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**INSTRUCTIONS FOR MONTEZUMA COUNTY ONLINE PERMITTING SYSTEM (SMARTGOV)**

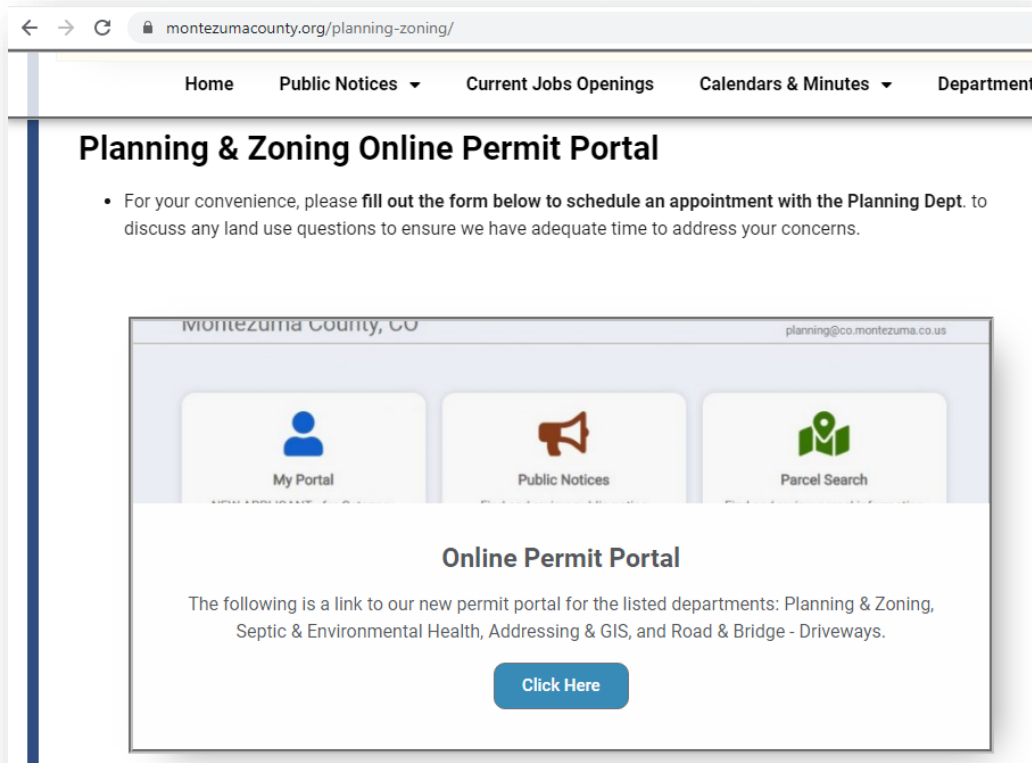
**Welcome to our Online Permit Center! These instructions will help you navigate your way to getting the appropriate Montezuma County permits for your development that meet our Land Use Code requirements.**

*To have a more comprehensive understanding of the Montezuma County land development process, please visit our website for a **FREE copy of the Land Use Code** under 'Related Information' on the right-hand side of the Planning webpage here: <https://montezumacounty.org/planning-zoning/>, select the most recent Land Use Code . If you prefer to have a hard copy, you may obtain one through the Planning Dept office for a fee of \$10.00.*

**1.** Start by going to our Online Permit Center through the following link:

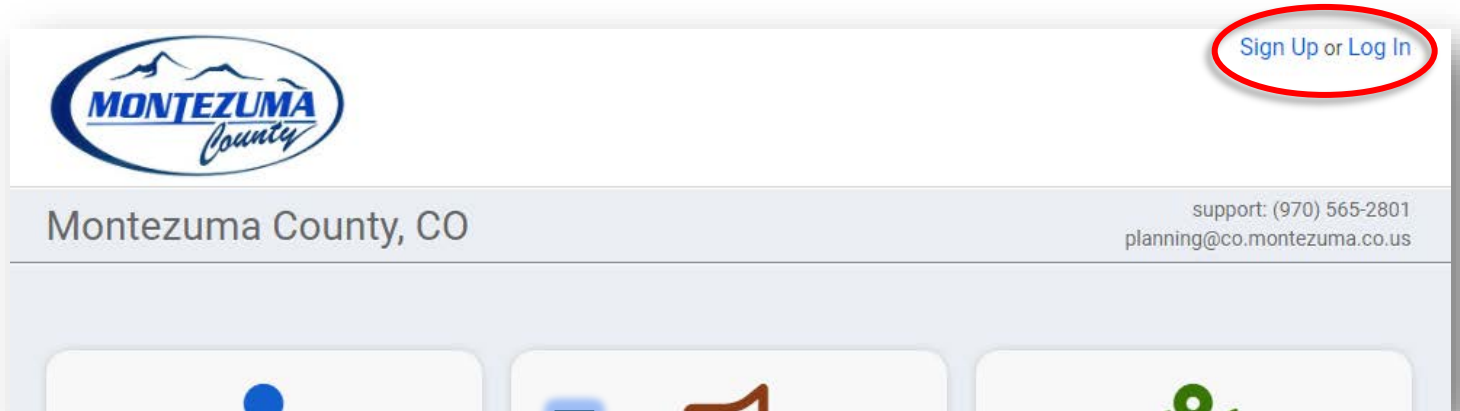
<https://co-montezuma-co.smartgovcommunity.com/Public/Home>

