



<https://logancounty.colorado.gov>

FINAL SUBDIVISION AND PLANNED UNIT DEVELOPMENT (PUD) APPLICATION REQUIREMENTS

Any parcel of land which is intended to be divided into 2 or more lots, units, tracts, sites, parcels, separate interests, interests in common or other divisions, to be used for industrial, commercial, or residential uses, shall be considered a Subdivision or Planned Unit Development.*

This application must be submitted to the Planning & Zoning Department at least **40 days** prior to the regularly scheduled Planning Commission hearing. The Planning Commission meets the third Tuesday of each month. The Applicant, or a Representative, **MUST** be present at the public hearing and the Commissioner's meeting. If no one is present, the request will be postponed until the next meeting.

A Sketch plan shall be submitted to the Logan County Planning and Zoning Department. This shall be an informal conference between the Applicant and the Planning and Zoning Administrator. Applicants shall submit a Preliminary plan and its supporting documents to the Planning Commission and Board of County Commissioners prior to the submission of a Final Plat. Approval of the Preliminary Plan shall be effective for 12 months. The Final Plat must be applied for within this 12-month period unless an extension has been granted by the Logan County Planning Commission.*

1. **A fee of \$100.00** is due when the Application and its requirements are filed with the Planning and Zoning Department. There is also an \$43.00 Filing fee, per Plat, for the County Clerk to record the plat (separate check).
2. The Applicant must provide **a 24" x 36" survey plat and an 8.5" x 11" copy**, prepared by a Registered Surveyor in the State of Colorado. If the Board of County Commissioners grants approval, the final survey plat and resolution will be recorded in the County Clerk's Office.
3. Submitted with the Final Plat drawing and considered a part of the Final Plat submission shall be:
 - A. Engineered Drawings showing layouts, profiles, computations, and detailed designs, of the development.*
 - ☐ All utility easements for water, sewer, electric, gas, telephone, etc...
 - ☐ Cross sections
 - ☐ Grading and Drainage Plan
 - ☐ Erosion Plan

- B. A Copy of a Certificate of Title
 - C. Proof of Easement Dedication
 - D. Acceptance of Dedicated Land
 - E. Water Supply guarantee
 - F. Sewer Facility guarantee
 - G. Utility Service Agreement
 - H. Access Permits
 - I. Irrigation ditch agreement (when necessary)
 - J. Protective Covenant
 - K. Guarantee of Public Improvements
 - L. Summary Statement of Proposal
 - M. Copy of deed restriction
 - N. Monument record
 - O. Certification of Final Plat
4. The applicant must provide a copy of the **deed** for the parcel.
 5. The Applicant must provide a **Certificate of Taxes** from the County Treasurer, or proof of payment showing all taxes applicable to such subdivided land for years prior to that year in which approval is granted have been paid.
 6. The Planning & Zoning Department will publish a Notice of the public hearing regarding the Subdivision request in the Sterling Journal Advocate **30 days** prior to the hearing. The Applicant will be invoiced directly for the advertisement.
 7. The Applicant will be required to post a Notice of Public Hearing Sign on the property, **14 days** prior to the hearing date. *See Attached sign regulations. A photo of the sign must be provided to the Planning and Zoning Department
 8. The Planning and Zoning Department will send written notice of the hearing to adjacent landowners within 500 feet. Failure to mail such notice shall not affect the validity of any hearing.
 9. The Applicant is responsible for "Making his or her Case". It is not the responsibility of the Logan County Planning and Zoning Department. Visual representations are very helpful in the review process. Additional maps, photographs, and other visual aids should be provided whenever possible.

*Refer to the Logan County Subdivision Regulations and Zoning Regulations for more details.
A Pre-Application conference with the Logan County Planner is requested.

