

### Subdivision Exemption Checklist

All submittal materials listed below must be submitted electronically in .pdf format.

- \_\_\_\_\_ [Water Supply Information Summary Form](#) (Office of State Engineer Requirement)
- \_\_\_\_\_ **Letter of Request** (Project Narrative)
  - \_\_\_\_\_ Owner and representative (address and phone number)
  - \_\_\_\_\_ Site location and present zoning
  - \_\_\_\_\_ Request and reason for the special use permit
  - \_\_\_\_\_ Existing and proposed facilities, structures, roads, etc.
  - \_\_\_\_\_ Signature of owner or representative\*
- \_\_\_\_\_ **Subdivision Exemption Plat** (*Prepared to the Standards of Land Survey Plat (24"x36") in .PDF format*)
  - \_\_\_\_\_ Owner's Statement, with spot for-Notarized Signature
  - \_\_\_\_\_ Dedication
  - \_\_\_\_\_ Commissioner's Certificate
  - \_\_\_\_\_ Vicinity Map
  - \_\_\_\_\_ Title with Case Number
  - \_\_\_\_\_ Subtitle with Section, Township, Range
  - \_\_\_\_\_ Minimum Standards (38-52-106, et. seq. C.R.S.)
  - \_\_\_\_\_ Lot Acreage
  - \_\_\_\_\_ Legal Description & Drawing Consistent
  - \_\_\_\_\_ Owner(s) Match Title Work
  - \_\_\_\_\_ All Lot Corners Set or Found
  - \_\_\_\_\_ Acceptance of Dedication(s)
  - \_\_\_\_\_ Mortgage/Interest Holder Signature(s), if applicable.
  - \_\_\_\_\_ Surveyor's Certification
  - \_\_\_\_\_ GPS tie-in information (if applicable)
- \_\_\_\_\_ Title Commitment on Policy, Attorney's Opinion, or Endorsement with Prior Policy: *No older than 30 days from submittal date*
  - \_\_\_\_\_ Mortgage/Interest Holders
  - \_\_\_\_\_ Requirements for Clear Title
  - \_\_\_\_\_ Exceptions \_\_\_\_\_ - \_\_\_\_\_ (Easements, Etc.)
- \_\_\_\_\_ Public Improvement and Additional Public Right-of Way be provided as deemed necessary by the Board of County Commissioners.
- \_\_\_\_\_ Applicable Impact Fees be paid.

- \_\_\_\_\_ Fire Protection Fee within Fire Service Area (*Exempt is lot which contains residence*)
- \_\_\_\_\_ School/Park Fee (*Exempt is lot which contains residence*)
  
- \_\_\_\_\_ Technical reports (*e.g., Drainage Study*) as deemed necessary by the Board of County Commissioners or assignee.
- \_\_\_\_\_ Certificate of Taxes Due (Treasurer's Office) indicating all prior years' taxes have been paid in full (*must be submitted a minimum of 15 days prior to consideration by the Board of County Commissioners*)
- \_\_\_\_\_ Cross-Deeds
- \_\_\_\_\_ Certificate of Good Standing and Operating Agreement or Recorded Statement of Authority (*as applicable to LLC property ownership*).
- \_\_\_\_\_ Articles of Incorporation and By Laws (*as applicable for Corporation Property ownership*).
- \_\_\_\_\_ Trust Documents (*as applicable for Trust Property ownership*).
- \_\_\_\_\_ Boundary and Lot Closure Sheets, stamped by the surveyor/engineer
- \_\_\_\_\_ **If existing improvements:**
  - \_\_\_\_\_ Supplemental drawing depicting all existing improvements with distances to Boundary/Lot lines
  - \_\_\_\_\_ Source of water (*one of the following*):
    - \_\_\_\_\_ Letter from Water District
    - \_\_\_\_\_ Copy of well permit
    - \_\_\_\_\_ Applicant's statement that cistern is used with information on where water is obtained/purchased. A letter from water supplier is required.
  - \_\_\_\_\_ Method of wastewater disposal (*one of the following*):
    - \_\_\_\_\_ Letter from Sanitation District
    - \_\_\_\_\_ Letter from Health Department