



COUNTY OF ELBERT



COMMUNITY & DEVELOPMENT SERVICES

P.O. BOX 7
215 COMANCHE STREET
KIOWA, COLORADO 80117
303-621-3136 FAX: 303-621-3165
cds@elbertcounty-co.gov

CONCEPT PLAN CHECK LIST SUBDIVISION REGULATIONS AND 1041 REGULATIONS

Date: _____

Project Name: _____

Project Address/Location: _____

Owner(s) Name(s): _____

Address: _____

Phone Number(s): _____

The application must include the following information:

Date Completed

- | | |
|---|-------|
| 1. Completed Application Form
(Notarized and signed by all owners – 1 original & 2 copies) | _____ |
| 2. Completed Disclosure Form
(Notarized and signed by all owners – 1 original & 2 copies) | _____ |
| 3. Completed Agreement Form (1 original & 2 copies) | _____ |
| 4. Application Fees Paid \$_____ (Amount) | _____ |
| 5. Completed Narrative _____ (1 original & 2 copies) | _____ |
| 6. Completed Site Plan Exhibit _____ (1 original & 2 copies)
(Prepared per Regulations) | _____ |
| 7. Proof of Ownership
(Title Report or Property Deed) | _____ |
| 8. Statement of TAXES (from the Treasurer's Office) (1 original & 2 copies) | _____ |

Public Hearing Date Set for Planning Commission

(Tentative)

Date: _____

Time: _____

Public Hearing Date Set for Board of County Commissioners Date:

(Tentative)

Date: _____

Time: _____

35 Day Review Period:

9. Referral Agencies Notified. Due on _____
(See Referral Agency Check List)

30 Days Prior to the Public Hearing:

10. Notice of Public Hearing in the Newspaper

5 Business Days Prior:

11. Publishers Affidavit



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ELBERT COUNTY LAND USE APPLICATION

PROJECT NAME: _____

PROJECT ADDRESS: _____

LOCATION: _____

LEGAL OWNER'S NAME(S): _____

ADDRESS: _____

TELEPHONE #(S): _____

ATTACH PROOF OF OWNERSHIP

Water Rights Owner(s): _____

Mineral Rights Owner(s): _____

Special Districts: _____

Proposal/Request: _____

Authorized Representative Name/Address: _____

Telephone #: _____

Legal Description of Property: Section(s) _____ Township _____ Range _____

Lot _____ Block _____

Subdivision _____

Property Tax Parcel Number: _____

COMPLETE ALL APPLICABLE SECTIONS

Present Zoning: _____ Proposed Zoning: _____
Gross Site Acreage: _____ Net Site Acreage: _____
Gross Site Density/acres: _____ # Lots/Dwelling Units: _____

Sources of Utilities: Water: _____ Electricity: _____
Sanitation: _____ Natural Gas: _____
Other: _____

Elbert County School Attendance (K-12): _____
Fire District: _____
Proposed Public Roadway Access: _____
TOTAL APPLICATION FEE \$ _____ AMOUNT RECEIVED \$ _____

DOCUMENTS SUBMITTED:

- | | |
|--|--------------------------------------|
| _____ Access Requests | _____ Plat Map |
| _____ Authorization for Representative | _____ Preliminary Construction Plans |
| _____ Cost estimates | _____ Proof of Ownership |
| _____ Drainage Report | _____ Soils Report |
| _____ Final Construction Plans | _____ Traffic Control Plan |
| _____ Landscape Plans | _____ Traffic Report |
| _____ Narrative | _____ Subdivision Summary Form |
| _____ Pavement Design Report | _____ Other |
| _____ Statement of Taxes (available from Treasurer's Office) | |
| _____ Grading, Drainage & Erosion Control Plan (required if adding, moving, or removing more than 300 cubic yards of dirt) | |

Review of this application and supportive documentation will not begin until the Community & Development Services Department deems the application complete. Applicant acknowledges that there is no mutually agreed upon time between the County and the applicant during which this application will be approved, conditionally approved or denied.

In addition to the standard Land Use Fees, the applicant is responsible for all Public Notice Costs (signs, legal notices, certified mail, etc.), as well as large envelopes and postage for Referral Agencies, Planning Commissioners and the Board of County Commissioners, etc.

Applicant's Signature(s): _____

Date: _____

State of)
) ss:
County)

The above and foregoing instrument was subscribed and sworn to before me, in my presence, a Notary Public in and for the County of _____, State of _____, this _____ day of _____, 20____.

