

Map File No.

**APPLICATION FOR MAJOR SUBDIVISION**

Please Attach "Letter of Request" to this Application  
PLEASE READ NOTE AND SIGN BELOW:

THE SUBMITTED APPLICATION PACKAGE REQUIRES SPECIFIC REPORTS/INFORMATION WHICH MAY NOT BE ADEQUATE AS DETERMINED THROUGH THE REVIEW PROCESS. ADDITIONAL INFORMATION MAY BE REQUIRED. ALSO, THE ACCEPTANCE OF THE APPLICATION PACKAGE DOES NOT MEAN THE SPECIFIC INFORMATION HAS BEEN APPROVED AND IN FINAL FORM. REVISIONS TO THE INFORMATION AND/OR REPORTS MAY BE REQUIRED. REQUESTS FOR WAIVERS OF ANY OF THESE REQUIREMENTS MUST BE ACCOMPANIED BY A LETTER OF JUSTIFICATION. THE PROWERS COUNTY PLANNING COMMISSIONERS WILL HEAR THE WAIVER REQUEST CONCURRENTLY WITH THE APPLICATION. DENIAL OF THE WAIVER REQUEST SHALL RENDER THIS APPLICATION INCOMPLETE AND RESULT IN THE REQUIREMENT FOR A NEW SUBMITTAL ACCEPTANCE DATE AND REVIEW PERIOD. YOUR SIGNATURE BELOW INDICATES ACCEPTANCE OF THESE CONDITIONS.

Date: \_\_\_\_\_  
Applicant's / Representative's Signature

Tax parcel number of property (County Assessor's Records) \_\_\_\_\_

Is there a Deed of Conservation Easement Attached to this property? \_\_\_\_ Yes \_\_\_\_ No  
If YES, attach copy

1. **Please list the name, address, and telephone number of the following (some may not be applicable):**

• Applicant(s) \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

• Property Owner (s): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

• Applicant's Representative: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

• Address of Property: \_\_\_\_\_

2. Zone District: \_\_\_\_\_

3. Legal description of the property (if lengthy, please attach): \_\_\_\_\_

4. Please list any previous applications (e.g., map amendments, zoning variances, special use permits, subdivision variances) in connection with this property: \_\_\_\_\_  
\_\_\_\_\_

**MINOR SUBDIVISION APPLICATION CHECKLIST**  
**THE FOLLOWING ITEMS MUST BE SUBMITTED ALONG WITH THE APPLICATION:**

*Please include this checklist with your application*

- \_\_\_\_\_ 1. A letter of request (6 copies) that contains:
  - \_\_\_\_\_ Date of application
  - \_\_\_\_\_ Owner and representative (address and phone number)
  - \_\_\_\_\_ Site location and present zoning
  - \_\_\_\_\_ Request and reason for the Minor Subdivision
  - \_\_\_\_\_ General Project concepts, including possible impacts on adjoining properties and impacts of county services ( roads, fire services etc.)
  - \_\_\_\_\_ Existing and proposed facilities, structures, roads, etc.
  - \_\_\_\_\_ Statement of Compatibility with the Master Plan
  - \_\_\_\_\_ Signature of owner or representative\*
    - \* Letter of consent authorizing representative to act in owner's behalf *must be included*
- \_\_\_\_\_ 2. Proof of ownership by deed (1 copy)  
Deed of Conservation Easement—If applicable (1 copy)
- \_\_\_\_\_ 3. Proof of water availability if applicable (1 copy)
  - \_\_\_\_\_ Letter from Water District
  - \_\_\_\_\_ Copy of well permit
- \_\_\_\_\_ 4. Method of wastewater treatment if applicable (1 copy)
  - \_\_\_\_\_ Letter from Sanitation District
  - \_\_\_\_\_ Septic Permit or report of preliminary investigation
- \_\_\_\_\_ 5. Plot plan (drawn to scale) of the subject property (6 copies) that contains:
  - \_\_\_\_\_ Parcel dimensions
  - \_\_\_\_\_ Parcel acreage
  - \_\_\_\_\_ Existing or proposed structures with dimensions from the structures to the property Lines, if applicable
  - \_\_\_\_\_ North Arrow
  - \_\_\_\_\_ Street Names
  - \_\_\_\_\_ Scale
  - \_\_\_\_\_ Name of access road to site (s)
  - \_\_\_\_\_ Easement(s) (Please submit 3 copies of document)
  - \_\_\_\_\_ Public/Private Road
  - \_\_\_\_\_ Indicate major drainage ways affecting the site and designation of any one-hundred (100) year flood plain on, or adjacent to the site and any existing flood control or water retaining structure.
- \_\_\_\_\_ 6. Vicinity Map (does not have to be to scale) (6 copies)
- \_\_\_\_\_ 7. Notification of Fire Districts for suggestions on a fire mitigation plan and review of ingress and egress.
- \_\_\_\_\_ 8. List of all property owners, including addresses, whose property abuts or is within three hundred feet (300 ft.) of the exterior boundaries of the subject property.
- \_\_\_\_\_ 9. List of all Mineral estate owners entitled to notice pursuant to section 24-65.5-103 or 31-23-215 C.R.S., prepared by an attorney licensed to practice law in the state of Colorado, a title insurance company licensed to do business in the state of Colorado, a certified professional landman certified by the American Association of Professional Landmen, or a title insurance agent licensed in such capacity by the state of Colorado,
- \_\_\_\_\_ 10. A nonrefundable application fee of \$ 100.00 // Preliminary Plat \$100.00 plus \$50.00 per lot / Final Plat \$100.00 plus \$50.00 per lot

