

Prowers County, CO

If you are new to the County or have been a resident for many years, Prowers County Development Services has created this Guide as a tool for you to use as you walk through the permitting process for completing your project. If at times the process seems confusing, please contact us for help or clarification. All information and materials are also available through the County website. www.prowerscounty.net We are here to make your experience with Prowers County an enjoyable one.

Directory of County Departments:

Located at the Court House

301 S. Main, Lamar, CO

Assessor.....336-8000

Clerk.....336-8011

Treasurer.....336-8081

Located at the Annex Building

1001 S. Main, Lamar, CO

Land Use.....691-9869

Public Health and

Environment.....336-8721

Road and Bridge

501 N. 4th St., Lamar, CO336-5536

Most County offices are open Monday thru Friday
8:00 am till 5:00 pm
Closed Noon - 1:00 pm

Check with individual offices to confirm

Project Check List:

Need a permit for:

- Septic - Prowers County Public Health & Environment Dept. 336-8721*
 - Zoning - Prowers County Land Use Dept. 691-9869*
 - Moving Mobile Home - Prowers County Assessor 336-8000 and Land Use Depts. 691-9869*
 - Need a New Address - Prowers County Land Use Dept. 691-9869*
 - Subdivision Application - Prowers County Land Use Dept. 691-9869*
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- Contact Prowers County Road & Bridge Department Regarding Driveway 336-5536*
 - Contact Prowers County Clerk's Office Regarding Use Tax 336-8011*

Do I need a

- Retail Food License - Prowers County Public Health & Environment Dept. 336-8721*
- Special Use Zoning Permit - Prowers County Land Use Dept. 691-9869*
- 1041 Permit - Prowers County Land Use Dept. 691-9869*

Notes:

Prowers County Permitting & Development Guide



Building a new home?

An addition to an existing home?

An accessory structure?

Moving a Mobile Home?

Need a new address?

Need to subdivide a parcel of land less than 35 acres?

Considering a Commercial venture?

This guide will walk you through the process to complete your project.

Effective 10/20/11

Things you should know

Welcome to Prowers County! We're glad you've chosen our county for your home. Please use this brochure as your guide to the Prowers County permitting process.

LAND USE DEPARTMENT

Prowers County is regulated through zoning and subdivision regulations. Zoning permits are to be secured from the Land Use Department prior to the construction, moving, conversion, extension, enlargement, or structural alteration of buildings or other structures in all Zoning Districts. Please note that Zoning permits are not building permits. Zoning permits govern proper uses in each zone district and review setback, density, floodplain and performance standards. Prowers County is primarily an agriculturally zoned county. If you are considering a commercial or industrial venture you may need to consider rezoning or a Special Use Permit for your project. As always, the Land Use Staff will assist with planning your project. Zoning, Floodplain, and Subdivision Regulations, applications, and permits can be obtained at the Land Use office or through the Prowers County website. Checklists of required information are provided with all forms to ensure a smooth permitting process.

COUNTY CLERK

Building materials purchased outside the county and delivered to property located within the county, including the towns of Granada, Hartman, Holly, Lamar, and Wiley are subject to a Consumer Use Tax. The Consumer Use Tax Form is available at the

Clerk's office or through the Prowers County website. Copies of receipts must be available to the Prowers County Clerk, when requested, to verify whether local tax was paid at the time of purchase.

PUBLIC HEALTH & ENVIRONMENT DEPT.

The regulations of Prowers County require that all owners of property where people live, work, or congregate provide an adequate sewage disposal system in good working order that is constructed, installed, and maintained in accordance with those regulations. If you are building, repairing, or modifying a structure on your property or need to repair, modify, or replace an existing septic system it may require approval from Prowers County Public Health and Environment (PCPHE). Please contact PCPHE for more information. Also, if you are planning an operation that involves food in some form you must contact PCPHE. Information on these items can be obtained at the PCPHE office or through the Prowers County website.

ROAD AND BRIDGE DEPARTMENT

All driveways are required to be suitable for emergency vehicle access, and any new access to a state highway requires approval from the Colorado Department of Transportation. For more information on driveway access contact the Road and Bridge Department at 719-336-5536.

OTHER CONSIDERATIONS

New addresses are issued through the Land Use office. The Change of Address or New

Address form can be obtained on the County website or at the Land Use office.

Transporting and selling of **Mobile Homes** need to be permitted through the County Assessor's and Treasurer's offices. A moving permit and tax authentication must be obtained from these offices prior to movement of the home. Please note that mobile homes moved into the unincorporated area of Prowers County must be certified pursuant to the National Manufactured Housing Construction and Safety Standards Act of 1974. Any Mobile Homes with a Title or Manufacture Certificate of Origin (MCO) must be transferred through the Clerk & Recorder's Office and any applicable taxes due will be collected at the time of title transfer. The Assessor's authentication form must also accompany the title transfer.

Prowers County adopted **1041 guidelines and regulations** in 2004. The regulations specifically apply to the following situations with respect to any single parcel of land that is more than five acres, provided such property is located within the area designated as historically irrigated land:

- Permanent cessation of irrigation as evidenced by a water court decision
- Lease of water rights which ceases irrigation for a period of time greater than three consecutive years
- Development of land for a use other than irrigated agriculture

Information can be obtained at the Land Use office or through the Prowers County website.