



Application Date: _____

(All dates are subject to proper completion of submittals in preparation for the public hearing process.)

MONTEZUMA COUNTY SUBDIVISION APPLICATION

This application is intended to give pertinent information to the Planning Department of Montezuma County for the purpose of determining the review procedure for a proposed development. Nothing in this application is intended to abrogate any policy, design guideline, or standard as set forth in the Montezuma County Land Use Code, Amended 05/07/2012, Resolution No. 2012-6.

Please initial here that you have a current copy of the Montezuma County Land Use Code or can access a copy off our county website at www.co.montezuma.co.us _____.

1) Applicant Name(s)/Owner: _____
Address _____
Telephone Number () _____ Alternate Number: () _____

2) Agent(s) _____ Phone No. _____
(If the applicant is not the owner then evidence that the owner is aware of and consents to the filing of this application must be provided in writing before the application will be accepted.)

3) Proposed Development: Current Zoning: _____ Requested Zoning: _____
Number of Lots: _____ Total Acres: _____
A brief description of proposed land use: _____

Parcel I.D. Number: _____
Physical Address of Property: _____
Legal Description of Property: Section _____ Township _____ Range _____

4) Brief description of Adjacent Land Uses: _____

Number of Lots: _____ Average Acreage per Lot: _____ Total Acres: _____

5) Septic: Existing Infrastructure yes No
Septic Permit Information Attached: yes Permit Other: _____
 No
 In Process

Copies of permits for existing systems are required. Installation of new systems will require permitting through the Sanitation Department. An Engineer will determine the type of septic system.

6) Rural Water: Existing Infrastructure yes No
Copy of Existing Tap Certificate: yes No not applicable
Service provided by: _____
Water Letter attached: yes No
Service Available for _____ Additional Residential uses

- 7) Copy of Current Driveway/Access Permit from Montezuma County Road Department
 Yes No In Process
 Access Permit can service up to _____ residential uses. Date on Permit: _____
 Interior Road anticipated within development: Yes No

- 8) CDOT Access/Permit: Any development that will require a direct access off any highway shall require permitting through CDOT. Required Yes No Hwy: _____

- 9) Contact utility companies for information regarding any (all) easements, contracts or fees for providing service to the each lot within the proposed development:
 Electric: Empire Electric Other: _____
 Telephone: Centrytel CentryLink Farmers Other: _____
 Gas Source: Atmos Energy Propane Other: _____

- 10) Covenants Attached: Yes No
 Draft Final Pages _____
Recording Fee: \$11.00 for the first page and \$5.00 each additional page

- 11) Fire Mitigation Plan: Is the property located in an area identified on the A or B Community at Risk Map, or other areas that fall outside of the A or B Zone that have native vegetative cover deemed to be a wildfire risk:

 Yes, requires a Comprehensive Wildfire Mitigation Plan: Attached In Process

 No, Request for Waiver; Submittal of Affidavit with directional photos
 Attached In Process
- 12) Weed Control Plan (must be completed on a Montezuma County Weed Assessment Form): Attached In Process:
 Prepared by: _____

- 13) Geologic Hazards Investigation Report: Required Not Required
 Prepared by: _____
(Geologic Hazards Reports are required for moderate and major developments only)

14) Storm Water Permit Required: Yes No Not Applicable
(Required for Developments that disturb at least 1 acre of top soil in the process of developing)

15) Irrigation shares on proposed development: Yes No
Irrigation provided by: _____

16) Floodplain Development Certification Submitted: Yes No Not Applicable

17) Municipal Review: Cortez Dolores Mancos Not Applicable

18) Other: _____

19) Brief description of any planned or future development
(Any further development will require the signature of all landowners on the amended plat)

20) In accordance with CRS 31-23-215, all mineral rights owners and lessees of mineral owners should be notified regarding proposed subdivision of property. The following information can be obtained from the Assessor's Office.

NAMES AND CURRENT ADDRESS OF MINERAL RIGHTS OWNERS:

Name _____

Address _____

Name _____

Address _____

Name _____

Address _____

You may use an additional sheet if you need to list additional mineral interest owner's information.

