

**PARK COUNTY APPLICATION FOR
MAJOR SUBDIVISION SKETCH PLAN
NON-REFUNDABLE APPLICATION FEE: \$2000**

All applicants must submit one complete application and attend a pre-application conference with the Park County Planning Department Staff seven (7) to ten (10) working days prior to the application submittal deadline. Following the acceptance of the complete application the applicant must submit **thirty (30) collated paper copies or electronic media as requested** to the Park County Planning Department on or before the application submittal date.

If you have questions regarding this form please contact the Planning Department by phone at (719) 836-4292 or e-mail planning.zoning@parkcountyco.gov, fax (719) 836-4351, or write to us at P.O. Box 1598 Fairplay, CO 80440.

A. APPLICANT AND OWNERSHIP INFORMATION

Applicant's Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Telephone (work) _____ (home) _____ (fax) _____

Owner's Name: _____

Mailing Address: _____

Telephone No.: _____

B. PROPERTY INFORMATION

Complete Legal Description of Property Proposed for the Major Subdivision Sketch Plan (attach additional page, if necessary):

Street Address of Property: _____

Property's Total Acreage: _____

Current Zone District of Property: _____

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| For County Use Only Planning Department Confirmation of Current Zone District: District: _____ _____ Print Full Name |
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Requirements for a Major Subdivision Sketch Plan
Article VI, Division 4, Section 6-403

C. APPLICATION REQUIREMENTS

1. Application Fee. An application fee in the amount of \$2000 must be paid at the time of submission of the application. Make the check or money order payable to the Park County Planning Department. The fee pays for the typical cost to the County to process the application. Any additional costs that may occur are the applicant’s responsibility.
2. Tax receipt-showing payment of current taxes. This can be obtained at the Park County Treasurer’s office.
3. A properly executed Agreement for Payment of Development Review Expenses in the attached form. The Development Review Expense Deposit for a Major Subdivision Sketch Plan is \$750. Make the check or money order payable to the Park County Planning Department.
4. Proof of ownership in the form of a recorded Warranty Deed. This can be obtained at the Park County Clerk and Records office.
5. A legal description of the proposed subdivision prepared by a licensed Colorado land surveyor.
6. A signed and notarized certification from the Applicant that proper notice has been provided to the mineral estate owner pursuant to C.R.S. § 24-65.5-103, or a certification that such notice is not required because the surface estate has not been separated from the mineral estate for the property described in the application. A form of certification is provided in Appendix B (attached).
7. A list of names and mailing addresses of all owners of adjacent property to the property subject to the proposed plat amendment, this information is at the Park County Assessor’s Office.
8. A Sketch Plan shall be drafted at a commonly used engineering scale. The size of the map sheet shall be twenty-four by thirty-six inch (24" x 36"). Where the required data cannot be clearly shown on one plan sheet, additional plan sheets of the same size may be used with easily identifiable match lines. At a minimum, the Sketch Plan shall contain:
 - a. A title that prominently identifies the proposed name of the subdivision together with the phrase “Sketch Plan”;
 - b. Date of preparation, map scale, and north arrow;
 - c. Name, address and telephone number of the Applicant, land owner(s), planner, engineer, and surveyor;

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| For County Use Only: |
| Initial Receipt of the Required Information |
| (1.) _____ |
| (2.) _____ |
| (3.) _____ |
| (4.) _____ |
| (5.) _____ |
| (6.) _____ |
| (7.) _____ |
| (8a.) _____ |
| (8b.) _____ |
| (8c.) _____ |

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| For County Use Only: |
| Initial Receipt of the Required Information |
| (8l.) _____ |
| (9a.) _____ |
| (9b.) _____ |
| (9c.) _____ |
| (9d.) _____ |
| (9e.) _____ |
| (9f.) _____ |
| (10.) _____ |
| (11.) _____ |

1. Any other data or information essential to the evaluation as may be requested by the Planning Director to enable an adequate conceptual evaluation of the proposed subdivision.

9. A narrative statement describing the existing conditions and the proposed subdivision development including at a minimum;
 - a. Total proposed development area in acres with a breakdown in percentages and amounts devoted to specific land uses;
 - b. Zoning district(s) of the property and of all adjacent properties;
 - c. Proposed zoning district(s) if a rezoning is being requested;
 - d. If zoned for residential use or proposed for rezoning to a residential use, an approximation of the number and types of dwelling units;
 - e. Anticipated providers of utilities for water, sewer, gas, electric and telephone;
 - f. Proposal for preservation, protection, alteration, or removal of significant natural features and man-made characteristics of the site.

