

## REQUIREMENTS FOR RESUBDIVISION APPLICATIONS

Any change in a map of an approved or recorded subdivision plat including lot line, street layout, or any area reserved for public use such as utility or drainage easements may be changed through a Resubdivision application. \*

1. A Resubdivision application must be submitted to the Department of Planning & Zoning at least 50 days prior to the regularly scheduled Planning Commission meeting. The Planning Commission meets every second Tuesday of each month. NOTE: The Applicant, or a Representative, **MUST** be present at the public hearing and the Commissioner's meeting. If no one is present, the request will be postponed until the next meeting!
2. A fee of \$100.00 is due when the Application is filed. There is also an \$11 filing fee for the Clerk to record the plat, if the plat is approved.
3. The Applicant must provide an 18"x24" or a 24"x36" survey plat and 3 additional 8"x10" copies prepared by a Registered Surveyor in the State of Colorado. If the Board of County Commissioners grants an approval, the survey plat and Resolution will be recorded in the Clerk's Office.
4. The applicant must provide a copy of the deed, in order to determine if there are Mineral Estate Owners. If there are Mineral Estate Owners, the applicant must certify to Logan County that notice requirements have been met, or provide a complete listing of their names and addresses so that they can be contacted. \*
5. The Applicant must provide a Certificate of Taxes from the County Treasurer, or proof of payment showing all taxes applicable to such subdivided land, for years prior to that year in which approval is granted, have been paid.
6. The Applicant must provide a list of adjacent property owners, within 500' of the property. This list will be verified and checked by the planning and building coordinator.
7. The Applicant will be required to post a Notice of Public Hearing Sign on the property, 15 days prior to the hearing date. See Attached (sign regulations).
8. The Planning & Zoning Department will publish a Notice of the public hearing regarding the exemption request in the Sterling Journal Advocate 30 days prior to the hearing. The Applicant will be billed for the publication.
9. The Planning & Zoning Department will send written notice of the hearing regarding the exemption request to the adjacent landowners. Failure to mail such notice shall not affect the validity of any hearing or determination of the Board of County Commissioners.
10. The Applicant is responsible for "Making his or her Case". It is not the responsibility of the Logan County Planning and Zoning Department. Visual representations are very helpful in the review process. Maps, photographs, and other visual aids should be provided whenever possible.

\*Refer to the Logan County Subdivision Regulations and Zoning Regulations for more details.  
A Pre-Application conference with the Logan County Planner is requested.

**Logan County Planning & Zoning**  
315 Main Street  
Office (970) 522-7879

**LOGAN COUNTY RESUBDIVISION APPLICATION**

BOARD OF COUNTY COMMISSIONERS  
DEPARTMENT OF PLANNING & ZONING  
315 MAIN STREET, STERLING, CO 80751

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Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Landowner: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Legal Description of total Parcel: \_\_\_\_\_

\_\_\_\_\_

Legal Description of Parcel to be re-subdivided : \_\_\_\_\_

\_\_\_\_\_

Total Acreage of parcel to be divided: \_\_\_\_\_

Number of Parcels that would be created: \_\_\_\_\_

Acreage proposed parcels: \_\_\_\_\_

Date that parcel was acquired by owners: \_\_\_\_\_

If Deed is recorded in Torrens System: Number \_\_\_\_\_

If Deed is recorded in General System: Book \_\_\_\_\_ Page \_\_\_\_\_

Existing zoning classification: \_\_\_\_\_

Proposed use of each parcel: \_\_\_\_\_

Proposed water and sewer facilities: \_\_\_\_\_

Existing water and sewer facilities: \_\_\_\_\_

Proposed access to each new lot: \_\_\_\_\_

Existing access to each new lot: \_\_\_\_\_

Reason for request: \_\_\_\_\_

\_\_\_\_\_

Date of certificate stating that all property taxes have been paid : \_\_\_\_\_

List of adjacent landowners and addresses: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

INFORMATION ON WATER WELLS

Is there an existing well on the proposed parcel?    Y or N

Existing well on parcel to be created

Well Permit No: \_\_\_\_\_

Permitted Use: \_\_\_\_\_

Depth: \_\_\_\_\_

WATER SUPPLY PLAN

The Division of Water Resources requires the following information. The information will assist the Division of Water Resources in their review and recommendation of this request for a Resubdivision Application.