FINAL SUBDIVISION AND PLANNED UNIT DEVELOPMENT (PUD) APPLICATION REQUIREMENTS

Date: _____

Name of Subdivision (as listed on plat): _____

Applicant:

Name: _____ Phone: _____

Address: _____

Email: _____

Land Owner:

Name: _____ Phone: _____

Address: _____

Local Agent:

Name: _____ Phone: _____

Address: _____

Engineer:

Name: _____ Phone: _____

Address: _____

Land Surveyor:

Name: _____ Phone: _____

Address: _____

Attorney:

Name: _____ Phone: _____

Address: _____

Description of Property:

Subdivision Location: On the _____ side of _____

_____ Feet _____ of _____
Direction Street

Legal: Total Acres _____ Number of Lots _____ Current Zoning: _____

Postal Delivery Area: _____ School District: _____

Tax Map Designation: Article _____ Lot(s) _____

Is any open space being offered as part of this Subdivision application? Y or N

If yes, what amount? _____

Has the Board of Adjustment granted a Variance, Exception, or Special Permit concerning this property?

Y or N

If yes, list Case No., and Name _____

Date of Sketch Plan Approval: _____

List all Contiguous Parcels in the same Ownership (as defined in the Subdivision Regulations):

Section/ Township/ Range _____ Lot(s) _____

Section/ Township/ Range _____ Lot(s) _____

Section/ Township/ Range _____ Lot(s) _____

Attached hereto is an affidavit of ownership indicating the dates the respective parcels of land were acquired, together with the book and page of each conveyance to the present owner as recorded with the Logan County Clerk and Recorder. This affidavit shall indicate the legal owner of the property; the current legal owner of the property; the grantor of the property, and the date the Contract of Sale was executed.

IN THE EVENT OF CORPORATE OWNERSHIP: A list of all directors, officers, and stockholders of each corporation owning more than five percent (5%) of any class of stock must be attached. This need only be provided if Developer is requesting special assessment financing, the formation of improvement district(s) or benefit district(s).

The applicant hereby consents to the provisions of Article 30-28-133, 30-28-133.1 or 30-28-137. Any applicable time periods may be extended by the county to receive a recommendation from any agency to which a plat had been referred or providing that the decision of the Planning Commission shall be made within sixty (60) days after the first meeting of the Planning Commission where the plan or plat was referred pursuant to Article 30-28-36, but such extension shall not exceed thirty (30) days unless the agency has notified the county that it will require additional time to complete its recommendation.

STATE OF COLORADO

) **SS:**

COUNTY OF LOGAN

I, _____ hereby depose and say that all of the above statements and the statements contained in the papers submitted herewith are true.

Applicant Signature

MY COMMISSION EXPIRES:

FOR COUNTY USE

Application Fee: One Hundred Dollars (\$100.00)

Date of Planning Commission: _____

Recommendation of Planning Commission: _____ Approval _____ Denial

Recommended Conditions of Subdivision or Planned Unit Development: _____

Chairperson, Planning Commission

COUNTY COMMISSIONERS ACTION:

Conditions of Subdivision or Planned Unit Development: _____

Date Granted: _____

Date Denied: _____

Mike Brownell (Aye) (Nay)

James T. Yahn (Aye) (Nay)

Jim C. Santomaso (Aye) (Nay)

SIGN REGULATIONS

A sign must be posted when applying for any Land Use Application which involves a public hearing. The purpose of this requirement is to notify the Public of the date, time and place of the Public Hearing and to inform the Public of the Type of Land Use Application.

The sign regulations are as follows:

- The sign must be posted at least **14 days** before the Public Hearing date.
- The sign must be posted on a board such as plywood. The board must be **at least 3'x4'** and must be sturdy.
- The sign must be **4 feet above the natural grade** of the ground.
- The lettering must be at least **2 inches** in size.
- The sign must be posted in a conspicuous location on the property in question. **The sign must be visible from the public road.**
- The Applicant must provide the Planning Department with a **photograph of the sign** at the location where it is displayed.

SAMPLE OF THE SIGN

PUBLIC HEARING
LOGAN COUNTY PLANNING COMMISSION

DATE:

TIME:

PLACE: LOGAN COUNTY COURT HOUSE
 315 MAIN STREET
 STERLING, CO 80751

REQUEST: (A FINAL SUBDIVISION APPLICATION FOR...)

Your Name