

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

Variance Application

APPLICANT

Name: _____

Mailing Address: _____

City/State/Zip Code

Telephone: _____ Fax: _____ 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: _____

City/State/Zip Code

Telephone: _____ Fax: _____ Email: _____

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

Quarter Section Township Range Subdivision Lot Block

Size of Parcel _____ (acres/feet) PARCEL # _____

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

Adjacent Zoning: North _____ South _____ East _____ West _____

Common Description of Property: _____
(Address or mileage from highway or county road or landmarks)

DESCRIBE YOUR REQUEST AND THE REASON FOR A VARIANCE:

IDENTIFY WHAT SPECIAL CIRCUMSTANCES EXIST:

- Exceptional narrowness, shallowness or shape of the property at the time of the enactment of the regulation in question.
- Exceptional topographic conditions of the property.
- Other extraordinary and exceptional situation or condition of the property.

Explanation: _____

DESCRIBE IMPACTS THAT PROPOSED VARIANCE MAY CAUSE:

OTHER INFORMATION:

SOURCE OF WATER: (Please indicate how water is currently or will be provided)

- Public Water Source – District Name: _____
- Private Well - Permit # _____

SEWAGE DISPOSAL: (How sewage disposal is provided. - *OUTHUSES/CESSPOLLS ARE PROHIBITED!*)

- Public Sewage System – District/Town: _____
- Individual Sewage Disposal System (ISDS) - Date Installed: _____
- Centralized System– Describe: _____
- Other – Describe: _____

ACCESS: (How do you access your property from a public road?)

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

- - - - 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. (The Administrator may expand the distance up to two thousand 2500 feet for special circumstances or for large subdivisions)

FEES: Each request is a \$500.00 fee. (i.e., setbacks \$500.00 height \$500.00 lot coverage \$500.00=\$1500.00)

A non-refundable fee of \$500.00 must be made at the time of filing this application. The application 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

- Office Use -			
Case #: _____	Date Received: _____	Fees \$ _____	Receipt # _____
Public Hearing Date _____	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

