



DELTA COUNTY, COLORADO

PLANNING AND COMMUNITY DEVELOPMENT

COUNTY COURTHOUSE • 501 PALMER STREET • SUITE 227 • DELTA • COLORADO • 81416-1764

www.deltacounty.com

planning@deltacounty.com

Phone: (970) 874-2110 Fax (970) 874-2500

REPLAT OF SUBDIVISION LOTS Instructions

Application Submittal Meeting Requirements

This meeting is designed for the Applicant and a Planner to discuss the proposed replat of approved subdivision lots in regards to the feasibility of the project related to the Subdivision Regulations.

Please bring the **Completed Typed or Legibly Written Application, Proposed Final Plan Survey** and **all** supplemental material to the Application Submittal meeting, including:

- **Statement of Taxes paid from the Treasurers Office.**
- **Final Plan – See Checklist at the end of the application.**
- **Recorded copy of deeds for all properties.**
- **Current Title Commitment for all properties involved (to be purchased within two weeks of application submittal meeting and included with application for the submittal meeting with your planner)**

Please fill in each blank on your application whether applicable or not (N/A for not applicable). LEAVE NO BLANKS or DO NOT WRITE “SEE ATTACHED”.
Applications will not be accepted unless they are complete.

After your application has been reviewed by staff, you will receive information and date(s) for the Board of County Commissioners Meeting.

Upon final plan approval by the BoCC:

You will have 60 days to complete your final plan requirements before it will result in an expiration of the Board of County Commissioner approval.

If an expiration of the application occurs and you wish to continue, you will be required to re-start the process including the payment of current fees.

- Please prepare the materials required in this packet and then call our office at 970-874-2110 to schedule an appointment with your Delta County Planner.

- The Planning Department will also provide the following applications that your subdivision may require: Access, Address, Road Name, Septic, and Utility Permits.



**DELTA COUNTY DEVELOPMENT RESOURCE CENTER
APPLICATION FOR SUBDIVISION REPLAT OF LOTS
FINAL PLAN**

Delta County Planning Department
501 Palmer Street #227 Delta, Colorado 81416
970-874-2107 FAX 970-874-2500

E-Mail: planning@deltacounty.com Website: www.deltacounty.com

Official Use Only:

Planner _____ Subdivision # _____

Date of Board of County Commissioners Meeting _____

REPLAT OF SUBDIVISION LOT(S)

Application must be typed or legibly written to be accepted

1. Subdivision Name & Number _____

Date of Application _____

2. a. **Applicant/Representative Parcel/Lot #** _____

Mailing Address: _____

Home _____ Work _____ Cell _____

Fax _____ Email Address _____

.b. **Applicant/Representative Parcel/Lot #** _____

Mailing Address: _____

Home _____ Work _____ Cell _____

Fax _____ Email Address _____

3. Property Owner of Record (if different than applicant, a letter of authorization and/or a copy of contract for sale or lease between the applicant and owner must be submitted):

Name _____

Mailing Address _____

Home _____ Work _____ Cell _____

Email Address _____ Fax _____

4. Owner or Lessee of Underlying Mineral Estates for each lot/parcel (May be obtained from the Assessors Office)

Property #1

Name _____

Mailing Address _____

Property #2

Owner or Lessee of Underlying Mineral Estates for each lot/parcel (May be obtained from the Assessors Office)

Name _____

Mailing Address _____

5. Legal Description of Property #1

Section _____ Township _____ Range _____

Legal Description of Property #2

Section _____ Township _____ Range _____

6. Parcel Number _____ (12 digit number found on Tax Statement)

Parcel Number _____ (12 digit number found on Tax Statement)

7. Property #1

Reception Number of deed or other evidence to show fee simple ownership. (attach copy of deed) Reception # _____

Property #2

Reception Number of deed or other evidence to show fee simple ownership. (attach copy of deed) Reception # _____

8. Common Description of Location of Property (by physical address, mileage from highway or County road or intersection, general location to other developments, other recognized landmarks, and distance from nearest town). **SHOW BOTH PROPERTIES**

9. Total number of acres for each lot/parcel:

Property #1 _____

Property #2 _____

10. Acreage(s) to be adjusted between the properties _____

11. Reason for replat/adjustment _____

12. Present land use and existing structures (both lots/parcels) _____

13. List land uses which are adjacent to the boundaries of the lots/parcels for which the adjustment is proposed including all properties immediately across the highway or road.

If there is more than a 10% adjustment of lots/parcels, Delta County will notify all adjacent property owners within 1000 feet of your property if you are within ½ mile of a municipality and all adjacent properties within ½ mile of your property if you are outside of ½ mile of a municipality of your intent to adjust your property boundaries.

14. SKETCH PLAN (See attached Sketch Plan Checklist)

15. Source of domestic water: (Domestic Water is required for all lots/parcels) Attach copies of approved well permits, water tap or certificate, court decrees, or deeded water rights for all lots/parcels and list them here: **Cisterns are not an allowable source of Domestic Water**

16. Plans for proposed sewage disposal or existing septic permit number:

17. In which Fire District is the property located and how is primary fire suppression provided? _____

18. Name of the road or highway the property accesses from:

_____ Indicate if an access permit is required by:

Colorado Department of Transportation: Y _____ N _____

Delta County: Y _____ N _____

Date Applied For/Received: _____

19. FEES: Payment is required before approval. Payment or review fees must be made at the time of application for each phase of division review. Payment of open space fees, final plat fees and/or recording fees must be made prior to final approval by the Board of County Commissioners.

