

## REQUIREMENTS FOR PRELIMINARY SUBDIVISION APPLICATIONS

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. \*

A Sketch plan shall be submitted to the Logan County Planning and Zoning Department. This shall be an informal conference between the Subdivider and the Planning and Zoning Administrator. Subdividers shall submit a Preliminary plan and it's 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 Preliminary Subdivision or PUD Application must be submitted to the Department of Planning & Zoning at least 50 days prior to the regularly scheduled Planning Commission meeting. The Planning Commission meets every second Tuesday of each month. **NOTE: 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!**
2. 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** Map Amendment fee, for the change in zoning (separate check).
3. The Applicant must provide **a 24"x36" survey plat and 3 additional 8.5"x11" copies**, prepared by a Registered Surveyor in the State of Colorado. If the Board of County Commissioners grants an approval, the survey plat and resolution will be recorded in the County Clerk's Office.
4. 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 reserved 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.
5. The Applicant must provide an adequate number of black on white or blue on white prints of each sheet of the Preliminary Plan to provide the Planning Commission and other agencies sufficient copies for their review (to be determined).

6. 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 that they can be contacted. \*
7. 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.
8. 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).
9. The Applicant must provide a list of adjacent property owners, within 500' of the request. This list will be verified and checked by the planning and building coordinator.
10. The Planning & Zoning Department will send written notice of the hearing regarding the request to the adjacent landowners. Failure to mail such notice shall not affect the validity of any hearing or determination of the Board of County Commissioners.
11. The Planning & Zoning Department will publish a Notice of the public hearing regarding the request in the Sterling Journal Advocate 30 days prior to the hearing. The Applicant will be billed for the publication.
12. A Receipt shall be issued to the Subdivider, when all submission requirements have been met. This Receipt will include the time and date of the Planning Commission Hearing.
13. 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.

**Logan County Planning & Zoning**  
315 Main Street  
(970) 522-7879

**LOGAN COUNTY PRELIMINARY SUBDIVISION OR  
PLANNED UNIT DEVELOPMENT APPLICATION**

BOARD OF COUNTY COMMISSIONERS  
DEPARTMENT OF PLANNING & ZONING  
315 MAIN STREET STERLING, COLORADO 80751

=====

Subdivider: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Landowner: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Proposed Subdivision Name: \_\_\_\_\_

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

**Proposed Zoning:** \_\_\_\_\_ **Proposed Land Use:** \_\_\_\_\_

**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: \_\_\_\_\_

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

Certified Surveyor: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Registered Engineer: \_\_\_\_\_ Phone: \_\_\_\_\_

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

List of Adjacent Landowners & Address: \_\_\_\_\_

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

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

Estimated Water Requirements: \_\_\_\_\_ gallons/day

Proposed Water Source(s): \_\_\_\_\_

Estimated Sewage Disposal Requirements: \_\_\_\_\_ gallons/day

Proposed Means of Sewage Disposal: \_\_\_\_\_

Dated at Sterling, Colorado, this \_\_\_\_\_ day of \_\_\_\_\_.

Signature of Subdivider: \_\_\_\_\_

Signature of Landowner: \_\_\_\_\_

**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: \_\_\_\_\_

\_\_\_\_\_  
Byron H. Pelton (Aye) (Nay)

\_\_\_\_\_  
Joseph A. McBride (Aye) (Nay)

\_\_\_\_\_  
Jane E. Bauder (Aye) (Nay)

## APPENDIX D

### 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 **15 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 **4feet 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: (IE. CONDITIONAL USE PERMIT or a SPECIAL USE PERMIT or a  
SUBDIVISION EXEMPTION or a PRELIMINARY SUBDIVISION  
APPLICATION FOR A.....)

Your Name