



<https://logancounty.colorado.gov>

## SUBDIVISION EXEMPTION APPLICATION REQUIREMENTS

A Subdivision Exemption, exempting the Applicant from the improvement and design requirements of the Logan County Subdivision Regulations, may be applied for in certain cases of land division involving one additional lot of less than 35 acres and a remaining lot of over 35 acres, where no more than one previous subdivision exemption has been granted. All exempted parcels and the original parcel from which it was created shall have clear and consolidated legal access to a public right-of-way.

This application and required items must be received by the Planning and Zoning Department at least **60 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 Subdivision Exemption. It is recommended that the Applicant contact their title company 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 Subdivision Exemption 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.
7. Upon approval of the application by the Planning Commission, the Planning and Zoning Department will request the final mylar from the surveyor and obtain the signature of the Planning Commission Chairman and The Planning Coordinator. The Applicant must come in the office to sign the Mylar.
8. The final mylar, application and Resolution will be presented to the Board of County Commissioners at their next available meeting. Upon approval, all documents will be signed recorded by the County Clerk as a final step in the Subdivision Exemption process.
9. The Planning and Zoning Department will provide the Applicant with copies of the final recorded documents.

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

# **SUBDIVISION EXEMPTION APPLICATION PLAT APPROVAL**

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

Name of Subdivision Exemption (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:**

Subdivision Exemption 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: \_\_\_\_\_

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 Parcels in the same Ownership:

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

Attach 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 current legal owner of the property; the contract owner of the property, and the date the deed was executed and delivered.

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.

I \_\_\_\_\_, hereby depose that all statements contained in this application submitted herewith are true.

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

**SUBDIVISION EXEMPTION 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 Subdivision Exemption:**

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

**COUNTY COMMISSIONERS ACTION:**

**Conditions of Subdivision Exemption Approval:**

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

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

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

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

\_\_\_\_\_  
Jim C. Santomaso (Aye) (Nay)

# SUBDIVISION EXEMPTION 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

### PUBLIC HEARING LOGAN COUNTY

PLANNING & ZONING COMMISSION

BOARD OF COUNTY COMMISSIONERS

DATE:

DATE:

TIME:

TIME:

PLACE: LOGAN COUNTY COURTHOUSE 315  
MAIN STREET  
STERLING, CO 80751

REQUEST: (A SUBDIVISION EXEMPTION APPLICATION FOR (Your Name))