20. Signatures:

Signature Applicant/Owner Date

Signature Applicant/Owner Date

Applicant's Representative (if Applicable) Date

Signature Mortgage Holder (if Applicable) Date

Delta County Replat
Application Fee: _____

Health Department
Site Inspection Fee: _____

Make Payable To:
Delta County Treasurer

Make Payable To:
Delta County Health Department

Checklist

Re-Plat of Subdivision Lot(s)

Applicant's Name _____

Address _____

Phone Number _____ Cell number _____

Name of Subdivision and Lot # _____

Applicant's Name _____

Address _____

Phone Number _____ Cell number _____

Name of Subdivision and Lot # or legal description _____

All of the following items must be obtained and completed prior to your submittal meeting with a County Planner, failure to provide or complete any of the following items will result in denial of your application submittal until all of the items are provided and completed. All items must be supplied for all lots/parcels affected.

Staff Applicant

- A.** A completed application with signatures of all owners and representatives of the property including your mortgage company, if applicable
- B.** Proof of ownership of all properties to be replatted in the form of a recorded deed
- C.** A current tax statement obtained from the Delta County Treasurer's Dept.
- D.** A current Title Insurance Policy or Commitment to Insure dated within 2 weeks of your application submittal
- E.** Application fees as established by the Board of County Commissioners

Final Plan Survey Requirements:

Staff Applicant

- 1. A survey drawn to no smaller than 1:200 scale appropriate to show the lot(s) or properties involved and the proposed lot line adjustment area(s) on paper 24" X 36" in size which may be on more than one sheet and contain the following information:**

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- 2.** A north arrow and indicate scale of drawing
 - 3.** Titled final plat with the name of the subdivision, lot number(s) and legal description for the other parcel(s) if not subdivision lot(s).
 - 4.** Perimeter boundary of the properties drawn in a heavy black line
 - 5.** Show existing lot lines with dimensions, lot sizes with total acreage, lot numbers, parcel designation if not one of the subdivision lots, adjustment areas shown with a dotted line and new lot/parcel configuration.
 - 6.** Adjacent public road(s) with name or number and private drives or lanes with approximate dimensions
 - 7.** All roads within the subdivision with the assigned road name, location and right-of-way width
 - 8.** Location of existing easements including utilities (water, sewer, electrical, gas, telephone, cable, etc) irrigation ditches, access, and any other easements apparent and of record
 - 9.** Location and approximate dimensions of any new easements
 - 10.** Location of existing structures, service lines, wells and distribution lines, water taps, fire hydrants and septic systems
 - 11.** Location of any building envelopes or no build areas
 - 12.** Location of existing accesses and proposed accesses to each lot
 - 13.** Location and ownership of all irrigation ditches and pipelines
 - 14.** Names of all adjacent property owners and adjacent subdivisions

For a more detailed explanation and requirements for the sketch plan, see Article II Section 2 of the Subdivision Regulations

RESOLUTION
OF THE
BOARD OF COUNTY COMMISSIONERS
OF THE
COUNTY OF DELTA, STATE OF COLORADO

RESOLUTION NO. 2012-R- 045

**RESOLUTION TO REVISE PLANNING AND
COMMUNITY DEVELOPMENT REVIEW AND APPLICATION FEES**

WHEREAS, on May 19, 1997, the Board of County Commissioners of Delta County adopted Resolution 97-R-020 establishing Delta County Planning and Community Development review fees, which fees were last established/modified on January 9, 2012, by Resolution 2012-R-003; and

WHEREAS, the Board has determined that it is in the interest of Delta County to revise the fees for subdivision applications by adding a per lot fire mitigation fee and a Weed Control fee for Utility Permits. The Board now finds it necessary to modify the County's fee schedule to reflect those fee changes.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Delta County, as follows:

1. The Delta County Planning and Community Development Department fee schedule reflected in Exhibit A, attached hereto and by this reference made a part hereof, shall be and hereby is adopted as the fee schedule to be used by the Planning and Community Development Department.
2. All previous fees schedules, to the extent inconsistent herewith, shall be and hereby are repealed and rescinded.
3. From time to time, this Board may revise the attached fee schedule by Resolution, following recommendations by the Delta County Planning and Community Development Department.

Adopted this _____ Day of November, 2012.

