

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 add to the application such as a site plan or directions, they can be emailed to 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

Division of Land Exempt from Subdivision Regulations - Application

APPLICANT

Name: _____

Mailing Address: _____

Telephone: _____ Fax: _____ City/State/Zip Code
Email: _____

PROPERTY OWNER/S *(If different than applicant, a notarized letter from the owner consenting to this application, must be submitted. Joint owners must also consent, by notarized letter, to what is being proposed):*

Name: _____

Mailing Address: _____

Telephone: _____ Fax: _____ City/State/Zip Code
Email: _____

LEGAL DESCRIPTION OF PROPERTY *(Attach your Deed and an Admin printout from County Assessor)*

Quarter Section Township Range Subdivision Lot Block

SIZE OF PARCEL: _____ ACRES/FEET
Acres/feet

PARCEL/SCHEDULE #: _____

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

PHYSICAL ADDRESS: _____

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

DESCRIPTION OF PROPOSED DIVISION: *(Creating more than 2 tracts requires a minor subdivision process)*

1. This is a division of a tract of land containing a total of approximately _____ acres to be divided into two tracts of land. Tract 1 containing _____ acres more or less; Tract 2 containing _____ acres more or less.

2. This is a re-subdivision of an already existing recorded subdivision titled: _____ recorded on _____. This request is to divide Tract _____ containing _____ acres into two tracts of land. Tract 1 containing _____ acres more or less; Tract 2 containing _____ acres more or less.

WRITTEN DESCRIPTION: Provide a written description of the proposed exemption, which includes the basis for exemption and the proposed use of the property. Reflect how the land proposed for exemption will not create hazards and the lot will contain a safe adequate building site.

The land proposed for exemption will be provided a legal, physical, adequate and dependable potable water supply. Please indicate how water will be provided for the subject property.

Tract 1: Public Water Source – District Name: _____
 Private Well-Well Permit # _____
 Other – Describe: _____

Tract 2: Public Water Source – District Name: _____
 Private Well-Well Permit # _____
 Other – Describe: _____

The land proposed for exemption will be provided a wastewater disposal system in compliance with the applicable County and State regulations. Please indicate how sewage disposal will be provided for the subject property. (Cesspools and outhouses are prohibited by State and County Regulations!)

Tract 1: Public Sewage System – District/Town: _____
 Onsite Wastewater Treatment System (OWTS) Permit & Date: _____
 Centralized System – Describe: _____
 Other: _____

Tract 2: Public Sewage System – District/Town: _____
 Onsite Wastewater Treatment System (OWTS) Permit & Date: _____
 Centralized System – Describe: _____
 Other: _____

An access is, or can be made, available that provides for safe ingress and egress to a public road. Please describe:

Tract 1: Colorado State Highway Access - Hwy # _____ Permit # _____
 County Road Access – Road # _____ Permit # _____
 No existing access but will be made available.

Tract 2: Colorado State Highway Access - Hwy # _____ Permit # _____
 County Road Access – Road # _____ Permit # _____
 No existing access but will be made available.

A County issued address is required for any new residential or commercial lot created. Please indicate the physical address of each tract, if one already exists.

Tract 1: _____

Tract 2: _____

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

- CERTIFICATION OF TAXES PAID:** Attach the County Treasurer’s certification of taxes paid.
- VICINITY MAP** – 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** – Complete the attached site plan that best conveys the conceptual aspects of the plan and for effective public presentation.
- 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. 1 Mylar and two copies shall be provided. **Surveyor:** _____
- FEES: All fees are payable to: CONEJOS COUNTY TREASURER**
 - A non-refundable fee of \$500.00 must be made at the time of filing this application.
 - Notary Fee and Recording fee 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(s)

Date

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 