

**CD Use only**

Addition • Garage • Storage Bldg • Barn • Fence • Patio Cover • Deck • LS Ext. / Rev. • Cnst. Ext. • Revision • \_\_\_\_\_



**Pueblo West**  
COLORADO

**COMMUNITY  
DEVELOPMENT**

**RESIDENTIAL ACCESSORY STRUCTURES / FENCES / EXTENSIONS / REVISIONS  
PLAN APPLICATION and APPROVAL**

*(To be used for properties where a residence is already established.)*

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

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

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

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

OFFICE:  
781 EAST INDUSTRIAL BLVD.  
POST OFFICE BOX 7005  
PUEBLO WEST, COLORADO 81007  
719-547-9661 • FAX 719-547-1048

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

Address \_\_\_\_\_

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

*Plans will be accepted until **4:00 p.m.** on **deadline days.***

**▶ 1 set of plans and 1 recorded plat map for all structures: No larger than 11 x 17**

- ▶ **Plot Plan** indicating:
  - structure(s)
  - setbacks
  - lot lines
  - north arrow
  - location of all accessory structures in relation to existing structures and lot lines
  - all easements recorded on lot
- ▶ **Front, right, left, and rear elevations** indicating:
  - type and direction of exterior surfaces
  - windows and doors
  - proposed grade in relation to elevations
  - height - highest peak of roof to lowest proposed grade for that elevation
- ▶ **Color sample swatch sets** indicating the proposed colors of the building exterior and trim(s). Samples of black and white need not be included in samples, but should be written in on the application.
- ▶ **Proposed landscaping plan** indicating: any revisions in landscape plan and plans to reclaim all ground disturbed during construction. Landscaping plans should be very clear about ground reclamation, including dimensions.
- ▶ **Completed current application**, with owner and contractor signatures, (if contractor is pulling permit).
- ▶ **Appropriate payment** – check or cash

**Landscape check:** Staff Assigned \_\_\_\_\_ Date: \_\_\_\_\_

The landscaping is:  Complete  Some ground cover  No ground cover      Comments: \_\_\_\_\_

**▶ Driveway Access permit required at time of submittal: for carports, 2nd driveway, circular drives and structures over 200 sq. ft., with a garage type door.**

DATE PAID (stamp)

Applications available and fee payable at Pueblo West Dept. of Community Development 109 E. Industrial Blvd., 547-9661

<b>AMOUNT</b> _____	<b>For Office Use only</b>
<b>CHECK NO.</b> _____	<input type="checkbox"/> Resubmittal / Revision
<b>CASH - Receipt No.</b> _____	<b>EMPLOYEE</b> _____

Check all that apply to this application:

Square footage of original structure \_\_\_\_\_

ZONING \_\_\_\_\_

YEAR ORIGINAL STRUCTURE APPROVED \_\_\_\_\_

CORNER LOT

SINGLE-FAMILY RESIDENCE

MOBILE HOME

MULTI-FAMILY RESIDENCE

**LOT CHANGE** from \_\_\_\_\_ to \_\_\_\_\_ address \_\_\_\_\_  
Tract Block Lot Tract Block Lot

**PLOT PLAN REVISION** SETBACKS APPROVED Front \_\_\_\_\_ Sides \_\_\_\_\_ Rear \_\_\_\_\_  
NEW SETBACKS PROPOSED Front \_\_\_\_\_ Sides \_\_\_\_\_ Rear \_\_\_\_\_

**CONSTRUCTION EXTENSION** Anticipated Completion Date: \_\_\_\_\_  
BRIEFLY DESCRIBE THE NEED FOR THE EXTENSION:

**LANDSCAPE EXTENSION** Anticipated Completion Date: \_\_\_\_\_  
BRIEFLY DESCRIBE THE NEED FOR THE EXTENSION:

**LANDSCAPE REVISION** Anticipated Completion Date: \_\_\_\_\_  
BRIEFLY DESCRIBE THE NEED FOR THE REVISION:

**COLOR CHANGE**  
 Exterior: From \_\_\_\_\_ To \_\_\_\_\_  
 Roof: From \_\_\_\_\_ To \_\_\_\_\_  
 Trim: From \_\_\_\_\_ To \_\_\_\_\_  
 Windows: From \_\_\_\_\_ To \_\_\_\_\_

