Project Address: _____________________________________________ Date: ______________

Property Owner Name: ____________________________________________________________________________

THIS CHECKLIST MUST BE COMPLETED & SUBMITTED WHEN FILING A PERMIT APPLICATION.
ALL ITEMS CHECKED [R] MUST BE SUBMITTED TO THIS OFFICE TO CONTINUE PROCESSING YOUR APPLICATION.

[R] = REQUIRED  [NR] = NOT REQUIRED

1. Application form
   □ Completed application form

2. Two (2) sets of Construction Drawings (Must be to scale and legible)
   □ 11”x17” minimum
   □ Follow the Minimum Requirements for Plan Review Handout Sheet
   □ Must be Legible and to Scale

3. CD of Construction Plans
   □ CD

4. Floor Plan and Elevations of the Building
   □ Must be Legible and to Scale

5. Two (2) Plot Plans (Must be to scale and legible)
   □ 11”x17” minimum
   □ Site Orientation (North arrow and scale of drawing)
   □ Property Address
   □ Length of Lot Lines and Property Description
   □ Location, Shape and Size of Structures Proposed for Construction
   □ Location and size of Existing Structures and the Distance between them
   □ Location and Dimensions of the Driveway or Access to the Property
   □ Show the Utility Service Location (gas, water, and electrical)
   □ Show the Location of the Wells and Septic systems
   □ Show the Dimensions of the setbacks Required by the Zoning Ordinance
   □ Show the Dimensions of the Proposed Setbacks
   □ Show the Existing Water Features such as Drainage, Swales and Creeks
   □ Show Easements
   □ Show and label roads and streets

6. Copy of Onsite Wastewater Treatment System (OWTS) Permit or Letter from Service Provider (CHECK ONE)
   □ Alamosa County OWTS
   □ Mosca General Improvement District
   □ East Alamosa Water and Sanitation
   □ City of Alamosa
   □ Pre-Existing

7. Proof of Adequate Water Supply (CHECK ONE)
☐ Well Permit from (DWR) (form GWS-25) No.
☐ Completed Water Well Application (form GWS-44) No.
☐ Registration of Existing Well Application (form GWS-12) No.
☐ Approval for Augmented Water (SLVWCD) AGREEMENT AND AUGMENTATION CERTIFICATION
☐ Approval letter from East Alamosa Water and Sanitation (EAWS)
☐ Other ________________________________

[R] [NR] 8. Special Use Permit
☐ Special Use Permit Approval (or Resolution if available)

[R] [NR] 9. Copy of Home Owners Association Approval
☐ HOA Letter of Approval

[R] [NR] 10. Access and Address Permit
☐ Existing Drive Way with Address
☐ A New Address must be issued for vacant land
List the Address ________________________________
☐ An Access or Driveway Permit
County Department (719-589-6262) or CDOT (970-385-3624)

[R] [NR] 11. Proof of Ownership (CHECK ONE)
☐ Warranty Deed
☐ Deed of Trust

[R] [NR] 12. COM-check Compliance Certificate
☐ Compliance Certificate

ITEMS #12-18 TO BE COMPLETED BY DEPARTMENT STAFF

12. Elevation Certificate
☐ Zone: A___ AE__ AO__ A99__ V___ VE__ X__ D__
☐ Panel No. 080009 0045 B
☐ Small Farms Sub-division Sec. 25 & 25 T. 38 N., R. 9 E.
☐ Sierra Blanca Estates Sec. 21 T. 37 N., R. 10 E.
☐ Sec. 19, 20, 21, 28, 29, 30 T. 37 N., R. 10 E.
☐ North Zapata Creek & South Zapata Creek

13. Zoning District: RU__ RE__ RL__ RM__ RH__ RMH__ C__ I__

14. Setbacks Required: Front (___') R-Side (___') L-Side (___') Rear (___')
Ht. (___') Percent Coverage of Lot Allowed _______%

15. Staff Member Accepting Application: (Initials) __________Date________

16. P & Z Staff Approval By: ___________________________Date________

17. Final Approval: Date: __________________

18. Temporary Certificate of Occupancy Issued. Date: __________

Notes: