda.**

**For Office Use**

AMOUNT \_\_\_\_\_

Resubmittal / Revision

CHECK NO. \_\_\_\_\_

CASH - Receipt No. \_\_\_\_\_

EMPLOYEE \_\_\_\_\_

DATE PAID (stamp)

Check all that apply to this application:

ZONING \_\_\_\_\_

CORNER LOT

**MULTI-FAMILY RESIDENCES**

DUPLEX

ATTACHED GARAGES

MODEL HOME

FOUR-PLEX

WALKOUT BASEMENT

OTHER

DETACHED GARAGE/CARPORTS (See Other Structures)

NO. UNITS \_\_\_\_\_

NO. PARKING SPACES PER UNIT \_\_\_\_\_

**AIR CONDITIONER**

**TYPE OF HEAT**

SEWER

CENTRAL

PROPANE

SEPTIC

EVAPORATIVE

NATURAL GAS

NONE

ELECTRIC

OTHER \_\_\_\_\_

SOLAR

OTHER \_\_\_\_\_

**SQUARE FOOTAGE:** TRACT REQUIREMENT: \_\_\_\_\_

*Be sure the information in this box is also on the plot plan.*

A. LIVING AREA\* \_\_\_\_\_ B. GARAGE \_\_\_\_\_ C. TOTAL (A+B) \_\_\_\_\_

*\*from the threshold up*

HOUSE HEIGHT\*\* FRONT \_\_\_\_\_ RIGHT SIDE \_\_\_\_\_ LEFT SIDE \_\_\_\_\_ REAR \_\_\_\_\_

*\*\*from the lowest point of grade to highest part of roof ridge*

SETBACKS APPLIED: FRONT \_\_\_\_\_ SIDES \_\_\_\_\_ REAR \_\_\_\_\_

SETBACKS REQUIRED: FRONT \_\_\_\_\_ SIDES \_\_\_\_\_ BACK \_\_\_\_\_

**EXTERIOR SPECIFICATIONS** (Please attach color sample to each set of elevations.)

**MATERIAL**

**EARTHTONE COLOR**

Roof \_\_\_\_\_

Exterior \_\_\_\_\_

Trim \_\_\_\_\_

Windows \_\_\_\_\_

Trim includes:

Doors

Garage Doors

LOCATION OF MECHANICAL EQUIPMENT VIEWABLE FROM EXTERIOR:

\_\_\_\_\_  
\_\_\_\_\_

**SIGN:**  Construction  Model Home  Attached  Free Standing  
 Permanent  Temporary Time the sign will be up: from \_\_\_\_\_ to \_\_\_\_\_

Dimensions: Length \_\_\_\_\_ X Width \_\_\_\_\_ X Height \_\_\_\_\_ Setbacks: Front \_\_\_\_\_ Sides: \_\_\_\_\_

Colors: \_\_\_\_\_ Materials \_\_\_\_\_

**OTHER STRUCTURES**

to be approved with new structure and completed within the approval time limit

**DETACHED GARAGE**

GARAGE attached with wall, etc. SETBACKS: Distance from House \_\_\_\_\_

Dimensions: Length \_\_\_\_\_ X Width \_\_\_\_\_ Sq. Ft. \_\_\_\_\_ Rear \_\_\_\_\_ Sides: \_\_\_\_\_

Height: \_\_\_\_\_ (lowest point to highest roof peak) Type of Exterior Finish \_\_\_\_\_

Roof Color: \_\_\_\_\_ Material: \_\_\_\_\_ Exterior Color \_\_\_\_\_ Trim Color \_\_\_\_\_

**CARPORT**

Attached  Detached

SETBACKS: Distance from House \_\_\_\_\_

Dimensions: Length \_\_\_\_\_ X Width \_\_\_\_\_ Sq. Ft. \_\_\_\_\_ Rear \_\_\_\_\_ Sides: \_\_\_\_\_

Height: \_\_\_\_\_ (lowest point to highest roof peak) Type of Exterior Finish \_\_\_\_\_

Roof Color: \_\_\_\_\_ Material: \_\_\_\_\_ Exterior Color \_\_\_\_\_ Trim Color \_\_\_\_\_

**STORAGE BUILDING**

Square Footage \_\_\_\_\_ (threshold up) SETBACKS: Distance from House \_\_\_\_\_

Dimensions: Length \_\_\_\_\_ X Width \_\_\_\_\_ Rear \_\_\_\_\_ Sides: \_\_\_\_\_

