

**PARK COUNTY APPLICATION FOR  
MAJOR SUBDIVISION SKETCH PLAN  
NON-REFUNDABLE APPLICATION FEE: \$2000**

All applicants must submit one complete application and attend a pre-application conference with the Park County Planning Department Staff seven (7) to ten (10) working days prior to the application submittal deadline. Following the acceptance of the complete application the applicant must submit **thirty (30) collated paper copies or electronic media as requested** to the Park County Planning Department on or before the application submittal date.

If you have questions regarding this form please contact the Planning Department by phone at (719) 836-4254 or e-mail [pcpd@parkco.us](mailto:pcpd@parkco.us), fax (719) 836-4351, or write to us at P.O. Box 1598 Fairplay, CO 80440.

**A. APPLICANT AND OWNERSHIP INFORMATION**

Applicant's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone

(work) \_\_\_\_\_ (home) \_\_\_\_\_ (fax) \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

**B. PROPERTY INFORMATION**

Complete Legal Description of Property Proposed for the Major Subdivision Sketch Plan (attach additional page, if necessary):

\_\_\_\_\_

Street Address of Property: \_\_\_\_\_

Property's Total Acreage: \_\_\_\_\_

Current Zone District of Property: \_\_\_\_\_

<p><b>For County Use Only</b> Planning Department Confirmation of Current Zone District: District: _____ _____ Print Full Name</p>
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**Requirements for a Major Subdivision Sketch Plan  
Article VI, Division 4, Section 6-403**

**C. APPLICATION REQUIREMENTS**

1. Application Fee. An application fee in the amount of \$2000 must be paid at the time of submission of the application. Make the check or money order payable to the Park County Planning Department. The fee pays for the typical cost to the County to process the application. Any additional costs that may occur are the applicant's responsibility.
2. Tax receipt-showing payment of current taxes. This can be obtained at the Park County Treasurer's office.
3. A properly executed Agreement for Payment of Development Review Expenses in the attached form. The Development Review Expense Deposit for a Major Subdivision Sketch Plan is \$750. Make the check or money order payable to the Park County Planning Department.
4. Proof of ownership in the form of a recorded Warranty Deed. This can be obtained at the Park County Clerk and Records office.
5. A legal description of the proposed subdivision prepared by a licensed Colorado land surveyor.
6. A signed and notarized certification from the Applicant that proper notice has been provided to the mineral estate owner pursuant to C.R.S. § 24-65.5-103, or a certification that such notice is not required because the surface estate has not been separated from the mineral estate for the property described in the application. A form of certification is provided in Appendix B (attached).
7. A list of names and mailing addresses of all owners of adjacent property to the property subject to the proposed plat amendment, this information is at the Park County Assessor's Office.
8. A Sketch Plan shall be drafted at a commonly used engineering scale. The size of the map sheet shall be twenty-four by thirty-six inch (24" x 36"). Where the required data cannot be clearly shown on one plan sheet, additional plan sheets of the same size may be used with easily identifiable match lines. At a minimum, the Sketch Plan shall contain:
  - a. A title that prominently identifies the proposed name of the subdivision together with the phrase "Sketch Plan";
  - b. Date of preparation, map scale, and north arrow;
  - c. Name, address and telephone number of the Applicant, land owner(s), planner, engineer, and surveyor;

<b>For County Use Only:</b> Initial Receipt of the Required Information
(1.) _____
(2.) _____
(3.) _____
(4.) _____
(5.) _____
(6.) _____
(7.) _____
(8a.) _____
(8b.) _____
(8c.) _____

