



**Pueblo West Metropolitan District
Public Works Department**

**APPLICATION & PROCEDURES TO OBTAIN
COMMERCIAL AND INDUSTRIAL ACCESS PERMIT**

FEE: \$50.00

All APPLICANTS for Building Permits within the Pueblo West Metropolitan District, who require driveway access to Pueblo West Road System, shall obtain an access permit as to provide for public safety, proper drainage and to prevent damage to public streets, roads and highways.

The following procedures for obtaining an “ACCESS PERMIT” are outlined below and must be completed PRIOR to issuance of a Building Permit by the Pueblo Regional Building Authority. Applications must be accompanied by a site/drainage plan and comply fully with Pueblo County Public Works Design and Construction Standards. Copies of “Article-7 Roadway Access” will be available through Pueblo West Public Works Department at the address below.

1. When submitting plans for COMMERCIAL AND INDUSTRIAL development the applicant shall submit a completed access permit and pay the permit fee to:

**Pueblo West Public Works Department
280 E McCulloch Boulevard
Pueblo West, CO 81007 (719) 547-9801
Office hours Monday – Friday 7:00 a.m.-3:30 p.m.**

2. Coordination will take place between the applicant/applicants’ agent, and a Pueblo West Metropolitan District Engineering representative to process the permit and address appropriate issues.
3. Upon a satisfactory review of submitted plans, the District’s Engineering representative will notify the applicant in writing that the proposed access and drainage design are in compliance with “Article 7”. Applicant will be informed of any additional requirements.
4. The Pueblo West Metropolitan district Board has duly passed and adopted “RESOLUTION NO. 1258, which for the benefit of its residents and traveling public, stipulates that access permit applications from COMMERCIAL AND INDUSTRIAL properties on certain roads and corridors shall be presented to the Board of Directors for approval or non-approval.

Below is a list of Pueblo West roads, which are subject to Board review:

ROAD	FROM - TO	CLASSIFICATION
McCulloch Blvd	Platteville to Nichols Road Nichols Road to U.S. Hiway 50 (Main Ent.) U.S. Hiway 50 to Plattteville Blvd.	Principal Arterial Minor Arterial
Purcell Blvd	Platteville to Liberty Point Blvd. (FOR PURPOSES OF ACCESS PERMITS)	Expressway Principal Arterial
Spaulding Ave	Golfview to Abarr	Major Collector
Hahns Peak Ave	McCulloch to Joe Martinez	Minor Collector
Joe Martinez Blvd	McCulloch to Hahns Peak	Minor Arterial

5. If the access permit application is subject to Board review, District’s Engineering representative will:
 - a. Notify Applicant that Pueblo West Metropolitan District Board of Directors will review said permit and approve it before any construction begins.
 - b. Inform Applicant of date and time of Board meeting so Applicant can be present at meeting.
 - c. Present at the Board meeting.

6. Upon approval of said access permit, and prior to Pueblo County Zoning Authorization by the Pueblo County Department of Planning and Development. Applicant shall submit, as part of the Department of Planning and Development’s Off-Street Parking Plan Application, a copy of the access approval letter from District’s Engineering representative together with the approved “SITE/DRAINAGE PLAN” showing the approved access.

NOTE: The Engineering representative for the “Pueblo West Public Works Department” will initiate initial signing of routing slip. Upon final inspection from the Engineering representative, Pueblo West Public Works Department will sign the routing slip for your C. O.

**COMMERCIAL/ INDUSTRIAL AND MULTI-FAMILY ACCESS PERMIT
APPLICATION
PUEBLO WEST PUBLIC WORKS DEPARTMENT**

APPLICANT: _____ **DATE:** _____

Name _____ Phone _____

Address (Mailing) _____ City _____ State ___ Zip _____

OWNER:

Name _____ Phone _____

Address _____ City _____ State ___ Zip _____

ADDRESS OF PROPERTY TO BE SERVED BY PERMIT:

Address _____

LEGAL LOCATION OF PROPERTY IN PUEBLO WEST, COLORADO 81007

Tract _____ Block _____ Lot _____

How many businesses will be served? _____

What types of businesses will be served? _____

What will be the square footage of the Improvements? _____

THE PROPOSED ACCESS IS TO BE LOCATED ON

Street Name: _____ Which Side of Road: N ___ S ___ E ___ W ___

The Closest Intersection is: _____

Distance from Proposed Access to Intersection: _____



DATE RECEIVED/PAID	DATE/ PRE-INSPECTION	DATE/FINAL APPROVAL

Construction of the access(s), if granted, shall comply with "ARTICLE 7 – ROADWAY ACCESS" of the "PUEBLO COUNTY ROADWAY DESIGN AND CONSTRUCTION STANDARDS" adopted by the Pueblo West Metropolitan District.

NOTE: In "ARTICLE-7" substitute "Pueblo County Public Works Department with "Pueblo West Metropolitan District Department of Streets and Roads, since this agency is one of the issuing authorities.

- The applicant is at no time authorized to do any work in the public right of way unless an excavation permit is acquired from Pueblo County. The applicant shall provide all necessary materials and labor and any necessary traffic control devices during construction. Adjacent lots and roads shall not be disturbed or damaged by construction or equipment. The applicant/owner shall assume responsibility for ice and snow removal from the access(s) deposited by the District's snow removal operation.

BY SIGNING THIS APPLICATION THE APPLICANT ACKNOWLEDGES RECEIPT OF AFOREMENTIONED DOCUMENTS, AND THAT THE APPLICANT WILL COMPLY WITH THE REQUIREMENTS LISTED THEREIN, AND ANY OTHER REQUIREMENTS DEEMED NECESSARY BY THE ISSUING AUTHORITIES.

This Permit will expire 12 months from date permit granted.

APPLICANT'S SIGNATURE _____ Date _____

OWNER'S SIGNATURE _____ Date _____

Permit Granted on _____, 20_____

Permit granted by: _____
Pueblo West Metropolitan District Representative

This application is not valid until the required improvements are constructed by the applicant and inspected and approved by an Engineering representative of the Pueblo West Metropolitan District, and until the approval is acknowledged on page three in Date/Final Approval box.