



<https://logancounty.colorado.gov>

## MINOR SUBDIVISION APPLICATION REQUIREMENTS

This application and required items must be received by the Planning and 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. If no one is present, the request will be postponed until the next meeting.

1. The following items must be provided with this application.
  - \$100.00 Application Fee
  - \$13.00 Recording fee- 1 page; \$23.00-2 pages (Separate Check)
  - An **18"x 24" or a 24"x 36" Preliminary 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 grant approval, the plat and Resolution will be recorded in the Clerk's Office.
  - A current copy of the deed, to prove ownership.
  - A Certificate of Taxes showing all taxes applicable to such land for years prior to that year have been paid.
2. The Applicant is responsible for coordinating with their surveyor and their title company to produce a mylar survey plat of the Minor Subdivision. It is recommended that the Applicant contact their title company and request title work as soon as this application is filed. All title work must be completed prior to a Mylar being issued by the surveyor.
3. The Planning and Zoning Department will publish a Notice of the Public Hearing regarding the Minor Subdivision request in the Sterling Journal Advocate, **30 days** prior to the hearing. The Applicant will be invoiced directly for the advertisement.
4. 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 requirements. A photo of the sign must be provided to the Planning and Zoning Department.
5. 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.
6. The Applicant is responsible for "Making his or her Case". Visual representations are helpful in the review process. Additional maps, photographs, and other visual aids should be provided when possible.

\*Refer to Logan County Subdivision Regulations and Zoning Regulations for more details.

A Pre-Application conference with the Logan County Planner is requested.

## LOGAN COUNTY MINOR SUBDIVISION APPLICATION PLAT APPROVAL

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

Name of Minor Subdivision (as listed on plat): \_\_\_\_\_

**Applicant:**

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

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

Email: \_\_\_\_\_

**Local Agent:**

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

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

**Owner of Record:**

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

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

**Prospective Buyer:**

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

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

**Land Surveyor:**

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

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

**Attorney:**

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

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

**Description of Property:**

Minor Subdivision Location: On the \_\_\_\_\_ side of \_\_\_\_\_

\_\_\_\_\_ Feet \_\_\_\_\_ of \_\_\_\_\_  
Direction Street

Legal: ¼ Section \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

Total Acres \_\_\_\_\_ Number of Lots \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Current Land Use: \_\_\_\_\_

**LOGAN COUNTY MINOR SUBDIVISION APPLICATION  
PLAT APPROVAL**

Postal Delivery Area: \_\_\_\_\_ School District: \_\_\_\_\_

If Deed is recorded in General System: Book \_\_\_\_\_ Page \_\_\_\_\_

Has the Board of Zoning Appeals granted Variance, Exception, or a Conditional Use Permit Concerning this property? Y or N

If yes, list Case No., and Name \_\_\_\_\_

Proposed use of each Parcel: \_\_\_\_\_

Proposed Water and Sewer Facilities: \_\_\_\_\_

Proposed Public Access to Each New Parcel: \_\_\_\_\_

Reason for Request of this Exemption (May use additional pages): \_\_\_\_\_

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

List all Contiguous Holdings in the same Ownership:

Section/ Township/ Range \_\_\_\_\_ Lot(s) \_\_\_\_\_

Attached hereto is an affidavit of ownership indicating the dates the respective holdings of land were acquired, together with the book and page of each conveyance into the present owner as recorded with the Logan County Clerk and Recorder. This affidavit shall indicate the legal owner of the property; the contract owner 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).

I \_\_\_\_\_, hereby consent to the provisions of Article 8.2 (A & B) of the Logan County Subdivision Regulations, and hereby depose that all statements contained in this application submitted herewith are true.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**LOGAN COUNTY MINOR SUBDIVISION APPLICATION  
COUNTY USE ONLY**

Application Fee: (\$100.00) Date: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Recording Fee: \$13.00 (1 Page) **OR** \$23.00 (2 Pages) - (Separate Check) Date / Receipt #: \_\_\_\_\_

Date of Planning Commission: \_\_\_\_\_

Recommendation of Planning Commission: \_\_\_\_\_ Approval \_\_\_\_\_ Denial

**Recommended Conditions of the Minor Subdivision:**

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\_\_\_\_\_  
Chairperson, Planning Commission

**COUNTY COMMISSIONERS ACTION:**

**Conditions of the Minor Subdivision Approval:**

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

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

\_\_\_\_\_  
Mike Brownell (Aye) (Nay)

\_\_\_\_\_  
James T. Yahn (Aye) (Nay)

\_\_\_\_\_  
Jerry A. Sonnenberg (Aye) (Nay)

**LOGAN COUNTY MINOR SUBDIVISION APPLICATION**

**SIGN REQUIREMENTS**

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.

Sign requirements 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.
- The photo of the sign can be emailed to: [quintr@logancountyco.gov](mailto:quintr@logancountyco.gov)

**SAMPLE OF THE SIGN**

<p><b>PUBLIC HEARING</b> <b>LOGAN COUNTY</b></p>	
<u>PLANNING &amp; ZONING COMMISSION</u>	<u>BOARD OF COUNTY COMMISSIONERS</u>
DATE:	DATE:
TIME:	TIME:
<p>PLACE: LOGAN COUNTY COURTHOUSE 315 MAIN STREET STERLING, CO 80751</p>	
<p>REQUEST: (A MINOR SUBDIVISION APPLICATION FOR .....)</p>	
<p>Your Name</p>	