

**PARK COUNTY APPLICATION FOR ADMINISTRATIVE  
UNLAWFUL PARCEL EXEMPTION FOR CERTAIN UNDOCUMENTED  
SUBDIVISIONS CREATED PRIOR TO NOVEMBER 1, 2002  
NON-REFUNDABLE APPLICATION FEE: \$550**

An Administrative Unlawful Parcel Exemption is processed by the Planning Department Staff. A public hearing is not required.

All applicants must submit one complete application and attend a pre-application conference with the Park County Planning Department Staff. Following the acceptance of the complete application the applicant must submit **two (2) collated copies** to the Park County Planning Department.

If you have questions regarding this form please contact the Planning Department by phone at (719) 836-4254, 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. and Email Address: \_\_\_\_\_

**B. PROPERTY INFORMATION**

Complete Legal Description of Property Proposed for the Administrative Unlawful Parcel Exemption (attach additional page, if necessary):

\_\_\_\_\_

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

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

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

<b>For County Use Only</b> Planning Department Confirmation of Current Zone District: District: _____ Print Full Name _____
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**Requirements for an Administrative Unlawful Parcel Exemption  
Article VI, Division 1, Section 6-101(D)**

**C. APPLICATION REQUIREMENTS**

The purpose of this application is to provide a process for resolving the dilemma of innocent citizens who have unknowingly acquired parcels, which were previously created without proper County approval and are therefore considered unlawful.

1. Application Fee. An application fee in the amount of \$530 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 cost that may occur is the applicant's responsibility.
2. Tax receipt showing payment of current taxes. This can be obtained at the Park County Treasurer's office.
3. Proof of ownership in the form of a recorded Warranty Deed. This can be obtained at the Park County Clerk and Records office.
4. A written legal description of the parcel prepared by a licensed Colorado land surveyor.
5. A Site Evaluation letter from Park County Environmental Health Department.
6. A Plat of the parcel shall be submitted with the application. The Plat shall be drafted at a commonly used engineering scale by the use of permanent ink on a stable reproducible drafting medium with outer dimensions of twenty-four inches by thirty-six inch (24" x 36"). The Plat shall show or illustrate:
  - a. A title with the phrase "Administrative Unlawful Parcel Exemption Plat". If the property described in the recorded plat is zoned as a Planned Unit Development (PUD), the title shall include the phrase "Planned Unit Development";
  - 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;
  - d. A general vicinity map illustrating the location of the property;
  - e. Total acreage and surveyed description of the area subject to the Unlawful Parcel Exemption;
  - f. Approval certification and plat language Forms A-1, A-2, A-4, A-5, and A-8 as identified in Appendix A of these Land Use Regulations.
7. An \$11.00 check made out to the Park County Clerk and Recorder to record the surveyor's Mylar.

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

<p><b>For County Use Only:</b> Initial Receipt of the Required Information</p> <p>(8.)_____</p>
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8. The property must be clearly identified with the address and posted according to the Park County address requirements (attached).

*Note: A Mylar as described in #6 will be required after final approval for recording.*

**D. APPLICANT AND LANDOWNER SIGNATURES:**

The undersigned applicant and landowner(s) hereby verifies and affirms that the information contained in this application is complete and accurate. The undersigned applicant and landowner(s) 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

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

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

**APPENDIX A**

(Form A-1 thru A-8 to be completed on Survey and Mylar Plats only)

**FORM A-1: LEGAL DESCRIPTION AND CERTIFICATE OF OWNERSHIP**

**LEGAL DESCRIPTION:**

\_\_\_\_\_, (“Owner/s”) being the owner(s) of the real property of \_\_\_\_\_ acres located in Park County, Colorado, described as follows:

*[Insert surveyed property description of entire bounds of area being platted]*

In Witness Whereof, we do hereunto set our hands and seals this \_\_\_\_ day of \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
[Printed Name of Owner]

\_\_\_\_\_  
[Printed Name of Owner]

*(If by corporation, a president sign, secretary attests and corporate seal is affixed)*

STATE OF \_\_\_\_\_ )

) ss.

COUNTY OF \_\_\_\_\_ )

Acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by \_\_\_\_\_  
Notary Public Witness my hand and official seal. My Commission Expires: \_\_\_\_\_

**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-3: APPROVAL FORM FOR BOARD OF COUNTY COMMISSIONERS**

**APPROVAL BY BOARD OF COUNTY COMMISSIONERS:**

APPROVED by the Park County Board of County Commissioners, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ subject to the provision that the County shall not undertake the maintenance of dedicated public streets, roads, and thoroughfares until satisfactory construction thereof by the subdivider. Said public streets, roads, and thoroughfares will be accepted by resolution at a regular county Commissioners’ meeting after completion, inspection, by Park County, and certification of construction in accordance with County standards.

