

# Directions for submitting applications for permits on-line

**(If you do not have a PDF Program installed on your computer or mobile device, you will not be able to submit an application on-line)**

1. In the list of permits, click on the link to the permit you would like to apply for. It will open up in PDF form.
2. Download the permit and save on your computer in place of your choice.
3. Fill out the information in the form by clicking in the spaces or using your “tab key” to navigate the form.
4. Once you have filled out all information, click the “submit” button at the bottom of the last page. The application will be e-mailed to our office to be processed and staff will contact you for further actions/questions/payment.
5. If you have further information you would like to add to the application such as a site plan or directions, they can be emailed to [landuse@co.conejos.co.us](mailto:landuse@co.conejos.co.us). A picture can also be taken from your mobile device and emailed. Please make sure all information is legible so there is no delay in processing.
6. Call our office at 719-376-2014 if you have any questions about the process.
7. If you are unable to submit the application, you can also print, fill out the information and return it to our office in 1 of 3 ways: Fax: 719- - , Mail to P.O Box 197 Conejos Co 81120; or schedule an appointment with our staff. Call our office at 719-376-2014. Appointments are only scheduled from 8:00 AM to 12:00 Noon.

# Conejos County

Land Use Office PO Box 197, Conejos, CO 81129  
PHONE 719-376-2014 FAX 719-376-6769

## BOUNDARY LINE ADJUSTMENT/LOT LINE REVISION/LOT CONSOLIDATION Application

**APPLICANT OR AUTHORIZED REPRESENTATIVE** *(A notarized letter authorizing representation by the applicant must be submitted.)*

Name: \_\_\_\_\_

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

City/State/Zip Code

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**PROPERTY OWNER/S** *(Joint owners must also consent, by notarized letter, to what is being proposed):*

Name: \_\_\_\_\_

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

City/State/Zip Code

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**LEGAL DESCRIPTION OF PROPERTY** *(Attach Deed and ADMIN printout from County Assessor)*

Quarter      Section      Township      Range      Subdivision      Lot      Block

**SIZE OF PARCEL:** \_\_\_\_\_ **PARCEL #** \_\_\_\_\_  
Acres/feet

**CURRENT ZONING:**       Agricultural       Rural       Residential  
                                  Community/Town Site       Commercial       Industrial

**COMMON DESCRIPTION OF PROPERTY:** *(address or mileage from hwy, county road or landmarks)*

**DESCRIPTION OF PROPOSED BOUNDARY LINE ADJUSTMENT, LOT LINE REVISION or LOT CONSOLIDATION AND THE PROPOSED USE OF THE PROPERTY:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IS THE PROPOSED ADJUSTMENT/REVISION/CONSOLIDATION PART OF AN EXISTING DIVISION OF LAND, MAJOR OR MINOR SUBDIVISION?  NO**

YES, Titled: \_\_\_\_\_

- - - - The following documents also be attached/included with this application. - - - -

**WRITTEN DESCRIPTION:** Provide a written description of why you are making the proposed adjustment/revision/consolidation. Include the following:

1. **How water will be provided for each subject parcel, i.e.,** Public Water Source, Private Well or Other and
2. **How sewage disposal will be provided for the subject property, i.e.,** Public Sewage System, Onsite Wastewater Treatment System. The sewage system must be a County approved & functional system. **CESSPOOLS & OUTHouses ARE PROHIBITED IN THE COUNTY & STATE OF COLORADO.**
3. **How access is, or can be, made available that provides for safe ingress and egress to a public road, i.e.,** Colorado State Highway Access, County Road Access, or other.

**ZONE DISTRICT REQUIREMENTS** – Does the parcel/s meet all zone district requirements? (Setbacks, Lot Coverage, Height, etc.)

**HOMEOWNER/LANDOWNER ASSOCIATION APPROVAL** – If the subject property is within an approved subdivision and there is a formal Homeowners/Landowners Association. You must provide a written statement from them that they approve of the process.

**VICINITY MAP** – Include an 8 ½ x 11” copy of an aerial photo locating the section in the County in which the parcel is located. The boundaries of the subject property shall be indicated on the photo.

**SITE PLAN:** Provide a site plan that best conveys the conceptual aspects of the plan and for effective public presentation.

**CERTIFICATION OF TAXES PAID:** Provide a tax statement from the Conejos County Treasurer stating that there are no delinquent taxes on the property.

**EXEMPTION MAP** – A surveyed plat shall be prepared by a registered or licensed professional land surveyor in accordance with the surveyed plat requirements in Section 3.210B and Section 10.700 B (3). 1 Mylar (24”x36”) and two copies shall be provided.

**FEES:**

- A non-refundable fee of \$350.00 must be made at the time of filing this application. The application fees are payable to: **CONEJOS COUNTY TREASURER**
- Notary and Recording fees must be paid before the recording of any and all plats, resolutions, etc.

*I have thoroughly read and understand the aforementioned document and by signing below I acknowledge the truth of its contents and my additions.*

Applicant Signature	Date
Owner/Joint Owner Signature	Date
Owner/Joint Owner Signature	Date

**- For Office Use Only -**

Case Number: \_\_\_\_\_ Application Received Date: \_\_\_\_\_ Received by: \_\_\_\_\_

Application fee \$ \_\_\_\_\_ Treasurer’s Receipt # \_\_\_\_\_

Comments: \_\_\_\_\_

# Site Plan

Applicant/Owner \_\_\_\_\_  
Name Address – City/State/Zip Telephone # Date Prepared

Please include the following information:

- Identify boundary lines of subject property
- Existing & proposed location of all structures & distance from lot lines
- Existing & proposed location of roads, railroads, irrigation ditches, utility lines, easements & rights-of-way
- Significant on-site features – drainage ways, wetlands, ditches, hydrologic features, rock outcrops, dams, reservoirs, and any on-site features
- Location of proposed & existing wastewater treatment system including leach field or sewer lines
- Location of proposed & existing water source and water lines
- Zoning of adjacent properties
- Other information requested by the Land Use Administrator.

Place the North Arrow here

