

**PARK COUNTY APPLICATION FOR  
MAJOR SUBDIVISION FINAL PLAT  
NON-REFUNDABLE APPLICATION FEE: \$1600 + \$50 PER LOT OR  
RESERVED AREA**

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 Final Plat (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 Final Plat  
Article VI, Division 4, Section 6-405**

**C. APPLICATION REQUIREMENTS**

1. Application Fee. An application fee in the amount of \$1600 + \$50.00 per lot or RESERVED AREA 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 for the property proposed for subdivision. 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 Final Plat is \$750. Make the check or money order to the Park County Planning Department.
4. Evidence of ownership and Encumbrances as defined in Article IV of the Land Use Regulations.
5. A legal description for the property proposed for subdivision prepared by a licensed registered 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 and in accordance with 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 adjacent property owners to the property proposed for subdivision, (this information is at the Park County Assessor's Office).
8. A Major Subdivision Final 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 by thirty-six inches (24" x 36"). Maps of two (2) or more sheets shall be referenced to an index map placed on the first sheet. Where required data cannot be clearly shown on one plan sheet, additional plan sheets of the same size with easily identifiable match lines may be used. The Final Plat must also be submitted in a digital format that will allow the Mapping Department to accurately reference it into the County's geographic information system. At a minimum, the Final Plat shall contain:
  - a. A title that prominently identifies the proposed name of the subdivision together with the phrase "Final Plat". If the property described in the Final Plat is zoned as

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

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

- 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 proposed for subdivision,
- e. Total acreage and surveyed description of the area. No Final Plat showing plus or minus dimensions will be approved;
- f. Primary boundary survey control points with monument descriptions; all parcel and right-of-way lines dimensioned with lengths; curve data including chord lengths and bearings; basis of bearings and relation to true meridian. The data shall be sufficiently complete to determine independently closures for rights-of-way, easements, boundaries, lots, outlots, and blocks. All required boundary monuments shall be placed in the field before the Final Plat is recorded;
- g. Name and right-of-way width of each road. Right-of-way widths are to be shown at each leg of an intersection, at points of curvature and tangency, at dead-ends, and at angle points;
- h. Locations, dimensions, and purposes of all easements;
- i. Number or letter to identify each Lot, Block, and Outlot. Lots and Blocks shall be numbered; Outlots shall be lettered in alphabetical order. The plat shall include sufficient information to designate and restrict the use of any Outlot to the Outlot’s intended purpose;
- j. An identification of the rights-of-way, easements, parks, open space, and any other public facilities shown on the plat to be dedicated to public use upon the approval of the Final Plat. No areas within the plat may be designated as areas of conditional, planned, or future public acquisition (e.g., “to be dedicated” or “reserved for dedication”). Dedications of public property not made on the Final Plat shall be made only by General Warranty Deed recorded contemporaneously with the Final Plat unless otherwise approved by the Board of County Commissioners;
- k. Names of all adjoining subdivisions with dotted lines of abutting lots. If the adjoining land is unplatted, it should be shown as such with the owners’ names;
- l. Signature and seal of the licensed land surveyor;
- m. A delineation of the extent of the one hundred (100) year flood plain and any wetlands, if applicable;
- n. Approval certification and plat language Forms A-1, A-2, A-3, A-4, A-5 and A-6 as identified in Appendix A of these Land Use Regulations. The language will be provided by the County Attorney subject to the approval of the Board of County Commissioners.

(8a.) \_\_\_\_\_

(8b.) \_\_\_\_\_

(8c.) \_\_\_\_\_

(8d.) \_\_\_\_\_

(8e.) \_\_\_\_\_

(8f.) \_\_\_\_\_

(8g.) \_\_\_\_\_

(8h.) \_\_\_\_\_

(8i.) \_\_\_\_\_

(8j.) \_\_\_\_\_

(8k.) \_\_\_\_\_

(8l.) \_\_\_\_\_

(8m.) \_\_\_\_\_

(8n.) \_\_\_\_\_

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

9. A copy of any agreements, conveyances, restrictions, or private covenants that currently govern, or are proposed for recordation to govern, the use and maintenance of the subdivision and any common private open space or private subdivision amenity.

(9.)\_\_\_\_\_

10. *Only where* Public Improvements are proposed to serve the subdivision, the Applicant shall also submit final engineering plans, construction drawings, and specifications for all public improvements in a form sufficient to commence construction of the Public Improvements following approval of the Final Plat.

(10.)\_\_\_\_\_

11. A written description of arrangements for providing financial guarantees and sureties for the timely completion of all public improvements. For example, a letter of commitment from a financial institution to issue an irrevocable letter of credit upon approval of the Final Plat.

(11.)\_\_\_\_\_

12. A preliminary or draft Subdivision Improvements Agreement (SIA) in the general form provided by Appendix J of these Subdivision Regulations. In order to ensure timely processing of the application, Applicants must submit a draft form of SIA to the County Attorney for review and revision prior to submitting the application for Final Plat. The Board of County Commissioners shall revise the SIA into a form capable of finalizing upon the conclusion of the public hearing and approval or conditional approval of the Final Plat.

(12.)\_\_\_\_\_

13. Final versions of the studies and reports submitted with the Preliminary Plan shall be prepared by a qualified professional at the Applicant's cost and submitted with the application. At a minimum, each report shall address the existing conditions, proposed changes of the subdivision, and evaluate risks and challenges presented by the subdivision together with recommendations for mitigation measures to address any identified risks and challenges presented by the proposed subdivision. At the Planning Director or designee's discretion, some or all of the reports provided for the Preliminary Plat may be used again.

(13.)\_\_\_\_\_

14. Applicants are strongly encouraged to submit with the application additional documentation and information sufficient to demonstrate that the proposed subdivision will satisfy the standards for approval contained in Section 6-406.

(14.)\_\_\_\_\_

15. The Planning Director, Planning Commission and/or Board of County commissioners may require the Applicant's submission or other studies and reports prepared by a qualified professional at the Applicant's cost to address issues not covered by the above requirements. Any decision of the Planning Director pursuant to this paragraph may be appealed to the Board of County Commissioners in accordance with Article III, Division 2 of these Land Use Regulations.

(15.)\_\_\_\_\_

*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

**For County Use Only:**  
Verification of Date of Delivery and  
County Receipt of Application  
Date: \_\_\_\_\_  
Print Name: \_\_\_\_\_

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.**



**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 as a Major Subdivision Final Plat by the Park County Board of County Commissioners, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ subject to all applicable provisions of the 2009 Park county Land Use Regulations, as amended.

*[If applicable, insert the following:]*

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.

\_\_\_\_\_  
BOCC Chairperson

ATTEST: \_\_\_\_\_  
Park County Clerk and Recorder

**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 releases 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, president signs, secretary attests and corporate seal is affixed)  
[Insert notarization conforming to applicable requirement of state law for mortgagee's place of execution.]*



**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