



DELTA COUNTY, COLORADO

PLANNING AND COMMUNITY DEVELOPMENT

COUNTY COURTHOUSE • 501 PALMER STREET • SUITE 115 • DELTA • COLORADO • 81416-1764

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Instructions

Application Submittal Meeting Requirements

This meeting is designed for the Applicant and a Planner to discuss the proposed division of land in regards to the feasibility of the project related to the Subdivision Regulations. Please bring the **Completed Typed or Legibly Written Application, Proposed Sketch Plan** and **all** supplemental material to the Application Submittal meeting, including:

- _____ **Statement of Taxes paid** from the Treasurer's Office
- _____ **Sketch Plan** – See Checklist at the end of the application
- _____ **Recorded copy of your deed**
- _____ **Current Title Insurance Policy or Commitment to Insure (to be purchased within two weeks of application submittal meeting and included with the 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 dates for the Planning Commission Meeting within two weeks of your submittal.

Upon sketch plan approval by the BoCC:

You will have 12 Months to complete your final plat if no preliminary plat is required before it will result in an expiration of the application.

You will have 18 months from sketch plan to preliminary plat and 12 months to final plat from preliminary plat to complete your subdivision before it will result in an expiration of the application. If an expiration of the application occurs, you will have to re-start the process including the payment of 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. All subdivisions in Delta County require, but are not limited to, the purchase of water taps for each lot, extensions of water and electrical lines to each lot and a minimum of 60' right of way access easement.
- The Planning Department will also provide the following applications that your subdivision may require: Access, Address, Road Name, Septic, and Utility Permits.



**DELTA COUNTY ONE STOP SHOP
APPLICATION FOR SUBDIVISION
SKETCH PLAN**

Delta County Planning Department
501 Palmer Street #115 Delta, Colorado 81416
970-874-2107 FAX 970-874-2500

Official Use Only:

Planner _____ Subdivision # _____

Date of Planning Commission Meeting _____

Date of Board of County Commissioners Meeting _____

**THIS APPLICATION EXPIRES SIX (6) MONTHS AFTER SUBMITTAL IF THE SKETCH PLAN
HAS NOT RECEIVED APPROVAL FROM THE BOARD OF COUNTY COMMISSIONERS**

Application must be typed or legibly written to be accepted

1. Subdivision Name _____

Date of Application _____

2. Applicant/Representative _____

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 (May be obtained from the Assessors Office)

Name _____

Mailing Address _____

5. Legal Description of the Property:

Section _____ Township _____ Range _____

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

7. 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 address, mileage from highway or County road or intersection, general location to other developments, other recognized landmarks, and distance from nearest town).

9. Total number of acres _____

Density calculation _____ (Obtained from Planning or GIS Dept.)

Total Number of lots in proposed Subdivision _____

10. Reason for Subdivision _____

11. Present land use and existing structures: _____

12. List land uses which are adjacent to the boundaries of the entire piece of property on which the division is proposed including all properties immediately across the highway or road.

Delta County will notify all adjacent property owners within 1000 feet of your property if you are within 1/2 mile of a municipality and all adjacent properties within 1/2 mile of your property if you are outside of 1/2 mile of a municipality of your intent to subdivide your property.

13. State how the proposed division will be compatible with the surrounding land uses:

14. Describe the division which you are proposing, including number of lots and lot sizes; type of residential, industrial, commercial or home based-business use proposed; and any general description of any future development or planned expansion for this property. (Applies to all of your parcel, not just the newly created lots.)

15. SKETCH PLAN (See attached Sketch Plan Checklist)

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

17. If irrigation ditches are located on or adjacent to this property, list their locations (also must be shown on the Sketch Plan), and names of owners, water rights, number of shares owned and any proposed division of irrigation water. **The contact person and address for all ditches must be provided.** (The Planning Department or Planning Commission may also require that ditch sizes and decreed capacities be submitted).

18. Plans for proposed sewage disposal:

This property must either have available service from an existing central system, or determination must be made that an individual wastewater treatment system is feasible. The Delta County Health Department must review and approve the proposed system prior to the Planning Commission's recommendation on this land division application. All applications will be forwarded to the Health Department and an inspection of the property will be made by the Health Department prior to any public meeting.

19. In which Fire District is the property located and how will primary fire suppression be provided?

20. **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: _____

21. Will this division be subject to restrictive covenants or deed restrictions? Yes No

22. 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.

23. Signatures:

Signature Applicant/Owner Date

Signature Applicant/Owner Date

Applicant's Representative (if Applicable) Date

Signature Mortgage Holder (if Applicable) Date

Sketch Plan
Application Fee: _____

Health Department
Site Inspection Fee: _____

Made Payable To:
Delta County Treasurer

Made Payable To:
Delta County Health Department

Level I Traffic Study Checklist

This information may be obtained from the County Engineering Department

- Site plan

Must show: Location of proposed development with all adjacent County Roads and State Highways labeled

All proposed lots and roads within subdivision

All proposed access points into subdivision

All adjacent land uses to proposed subdivision

- Road classification and Right-of-Way requirement (check all that apply)*

- Local Service – 60' ROW required

- Local Access – 60' ROW required

- Collector – 80' ROW required

- Minor Arterial – 100' ROW required

- Major Arterial – 120' ROW required

- Traffic Counts (show traffic counts on all adjacent roads)*

_____ # of vehicles on _____ Road

_____ # of vehicles on _____ Road

_____ # of vehicles on _____ Road

- Number of lots or units _____

- Proposed use of lots _____

Single-Family Detached Residential (SFD)

Multi-Family Attached Residential (MFA)

Mobile Home Park (MHP)

- Average Daily Trip Count (ADT) _____ ADT's

Multiply the number of units X the proposed use ADT

Single-Family Detached 10ADT/unit

Multi-Family Attached 6ADT/unit

Mobile Home Park 5ADT/unit

Information provided from this checklist will be used to determine if a Level II or III Traffic Study will be required during the review process prior to completion of your subdivision. At a minimum, all subdivisions that require a new road or any subdivision that impacts a State Highway will require a Level II or III Traffic Study.