INSTRUCTIONS FOR MAILING MINERAL NOTIFICATION LETTERS:

- The Planning Department will request a list of mineral interest owners and current mailing

addresses.

- The applicant will be required to provide notice to any (all) mineral interest owners, via certified mail, and submit evidence to the Planning Department.

PROHIBITION ON LEGAL ADVICE Staff members cannot give legal advice. This prohibition includes assisting or advising with documents to file or record, completing the documents, or assessing the legality or “correctness of a document(s).” If this type of assistance is required, contact your attorney or legal advisor. C.R.S. 12-5-101

The landowner by signing this acknowledges that all federal, state and local permits will be obtained.

Applicant
Date: _____

Applicant
Date: _____

COUNTY USE ONLY

Based on the information provided herein, this Application complies with the application submittal requirements per the Montezuma County Land Use Code.

Name: _____ Title: _____

Planning Director Review: _____ Date: _____

- An application fee of \$200.00 per lot is due when the application is submitted and is **non-refundable**.
- Zoning/Rezoning fee of \$500.00 is due with the application and is **non-refundable**.
- The driveway permit is \$125.00 per site and is due with the application and is **non-refundable**.
- Floodplain Development Certification must be filed with the County Floodplain Administrator for any property located within a floodplain.
- For Major Developments \$1,000.00 Professional Review Fee This fee is due with application for zoning. Said fees will be used for professional reviews in the event additional information is required, i.e. engineering studies, soils analysis, traffic analysis, etc. If no studies are necessary these funds will be applied towards applicable administrative fees.
- The applicant shall be responsible for paying all applicable fees in affect at the time an application is submitted. **s: Application Fee Per Lot Determined by Impact Classification: Minor: \$500 Moderate: \$550.00/lot Major: \$650.00/lot**

Professional Review Fee:		
Zoning or Rezoning Fee: \$500.00 Paid: []Yes []No		TOTAL FEES: \$
Admin. Fees:	x \$ = \$	Driveway Permit \$ 125.00
Road Impact:	x \$2,750. = \$	Application fees: \$
\$500/lot/mile:	x \$ = \$	Zoning fee: \$ 500.00
Driveway:	x \$125. = \$	Balance due: \$

SIGNAGE IS PAID FOR BY THE APPLICANT. THE COST IS \$50.00 PER SIGN

Red designation sign	\$
Stop sign	\$
Yield sign	\$
Other:	\$

Minor or Moderate Impact Classification (2-5 Lots)-----Subdivision Application Review Process:

Planning Department Staff:

- Pre-Application Meeting with the Applicant
- Complete Zoning and Development Application submitted to the County

Planning Commission Zoning and Pre-Sketch Plan review:

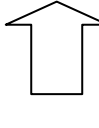
- Schedule a Public Hearing before the Planning Commission Board to review zoning and the pre-sketch plan.
- Public Hearing Notice prepared and sent to paper to be published 14 days prior to hearing date
- Public Hearing Notice published at least 10 days before the public hearing
- Notice from the Planning Department to all agencies regarding the proposed zoning request and public hearing information with a request for comments at least 10 days prior to the public hearing date.
- Notice from the applicant to all adjacent land owners regarding the requested zoning and pre-sketch plan and public hearing information with a request for comments.
- Public hearing before the Planning Commission regarding zoning. If zoning is recommended for approval, the Planning Commission Board will conduct a sketch plan public hearing.

Planning Commission Sketch Plan review:

- Public Hearing Notice prepared and sent to paper to be published 14 days prior to hearing date
- Public Hearing Notice published at least 10 days before the public hearing
- Notice from the Planning Department to all agencies regarding the proposed development and public hearing information with a request for comments at least 10 days prior to the public hearing date.
- Notice from the applicant to all adjacent land owners regarding the proposed development and public hearing information with a request for comments.
- Public hearing before the Planning Commission Board regarding the Sketch Plan
- After Sketch Plan is recommended for approval by the Planning Commission Board, applicants will move forward to the Board of County Commissioners with their zoning request.