**For County Use Only:**  
Initial Receipt of the Required Information

- d. A general vicinity map illustrating the location of the property; (8d.) \_\_\_\_\_
- e. Approval certification and plat language Forms A-2 and A-7, as identified in Appendix A (attached) of the Land Use Regulations. The Board of County Commissioners may modify the form of certification and plat language only with the consent of the County Attorney, which shall be subject to final approval; (8e.) \_\_\_\_\_
- f. If the Sketch Plan is submitted in support of a rezoning application for a Planned Unit Development (PUD) then, (8e.) \_\_\_\_\_
  - 1. The title of the Sketch Plan shall also include the phrase “Planned Unit Development”;
  - 2. The Sketch Plan shall include information identifying all permitted land uses, setbacks, maximum heights, minimum and maximum lot sizes, proposed conditions or restrictions upon use, and other information governing the use of the property which is customarily associated with zone district restrictions or limitations; (8f1.) \_\_\_\_\_
  - 3. The Sketch Plan shall include the following signature block in substitution and replacement for the County approval Form A-7 (8f2.) \_\_\_\_\_

**BOARD OF COUNTY COMMISSIONERS APPROVAL:**

The Board of County Commissioners by Resolution No. \_\_\_\_\_ approved the Sketch Plan to accompany the conditional rezoning of the Property as a Planned Unit Development (PUD) on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

ATTEST: \_\_\_\_\_  
BOCC Chairperson County Clerk (Seal)

- g. Location and type of natural features of the property including watercourses, lakes, topography, 100 year floodway and floodplain, rock outcrops/surface geology, geological hazards, wildlife corridors and known wildlife foraging areas, scenic vistas, and significant trees and vegetation; (8g.) \_\_\_\_\_
- h. Approximate location of all existing man-made structures, utilities, streets, driveways, ditches, fences, hazards, or other physical improvements on the property or within 100 feet of the property proposed for subdivision; (8h.) \_\_\_\_\_
- i. Approximate location of recorded or apparent easements or rights-of-way on the property or within 100 feet of the property; (8i.) \_\_\_\_\_
- j. Approximate location and type of cultural and historic resources located within the property proposed for subdivision, including Historic Architectural Resources, Historic Archeological Resources, and Prehistoric Archeological Resources as defined in Article IV of these Land Use Regulations; (8j.) \_\_\_\_\_
- k. Proposed location of residential, commercial and/or industrial development and other new improvements, including but not limited to buildings, access points, streets, alleys, pedestrian ways, parking areas, drainage ways and drainage detention areas, open space and parks, and proposed utilities and utility easements; (8k.) \_\_\_\_\_

<b>For County Use Only:</b> Initial Receipt of the Required Information
(8l.)_____
(9a.)_____
(9b.)_____
(9c.)_____
(9d.)_____
(9e.)_____
(9f.)_____
(10.)_____
(11.)_____

1. Any other data or information essential to the evaluation as may be requested by the Planning Director to enable an adequate conceptual evaluation of the proposed subdivision.
  
9. A narrative statement describing the existing conditions and the proposed subdivision development including at a minimum;
  - a. Total proposed development area in acres with a breakdown in percentages and amounts devoted to specific land uses;
  - b. Zoning district(s) of the property and of all adjacent properties;
  - c. Proposed zoning district(s) if a rezoning is being requested;
  - d. If zoned for residential use or proposed for rezoning to a residential use, an approximation of the number and types of dwelling units;
  - e. Anticipated providers of utilities for water, sewer, gas, electric and telephone;
  - f. Proposal for preservation, protection, alteration, or removal of significant natural features and man-made characteristics of the site.
  
10. A fiscal impact analysis prepared by a consultant selected by the Planning Director or Designee describing the anticipated effect of the completed subdivision on the county's finances.
  
11. All subdivisions proposing the use of five (5) or more individual wells shall submit to the County an analysis prepared by a professional deemed qualified by the County to evaluate water delivery systems that compares the efficiency, cost effectiveness, and adverse impacts upon other wells of the proposed individual wells to the efficiency, cost effectiveness, and adverse impacts of a common or community water delivery systems(s)

***Note: Refer to Park County Land Use Regulations Article VI Standards for Approval of a Major Subdivision).***

**D. APPLICANT AND LANDOWNER SIGNATURES:**

The undersigned applicant and landowner hereby verify and affirm that the information contained in this application is complete and accurate. The undersigned applicant and landowner understands and acknowledges that the submission of inaccurate and incorrect information may result in the denial or rejection of the application and/or result in the invalidation of any approvals issued by Park County, Colorado.

