

## GENERAL INSTRUCTIONS FOR APPLYING FOR AN EXEMPTION FROM COUNTY SUBDIVISION APPROVAL PROCEDURES

In completing the application, please recognize that some items may not apply to your particular situation. When an item does not appear to apply to you, please write N/A in the appropriate section. Please do not leave any items blank.

Upon completing the application form, please detach it from the accompanying instructions and submit it to the address below.

### **FEES:**

- A check for **\$80.00** made out to **Phillips County** must accompany the application for the subdivision exemption. (Please do not send cash.)
- You **must** also enclose a check or money order made out to **Phillips County Clerk** in the amount of **\$46.00** to cover the cost of recording your application. (Please do not send cash.) Additional recording costs may be required if more pages need to be recorded.

The County will require an 8 ½" x 14" or 8 ½" x 11" copy of the survey of the property to be sold before approval will be granted for a subdivision exemption.

(By statute, a Mylar of the survey must **also** be filed in the Phillips County Clerk's Office by the **surveyor**. This is the responsibility of the seller of the land or the surveyor. Subdivision exemption plats must be on Mylar sheets 18" x 24" to 24" x 36".)

Every effort will be made to render a decision as quickly as possible. There may be a Planning Commission work session before the Board of County Commissioners public hearing to review the application. Notice of the public hearing must be published at least fourteen (14) days before the hearing, and property owners within five hundred (500) feet will be notified at least ten (10) days before the hearing. These costs will be the applicant's responsibility.

### **Send your form, checks or money orders to:**

Andrew Nygaard  
Phillips County Courthouse  
221 S Interocean Ave  
Holyoke, CO 80734

## **PHILLIPS COUNTY, COLORADO SUBDIVISION EXEMPTION CRITERIA**

Any sale of land in Colorado of less than 35 acres must either be in an approved subdivision plot or receive a subdivision exemption from the Board of County Commissioners. The proposed seller needs to submit a subdivision exemption application and a licensed survey of the tract.

- Exemptions shall meet the following minimum criteria:
  - The proposed parcels shall each contain 35 acres or less and no less than 2.5 acres, unless served by a municipal water supply and/or septic system.
  - The proposed parcels shall have legal access, including for emergency and non-emergency purposes.
  - The proposed parcel must either be adjoining public access or an easement as shown on the plat.
  - Any newly-created parcels or uses shall be subject to the same restrictions or covenants as those imposed on the original lot at the time of the division that created the original lot.
  - The proposed division of land can and will be served by a water supply that is adequate for the use of the land in terms of quantity, quality, and dependability in conformance with the requirements of C.R.S 30-28-133(3)(d).

Local surveyors who are licensed:

- 1) Dickinson Land Surveyors,  
Inc, 302 Diamond Springs  
Trail, Ogallala, NE 69153  
Josh Skelton  
970-854-8440 or 308-350-  
1326  
josh@rls554.com
  
- 2) Forty North, LLC Land Surveying  
53575 County Road  
NN Wray, CO 80758  
John  
Thompson  
970-466-0552



**PHILLIPS COUNTY APPLICATION FOR EXEMPTION FROM SUBDIVISION APPROVAL REGULATIONS**  
**Application Fee: \$80**

1. Date of Application \_\_\_\_\_, 20\_\_\_\_
2. Name of Subdivision (if any) \_\_\_\_\_
3. Location of Subdivision: Qtr \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_
4. Distance and Direction of Nearest Community: \_\_\_\_\_
5. Seller of land \_\_\_\_\_  
Address \_\_\_\_\_ Tele: \_\_\_\_\_
6. Buyer of Land \_\_\_\_\_  
Address \_\_\_\_\_ Tele: \_\_\_\_\_
7. Registered Engineer or Surveyor \_\_\_\_\_  
Address \_\_\_\_\_ Tele: \_\_\_\_\_
8. Type of Subdivision (Check appropriate type): Non-Farm Residential \_\_\_\_\_ Farmstead \_\_\_\_\_  
Mobile Home \_\_\_\_\_ Commercial \_\_\_\_\_ Industrial \_\_\_\_\_ Other \_\_\_\_\_
9. Amount of Land in Tract Before Subdivision \_\_\_\_\_ acres.
10. Total acres Seller is Presently Planning to Sell \_\_\_\_\_ acres.
11. Availability of Utilities to Subdivision:  
Water supply: Public System \_\_\_\_\_ Existing On-Lot System \_\_\_\_\_ Proposed On-Lot System \_\_\_\_\_  
Sewage: Public System \_\_\_\_\_ Existing On-Lot System \_\_\_\_\_ Proposed On-Lot System \_\_\_\_\_  
Electricity: Currently Available \_\_\_\_\_ Proposed in Future \_\_\_\_\_  
Gas: Natural \_\_\_\_\_ Bottled \_\_\_\_\_
12. Linear feet of proposed new streets or roads: \_\_\_\_\_
13. General Description of Project: \_\_\_\_\_
14. Individual preparing Application forms: \_\_\_\_\_

Address: \_\_\_\_\_ Tele: \_\_\_\_\_

I hereby certify that to the best of my knowledge the above information is true and correct.

Signature \_\_\_\_\_  
(Must be signed by Seller)

Application Number (Planner Only): \_\_\_\_\_

Application Completion Date (Planner Only): \_\_\_\_\_

Planner Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**SUBDIVISION EXEMPTION APPLICATION (CONTINUED)**

Recommendation of the Planning Commission from optional work session:

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Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Chair)

Public Hearing Held \_\_\_\_\_  
(Date)

Board of County Commissioners took the following action:

Approval \_\_\_\_\_

Denial \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Chair)