

# 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](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

### Public Way Vacation 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 to this application)*

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

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ City/State/Zip Code \_\_\_\_\_  
Email: \_\_\_\_\_

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

Quarter	Section	Township	Range	Subdivision	Lot	Block
Size of Parcel _____ (acres/feet)				Parcel/Schedule # _____		

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

**Adjacent Zoning:** North \_\_\_\_\_ South \_\_\_\_\_ East \_\_\_\_\_ West \_\_\_\_\_

**Common Description of Property:** \_\_\_\_\_  
*(Physical Address or mileage from highway or county road or landmarks)*

#### REASON FOR REQUEST OF A Public Way Vacation:

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

#### DESCRIPTION OF IMPACT THAT PROPOSED VACATION MAY CAUSE:

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

#### ACCESS: (Identify any public roads near proposed public way vacation)

- Colorado Department of Transportation Highway Access – Hwy # \_\_\_\_\_
- New Conejos County Access Permit # \_\_\_\_\_ Road Name \_\_\_\_\_
- Existing County Access – Road Name \_\_\_\_\_
- Other – Describe: \_\_\_\_\_

**OTHER INFORMATION:** Provide a list of owners of property abutting the roadway to be vacated with addresses, as well as, a list of names and addresses on any persons other than the record owners of the property abutting the roadway or portion thereof sought to be vacated who might be adversely affected by the vacation.

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

**PROOF OF OWNERSHIP:** Attach a copy of your property deed and a copy of the County Assessor Admin printout reflecting the legal description of the subject property.

**CERTIFICATION OF TAXES PAID:** Attach County Treasurer's certification of taxes paid.

**VICINITY MAP** – Attach an 8 ½” x 11” copy of an aerial photo & identify the boundaries of the subject property on the photo. Identify the section in the County in which the parcel is located.

**SITE PLAN** – Complete the attached site plan that best conveys the conceptual aspects of the plan and for effective public presentation.

**SURROUNDING LAND OWNERS WITHIN 500 FEET OF THE SUBJECT PROPERTY** – Provide a list of the surrounding landowners.

**SURVEY PLAT** - Provide a survey plat setting forth the roadway or portion of the roadway sought to be vacated. Final plat must be provided prior to the public hearings.

**FEES:**

- A non-refundable fee of \$500.00 must be paid at the time of filing this application.  Post and publication fees will be assessed at the final hearing.
- All fees are payable to: CONEJOS COUNTY TREASURER.

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

\_\_\_\_\_  
**Applicant**

\_\_\_\_\_  
**Date**

<b>- Office Use -</b>			
Case #: _____	Date Received: _____	Fees \$ _____	Receipt # _____
Public Hearing Date _____	Resolution # _____		
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

