



DELTA COUNTY

PLANNING & COMMUNITY DEVELOPMENT

SUBDIVISION APPLICATION

SUBDIVISION FEES: Fees vary depending on process being applied for.

Applicants must submit a complete application, which includes applicable fees and proof of ownership. **Proof of ownership shall show how Title is held on the property, while demonstrating the legal authority to apply for this application. Proof of ownership include: Deeds, Title Reports, Proof of Authority (Company-owned/Trust-owned lands, etc.).** When filling out the application please use **blue** or **black** ink. Incomplete applications are not considered filed; meaning the application is incomplete. The following supplemental documents are required to be submitted with the application for subdivision:

- ☐ Proof of Adequate Domestic Water Supply. Documentation that water service is available to the property. If you have the contact information for the water purveyor/company please include that information. If your property is served by a domestic water well, a copy of the well permit will need to be submitted; this permit can be obtained through the State Division of Natural Resources (Division Four). A statement from your water purveyor identifying a tap number for the property, that is active, is also acceptable.
- ☐ Site Plan. Bird's eye view with all applicable information as required by the Land Use Code. Refer to the Site Plan Checklist (attached).
- ☐ Recorded and apparent rights-of-way (ROW), easements and agreements. Provide copies of any ROW, easements and/or agreements with notarized signatures (access, road maintenance, ditch company, domestic water, subdivision improvements, etc.).
- ☐ Existing Permits associated with the property/properties (provide a copy):
 - Access Permits (CDOT if off of a State Highway, County Engineering if off of a County Road)
 - OWTS (Septic), Floodplain (Delta County)
 - Construction Stormwater Discharge (State, CDPHE)
 - Zoning Permit/Land Use Entitlements (Delta County Planning)

NOTE: Additional fees may be required for referral agencies and/or professional services (consultants) related to the application should they be deemed necessary. Clerk and recording fees are assessed separately.

We accept Cash, Check and all major Debit/Credit Cards (service fee applied at check out)

Please make checks payable to **DELTA COUNTY**

ACKNOWLEDGEMENT AND AUTHORIZATION

I certify that the information provided herein is complete and accurate to the best of my knowledge. I certify that I am the property owner of record, or that I, the undersigned, am authorized to act on the property owner's behalf. I certify that I have read and understand the requirements of this application, including that all materials required by Delta County must be submitted prior to the application being processed. I understand that if deemed necessary, a pre-application conference may be scheduled and/or additional information/materials may be required to help understand the project. I understand that plans, supplementals information reports and/or additional fees may be required to process the application accordingly. I understand that by signing below, I am consenting to allow Delta County Staff involved in this application, or their designees, to come onto and inspect the subject property at any reasonable time, without obtaining any prior consent.

Applicant Signature: _____ DATE: _____

Owner Signature: _____ DATE: _____



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GENERAL INFORMATION

SITE ADDRESS: _____

ASSESSOR'S ACCOUNT (R#123456) OR PARCEL ID (Ex: 999999999999):

DESCRIPTION (Please describe what you are proposing to do with this property): _____

PROPERTY OWNER(S): _____

MAILING ADDRESS: _____

PHONE: _____

E-MAIL: _____

☐ Check here if property owner is same as applicant.

APPLICANT(S): _____

MAILING ADDRESS: _____

PHONE: _____

E-MAIL: _____

NOTE: If Applicant is not the owner, authorization (e.g., Power of Attorney), from owner(s) of all properties associated with this permit is **REQUIRED**

SUBDIVISION (Minor (2-lots) & Preliminary (3+ lots) Plats)

Please answer the following questions to the best of your ability. [Contact Delta County Planning if you are unsure how to answer a question.]

1. Does the proposal include creating a new parcel/lot under 35-acres? ☐ YES ☐ NO

Total number of acres: _____ Total number of proposed lots: _____

2. Are there any existing residences on the property? ☐ YES ☐ NO If yes, how many? _____

3. Would proposed development be located in any area currently irrigated and/or used for agricultural purposes? ☐ YES ☐ NO



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4. Do you intend to install a NEW OWTS (septic) on the property? ☐ YES ☐ NO If no, what type of wastewater system services the property? _____
5. Does the proposal include grading, soil importation, soil removal, and/or drainage modifications greater than one (1) acre? ☐ YES ☐ NO If yes, please provide approximate dimensions of the area to be disturbed (width, length, depth): _____
- A Construction Stormwater Discharge Permit may be required and can be obtained from The Colorado Department of Public Health and Environment (CDPHE).**
6. Will new structures be developed or installed? ☐ YES ☐ NO
7. Is the property part of a prior subdivision? ☐ YES ☐ NO If yes, please provide a copy of the recorded Plat and/or recording information: _____
8. Does the property currently include lands use for agriculture? ☐ YES ☐ NO
9. Are any irrigation ditches and/or infrastructure (pipes, headgates, etc.) located within or adjacent to the property? ☐ YES ☐ NO
10. Would the proposed development take any land out of cultivation? ☐ YES ☐ NO
11. Does the project propose development on steep slopes (over 25% or 45-degree slope)? ☐ YES ☐ NO
12. Is the proposed development located on a slope or near the top of a hill? ☐ YES ☐ NO
13. Would development be visible from a public road, scenic byway (West Elk Loop, Grand Mesa) designated vista point, or public park? ☐ YES ☐ NO
14. Is domestic water provided? ☐ YES ☐ NO If yes, who is the water purveyor (service provider)? _____
15. Is there an existing well located on the property? ☐ YES ☐ NO
16. Does the project include construction, enlargement, alteration, or removal of a well? ☐ YES ☐ NO
17. Does the project include construction, enlargement, or alteration of a cistern? ☐ YES ☐ NO
18. Is there a public road dividing any of the proposed parcel? ☐ YES ☐ NO
19. Are new roads proposed? ☐ YES ☐ NO
20. Is access to the property existing? ☐ YES ☐ NO If yes, how many access points exist? _____
21. Main road in which access is being proposed? _____
22. What is the name of the nearest intersecting County Road? _____