10. A fiscal impact analysis prepared by a consultant selected by the Planning Director or Designee describing the anticipated effect of the completed subdivision on the county's finances.

11. All subdivisions proposing the use of five (5) or more individual wells shall submit to the County an analysis prepared by a professional deemed qualified by the County to evaluate water delivery systems that compares the efficiency, cost effectiveness, and adverse impacts upon other wells of the proposed individual wells to the efficiency, cost effectiveness, and adverse impacts of a common or community water delivery systems(s)

Note: Refer to Park County Land Use Regulations Article VI Standards for Approval of a Major Subdivision).

D. APPLICANT AND LANDOWNER SIGNATURES:

The undersigned applicant and landowner hereby verify and affirm that the information contained in this application is complete and accurate. The undersigned applicant and landowner understands and acknowledges that the submission of inaccurate and incorrect information may result in the denial or rejection of the application and/or result in the invalidation of any approvals issued by Park County, Colorado.

Applicant: Signed: _____

Print name: _____

If company, state Title/Position: _____

E. VERIFICATION OF DATE OF DELIVERY OF APPLICATION

This application was submitted to the Park County Planning Department on the following date and time:

_____, 20____
Month Day Year

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| <p>For County Use Only: Verification of Date of Delivery and County Receipt of Application Date: _____ Print Name: _____</p> |
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Payment of the Applicant Fee was made by:

| | | |
|-------|------------------------|-----------------|
| _____ | Personal Check # _____ | Amount \$ _____ |
| _____ | Cash | Amount \$ _____ |
| _____ | Other _____ | Amount \$ _____ |

Payment of the **Development Review Expense Deposit** was made by:

| | | |
|-------|------------------------|-----------------|
| _____ | Personal Check # _____ | Amount \$ _____ |
| _____ | Cash | Amount \$ _____ |
| _____ | Other _____ | Amount \$ _____ |

APPLICANT MUST ATTEND THE HEARING. IF A REPRESENTATIVE ATTENDS THE HEARING ON BEHALF OF THE APPLICANT, A NOTARIZED LETTER OF CONSENT MUST ACCOMPANY THE APPLICATION.

ALL PLANNING COMMISSION HEARINGS WILL BE SCHEDULED FOR THE SECOND WEDNESDAY OF EVERY MONTH. IF A QUORUM IS NOT AVAILABLE, THE HEARING WILL BE SCHEDULED THE NEXT AVAILABLE DATE.

APPENDIX A

FORM A-2: SURVEYOR'S CERTIFICATE.

SURVEYOR'S CERTIFICATE:

I hereby certify that the survey and plat of the real property shown and described hereon were made by me or under my direct responsibility, supervision, and checking, in strict compliance with Colorado statutes, and that both survey and plat are true, accurate and complete.

[Insert if applicable statement by the land surveyor explaining how bearings were determined]

[Insert if applicable statement by the land surveyor indicating the type of monuments used.]

[Insert any required statement by the land surveyor certifying compliance with applicable provisions of the Colorado Revised Statutes]

Colorado License No.

Registered Land Surveyor

Date: _____

FORM A-7: COUNTY SKETCH PLAN OR PRELIMINARY PLAN APPROVAL

PARK COUNTY APPROVAL

APPROVED as a [insert either: Sketch Plan or Preliminary Plan] by the Park County Board of County Commissioners, this ___ day of _____ 20__ subject to all applicable provisions of the Park County Land Use Regulations.

ATTEST:

Park County Clerk and Recorder

Chairperson

APPENDIX B

APPLICANT CERTIFICATION REGARDING NOTICE TO MINERAL ESTATE OWNER

I, _____, submitted an application for land use approval from Park County generally described as:

- ___ Conditional Use Permit
- ___ Determination of Location and Extent of Public Facilities Use
- ___ Planned Unit Development with Rezoning
- ___ Special Use Permit; (Telecommunications, Wetlands)
- ___ Subdivision; (Major Preliminary Plan, Major Final Plat, Minor, Sketch, Combined)

I understand that state law, found at CRS 24-65.5-101 through 24-65.5-104, imposes specific legal requirements involving my providing written notice to the mineral estate owner of my application.

I HEREBY CERTIFY that I have complied with the notice requirements imposed upon me by CRS 24-65.5-101 through 24-65.5-104.

Signature of Applicant

Print Name

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| <p>For County Use Only</p> <p>Application Name/Case Number: _____</p> |
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