

**PARK COUNTY APPLICATION FOR
SURVEY CORRECTION PLAT
NON-REFUNDABLE APPLICATION FEE: \$550**

A Survey Correction Plat is processed by the Planning Department Staff. A public hearing is not required.

All applicants must submit one complete application and attend a pre-application conference with the Park County Planning Department Staff. Following the acceptance of the complete application the applicant must submit **two (2) collated copies** to the Park County Planning Department.

If you have questions regarding this form please contact the Planning Department by phone at (719) 836-4292, 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 Survey Correction Plat (attach additional page, if necessary):

Street Address of Property: _____

Property's Total Acreage: _____

Current Zone District of Property: _____

For County Use Only Planning Department Confirmation of Current Zone District: District: _____ _____ Print Full Name
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Requirements for a Survey Correction Plat
Article VI, Division 7, Section 6-703

C. APPLICATION REQUIREMENTS

1. Application Fee. An application fee of \$550 must be paid at the time of submission of the application. Make the check or money order payable to: Park County Planning Department. The fee pays for the typical cost to the County to process the application. Any additional costs that may arise 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. Proof of ownership in the form of a recorded Warranty Deed. This can be obtained at the Park County Clerk and Records office.
4. A plat illustrating the survey correction. The plat shall be drafted at a commonly used engineering scale by the use of permanent ink on a stable reproducible drafting medium with outer dimensions of twenty-four inches 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. The plat shall contain:
 - a. A title that prominently identifies the name of the recorded subdivision, together with the phrase “Survey Correction Plat”.
 - b. The County recording information (Book and Page/Reception No.) or the original subdivision plat, and the recording information and titles of any other prior amendments of the original plat. If the property described in the recorded plat is zoned as a Planned Unit Development (PUD), the title shall include the phrase “Planned Unit Development”;
 - c. Date of preparation, map scale, and north arrow;
 - d. Name, address and telephone number of the Applicant, land owner(s), planner, engineer, and surveyor;
 - e. Total acreage and surveyed legal description of the area;
 - f. A clear illustration or description of the survey correction, using shading, crosshatching, highlighting, or other techniques to accurately illustrate the proposed amendment;
 - g. Approval certification and plat language Forms A-1, A-2, A-4, A-5, A-6 (*if applicable*) and A-8 as identified in Appendix A of these Land Use Regulations. The Planning Director or designee may modify the form of certification and plat language upon the advice of the County Attorney.

For County Use Only:
Initial Receipt of the Required Information

(1.) _____

(2.) _____

(3.) _____

(4.) _____

(4a.) _____

(4b.) _____

(4c.) _____

(4d.) _____

(4e.) _____

(4f.) _____

(4g.) _____

**For County Use
Only:**
Initial Receipt of
the Required
Information

(5.) _____

5. A \$43.00 check made out to the Park County Clerk and Recorder to record the surveyors Mylar.

Note: Refer to Park County Land Use Regulations Article VI, for Standards for Approval.

Note: A Mylar as described in #5 will be required for recording after the Survey Correction Plat is approved.

D. APPLICANT AND LANDOWNER SIGNATURES:

The undersigned applicant and landowner(s) hereby verifies and affirms that the information contained in this application is complete and accurate. The undersigned applicant and landowner(s) 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

Payment of the Applicant Fee was made by:

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

<p>For County Use Only: Verification of Date of Delivery and County Receipt of Application Date: _____ Print Name: _____</p>

FORM A-3: APPROVAL FORM FOR BOARD OF COUNTY COMMISSIONERS

APPROVAL BY BOARD OF COUNTY COMMISSIONERS:

APPROVED by the Park County Board of County Commissioners, this ____ day of _____, 20__ subject to the provision that the County shall not undertake the maintenance of dedicated public streets, roads, and thoroughfares until satisfactory construction thereof by the subdivider. Said public streets, roads, and thoroughfares will be accepted by resolution at a regular county Commissioners’ meeting after completion, inspection, by Park County, and certification of construction in accordance with County standards.

ATTEST:

Park County Clerk and Recorder

Chairperson

FORM A-4: RECORDER’S CERTIFICATE

RECORDER’S CERTIFICATE:

This plat was filed for record in the office of the County Clerk and Recorder of Park County, on the ____ day of _____, 20__, and duly filed at Reception No. _____

Park County Clerk and Recorder

FORM A-5: TITLE COMPANY CERTIFICATE OF OWNERSHIP

TITLE CERTIFICATE:

_____ Title Insurance Company hereby certifies that title to the above-described property is vested in the Owner(s).

Date: _____

[Signature of Authorized Agent]

FORM A-6: MORTGAGEE CONSENT TO DEDICATION

MORTGAGEE CONSENT TO DEDICATION:

The undersigned holders of mortgage interests and liens against the property offered for dedication and for transfer to the public and to Park County consents and approves of such dedication and transfer and subordinates and release its interests to such dedicated and transferred property

In Witness Whereof, we do hereunto set our hands and seals this ____ day of ____ 20__

[Printed Name of Mortgage Interest Holder]

(If by corporation, a president sign, secretary attests and corporate seal is affixed.)

[Insert notarization conforming to applicable requirement of state law for mortgage’s place of execution]

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

FORM A-8: COUNTY ADMINISTRATIVE APPROVAL

PARK COUNTY ADMINISTRATIVE APPROVAL:

APPROVED as an Administrative Plat Amendment by the Planning Director of Park County Colorado and approved for recordation with the Park County Clerk and Recorder’s Office pursuant to the Park County Land Use Regulations this ____ day of _____, 20__.

ATTEST:

Planning Director/County Designee

Park County Clerk and Recorder

