

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

Christine McKnight
970-854-8440 or 308-284-8440
chris@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:

Signature _____
(Chair)

Date _____

Public Hearing Held _____
(Date)

Board of County Commissioners took the following action:

Approval _____

Denial _____

Signature _____
(Chair)

Date _____