

RIO GRANDE COUNTY LAND USE OFFICE
 925 6TH 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: _____ Fee \$ _____ Parcel # _____

CURRENT ZONING

- Agricultural/Forest; Agricultural Ranching; Agricultural Estate; Rural Residential;
 Residential; Mobile Home; Commercial; Commercial Resort Tourism; Heavy Industrial;
 Light Industrial

Request: Conditional Use; Minor Subdivision Exemption; Amendment Zoning;
 Minor Subdivision (five lots or less); Major Subdivision; Mobile Home Park; Recreational
 Vehicle Park; PUD Small scale; PUD large scale; Replat; Vacations; Vested Property
 Rights

Property Owner of Record:

Address:

Telephone No.

Name of person representing application:

Address:

Telephone No:

Requested Amendment of Zoning if applicable:

Legal Description: _____

Acres: _____ **If property is being transferred (buyers name)** _____

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 form (**TEN copies**). **Do not put them in letter sized envelopes or staple. This application must be completed by you, do not submit it until it is complete, and all required documents are attached! If you think it doesn't apply explain why.**

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 Owner	Date	Signature of Applicant	Date
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Signature of Owner	Date	Signature of Applicant	Date
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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

If you are not the property owner of record! The property owner needs to sign the application and submit a letter acknowledging this request!

** Note: The Planning Commission meets 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 postpone the meeting. An Exempt Division of Land (Minor Subdivision Exemption) 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 an 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 deposited survey from the Clerk and Recorder's Office; once I receive a copy of the deposited survey, I will then record the necessary documents. Depending on your surveyor, this could take additional time from the approval by the Board of County Commissioners. An emergency on your part does not constitute an emergency on my part. The Land Office is required to notify property owners within the designated distance, and within five days of receiving the application. The application needs to be complete and neat. The letter from you addressing the Board (s) needs to be as detailed as possible and specific to your request (i.e. current structures, setbacks, number of people, size of building". If either of the Boards deems the application to be incomplete they will table the request.