Board of County Commissioners Zoning and Pre-Sketch Plan review:

- Public Hearing Notice prepared and sent to paper to be published 14 days prior to hearing date
- Public Hearing Notice published at least 10 days before the public hearing
- Notice from the Planning Department to all agencies regarding the proposed development and public hearing information with a request for comments at least 10 days prior to the public hearing date.
- Notice from the applicant to all adjacent land owners regarding the proposed development and public hearing information with a request for comments.
- Public hearing before the Board of County Commissioners regarding the requested zoning and pre-sketch plan
- Review of the Preliminary Plan before the Board of County Commissioners. Public notice is not required.
- After the Preliminary Plan is approved by the Board of County Commissioners a Vested Right is created which allows the applicant 3 years in which to complete the development.
- Final Plat review by BOCC
- Once Final Plat is approved it is recorded with Montezuma County Clerk & Recorder.
- Plat is then provided to the County GIS/Mapping Department and the County Assessor

	Plan.	Dev.	Received	Name of Developer: _____	Date: _____
<p>For a complete rezoning application, the following submittals are required with your rezoning application.</p> 	A.			SUBMITTALS FOR REZONING AND PRESKETCH PUBLIC HEARING	
		X		Zoning/Rezoning: AR3-9 AR10-34 AR35+ Other _____	
		X		Zoning Application signed by property owner(s)	
		X		Presketch Plan for proposed development as defined in LUC 5301	
		X		Proof of ownership: Title Commitment or Policy/Certificate of Ownership	
		X		For land under 35 acres Exemption No. or proof of parcel origin (prior to November of 1972)	
		X		All rights-of-ways must be proven that provide access to each lot	
		X		Agent: Authorization from landowners for third party representation	
		X		Evidence of electrical services	
		X		Septic Information: Copy of current septic permit(s)	
		X		Domestic water. Letter from water service supplier; copy of tap certificate(s); letter proposing cistern; or well permit.	
		X		Division of Water Resources form with supporting documentation, if wells are applicable.	
		X		Floodplain Development Certification if property is within an area determined to be a flood zone, per FEMA	
		X		Proof that the Taxes have been paid for the current year	
	<p>For a complete subdivision application, the following additional submittals are required with your subdivision application. (must also include rezoning submittals, if zoning is in place)</p> 	X			Mineral Owners. Current names and mailing addresses
		X		Storm Water Permit required <input type="checkbox"/> Yes <input type="checkbox"/> No (if you disturb more than 1 acre of surface soil)	
				CDOT Access Permit	
		X		If accessing off a green signed county road you must submit a access permit with the County	
		X		Prior to Board review, the Applicants are required to notice all adjacent land use owners and mineral interest owners Planning Staff will notice all agencies in Montezuma County	
		X		Zoning Application Fees: \$ _____	
				Planning staff determines if additional information is required for a rezoning application.	
		X		Sketch plan as required in the LUC at 5402	
		X		Geologic Hazards Investigation/Plan. Required on all moderate and major impact classifications	
		X		Fire Hazards Plan. A Fire Hazards Plan must be submitted. Note: Any recommendation within the plan will require a certification of completion prior to final approval of the development by the Board of County Commissioners.	
		X		Weed Control Plan on an approved Montezuma County Weed Control Form	
		X		Restrictive Covenants are required. Minimum requirements are outlined in the LUC.	
		X		Urban Influence Zone: <input type="checkbox"/> Yes <input type="checkbox"/> no <input checked="" type="checkbox"/> Cortez <input type="checkbox"/> Dolores <input type="checkbox"/> Mancos	
		X		Is the property in CRP or a Conservation Easement: <input type="checkbox"/> Yes <input type="checkbox"/> no (submit copy of any agreement or deed)	
		X		Is there irrigation water attached to the proposed development: <input type="checkbox"/> Yes <input type="checkbox"/> no	
	X		Floodplain Development Certification required: <input type="checkbox"/> Yes <input type="checkbox"/> no		
	X		If amending an existing development, you will be required to submit non-opposition letters from all other lot owners		
	X		Drainage Plan (determined by Planning Department Staff or Montezuma County Road Representative		
	X	X		Prior to Board review, the Applicants are required to notice all adjacent land use owners and mineral interest owners Planning Staff will notice all agencies in Montezuma County	
	X			All Federal, State, and Local permits must be obtained prior to final approval of the proposed development	
				SUBMITTALS AND INFRASTRUCTURE COMPLETED PRIOR TO THE BOARD OF COUNTY COMMISSIONER'S FINAL APPROVAL.	