Applicant: Signed: \_\_\_\_\_

Print name: \_\_\_\_\_

If company, state Title/Position: \_\_\_\_\_

**E. VERIFICATION OF DATE OF DELIVERY OF APPLICATION**

This application was submitted to the Park County Planning Department on the following date and time:

\_\_\_\_\_, 20\_\_\_\_  
Month Day Year

<p><b>For County Use Only:</b>  Verification of Date of Delivery and  County Receipt of Application  Date: _____  Print Name: _____</p>
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Payment of the Applicant Fee was made by:

_____	Personal Check # _____	Amount \$ _____
_____	Cash	Amount \$ _____
_____	Other _____	Amount \$ _____

Payment of the **Development Review Expense Deposit** was made by:

_____	Personal Check # _____	Amount \$ _____
_____	Cash	Amount \$ _____
_____	Other _____	Amount \$ _____

**APPLICANT MUST ATTEND THE HEARING. IF A REPRESENTATIVE ATTENDS THE HEARING ON BEHALF OF THE APPLICANT, A NOTARIZED LETTER OF CONSENT MUST ACCOMPANY THE APPLICATION.**

**ALL PLANNING COMMISSION HEARINGS WILL BE SCHEDULED FOR THE SECOND WEDNESDAY OF EVERY MONTH. IF A QUORUM IS NOT AVAILABLE, THE HEARING WILL BE SCHEDULED THE NEXT AVAILABLE DATE.**

**APPENDIX A**

**FORM A-2: SURVEYOR'S CERTIFICATE.**

**SURVEYOR'S CERTIFICATE:**

I hereby certify that the survey and plat of the real property shown and described hereon were made by me or under my direct responsibility, supervision, and checking, in strict compliance with Colorado statutes, and that both survey and plat are true, accurate and complete.

*[Insert if applicable statement by the land surveyor explaining how bearings were determined]*

*[Insert if applicable statement by the land surveyor indicating the type of monuments used.]*

*[Insert any required statement by the land surveyor certifying compliance with applicable provisions of the Colorado Revised Statutes]*

\_\_\_\_\_  
Colorado License No.  
Date: \_\_\_\_\_

\_\_\_\_\_  
Registered Land Surveyor

**FORM A-7: COUNTY SKETCH PLAN OR PRELIMINARY PLAN APPROVAL**

**PARK COUNTY APPROVAL**

APPROVED as a [insert either: Sketch Plan or Preliminary Plan] by the Park County Board of County Commissioners, this \_\_\_ day of \_\_\_\_\_ 20\_\_ subject to all applicable provisions of the Park County Land Use Regulations.

ATTEST:

\_\_\_\_\_  
Park County Clerk and Recorder

\_\_\_\_\_  
Chairperson

**APPENDIX B**

**APPLICANT CERTIFICATION REGARDING NOTICE TO MINERAL ESTATE  
OWNER**

I, \_\_\_\_\_, submitted an application for land use approval from Park County generally described as:

- \_\_\_ Conditional Use Permit
- \_\_\_ Determination of Location and Extent of Public Facilities Use
- \_\_\_ Planned Unit Development with Rezoning
- \_\_\_ Special Use Permit; (Telecommunications, Wetlands)
- \_\_\_ Subdivision; (Major Preliminary Plan, Major Final Plat, Minor, Sketch, Combined)

I understand that state law, found at CRS 24-65.5-101 through 24-65.5-104, imposes specific legal requirements involving my providing written notice to the mineral estate owner of my application.

**I HEREBY CERTIFY** that I have complied with the notice requirements imposed upon me by CRS 24-65.5-101 through 24-65.5-104.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print Name

**For County Use Only**

Application Name/Case  
Number: \_\_\_\_\_

PARK COUNTY PLANNING AND ZONING DEPARTMENT  
AGREEMENT FOR PAYMENT OF DEVELOPMENT REVIEW EXPENSE DEPOSIT

Park County (hereinafter the County) and \_\_\_\_\_  
hereinafter Applicant) agree as follows:

1. Applicant has submitted to the County an application for \_\_\_\_\_  
\_\_\_\_\_ (hereinafter, the Application).

2. Applicant understands and agrees that Park County Board of County Commissioners resolution 2011-12 establishes Development Review Expense Deposits for certain types of land use applications.

