



## PUEBLO WEST METROPOLITAN DISTRICT

109 E. Industrial Blvd. | PO Box 7005 | Pueblo West, Colorado 81007  
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# PRE-PLANNING CONFERENCE REVIEW

**When:** By appointment only

**Purpose:** Various agencies are typically involved in non-residential development within Pueblo West. This conference is to assist the applicant in the general understanding of the various reviews, permits, processes, and potential road blocks that may be required. In addition, the conference can offer suggestions, options and other considerations that may aid in a more effective and efficient development process.

**Where:** Metro District Conference Room  
109 East Industrial Blvd.  
Pueblo West, CO 81007

**How to Participate:** Request an appointment by submitting with the following forms completed to 109 East Industrial Blvd., Pueblo West, CO 81007:

- Pre-Planning Conference Review
- Pre-Planning Conference Application
- Use Questionnaire for Water/Sewer

**To the extent possible, please submit the following information by Hand Delivery or by Email:**

- Hand Delivery: 109 East Industrial Blvd.  
Pueblo West, CO 81007
- Email (in PDF format): [LCozzetto@pwmd-co.us](mailto:LCozzetto@pwmd-co.us)

\_\_\_ Scope of Work: Generally describe the project:

- square footage/acreage of lot(s)
- square footage of each building
- # of floors or units
- number of parking spaces
- architectural details
- landscaping
- utility needs and expected demands (e.g. water usage)
  - ❖ **NOTE:** Pueblo West supplies water/sewer.
    - Pueblo West Utilities: 20 W. Palmer Lake Dr. 719-547-3554 [seilert@pwmd-co.us](mailto:seilert@pwmd-co.us)
  - ❖ **NOTE:** For all other utilities, the applicant needs to contact a third party.
    - For Gas:
      - Colorado Natural Gas: <http://coloradonaturalgas.com/> 800-720-8193
      - Xcel Energy: [www.xcelenergy.com](http://www.xcelenergy.com) 800-895-4999 (residential) or 800-481-4700 (business)
    - For Electric:
      - Black Hills Energy: [www.blackhillsenergy.com](http://www.blackhillsenergy.com) 888-890-5554
      - San Isabel Electric: [www.siea.com](http://www.siea.com) 800-279-7432

\_\_\_ Site Plan demonstrating the following, as applicable:

- property lines with dimensions
- adjacent right of ways
- building(s) foot print(s)
- distance between property lines and all structures
- easements with dimensions
- utilities (existing and proposed)
- access points
- paved parking
- landscape area(s)
- open spaces areas
- drainage detention area(s)
- fences and walls
- sign(s) (locations)
- fire hydrant locations
- recreational amenities

\_\_\_ Completed, to the extent possible, Use Questionnaire for Water/Sewer

\_\_\_ Specific questions which you would like answered

**In general, the conference discussions will involve the following, which are typical for most development proposals:**

\_\_\_ Community Development

- Zoning (do you have the right zoning)
- County Codes (are you familiar with County Codes)
- Economic Development (what and how many jobs are being created; using local or non-local construction)
- Plat (do you have the correct plat)
- Setbacks (what are the required setbacks)
- Signage (do you know the guidelines; approval/applications from Pueblo West and Pueblo County)
- Max Building Height (30ft for residential/35ft for commercial)

\_\_\_ Public Works

- Parking (what are the minimum requirements; what are the desired amount of parking)
- Access (private property to public right-of-way)
- Drainage Requirements/Study (what drainage requirements are needed; study been conducted)
- Roadway Improvements (does the project require improvements to the roadway)
- Traffic Study (has one been done; does one need to be done)

\_\_\_ Water/Waste Water

- Water/Sewer Usage, Tap Fees, Service size(s)

\_\_\_ Fire Department

- Fire Systems (do you have the correct system IOW IFC/NFPA requirements; fire alarm system or sprinkler)
- Accessibility (In and Out access for fire trucks)

### **What you get:**

- General comments/suggestions regarding potential regulatory needs
- General comments/suggestions regarding land use, layout, etc
- Specific comments/suggestions regarding submittal requirements