--OR-- by going to <https://montezumacounty.org/planning-zoning/> and then scrolling down to the link for the Planning & Zoning Online Permit Portal.





## 2. Sign up for an account using a current email address to gain access to the Permit Portal.



co-montezuma-co.smartgovcommunity.com/Register/RegisterUser

**1 Account** **2 Contact** **3 Review**

### Account Sign Up

Email Address:  Valid Email Address

Password\*:  Minimum 8 characters

Confirm Password:  Re-enter password

### Access Code

The access code will help associate your new account with any permits you may already have applied for. Don't have one? Skip this step.

Code:

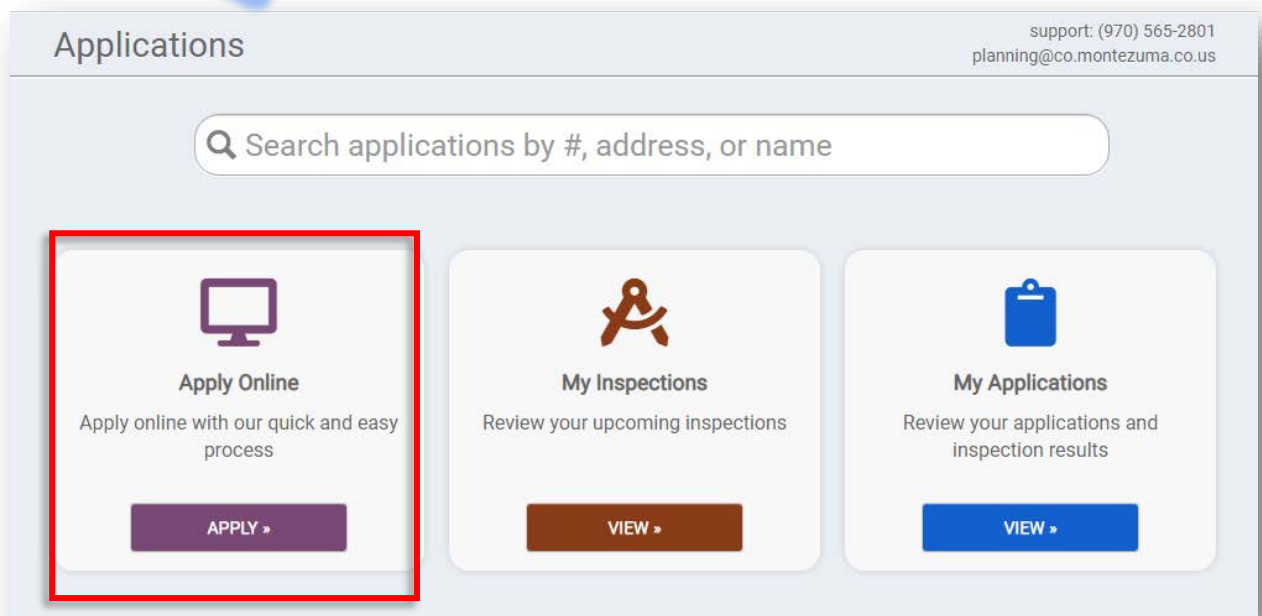
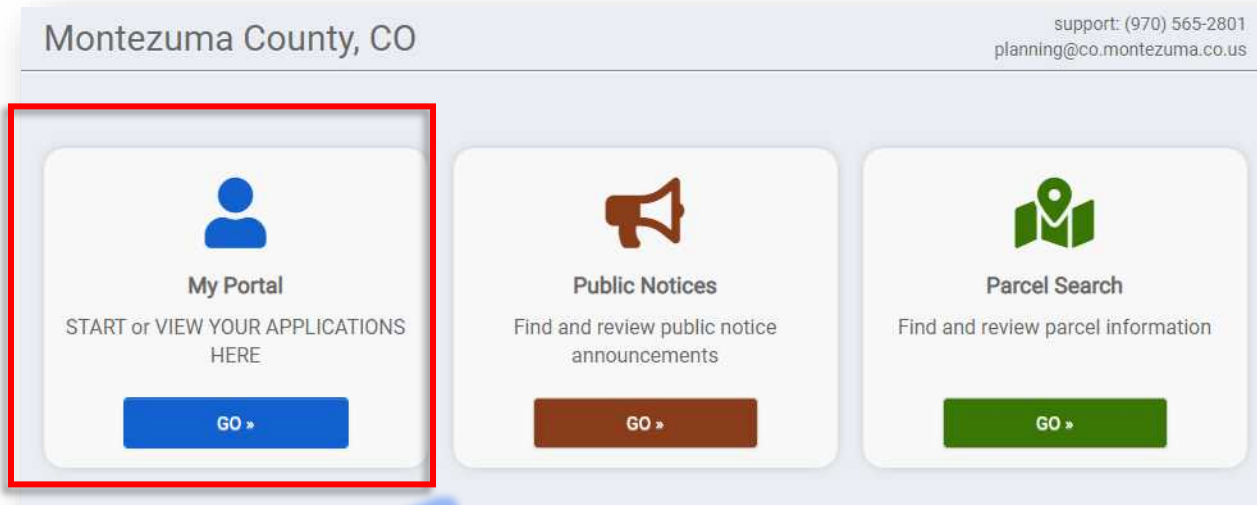
The access code will help associate your new account with any permits you may already have applied for. Don't have one? Skip this step.

