

# 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 – Physical Address

Application #  
PA-20\_\_\_\_\_-\_\_\_\_

Applicant/Property Owner \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Message/Fax# \_\_\_\_\_ Email Address \_\_\_\_\_

Property Owner (*Consent may be requested if different than above*) \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Message or Fax# \_\_\_\_\_ Email Address \_\_\_\_\_

Legal Description of Property – COUNTY SCHEDULE # \_\_\_\_\_

Quarter \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ Subdivision \_\_\_\_\_ Block \_\_\_\_\_ Lot# \_\_\_\_\_

- Completed application
- Detailed Direct Map - Attached (**We need detailed directions to get to the property!**)
- Recorded Deed/Legal Description Printout from County Assessor
- Please mark the entrance of your property with flagging.
- Approved access is required before an address can be issued.  Access permit - # \_\_\_\_\_  Non-refundable fee of \$50.00 – Payable to **CONEJOS COUNTY**

**TREASURER**

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

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

## **THIS IS THE NEW PHYSICAL ADDRESS:**

Community: \_\_\_\_\_

Post Service Area: \_\_\_\_\_ (*Inquire at the Post Office for Rural Delivery*)

**THE ADDRESS MUST BE POSTED ON THE SITE AT A LOCATION WHERE IT IS VISIBLE FROM THE NEAREST ROADWAY, WITHIN 30 DAYS OF THE DATE THE ADDRESS WAS ISSUED BY THE LAND USE OFFICE.**

**---FOR OFFICE USE ONLY---** DATE ISSUED: \_\_\_\_\_ BY: \_\_\_\_\_

E-911       SLV GIS/GPS       LU Address Map     Clerk & Recorder       Assessor  
 Post Office \_\_\_\_\_  Utilities \_\_\_\_\_

PURPOSE OF ADDRESS:  New Residential/Commercial     Correction/Verification     Electricity Meter     Other

**Conejos County Land Use – Detailed Direction Map for Physical Address**  
**Applications will not be processed without complete directions.**

Applicant/Owner \_\_\_\_\_

Date: \_\_\_\_\_

Please include the following information on this page:

- Identify the closest Town/s
- Identify the closest Highway
- Identify the main roads used to get to your property
- Identify the closest neighbors and address if known.
- Identify any permanent land marks near the property
- Write a description of the quickest way to get you're your property.
- Identify where you will post your new address.
- Remember to use at least 3" reflective numbers!

**Write the driving directions here:**

**Place the north arrow here** ○