Sketch Plan Checklist

Applicant's _____ **Name**
Address _____
Phone Number _____ **Cell**
Name of Proposed Subdivision _____
Date of Application Submittal _____

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.

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 the property to be subdivided 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.** Completed Traffic Study checklist
- F.** Soils and topographic maps with soil interpretation sheets for parcel (available from the Soil Conservation Service)
- G.** Application fees as established by the Board of County Commissioners

Sketch Plan Requirements:

Staff Applicant

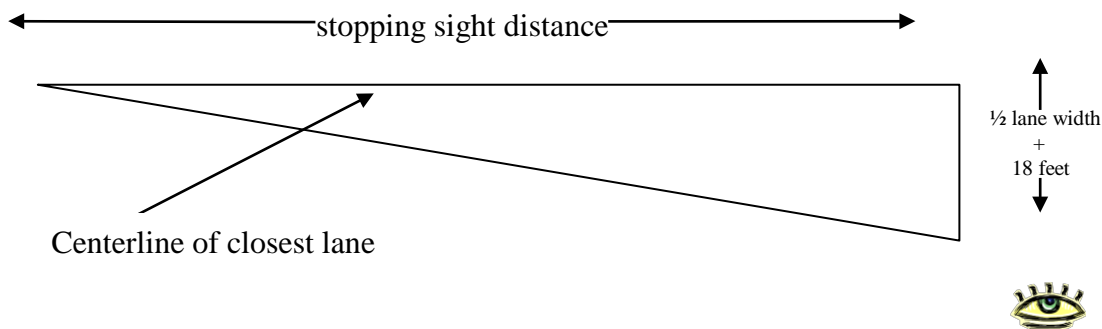
- 1.** A sketch plan drawing of professional quality drawn to no smaller than 1:200 scale appropriate to show the proposed subdivision on paper no larger than 11" x 17" which may be on more than one sheet and contain the following information:
- 2.** A north arrow and indicate scale of drawing
- 3.** The name of the subdivision which shall be unique to that subdivision
- 4.** Perimeter boundary of the subdivision drawn in a heavy black line
- 5.** Lot lines with general dimensions, lot sizes with approximate acreage, total acreage, and lot numbers. Lots with existing residences shall be assigned the lowest lot numbers.
- 6.** Adjacent public road(s) with name or number and private drives or lanes with approximate dimensions

- 7. Any proposed roads within the subdivision with the proposed road name, location, appropriate right-of-way, and appropriate dimensions of travel surface including line-of-sight triangles*
- 8. General 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 proposed easements
- 10. Location of existing structures, service lines, wells and distribution lines, and septic systems
- 11. Location of any proposed building envelopes including locations of proposed wells and septic systems and location of any proposed 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. General location of any significant natural features such as rivers, streams, draws, ravines, ponds, wetlands, and forested areas
- 15. General location of any agricultural land
- 16. Names of all adjacent property owners and adjacent subdivisions
- 17. Road name application for all interior roads (if applicable)

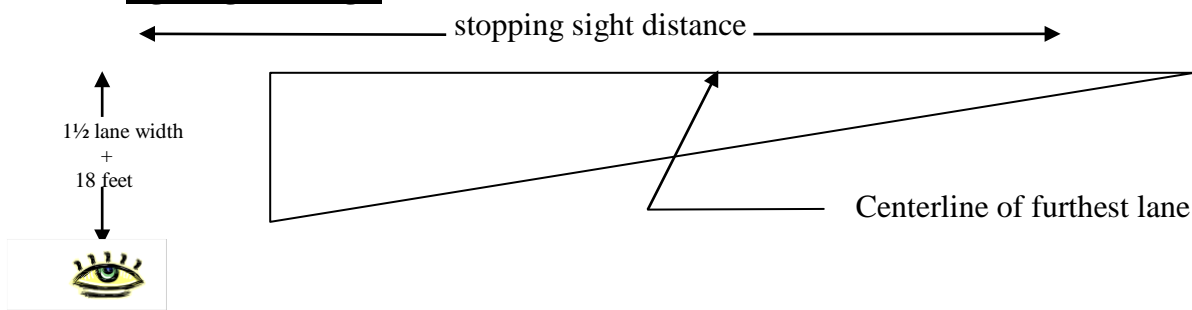
For a more detail explanation and requirements for the sketch plan, see Article II Section 2 of the Subdivision Regulations

*Sight Triangles (for departure from subdivision road)

left sight triangle



right sight triangle



Nothing within the sight triangle should exceed a height defined by a point measured two feet above the vertex of the triangle noted by the 'eye' symbol above. The stopping sight distance is the speed limit of the road being accessed times 10 feet. (Example; 35mph x 10' = 350 feet) Sight distance is measured from the 'eye' at a height of 3.5 feet looking at an object 3.5 feet tall.