



# 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



### PRELIMINARY PLAT CHECK LIST SUBDIVISION 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. | A. | Completed Application Form<br>(Notarized and signed by all owners – 1 original and 2 copies)                | _____ |
|    | B. | Completed Disclosure Form (if applicable)<br>(Notarized and signed by all owners – 1 original and 2 copies) | _____ |
|    | C. | Completed Agreement Form (1 original and 2 copies)  | _____ |
| 2. |    | Application Fees Paid \$_____ (Amount)  | _____ |
| 3. |    | Completed Narrative _____ (1 original and 2 Copies)   | _____ |
| 4. |    | Statement of Taxes Paid (available from Treasurer's Office – 1 original & 2 copies)                         | _____ |
| 5. |    | Completed Preliminary Plat Map _____ (1 original & and 2 Copies)<br>(See Regulations)                       | _____ |
| 6. |    | Proof of Ownership of both properties (Title Report or Property Deed)                                       | _____ |
| 7. |    | Completed Subdivision Summary Form  | _____ |

Public hearing date set for Planning Commission:

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Public hearing date set for BOCC:

Date: \_\_\_\_\_

Time: \_\_\_\_\_

35 day review period:

8. Referral agencies notified, due on \_\_\_\_\_

\_\_\_\_\_

30 days prior to public hearing:

- 9. Notice of public hearing in the newspaper  
(see Notice of Public Hearing - Zoning Regs.) \_\_\_\_\_
- 10. Certified mail notifying adjacent property owners \_\_\_\_\_
- 11. Sign posting on the property (see Zoning Regs.) \_\_\_\_\_

24 days prior to public hearing:

- 12. A. Map of adjacent land owners \_\_\_\_\_
- B. Copy of the notice to adjacent property owners \_\_\_\_\_
- C. Alphabetical list of adjacent property owners \_\_\_\_\_
- D. Certified mailing receipts (white slips) \_\_\_\_\_
- 13. A. Notarized affidavit verifying sign posting \_\_\_\_\_
- B. Photograph of the sign posting \_\_\_\_\_

5 days prior to the hearing date:

- 14. Publisher's affidavit \_\_\_\_\_
- 15. Green postal return receipts \_\_\_\_\_

Additional submittal information:

- 16. Copy of proposed covenants \_\_\_\_\_
- 17. Preliminary Development Guide \_\_\_\_\_
- 18. Public Improvements \_\_\_\_\_
- 19. Drainage plans/flood plain/erosion control \_\_\_\_\_
- 20. Water impact/design considerations \_\_\_\_\_
- 21. Sewage impact/design considerations \_\_\_\_\_
- 22. A. Proposed roads and rough grading plan \_\_\_\_\_
- B. Off street parking \_\_\_\_\_
- 23. Delineation and dimension of easements \_\_\_\_\_
- 24. Soil percolation and/or soil profile tests \_\_\_\_\_
- 25. Delineation and dimensions of buildings/structures \_\_\_\_\_
- 26. Other \_\_\_\_\_
- \_\_\_\_\_ \_\_\_\_\_
- \_\_\_\_\_ \_\_\_\_\_



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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 \_\_\_\_\_ )  
County \_\_\_\_\_ ) **ss:**

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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## STATEMENT OF TAXES

**DATE:** \_\_\_\_\_

**PROJECT NAME:** \_\_\_\_\_

**PROJECT LOCATION:** \_\_\_\_\_

As part of the Land Use Application process, Elbert County Community and Development Services is requesting a Statement of Taxes from the Elbert County Treasurer's Office. This would need to reflect any account number that starts with "R", "M", "N", "P", "U", and "O".

**OWNER(S) ADDRESS:** \_\_\_\_\_

**OWNER(S) PRINTED NAME:** \_\_\_\_\_

**SIGNATURE(S):** \_\_\_\_\_



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### SUBDIVISION SUMMARY FORM

DATE: \_\_\_\_\_

TYPE OF SUBMISSION:  
 Request for Exemption \_\_\_\_\_  
 Preliminary Plan \_\_\_\_\_  
 Final Plat \_\_\_\_\_

SUBDIVISION NAME: \_\_\_\_\_ FILING: \_\_\_\_\_

LOCATION OF SUBDIVISION: \_\_\_\_\_ TOWNSHIP: \_\_\_\_\_ RANGE: \_\_\_\_\_ SECTION: \_\_\_\_\_

OWNER(S) NAME(S) \_\_\_\_\_

AND ADDRESS: \_\_\_\_\_

APPLICANT(S) REPRESENTATIVE: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

	TYPE OF HOUSING UNITS	NUMBER OF DWELLINGS UNITS	AREA (ACRES)	PERCENT OF TOTAL AREA
( )	Single Family			
( )	Apartments			
( )	Condominiums			
( )	Mobile Homes			
( )	Commercial			
( )	Industrial			
( )	Other (Specify)			

	SUBDIVISION AMENITIES	TYPE	AREA (ACRES)	PERCENT OF TOTAL AREA
( )	Right of Ways (Streets)	Dedicated		
( )	Right of Ways (Streets)	Private		
( )	School Sites	Dedicated		
( )	School Sites	Reserved		
( )	Park Sites (Non Passive)	Dedicated		
( )	Park Sites (Non Passive)	Private		
( )	Trails	Public		
( )	Trails	Private		
( )	Open Space	Dedicated		
( )	Open Space	Private		