3. Applicant and the County agree that because of the size, nature, or scope of the proposed Application, it is not possible at this time to ascertain the full extent of the costs involved in processing the Application. Applicant agrees to make payment of the Development Review Expense Deposit established for the Application in resolution 2011-12 and to thereafter permit additional costs to be billed to the Applicant. The Development Review Expense Deposit shall be in addition to and exclusive of any non-refundable application fee established by resolution 2011-12.

4. For purposes of this agreement, "expenses" shall include all expenses, costs, fees, assessments, and other charges incurred by the County and directly related to the County's review of the Application which are not accounted for by the non-refundable application fee. Such expenses shall include, but not be limited to, engineering fees, attorney fees and other consultant fees reasonably incurred by the County in evaluating the Application.

5. The County shall maintain a record of all expenses incurred for the Application and paid for from the Development Review Expense Deposit. A current statement of such expenses incurred will be made available to the Applicant within a reasonable time following the Applicant's request. The Applicant understands that due to customary delays in billing by outside consultants, a current statement may only include expenses billed to the County as of the date of the Applicant's request.

6. The Applicant may contest an expense billed to the Applicant pursuant to this Agreement. The Applicant's contest shall be made in writing delivered to the County Planning Director within ten days after the Applicant's receipt of notice of the billed expense. The written contest shall specify in detail the expense challenged and reason for the contest. The Planning Director shall use his or her best efforts to review a timely written contest within five business days and to promptly respond in writing to the Applicant by: (1) affirming the expense as appropriate under this Agreement; (2) deleting or rescinding the expense as inappropriate under the Agreement; or (3) modifying or reducing the expense with reasons for the modification or reduction. The Applicant may appeal the Planning Director's decision to the Board of County Commissioners by



delivering a written request for appeal to the Planning Director within ten days after the Applicant's receipt of the decision. Such appeal shall be considered by the Board as an administrative matter (no notice or hearing required to be provided to the applicant) and the Board, following review of the Applicant's written contest and the Planning Director's written decision in response, shall: (1) affirm the expense as appropriate under this Agreement; (2) delete or rescind the expense as inappropriate under the Agreement; or (3) modify or reduce the expense. The Board of County Commissioner's administrative decision on appeal shall be final. Review and processing of an Applicant's timely written contest shall not be an expense within the meaning of this Agreement.

7. The Applicant shall make the required Development Review Expense Deposit at the time of Application submittal. At such time that the expenses charged against the Deposit exceed ninety percent of more of the Deposit, and within ten days of the Applicant's receipt of notice by the County of this, the Applicant shall supplement the Deposit by making an additional deposit with the Planning Director of an amount of at least fifty percent of the amount of the initial deposit for land use fees and expenses. The Planning Director may reduce the amount of, or may waive, the Applicant's making of an additional deposit where the Planning Director finds that the estimated or anticipated additional expenses for the processing of the Application will not likely exceed the remaining balance in the Deposit. The Applicant shall be obligated to maintain a positive balance in the Deposit at all times.

8. Except as otherwise precluded or prohibited by law or an agreement with the County, the Applicant may terminate the Application at any time by delivering written notice to the Planning Director. The Planning Director shall immediately take all reasonable steps necessary to terminate the accrual of additional and continuing expenses to the Applicant. In no event shall the Applicant be obligated to pay an expense associated with work or service performed on the Application that is more than forty-eight hours after the date and time of the delivery of the Applicant's notice of termination.

9. Upon final action regarding the Application, the remainder of the Deposit shall be returned to the Applicant after all outstanding expenses are paid.

10. The Applicant understands that approval of the Application is not consideration for any payment in accordance with this agreement.

APPLICANT

NOTARY'S SEAL

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

COUNTY

NOTARY'S SEAL

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Signature

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Date

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Printed Name