1. Enclose a plat and description of the affected property.
2. Has a subdivision exemption on this parcel of land been granted since 1972? \_\_\_\_\_
3. Well Permit numbers on entire parcel: \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_
4. If well permit numbers are not available, please provide the following for all wells:  
Names of previous owners: \_\_\_\_\_  
Dates wells were constructed: \_\_\_\_\_  
Depths of wells: \_\_\_\_\_
5. Existing use of water as it now exists. Indicate:
  - a. Number of wells: \_\_\_\_\_
  - b. Location of wells. (Show on Plat.)
  - c. Location of dwellings. (Show on Plat.)
  - d. Existing use of water:  
\_\_\_\_ Domestic; \_\_\_\_ Livestock; \_\_\_\_ Garden/Lawn; \_\_\_\_\_ Other uses
6. Proposed water supply: \_\_\_\_\_  
\_\_\_\_\_  
Explain how existing wells will be used after land is divided: \_\_\_\_\_  
\_\_\_\_\_
7. Intended use of new well (s): \_\_\_\_\_  
\_\_\_\_\_  
Will new well be used by the applicant only or shared? \_\_\_\_\_
8. What aquifer will be used? \_\_\_\_\_  
Depth of well: \_\_\_\_\_ Estimated cost: \_\_\_\_\_  
How much water will you need? \_\_\_\_\_
9. Water requirements for each of the proposed lots: \_\_\_\_\_  
\_\_\_\_\_
10. Will more than one dwelling be allowed? Y or N
11. Proposed area for lawn and garden for each lot: Square Feet \_\_\_\_\_
12. Will horses or other livestock be allowed on new parcel? Y or N

DATED AT STERLING, COLORADO, this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature of Landowner

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

**FOR COUNTY USE**

Application Fee: One Hundred Dollars (\$100.00)

Date of Planning Commission: \_\_\_\_\_

Recommendation of Planning Commission: \_\_\_\_\_Approval \_\_\_\_\_Denial

Recommended Conditions of Resubdivision: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Chairperson, Planning Commission

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**COUNTY COMMISSIONERS ACTION:**

Conditions of Resubdivision: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

\_\_\_\_\_  
Jack McLavey (Aye) (Nay)

\_\_\_\_\_  
Debra Zwirn (Aye) (Nay)

\_\_\_\_\_  
Jim Edwards (Aye) (Nay)

# APPENDIX D

## SIGN REGULATIONS

A sign must be posted when applying for any Land Use Application which involves a public hearing. The purpose of this requirement is to notify the Public of the date, time and place of the Public Hearing and to inform the Public of the Type of Land Use Application.

The sign regulations are as follows:

- The sign must be posted at least **15 days** before the Public Hearing date.
- The sign must be posted on a board such as plywood. The board must be **at least 3'x4'** and must be sturdy.
- The sign must be **4feet above the natural grade** of the ground.
- The lettering must be at least **2 inches** in size.
- The sign must be posted in a conspicuous location on the property in question. **The sign must be visible from the public road.**
- The Applicant must provide the Planning Department with a **photograph of the sign** at the location where it is displayed.

## SAMPLE OF THE SIGN

PUBLIC HEARING  
LOGAN COUNTY PLANNING COMMISSION

DATE:

TIME:

PLACE: LOGAN COUNTY COURT HOUSE  
315 MAIN STREET  
STERLING, CO 80751

REQUEST: (IE. CONDITIONAL USE PERMIT or a SPECIAL USE PERMIT or a  
SUBDIVISION EXEMPTION or a PRELIMINARY SUBDIVISION  
APPLICATION FOR A.....)

Your Name