Name of Subdivision
Lot/Impact Classification
Name of Developer(s)
Physical Address of Property
No. Lot(s)/___ acres, more or less
Section ___ Township ___ N, Range ___ W, N.M.P.M.
MONTEZUMA COUNTY, COLORADO

- A. Setbacks.** The following setbacks are required:
1. New fences are to be set back a minimum of 30 feet from the centerline of County roads.
 2. Setbacks for dwellings are to be a minimum of 50 feet from County Road rights-of-way, a minimum of 50 feet from the right-of-way of service roads or streets within a platted subdivision, and 50 feet from lot lines.
 3. Setbacks for barns, garages, and other auxiliary structures shall be a minimum of 25 feet from County road rights-of-way and property lines not adjacent to roads and highways.
 4. Within the Dolores River Valley all new commercial and residential construction, including Individual Sewage Disposal Systems, shall be set back 100 feet from the existing stream bank.
- B. Lighting.** All outdoor lighting shall be designed to illuminate only the premises and to minimize nuisance to adjoining landowners.
- C. Drainage.** All open areas of any site, lot, tract or parcel shall be graded and planted as appropriate to provide proper drainage and minimize flooding, erosion and pollution.
- D. Views and Sunlight.** Buildings and structures constructed in a subdivision shall be placed, so as to minimize undue obstruction of views and sunlight to existing dwellings on adjacent properties.
- E. Noxious Weed Control.** Any subdivision will require inspection for noxious weed infestation under provisions of the Colorado Weed Management Act, the Montezuma County Comprehensive Weed Management Plan Resolution No. 4-93, as amended, and development and submittal of an approved weed management plan.
- F. Dogs and Other Pets.** Dogs and other pets are not permitted to interfere with livestock or the care of livestock on adjoining agricultural lands.
- G. Sanitation.** Percolation tests or soils analysis, as determined by a Colorado Registered Professional Engineer, shall be required to adequately determine the type of standards for on-lot disposal systems. Prior to commencing construction, any person who wishes to install, alter, or repair an individual sewage disposal system in the County shall obtain a permit from the County Health Department.
- H. Wildfire Mitigation.** All new subdivisions which are located completely or partially within areas identified on *A or B Community at Risk Map*, or other areas that fall outside of the A or B zone of the *Community at Risk Map* that have native vegetative cover deemed to be a wildfire risk, will require the submittal of a Comprehensive Wildfire Mitigation Plan. This Wildfire Mitigation Plan shall define defensible space standards to be met in the subdivision as recommended in *Colorado State University Fact Sheet No. 6.302, "Creating Wildfire Defensible Zones."* **Planning Department Review and Waiver.** All new subdivisions which are not located completely or partially within areas identified on the *A or B Community at Risk Map*, or are located within the *A or B Community at Risk*

Map but do not have vegetative cover may request a waiver from the Planning Department. Upon review and approval of the waiver request, the applicant may submit an affidavit with directional photographs of the property for which a development application was submitted. This affidavit shall define defensible space standards to be met in the subdivision as recommended in *Colorado State University Fact Sheet No. 6.302, "Creating Wildfire Defensible Zones."*

1. The developer will be required to complete fuels mitigation in the subdivision, as defined in the Plan, to the following standards:
2. Fuels mitigation to Zone 3 standards on all land within the development boundary.
3. Fuels mitigation to Zone 2 standards on all land within existing and proposed roadway and utility easements.

Name of Developer

Name of Developer

Notary
Name: _____
Date: _____
Notary Expiration: _____

Notary
Name: _____
Date: _____
Notary Expiration: _____