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23. Where is the County Road intersection located in relation to the proposed access?

☐ North ☐ South ☐ East ☐ West

24. Are there other access points besides the proposed access entering the property? ☐ YES ☐ NO

25. Does the proposed access cross another property (different owner) or entity (City/Government)?

☐ YES ☐ NO If yes, please explain _____

BOUNDARY LINE ADJUSTMENT/REPLAT (Lot Merger)

Please answer the following questions if adjusting boundary lines on a property. [Contact Delta County Planning if you are unsure how to answer a question.]

1. Does the proposal include adjusting existing boundary lines or subdivision lines (must have been recorded on a Final Plat)? ☐ YES ☐ NO

2. Are there any existing residences on the property? ☐ YES ☐ NO If yes, how many? _____

3. Is the property part of a prior subdivision? ☐ YES ☐ NO If yes, please provide a copy of the recorded Plat and/or recording information: _____

4. Are the existing boundary lines established and undisputed? ☐ YES ☐ NO

5. If processing a Boundary Line Adjustment, would the adjustment create any lots less than 35-acres?

☐ YES ☐ NO

6. If processing a Boundary Line Adjustment, would the adjustment be intended for use by multiple owners?

☐ YES ☐ NO

PLAT CORRECTION

In accordance with C.R.S. 30-28-133, the Board of County Commissioners may approve a correction plat if:

- The sole purpose of such Correction Plat is to correct one (1) or more technical errors in an approved Final Plat; and
- Such Correction Plat is consistent with the applicable approved Preliminary Plat.

If the technical error or errors of an approved Plat meet the description of any errors under C.R.S. 38-51-111(2), a Surveyor's Affidavit of Correction, as defined in C.R.S. 38-51-102, shall be prepared in lieu of a Correction Plat.

If you are applying for a Correction Plat, please explain the correction(s) to be made (provide a copy of the recorded Preliminary Plat): _____



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VACATIONS (Roads, Streets, Right-of-Way (ROW), Easements, Subdivision)

Please answer the following questions if requesting to vacate a road, street, ROW, easements, or any part of a subdivision. [Contact Delta County Planning if you are unsure how to answer a question.]

1. Explain the reason(s) for the proposed vacation(s): _____

2. If pertaining to ROW, have any public monies been spent on any portion of the ROW to be vacated?
☐ YES ☐ NO
3. Would any property be left without proper access? ☐ YES ☐ NO

LAND USE DISCLAIMER

ACKNOWLEDGEMENTS - Please initial each of the following acknowledging that you have read, understand and agree with these terms:

_____ **All parties must acknowledge their agreement to permanently adjust/create boundary lines by their signature on the Final Plat. All parties involved in the agreement, must have their signatures notarized.**

_____ **I understand that Minor Plats, Replats, or Boundary Line Adjustment shall demonstrate compliance with the applicable requirements of the Land Use Code, including Chapters (3), (4), (5), and (6).**

_____ **Minor and Preliminary Plats shall demonstrate compliance with the applicable Delta County Roadway Design and Construction Standards, as determined by the County Engineer.**

_____ **If irrigation water is used, an Irrigation Plan is required that identifies how the shares are assigned (source and quantity) and also specify the operation of irrigation and how it will protect irrigated Ag lands (head gate location, pipe location, direction of flow, where/how irrigation water will be applied, etc.).**

_____ **If there is a loan on any property that is changing in configuration, the owner is responsible to inform the applicable lending agency.**

_____ **I understand that if I am processing a Boundary Line Adjustment, the Plat shall include all applicable easements. There shall be no requirement to dedicate Rights-of-Way or construct offsite and onsite improvements for a Boundary Line Adjustment.**

(OFFICE USE ONLY)

PLN#: _____ R&B DISTRICT: _____ DATE RECEIVED: _____



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NOTARY

COLORADO NOTARY ACKNOWLEDGMENT

State of Colorado
County of Delta

This record was acknowledged before me on this _____ day of _____, 20 _____,

by _____

Notary's Official Signature

(seal)

Title of Office: _____

My Commission Expires: _____