Height: \_\_\_\_\_ (lowest point to highest roof peak) Type of Exterior Finish \_\_\_\_\_

Roof Color: \_\_\_\_\_ Material: \_\_\_\_\_ Exterior Color \_\_\_\_\_ Trim Color \_\_\_\_\_

**PATIO/PORCH COVER**

SETBACKS:

Dimensions: Length \_\_\_\_\_ X Width \_\_\_\_\_ Sq. Ft. \_\_\_\_\_ Rear \_\_\_\_\_ Sides: \_\_\_\_\_

Height: \_\_\_\_\_ (lowest point to highest roof peak) Type of Exterior Finish \_\_\_\_\_

Roof Color: \_\_\_\_\_ Material: \_\_\_\_\_ Exterior Color \_\_\_\_\_ Trim Color \_\_\_\_\_

**DECK**

SETBACKS:

Dimensions: Length \_\_\_\_\_ X Width \_\_\_\_\_ Sq. Ft. \_\_\_\_\_ Rear \_\_\_\_\_ Sides: \_\_\_\_\_

**FENCE(S)**

TYPE (Material\*\*) \_\_\_\_\_ HEIGHT: \_\_\_\_\_

\*\*cedar, pine, split rail, chin link, vinyl, etc. TYPE (Material\*\*) \_\_\_\_\_ HEIGHT: \_\_\_\_\_

**OTHER PROJECT 1**

SETBACKS: Distance from House \_\_\_\_\_

Rear \_\_\_\_\_ Sides: \_\_\_\_\_

Dimensions: Length \_\_\_\_\_ X Width \_\_\_\_\_ Height: \_\_\_\_\_ (lowest point to highest roof peak)

Type of Exterior Finish \_\_\_\_\_ Roof Color: \_\_\_\_\_ Material: \_\_\_\_\_ Exterior Color \_\_\_\_\_ Trim Color \_\_\_\_\_

**OTHER PROJECT 2**

SETBACKS: Distance from House \_\_\_\_\_

Rear \_\_\_\_\_ Sides: \_\_\_\_\_

Dimensions: Length \_\_\_\_\_ X Width \_\_\_\_\_ Height: \_\_\_\_\_ (lowest point to highest roof peak)

Type of Exterior Finish \_\_\_\_\_ Roof Color: \_\_\_\_\_ Material: \_\_\_\_\_ Exterior Color \_\_\_\_\_ Trim Color \_\_\_\_\_

**SIGNATURES**

I hereby confirm that the information contained in this filing is true and that all required documents submitted have been reviewed and verified as accurately depicting my development plans for this property.

**X** Date: \_\_\_\_\_

**X** \_\_\_\_\_  
Signature of Property Owner

**X** Date: \_\_\_\_\_

**X** \_\_\_\_\_  
Signature of Property Contractor

**Pueblo West Committee of Architecture Approval**

The PUEBLO WEST COMMITTEE OF ARCHITECTURE, INC. has reviewed project submittal on this date and has approved said plans for \_\_\_\_\_ subject to the conditions checked and noted herein:

1. Submission of a stamped foundation plan to the PWCD office prior to excavation.
2. The approved landscaping plan (to include at least twenty-five (25) feet around the house, and all area disturbed by construction, is complete by \_\_\_\_\_ and the landscaping, including natural areas, is maintained thereafter. Any land disturbed beyond the scope of the landscaping plan shall be reclaimed with ground cover approved by the PWCOA. Until the landscaping is complete, weeds will be cut and kept under control.
3. The top of the evaporative cooler is located below the ridge to the rear of the roof and is colored to blend with the building.
4. The propane tank is placed in accordance with the Uniform Fire Code and is screened from public view.
5. All fences are constructed and maintained to provide a finished appearance to the outside, to include horizontal support boards and the vertical posts for a privacy fence to the inside of the property, or in a shadow box manner, top rail for chain link fences, exterior fence finish consistent in color, fence posts uniform in color and design.
7. The accessory building is colored to match the dwelling and detached structures do not exceed 15' in height.
8. Prior to any excavation work, the property lines and construction area shall be clearly marked and a lavatory placed on the site. Adjacent lots shall not be disturbed or damaged by construction traffic and equipment. All trash shall be contained, containers emptied when full, and the construction area and the surrounding lots be kept free of construction debris.
9. Construction is completed within 180 days of the approval date of \_\_\_\_\_. **Submit a copy of the Certificate of Occupancy to the CD upon completion of the house.**
10. Model home provisions:
  - a. Adequate off-street parking will be provided.
  - b. Identification sign will not include prices.
  - c. Sign will be maintained and removed immediately when the model home status ends.
  - d. Model home status will end no later than \_\_\_\_\_ after the approval.
11. Additional provisions as follows:
  - a. that a more detailed landscape plan be submitted by \_\_\_\_\_.
  - b. That trash containers be completely screened from public view.
  - c. OTHER: \_\_\_\_\_