ATTEST:

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

\_\_\_\_\_  
Chairperson

**FORM A-4: RECORDER’S CERTIFICATE**

**RECORDER’S CERTIFICATE:**

This plat was filed for record in the office of the County Clerk and Recorder of Park County, on the \_\_ day of \_\_\_\_\_, 20\_\_, and duly filed at Reception No. \_\_\_\_\_

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

**FORM A-5: TITLE COMPANY CERTIFICATE OF OWNERSHIP**

**TITLE CERTIFICATE:**

\_\_\_\_\_ Title Insurance Company hereby certifies that title to the above-described property is vested in the Owner(s).

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

\_\_\_\_\_  
[Signature of Authorized Agent]

**FORM A-6: MORTGAGEE CONSENT TO DEDICATION**

**MORTGAGEE CONSENT TO DEDICATION:**

The undersigned holders of mortgage interests and liens against the property offered for dedication and for transfer to the public and to Park County consents and approves of such dedication and transfer and subordinates and release its interests to such dedicated and transferred property

In Witness Whereof, we do hereunto set our hands and seals this \_\_\_\_ day of \_\_\_\_ 20\_\_

\_\_\_\_\_  
[Printed Name of Mortgage Interest Holder]

(If by corporation, a president sign, secretary attests and corporate seal is affixed.)

[Insert notarization conforming to applicable requirement of state law for mortgage’s place of execution]

**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

**FORM A-8: COUNTY ADMINISTRATIVE APPROVAL**

**PARK COUNTY ADMINISTRATIVE APPROVAL:**

APPROVED as an Administrative Plat Amendment by the Planning Director of Park County Colorado and approved for recordation with the Park County Clerk and Recorder's Office pursuant to the Park County Land Use Regulations this \_\_\_ day of \_\_\_\_\_, 20\_\_.

ATTEST:

\_\_\_\_\_  
Planning Director/County Designee

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

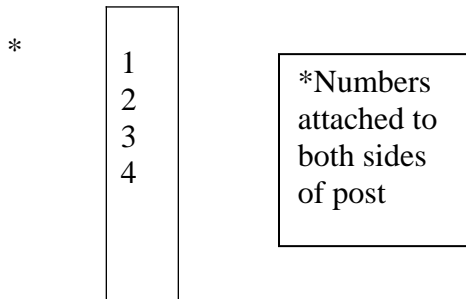
**“POSTED” ADDRESS REQUIREMENTS**

Park County Land Use Regulation  
Section 7-1207 Address Number Signage

Park County requires properties undergoing development to have a permanent address posted. This address post is permanent and is not just for the inspector but is for the use of the Fire Department, Sheriff and Emergency Services. The street address numbers need to be posted on the property prior to the preliminary inspection of the driveway.

- ❑ Numbers shall be attached to a 4” X 4” treated wood or redwood post.
- ❑ The post shall be placed at the driveway no further than 5 feet from the property line. **Note: The post must not be placed in the county road right-of-way.**
- ❑ The top of the post shall be installed, in a permanent fashion, a minimum of 48 inches above the ground. If the ground is frozen, place the post in a 5 gallon bucket filled with sand or rock until the post can be permanently installed into the ground.

The sign specifications are shown with the below two examples.



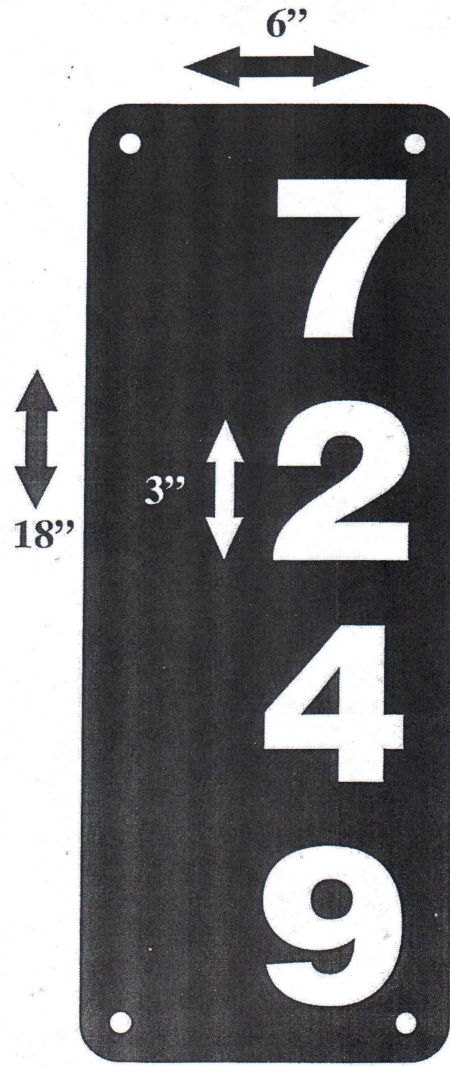
Note: Contact your local Fire Protection District for signage information  
Type of Sign specifications for numbers is attached.



# SIGN SPECIFICATIONS

**Standard Size - 6" x 18"**

**Standard Color – Green Background with White Reflective Numbers**



↑  
4 Holes for Easy  
Mounting

↑  
Rounded  
Corners  
For Safety