

**Minor Impact Classification
Single Lot Development
Subdivision Application Review Process:**

Planning Department Staff:

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

Planning Commission Board review:

- Schedule 2 separate Public Hearings before the Planning Commission Board (same meeting for both hearings)
- 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 and sketch plan 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 regarding zoning. If zoning is recommended for approval, the Planning Commission Board will conduct a sketch plan public hearing.

Board of County Commissioner 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 BOCC regarding zoning.
- After zoning and the pre-sketch plan is approved, applicants will present the preliminary plan to the Board of County Commissioners
- 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

**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

**Major Impact Classification (6 + 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.

Planning Commission Agency review:

- Notice from the Planning Department to all agencies regarding the proposed development and public hearing information. This opens up a 21 day comments period for agencies.
- Public hearing before the Planning Commission Board regarding the Agency Comments
- 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.
- Agency review by the Planning Commission Board. After approval of the Agency Review the applicants will move forward to the Board of County Commissioners.

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

Board of County Commissioners review of the Preliminary Plan and Final Plat

- 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