Trim includes:  Doors  Garage Doors

**SIGN:**  Permanent  Temporary Time Sign will be up: from \_\_\_\_\_ to \_\_\_\_\_  
 Attached: Dimensions: Length \_\_\_\_\_ X Width \_\_\_\_\_ X Height \_\_\_\_\_ Lighted:  Yes  No  
 Free Standing: Dimensions: Length \_\_\_\_\_ X Width \_\_\_\_\_ X Height \_\_\_\_\_ Lighted:  Yes  No  
Setbacks: Front \_\_\_\_\_ Sides: \_\_\_\_\_

Colors: \_\_\_\_\_ Material(s) \_\_\_\_\_

**OTHER STRUCTURES** (lot must have an existing residence)

**ADDITION**

SETBACKS:

Dimensions: Square Footage \_\_\_\_\_ (threshold up) Rear \_\_\_\_\_ Sides: \_\_\_\_\_

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

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

**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**

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 \_\_\_\_\_

**BARN**

SETBACKS: Distance from House (**minimum 50'**) \_\_\_\_\_

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 \_\_\_\_\_

**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, chain link, vinyl, etc. TYPE (Material\*\*) \_\_\_\_\_ HEIGHT: \_\_\_\_\_

**OTHER** \_\_\_\_\_

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 subject 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 (additions, garages, if appropriate).
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.
- 2a. The approved landscaping plan for the entire lot is complete by \_\_\_\_\_, and the landscaping is maintained thereafter. Until the landscaping is complete, weeds will be cut and kept under control.
5. The horizontal support boards and the vertical posts for the fence are constructed to the inside of the property, or in a shadow box manner.
7. The accessory building addition 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 90 days 60 days of the approval date of \_\_\_\_\_.
11. Additional provisions as follows:
  - a. that a more detailed landscape plan be submitted by \_\_\_\_\_.

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 30 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 the approval time shown above without committee approval. Failure to comply with these time limitations automatically terminates Committee approval. It is subject to compliance with the Rules and Regulations if 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 METROPOLITAN DISTRICT  
DRIVEWAY ACCESS CHECKLIST**

**COA PLOT PLAN:**

Does the plot plan show the dimensions of the proposed structure?  Yes  No

Does the plot plan show the distance to the property lines from the sides & rear of the proposed structure? These are the measurements that are needed on your plot plan and the accessory application as setbacks.  
 Yes  No

**DETERMINING IF YOU NEED A DRIVEWAY ACCESS PERMIT:**

Is this structure **larger than 200** square feet with a *double door* or a **Carport**?  Yes  No

*If you answered **yes** then a driveway access permit and a \$150.00 fee are **required at the time of filing your Residential Accessory Application.***

**NOTE:** Public Works Engineers reserve the right to determine if a driveway access and/or an update to the current access, is required; please direct all questions or concerns about the driveway access requirements by calling (719) 547-9801.

**A PLOT PLAN IS REQUIRED WITH THE DRIVEWAY ACCESS PERMIT:**

All proposed structures larger than 200 square feet and carports are **required to show** how access will be taken from public right-of-way to the proposed structure. Looking at **your** plot plan, answer the questions below.