Already have an account? [Log In.](#)

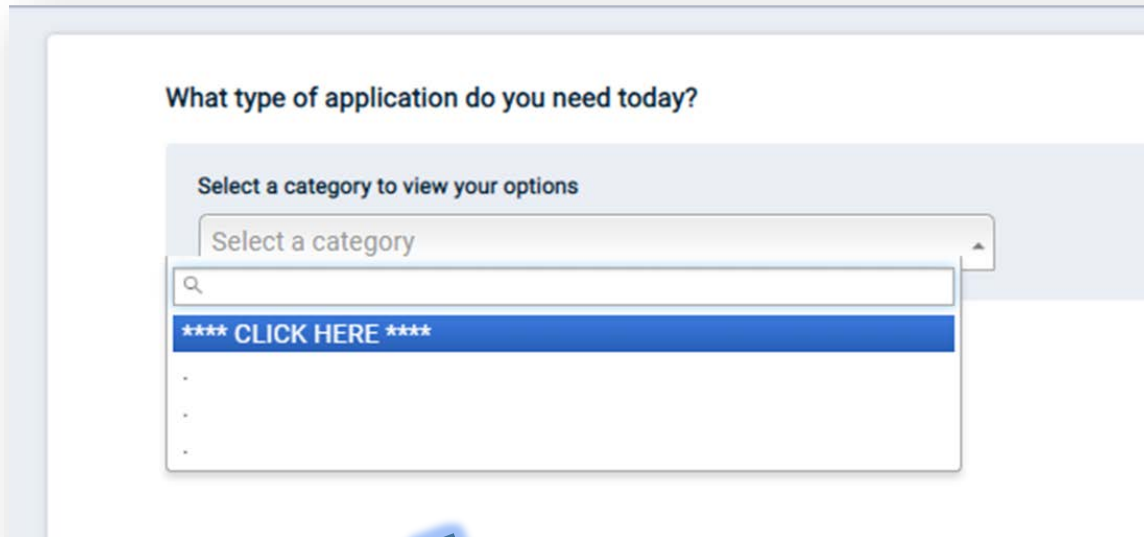
If the Planning Department has started an initial Property Contact Form within the Permit Portal on your behalf, you will have received an **Access Code** to connect your login with your active permits.



3. Whether you are looking to build a new Residence, requesting a High Impact Permit, interested in subdividing, or needing a new address, **ALL** development will follow the same procedure to initiate the permitting process. Enter '**My Portal**' by clicking on the blue "GO >>" button. Then click on the "**APPLY >**" button under the '**Apply Online**' icon.