**Any item not listed and shown on elevations and plot plan is not included in this approval.**

A Regional Building permit, if needed, shall be obtained and construction shall commence within 90 days of the Committee's approval. If the permit is not obtained, this approval will be void, and the applicant shall be required to reapply for approval, which includes full fee payment. The actual construction period shall not exceed **180 days** without committee approval. Failure to comply with these time limitations automatically terminates Committee approval. It is subject to compliance with the Rules and Regulations of the Committee and with the Recorded Declaration of Reservations, requirements of the County of Pueblo, and State Statutes.

**★ ★ ★ ★ Any change in the approved plans and specifications will automatically revoke this approval. ★ ★ ★ ★**

Approved \_\_\_\_\_ by the PUEBLO WEST COMMITTEE OF ARCHITECTURE, INC.  
date of approval

\_\_\_\_\_  
Authorized COA Signature



# PUEBLO WEST

Colorado

## **NOTICE: ALL PUEBLO WEST CONTRACTORS & EXCAVATORS**

The Pueblo West Metropolitan District requires contractors to do the following:

### **WATER**

1. Before the setting of any meter on a property, the property pins must be found by the owner/contractor and marked. The meter pits will be installed to the existing ground elevations. If for any reason the elevations of the property will be changed, you must have posted the final grade stake. A lath board must be visible too. If the grade is changed at a later time, the homeowner or contractor will be charged for relocating the meter pit.
2. During the winter months when there is the possibility of freezing, the meter pit should Not be exposed for any length of time. If the pit is exposed, the contractor will be liable for any damage done to the meter. (This includes the lids being left off the meter pit!)
3. The contractor or homeowner is responsible for the installation of the water line from the meter pit to the residence or building.
4. For the Pueblo West Metropolitan District to get locates for the installation of the water service, locate companies are requesting that the contractors post a sign with the house numbers. This will allow us to install the water service in a timely manner.

### **WASTEWATER**

1. You must call the water/ wastewater department at, 547-3554, 24 hours in advance to schedule us to camera the sewer lateral before you connect to the stub. An inspection of the connection, after you have connected to the sewer, is also necessary. We need to check to make sure nothing is cracked or broken.
2. Prior to ANY new construction, the excavator/contractor is responsible to expose the sewer stub and shoot grades to assure that the sewer line will make grade. The actual elevation of the sewer stub may differ from the cut sheet given to you. Location of the sewer stub can be found on the \*sewer map distributed by the Water/ Wastewater Department, located at 20 W Palmer Lake Dr. *The contractor is required to dig 10 feet in both directions to find and or expose the "Y" or Crows Foot, or stub.* The contractor must insure the stub does not exist before the District inspects and subsequently taps the sewer main. If there is an existing stub, the contractor will be required to hook up to that stub per District policy.



# PUEBLO WEST

*Colorado*

\* THE PUEBLO WEST METROPOLITAN DISTRICT IS NOT RESPONSIBLE FOR THE ACCURACY OF THE LOCATION OF ANY WATER AND/OR SEWER LINES ON THE MAPS. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO ENSURE THE LOCATIONS OF SUCH LINES.

If a perimeter drain or sump pump is required for ground water problems, it **MUST** be connected to a drainage system per the District's rules & regulations (ground water cannot be routed through the sanitary sewer line).

## 1.8.10 SURFACE AND SUBSURFACE WATER DIVERSION

- a. In any structures erected on the property which is connected to the District Sewer System, if a sump for rain, surface or subsurface water or a subsurface, exterior drainage system is installed, a pump shall be installed and it shall be connected to a drainage system that shall discharge to atmosphere and it shall not be connected to the District's sewage collection system.
  
- b. Should any property be found in violation of this regulation, the District may terminate water service to said property without notice. Water service shall not be renewed to the property until the violation is corrected. In addition, the District may charge a fee equal to the fee determined by paragraph 4.10.8 The Unauthorized Connection Fee plus all actual costs of the District for inspection, administration and legal fees to insure the correction of the violation and for any collection of any amounts due.