Does the plot plan **show** the **path** of access from the structure to the right-of-way?  Yes  No

Does the plot plan **show** the **location** of the new/existing driveway?  Yes  No

Does the plot plan **show** the **width** of the proposed access at the property edge?  Yes  No

Does the plot plan show the distance between existing and proposed driveways?  Yes  No  N/A

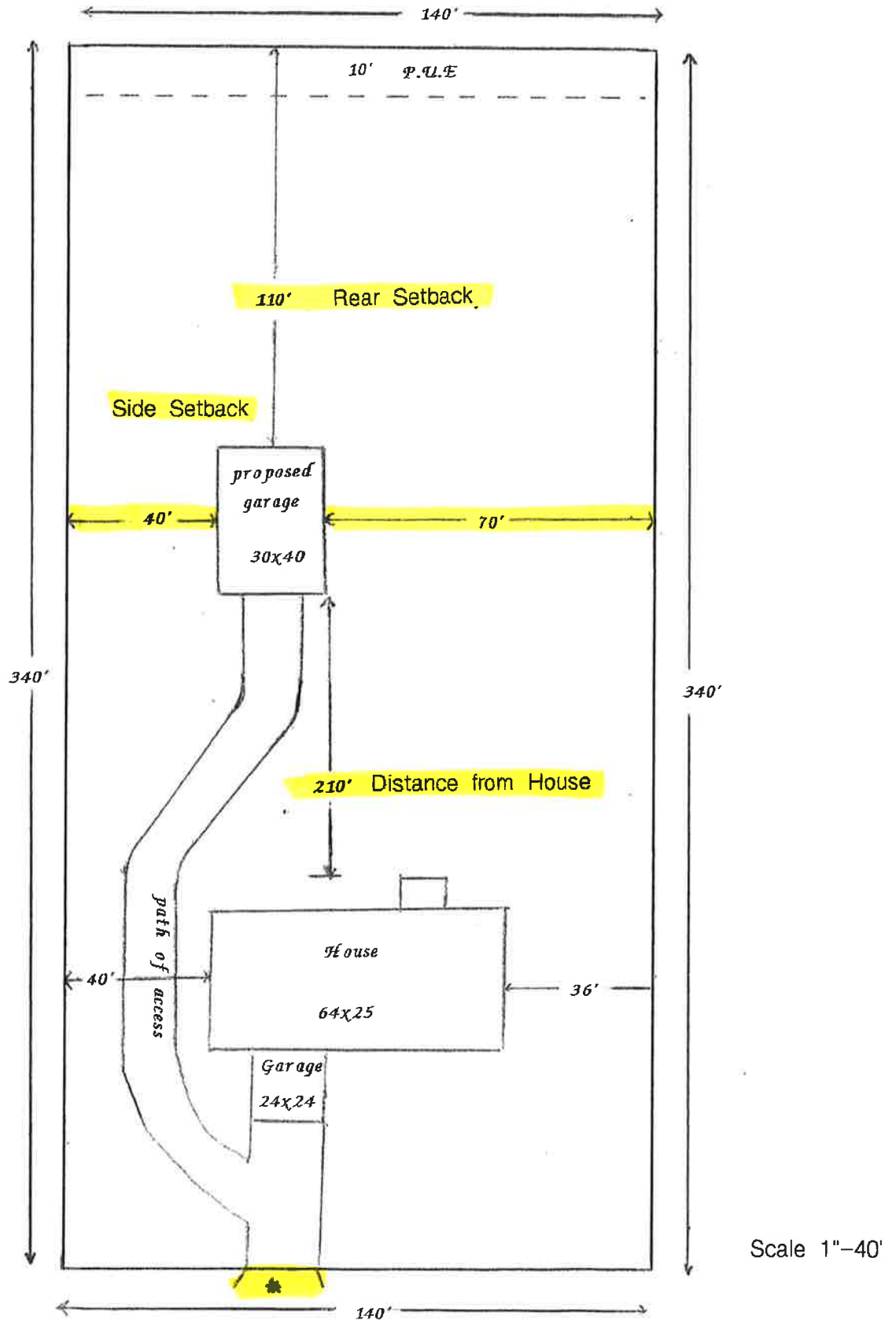
**Staff:** \_\_\_\_\_

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

Address

# SAMPLE PLOT PLAN

Tract Block Lot



\* Driveway Access is property edge to edge of roadway