4. To start any and all applications, Select **“\*\*\*\* CLICK HERE \*\*\*\*”** from the dropdown menu under ‘**Select a Category to view your options**’. Then click the circle next to **“START HERE: Property Contact Form”**. Then click the blue **“NEXT”** at the bottom of the webpage.



What type of application do you need today?

Select a category to view your options

Select a category

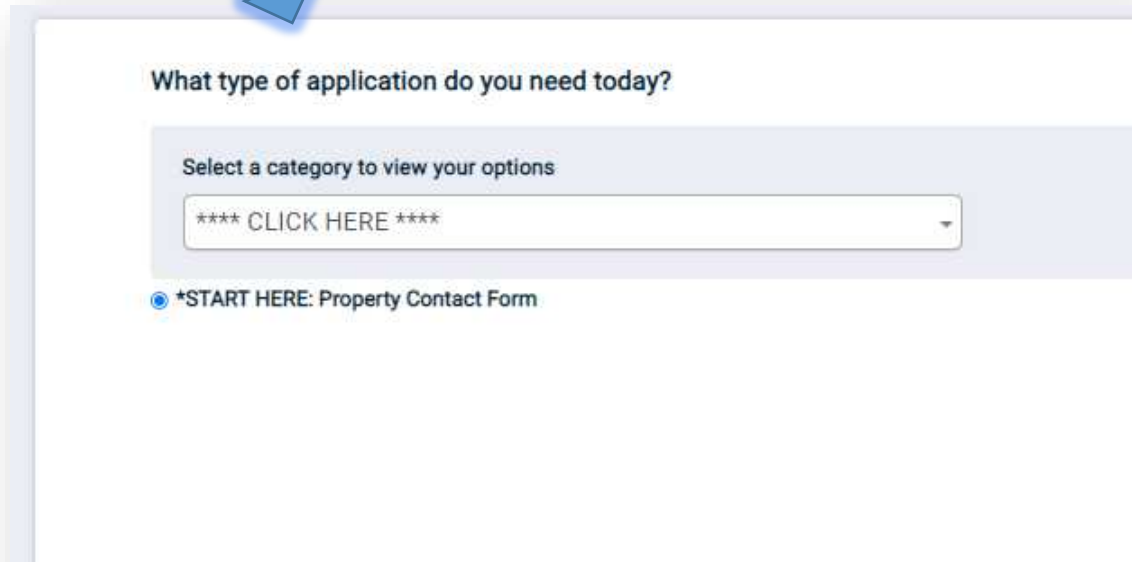
Q

**\*\*\*\* CLICK HERE \*\*\*\***

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What type of application do you need today?

Select a category to view your options

**\*\*\*\* CLICK HERE \*\*\*\***

☒ **\*START HERE: Property Contact Form**



5. Applications start with linking the applicable property with your application. If your property already has an existing, valid address to it, start typing in your address and select the corresponding property from the dropdown menu that pops up. *All county addresses use the standard of "Road XX" for road name, do not use County Road or CR.* If your address is TBD, select the link at the bottom that states 'enter a parcel #'.

Where is your project located?

IF your address is TBD or does not populate, find your parcel number using this website:  
[\[http://eagleweb.co.montezuma.co.us/assessor/taxweb/search.jsp\]](http://eagleweb.co.montezuma.co.us/assessor/taxweb/search.jsp).

Then click the "enter parcel #" link below to find your property using the Parcel number.  
NOTE: Enter Parcel Numbers without hyphens "-" or spaces

I want to enter a parcel # instead.

Address:

City:

State Zip Code  
CO



Need to look up the Parcel ID number? Use our online GIS County Map viewer to find this 13 digit number and other useful information about the applicable property. In the map, click on the parcel and a popup table will appear with Assessor information.

<https://montezumacounty.maps.arcgis.com/apps/webappviewer/index.html?id=c150a0ba951a4df68a31ffacde80045e>

1 Type 2 Location 3 Details 4 Review

Site location

IF your address is TBD or does not populate, find your parcel number using this website:  
[\[http://eagleweb.co.montezuma.co.us/assessor/taxweb/search.jsp\]](http://eagleweb.co.montezuma.co.us/assessor/taxweb/search.jsp).

