

RIO GRANDE COUNTY LAND USE OFFICE  
 925 6<sup>TH</sup> St Room 208 \* Del Norte, CO 81132  
 Phone: 719-657-4003 \* Fax: 719-657-2514

**FOR ADMINISTRATIVE USE ONLY:**

Application Date: \_\_\_\_\_ Case Number: \_\_\_\_\_ Phone# \_\_\_\_\_

Application Rec'd by: \_\_\_\_\_ Treasurer's Receipt#: \_\_\_\_\_

**CURRENT ZONING**

___ Agricultural/Rural	___ Light Industrial
___ Commercial Business	___ Heavy Industrial
___ Residential	___ Medium Density Residential

**Parcel No.** \_\_\_\_\_

Request:
Property Owner of Record:
Address:
Applicant Name:
Address:
Telephone
Requested Zoning if applicable:
Legal Description: _____
Acres: _____ If property is being transferred (buyer) name) _____
Telephone: _____ E-Mail _____ Fax _____

The following information must be submitted by the third Tuesday of the month prior to the next scheduled meeting/hearing. If any items are missing from this application it will be considered incomplete and will not be accepted until the required documents are received and then you will be scheduled for the NEXT scheduled meeting. It must be in packet or bound form (seven copies). Do not put them in letter sized envelopes.

- ( ) Proof of ownership/copy of deed and a letter of acknowledgment from the lender.
- ( ) If in a subdivision, provide a copy of covenants and approval from the Homeowners Association.
- ( ) Detailed scaled plot plan of the site and all existing structures if any, and the measurements of any structure to the property lines, roads, access to parcel. (You can use the plat map of the parcel as the base for the site plan.)
- ( ) Enclose a letter to the Board describing why you are requesting a review for approval, and how it is compatible with surrounding land uses (area) and the Rio Grande County Master Plan.
- ( ) You must post at the site, a sign that the parcel is under review for approval by Rio Grande County. (Conditional Use, Exempt Division of Land etc.)

( ) Source of Water: Public Water Source \_\_\_\_\_ District \_\_\_\_\_ Private Well \_\_\_\_\_  
Water Shares \_\_\_\_\_ (Attach water certificates or permit (s))  
( ) Sewage Disposal: Central Wastewater Treatment \_\_\_\_\_ New Individual OSWS \_\_\_\_\_  
(Existing System \_\_\_\_\_ how long has the system been there? \_\_\_\_\_)

Traffic expected to be generated by this change \_\_\_\_\_

Fire District: Del Norte \_\_\_\_\_ South Fork \_\_\_\_\_ Monte Vista \_\_\_\_\_ Center \_\_\_\_\_

Is an access permit required for this change? Attach any and all documentation.  
\_\_\_\_\_ Colorado Department of Transportation Highway access permit: 970-385-8360  
\_\_\_\_\_ Rio Grande County Driveway access permit if off of a county road. 719-852-4781  
\_\_\_\_\_ Existing access/How long has it been there? \_\_\_\_\_

\_\_\_\_\_ Attach a list of the names and addresses of landowners within 1500 feet of the entire boundary of the property in a rural zone; 300 feet for commercial. The Land use Office will assist you in generating a list but it will be up to you to verify the information with the Assessor's Office Records. The Land Use Office is not responsible if a land owner is not notified. (Land Use Office will do this)

The following items must be on the plot plans and/or final survey plats:

- \_\_ Metes and Bounds description for Exempt Division of Land
- \_\_ 100 foot buffer from sprinkler end gun for Exempt Division of land from any structure or road/access
- \_\_ 25-foot setback from property lines to any/all structure (location and size of existing structures)
- \_\_ Roads, streets, highways and access easements, which will serve this proposed development
- \_\_ Location of all existing utilities on the property (septic systems, wells, electric, gas and phone lines, which may serve it.
- \_\_ Stock drive easements and fence lines
- \_\_ Irrigation and drainage ditches, and patterns
- \_\_ Driveways/parking areas, both existing and proposed lot changes
- \_\_ North Arrow

\*\*\*\*\*

**I/we declare under penalty of perjury in the second degree, and any other applicable state or federal laws that the statements made on this application are true and complete to the best of my knowledge. I understand that this application may be denied or revoked if:**

- **I provide misleading information on this application, or**
- **I violate the rules and regulations of Rio Grande County**
- **I violate the provisions of the Colorado Subdivision Regulations (CRS § 30-133)**
- **I give permission for any and all staff to access the property for a visual review if necessary.**

\_\_\_\_\_  
Signature of Applicant      Date

\_\_\_\_\_  
Signature of Applicant      Date

\_\_\_\_\_  
Signature of Applicant      Date

\_\_\_\_\_  
Signature of Applicant      Date

For Minor, Major or a Planned Unit Development the criteria for approval are:

- Access to all parcels/lots formed (Right of Way or easements need to be shown on plats and the final survey)
- Roads (**all roads must be built to county specifications.**)
- Utilities must be underground
- Proof of water availability and water certificates must be purchased

\*\* Note: The Planning Commission meets only on the third Tuesday of each month beginning at 1:30pm, in the Commissioners' Meeting Room, Room 208. The applicant or someone appointed who can answer questions should plan on attending or the board may opt to postpone the meeting. An Exempt Division of Land does not require a survey until you have been approved. However, **a detailed sketch of the parcel and ALL structures and setbacks must be noted on the sketch, (legible and large enough to read)** as well as on the final survey. When the Commissioners' approve the exemption, you are approved contingent upon the final survey being done accurately. The Land Use Administrator will draw up the resolution approving the exemption but cannot record the resolution until the office receives a COPY of the recorded survey from the Clerk and Recorder's Office; once I receive a copy the deposited survey, I will then turn around and record the necessary documents. Depending on your surveyor this could take additional time from the approval by the Board of County Commissioner's. An emergency on your part does not constitute an emergency on my part. I will try to work with you in the event that time is of the essence, but, by statute I am required to notify property owners within the designated distance and need fifteen days to do that. (Within five days of receiving the application) so, from the day I send out the notices the clock starts and you will be scheduled accordingly.