**THE ABOVE CHECKLIST IS PROVIDED FOR THE CONVENIENCE OF THE APPLICANT AND SHOULD NOT BE USED TO DETERMINE COMPLETENESS OF AN APPLICATION. UPON STAFF REVIEW, ADDITIONAL INFORMATION MAY BE REQUIRED.**

## GUIDELINE FOR A "LETTER OF REQUEST"

Where applicable, please provide the following information, in a letter format, to serve as a "Letter of Request" to accompany your application for Minor Subdivision:

1. Date of Application.
2. Owner and Owner's Representative or Consultant (Addresses and telephone numbers).
3. Site location, dimensions and size of property (in feet and acres), and present zoning.
4. Action requested and the reason/purpose for the request (Incorporate answers to the factors considered by the Commissioners).
5. Existing and proposed facilities, structures, roads, etc.
6. **WAIVER OF ANY REQUIRED INFORMATION/REPORTS AND JUSTIFICATION FOR THE WAIVER MUST BE INCLUDED IN THIS LETTER.**

## **MINOR SUBDIVISION** **SUPPLEMENTAL INFORMATION**

**The submittal deadline is 2:00 p.m. on the 21<sup>st</sup> day of each month, or if the 21<sup>st</sup> is a weekend or Holiday the following Monday.** Complete applications will be scheduled before the Prowers County Planning Commission normally on the first (1<sup>st</sup>) Tuesday of the following month. The Planning Commission will consider making recommendation on the Minor Subdivision at the monthly meeting.

At such time as the Planning Commission schedules the request for a Minor Subdivision for public hearing, notice of the public hearing will be sent to property owners whose property abuts or is within three hundred feet (300 ft.) of the exterior boundaries of the subject property along with publication in the newspaper.

After hearing the request at public hearing, the Planning Commission considers the following factors in reaching its decision:

### Criteria for Approval of Minor Subdivision:

- (1) Completed Preliminary Plan Application and Checklist.
- (2) Does not seriously conflict with the policy and guidelines of the Master Plan;
- (3) Adequate, suitable water must be available for the use intended (water well permit or certificate);
- (4) Site must be suitable and plans adequate to assure proper disposal of sewage and other wastes;
- (5) All lots must have legal access to a public road;
- (6) The proposed use of the lots must conform with the Zoning Regulations for the district in which the minor subdivision is located;
- (7) Determine if the area should be included with adjacent lands to form a properly planned larger subdivision to prevent piecemeal area planning;

- (8) The area or land has no other significant physical limitations affecting the use proposed;
- (9) Adequate erosion control measures planned.

#### Processing of Application

- (1) The application will be referred to the Planning Commission, where the commission will then:
  - a. Hold a public hearing at least thirty (30) days after receipt of the application with a written notice of said public hearing sent by first class mail with a certificate of mailing, at least fifteen (15) days prior to the hearing date, to the property owners listed in C.,5., of this Section;
  - b. Review the proposal to determine its conformance with County regulations and the Master Plan as well as to identify any other desirable and undesirable effects of the proposal;
  - c. Suggest changes that are determined to be desirable and obtain additional information needed to make a recommendation;
  - d. Make recommendation for or against approval of the application to the Board of County Commissioners, stating conditions (if any) upon which the recommendation is based. The recommendation will also be made available to the applicant. If the Final Plat is approved by the County Planning Commission, the original shall be held by the County Land Use Administrator until such time as all required conditions related to final processing of the plat are satisfactorily completed;
  - e. Once all of the required supplemental conditions are met (such as dedicating certain land to public use, etc.) the original of the Final Plat shall be presented by the County Land Use Administrator to the Board of County Commissioners for their review and action.
- (2) After receiving a recommendation from the Planning Commission, the Board of County Commissioners will hold a public meeting. The Board of County Commissioners will make a decision to approve, modify or deny the application within thirty (30) days after a recommendation has been received from the Planning Commission, unless further time is mutually agreed upon by the applicant and the Board or after the public hearing;
- (3) Upon approval by the Board of County Commissioners, the applicant will have a Final Plat prepared to include:
  - a. Appropriate heading to include title, date, scale, north designation, name of subdivider and registered surveyor;
  - b. Outside boundary of the whole area proposed for subdivision, showing ties to the local land survey and including a legal or metes and bounds description of the land;
  - c. Exact location of the proposed property division (tract) lines, including length and bearings of such lines and acreages of resulting tracts;

- d. Tract or lot designations by name, number or letter;
  - e. Location of roads, easements, existing structures;
  - f. Location of ditches and streams;
  - g. If in a flood plain, a detailed flood plain map as to how said development will affect the flood plain.
- (4) The Board of County Commissioners, upon Final Plat approval, shall sign a Resolution which will be sent to the subdivider and the Planning Commission. The Final Plat shall be signed by the Board of County Commissioners upon approval of the completion of all required improvements (streets, water and sewer systems, etc.) including survey monumentation of the subdivision, following the procedure in Section VII.
- (5) A copy of the signed Final Plat prepared according to the regulations in Section VII, together with a copy of the covenants, shall be recorded not more than six (6) days after the Final Plat is signed by the Board of County Commissioners, in the office of the County Clerk. The recording fee shall be paid by the subdivider and shall be submitted at the time application is made.