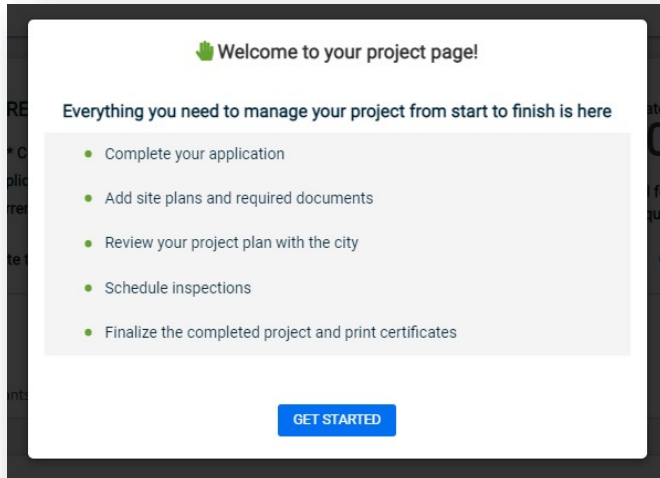
Then click the "enter parcel #" link below to find your property using the Parcel number.  
NOTE: Enter Parcel Numbers without hyphens "-" or spaces

Parcel Number: 561126305

561126305001
MONTEZUMA COUNTY
109 W MAIN ST CORTEZ, CO 81321
Primary: Yes Begins: 3/27/2020
561126305002
3G, LLC
140 W 1ST ST CORTEZ, CO 81321
Primary: Yes Begins: 3/25/2020
561126305003
MONTEZUMA COUNTY
35 S CHESTNUT ST CORTEZ, CO 81321
Primary: Yes Begins: 3/25/2020
561126305004
SINGLETON, TIMOTHY G.
136 W 1ST ST CORTEZ, CO 81321
Primary: Yes Begins: 3/25/2020



**6.** Welcome to your project page! Now that you have the property selected, this is where you will input all information pertaining to your development. Make sure to go through each section to complete your application.



**\*START HERE: Property Contact Form**

\*\*\*\* CLICK ON THIS BLUE LINE \*\*\*\*

Application Number PCF-0304-2021  
Current Status Not Submitted

Estimated Fees  
**\$0<sup>00</sup>**  
Additional fees may be required

[NEED HELP?](#)

Please complete the following information to submit your permit application.

**My Project** Done

All NEW applicants shall start with this Property Contact Form first before proceeding on to other applications.

Please provide a **detailed** project description in **Box 3** on this page

Location  
109 W MAIN ST  
CORTEZ, CO 81321

Parcel  
561126305001

Created 12/7/2021  
Approved --  
Issued --  
Closed --  
Application Expires 3/7/2022

Give your project a name

Describe the purpose of the permit

[Change Location](#)

[SAVE](#) [CANCEL](#)

**Permit Contacts** Done

**Permit Details** Not Complete

**Permit Submittals** At least 1 file must be uploaded for each submittal requirement Not Complete

**Permit Parcels** Done



- 7. Permit Details.** This section will require you to answer questions about your development proposal. This will help us make sure the necessary permits are assigned to you and that we can process your application in a timely manner.  
Then click **“SAVE”**

▲ Permit Details

Not Complete

Please select as much as is applicable to your proposed development.

Primary Point of Contact for Application - First, Last Name and Company if Applicable \*

Agent/Primary Contact Phone Number \*

Agent/Primary Contact Email Address \*

How many driveway accesses are needed? (If none, type 0.) \*

How many new residences are proposed? (If none, type 0.) \*

Is this for a new address? \*

Is this for a new septic system or a repair of an existing septic system? \*

Is this for a parcel subdivision? \*

Is this for a Commercial or Industrial use? \*

Is this for a boundary line adjustment? \*

Is this a request to change the zoning? \*

SAVE



**8. Permit Submittals.** The submittals section will show which additional documents may be required of you to proceed with the necessary development permits.

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 the form of a **Notarized Agent Letter** before the application will be accepted to proceed. The Planning Department can provide a standardized letter form that must be signed by each party and notarized. Agent letter forms are provided via email or picked up at the Planning Office.

**A Sketch Map or Site Plan is required for every application.** Whether it be hand drawn, sketched on the computer, or uses our Online GIS Map, you will need to upload a document to help us visualize your proposed project and get accurate addresses assigned, if needed. You can access the County GIS here:

<http://montezumacounty.maps.arcgis.com/home/index.html>

▲ Permit Submittals

At least 1 file must be uploaded for each submittal requirement

Not Complete

\* Required for Application

⌚ Required before permit can be closed

Submittal Name	Received	Version	Status	
Notarized Agent Letter *	--	1	Pending	Upload
Sketch Map or Site Plan *	--	1	Pending	Upload

Once uploaded, submit your application at the bottom of the page.