(SEAL)



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APPLICATION AGREEMENT FORM

PROJECT NAME: _____

PROJECT LOCATION: _____

The applicant agrees to pay for reasonable additional engineering and/or consultation when requested by the Community & Development Services Department, Planning Commission or Board of County Commissioners when, in their opinion, additional information, studies, or investigations are needed to help clarify the proposal made.

Applicant or Authorized Representative

Date



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DISCLOSURE LETTER

PROJECT NAME: _____

PROJECT LOCATION: _____

I/We, _____

do hereby acknowledge my/our full awareness of the application/request being presented to Elbert County by _____

for the parcel of land indicated, and for the reason(s) noted on the completed application/request submittal.

I/We hereby acknowledge the person(s) noted is/are my/our authorized representative(s) in the matter.

I/We hereby grant permission for the Elbert County Community & Development Services Department, or any referral agency they require, to access the parcel of land indicated for reasons of reviewing and evaluating the land use application.

Signature(s):

PRINT NAME AND COMPLETE ADDRESS OF PROPERTY OWNER(S) BELOW:

Name: _____

Date: _____

Address: _____

State of)

)

ss:

County)

The above and foregoing instrument was subscribed and sworn to before me, in my presence, a Notary Public in and for the County of _____, State of _____, this _____ day of _____, 20____.

(SEAL)

Adopted April 19, 1995, Revised January 25, 2002

EXHIBIT B-1
ELBERT COUNTY, COLORADO

**APPLICATION FOR A PERMIT TO CONDUCT A DESIGNATED
ACTIVITY OF STATE INTEREST OR TO ENGAGE IN
DEVELOPMENT IN A DESIGNATED AREA OF STATE INTEREST**

To: Permit Authority, Elbert County

Re: _____, as a matter of state interest.

From: _____
(Applicant's Name)

(Address)

(Telephone)

Date Submitted: _____

Date Received and Accepted as Complete: _____

1. **Matter of State Interest**

The applicant requests that a permit be issued for each of the items checked below:

A permit to conduct one or more of the following activities of state interest:

Site selection and construction of a major facility of a public utility.

Other.

2. **Proposed Activity or Development**

General description of the specific activity or development proposed: _____

3. **General Description**

A general, non-legal description and the popular name, if any, of the tract of land upon which the activity or development is to be conducted:

4. **Legal Description**

The legal description, including the acreage, of the tract of land upon which the development or the activity is to be conducted, by metes and bounds or by government survey description: (attach additional sheets if necessary):

5. Owners and Interests

Set out below or on separate sheets the names and addresses of those persons holding recorded legal, equitable, contractual and option interests and any other person known to the applicant having an interest in the property described in paragraph 4, above, as well as the nature and extent of those interests for each person, as required in the Guidelines and Regulations for Areas and Activities of State Interest of Elbert County for each of the activities or areas checked in paragraph 1 above.

6. Submission Requirements

Submission requirements described in the Guidelines and Regulations for Areas and Activities of State Interest of Elbert County for each of the activities or areas checked in paragraph 1 above are attached to this application. Those attachments are identified, by letter or number, and described by title below:

7. Design and Performance Standards

The attached analyses show that each of the design and performance standards set forth in the regulations for each of the activities or areas checked in paragraph 1 above will be met. Reference to the appropriate paragraph or section numbers corresponding to each standard in the Regulations identifies the individual analyses.

8. Additional Information Required

Attach any additional information required by the Guidelines and Regulations.

9. Duration of Permit

The Applicant requests a permit for a period of _____ years.

10. Application Fee

An application fee accompanies this application. Note: This initial application fee is nonrefundable. The applicant may also be required to pay Elbert County's reasonable costs of processing this application in excess of such fee, including but not limited to costs of consultants, attorneys, copies, long distance telephone, and facsimile transmission expenses. Reimbursement of the County's costs of processing shall be made within 30 days of invoice by the County to the applicant therefore. The Planning Director may also require deposit in advance of expenditure for expenditures deemed significant and reasonably likely to be incurred. If the applicant fails to pay the initial application fee or to reimburse or deposit expenses to the County in a timely manner, the County may refuse to process or suspend processing of an application, including refusal to hold hearings or issue permits.

APPLICANT:

By: _____
(Name)

(Title)