BOARD OF COUNTY COMMISSIONERS
OF DELTA COUNTY, COLORADO

By: _____
R. Olen Lund, Chair

Attest:

By: _____
C. Doug Atchley, Vice Chair

Ann B Eddins
Delta County Clerk

By: _____
C. Bruce Hovde, Commissioner

EXHIBIT A

DELTA COUNTY PLANNING & DEVELOPMENT FEE SCHEDULE

EFFECTIVE November 5, 2012
 (Fee Schedule does not include Recording Fees)

Permits:

Access and Address Permit

New Driveway or access	\$75
Address Only (Driveway is existing)	\$50
Access and Address	\$125
Access Construction deposit (refunded after final inspection)	\$300
Note: If access, address and septic permits are being processed at the same time, the deposit will be refunded when all 3 permits are finalized.	
New Road Name application fee	\$35
Research fee for pre-addressed ranges	\$45 per hour/1 hour minimum

Utility Permit and Road Cut Fees

Any work performed in County ROW	\$20
Bore permit	\$20
Gravel road cut	\$70
Oil or paved road cut	\$250
Weed control fee	See below

TRENCHING or DIGGING	PLOWING
\$360.00 per mile (5280 feet)	\$120.00 per mile (5280 feet)
\$270.00 per 3/4 mile (3960 feet)	\$90.00 per 3/4 mile (3960 feet)
\$180.00 per 1/2 mile (2640 feet)	\$60.00 per 1/2 mile (2640 feet)
\$120.00 per 1/3 mile (1760 feet)	\$42.00 per 1/3 mile (1760 feet)
\$90.00 per 1/4 mile (1320 feet)	\$30.00 per 1/4 mile (1320 feet)

Review Fees:

Subdivision*

<u>Sketch Plan</u>	\$350 + \$50 per lot/space
<u>Additional fees:</u>	
1. Subdivision Inspection (payable to Health Department)	\$250 per site
<u>Preliminary Plat</u>	\$650 + \$50 per lot/space
<u>Additional fees: Required per C.R.S. 30-28-101</u>	
1. Colorado Geological Survey (GCS) review	
a. Very small residential subdivision (1 – 3 dwellings and <100 acres)	\$600
b. Small subdivision (>3 dwellings and <100 acres)	\$950
c. Large subdivision (≥100 acres and < 500 acres)	\$1,550
d. Very large subdivision (500 acres or more)	\$2,500

Final Plat	\$250 + \$50 per lot/space
Additional Final Fees:	
1. Subdivision improvements agreement (if required)	\$100
2. Public sites/Open space	\$300/lot or space
3. Subdivision road inspection (by Engineering Department)	\$250 per inspection
4. County Surveyor final plat check	\$40 per lot/\$120 minimum
5. Fire mitigation fee	\$500 per lot
6. Recording (payable to Delta County Clerk)	As per Clerk &
	Recorder Fee Schedule

Resource Preservation Subdivision*

Sketch Plan	\$150 + \$10 per lot
Additional fees:	
1. Subdivision inspection (payable to Health Department)	\$250 per site
Preliminary Plat	\$650 + \$10 per lot
Additional fees: Required per C.R.S. 30-28-101	
1. Colorado Geological Survey (GCS) review	
a. Very small residential subdivision (1 – 3 dwellings and <100 acres)	\$600
b. Small subdivision (>3 dwellings and <100 acres)	\$950
c. Large subdivision (≥100 acres and < 500 acres)	\$1,550
d. Very large subdivision (500 acres or more)	\$2,500

Final Plat	\$150 + \$10 per lot
Additional final fees:	
1. Subdivision improvements agreement (if required)	\$100
2. Public sites/Open space	\$300 per lot
3. Subdivision road inspection (by Engineering Department)	\$250 per inspection
4. County Surveyor final plat check	\$40 per lot/\$120 minimum
5. Fire mitigation fee	\$500 per lot
6. Recording (payable to Delta County Clerk)	As per Clerk &
	Recorder Fee Schedule

Resubdivision* Same fees as Subdivision

Administrative Resubdivision* \$400

Replat* \$250

Boundary Adjustments* County Surveyor Review + Recording Fees

35 Acre Road Plan Review* \$250

Mobile Home Park* Same fees as Subdivision

Revised Plan Submittal* \$250
Subdivision Re-inspection Fee (Payable to Health Department) \$100

Vacations* \$250

Variances or Waivers* \$250

Extensions \$100/Lot - \$1000 Maximum

Specific Development Review*
Administrative review \$350
Full review (Planning Commission and BoCC) \$500

***Note: Additional fees from outside agencies/consulting firms may be required depending on existing or proposed conditions. It is the applicant's responsibility to acquire cost estimates and pay for any services performed by outside agencies or consulting firms.**

Additional Fees:

Street Identification Sign

1 Paddle sign	\$125 each
2 Paddle sign	\$175 each

Traffic Control Sign

Each sign	\$175
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Copies of Regulations:

Paper copies:	
Roadway Design and Construction Standards	\$25
Subdivision Regulations	\$25
Specific Development Regulations	\$25
Flood Plain Regulations	\$5
Pre-HUD and Mobile Home Regulations	\$5
Access and Utility Code	\$3
Major Utility Siting	\$3
Miscellaneous copies	.25/page
Regulations available on CD:	
Roadway Design and Construction Standards	\$5
Subdivision Regulations	\$5
Specific Development Regulations	\$5

Note: All Delta County regulations and applications are available online at www.deltacounty.com

THESE FEES ARE NON-REFUNDABLE AND MAY BE REVISED AT ANY TIME BY RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS.