



PRELIMINARY 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 and required items must be received by 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.*

A Preliminary Plan fee will be collected to defray a portion of the review expense. This fee is determined from the Logan County Fee Schedule. There is also a \$25.00 Map Amendment Fee, for the change in zoning (separate check).

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.

The Applicant must provide a Preliminary Plan. * The Preliminary Plan shall include but is not limited to:

- ☐ A Vicinity Map
- ☐ A Master Plan
- ☐ A Drainage Plan
- ☐ A Sewage Disposal Report
- ☐ A Site location reserves or dedicated for parks, playgrounds, school, or other public uses. *
- ☐ A Soil Report
- ☐ A Suitability and Feasibility Study
- ☐ A Utility Service Statement
- ☐ A Water Supply Plan
- ☐ A Summary Statement

The applicant must provide a copy of the **deed** in order to determine if there are Mineral Estate Owners. If there are Mineral Estate Owners, they must certify to Logan County that notice requirements have been met or provide a complete listing of their names and address so they can be contacted.

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.

The Planning and 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.

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.

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.

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

PRELIMINARY SUBDIVISION OR PLANNED UNIT DEVELOPMENT (PUD) APPLICATION

Date: _____

Name of Subdivision (as listed on plat): _____

Applicant:

Name: _____ Phone: _____

Address: _____

Email: _____

Land Owner:

Name: _____ Phone: _____

Address: _____

Land Surveyor:

Name: _____ Phone: _____

Address: _____

Registered Engineer:

Name: _____ Phone: _____

Address: _____

Description of Property:

Legal: ¼ Section _____ Section _____ Township _____ Range _____

Address: _____ Access off CR or Hwy: _____

Filing _____ Lot _____ Block _____ Tract _____ Lot Size _____

Total Acreage _____ Floodplain Designation and Elevation _____

Number of Lots: _____ Minimum Lot Size _____ Lineal Feet of New Streets: _____

Current Zoning: _____ Current Land Use: _____

Proposed Zoning: _____ Proposed Land Use: _____

Average sale price of each dwelling: Between \$ _____ and \$ _____

Estimated Water Requirements: _____ gallons/day

Proposed Water Source(s): _____

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Estimated Sewage Disposal Requirements: _____ gallons/day

Proposed Means of Sewage Disposal: _____

Type of Development	Number of Dwelling Units	Area (Acres)	% of Total Area
Single Family			
Apartments			
Condominiums			
Mobile Homes			
Duplex (Paired)			
Other: _____			
Streets			
Walkways			
Dedicated School Sites			
Reserved School Sites			
Dedicated Park Sites/Drainage			
Private Open Areas			
Easements/Alleys			
Other			
Total			

Signature of Applicant: _____ Date: _____

Signature of Landowner: _____ Date: _____

FOR COUNTY USE

Application Fee: *Refer to Logan County Fee Schedule

Fee Amount: \$_____ Date: _____ Receipt #: _____

Date of Planning Commission: _____

Recommendation of Planning Commission: _____ Approval _____ Denial

Recommended Conditions of Preliminary Subdivision or Planned Unit Development:

Chairperson, Planning Commission

COUNTY COMMISSIONERS ACTION:

Conditions of Preliminary Subdivision or Planned Unit Development:

Date Granted: _____

Date Denied: _____

Mike Brownell (Aye) (Nay)

James T. Yahn (Aye) (Nay)

Jim C. Santomaso (Aye) (Nay)

**PRELIMINARY SUBDIVISION OR PLANNED UNIT DEVELOPMENT (PUD)
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.

SAMPLE OF THE SIGN

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