← View Applications

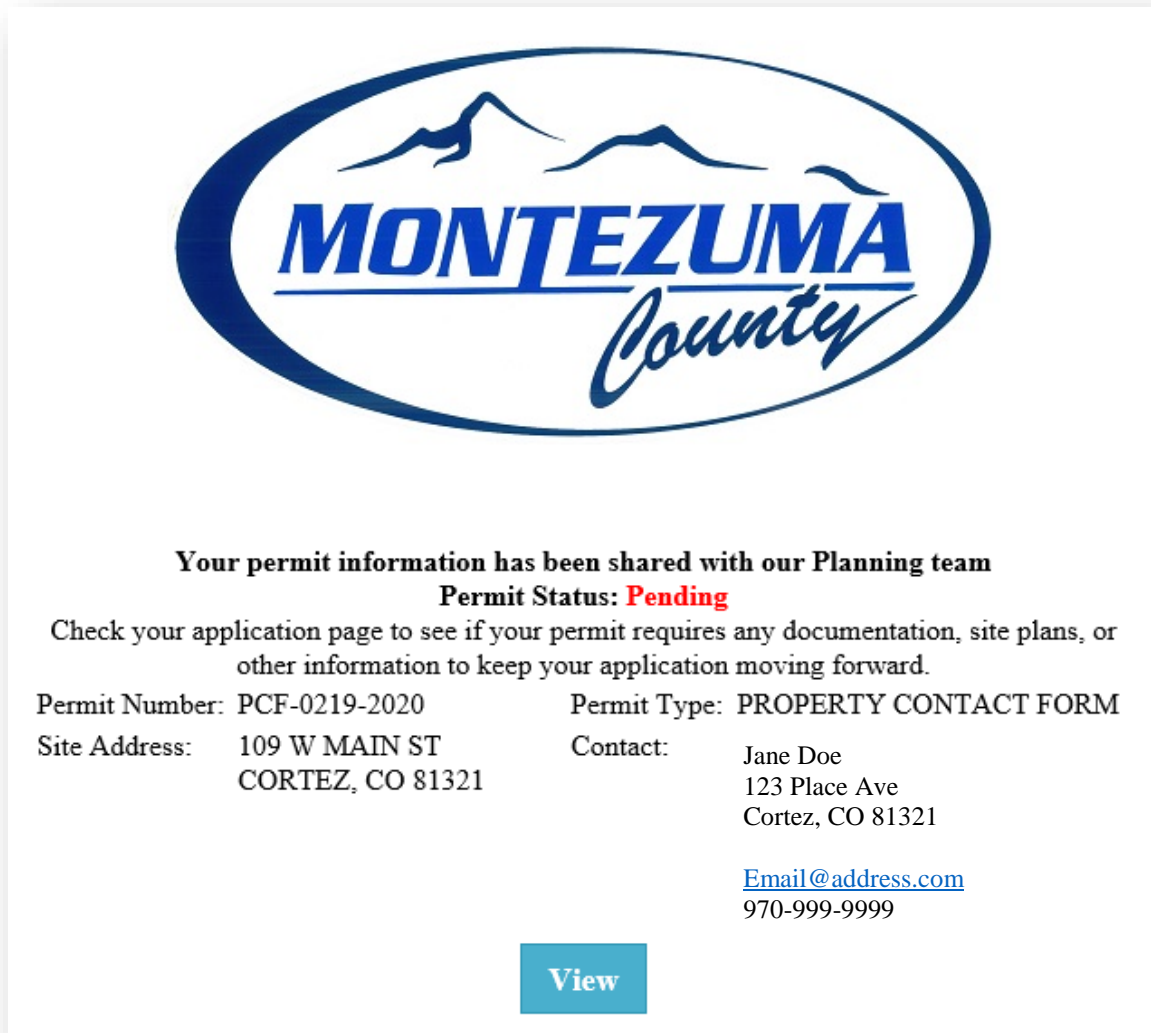
✓ Your application is complete. Please submit for review.

SUBMIT APPLICATION





9. This is an example of the initial email you will receive in the inbox of the email address you provided after submitting an initial Property Contact Form application.



**EXTRA.** At the bottom of the home page within the Online Permitting System are quick links to various County Department webpages for your convenience.

