



MINOR SUBDIVISION APPLICATION

400 Gasper St. • P.O. Box 130 • San Luis, CO 81152
Phone: (719) 672-9109 • Fax: (719) 672-3003

Applicant: _____
Address: _____ City: _____ State: _____ Zip: _____
Telephone: _____ Fax: _____

Complete legal description of the property (attach a copy of deed or survey plat):
Section _____ Township _____ Range _____ Quarter Section _____ Acres _____
Subdivision _____ Block _____ Lot _____

Property Owner: (If different than applicant, a copy of a contract for sale or lease between applicant and owner, or a notarized letter from the owner consenting to this application, must be submitted)

Name: _____
Address: _____
Telephone: _____ Fax: _____

Authorized Representative:
Name: _____
Address: _____
Telephone: _____ Fax: _____

Common description of location of property: (By address, mileage from highway or County Road, or other recognized landmarks) _____

NOTE: The Costilla County Board of County Commissioners may grant a Minor Subdivision after a public hearing with adequate public notice and if the Board determines that such a division of land is within the Costilla County Land Use Subdivision Regulations. This Process requires a public hearing before the Board of County Commissioners.

APPLICATION REQUIREMENTS

The following **must** be submitted to the Planning Department.

1. A completed application form signed by the applicant and fee owner(s) or their authorized legal agent
2. A vicinity map clearly showing and identifying the general location and boundaries of the subject property.
3. A Minor Subdivision plat prepared at a appropriate scale showing the legal description and acreage of the subject property and the lots to be created.
4. A plan for the provision of adequate utilities for the lots to be created as well as evidence of access to each lot (if lots do not have existing access on a public right of way)
5. A receipt or statement from the Costilla County Treasurer stating that there are no delinquent taxes on the property.
6. Proof of ownership. (Attach a copy of deed or survey plat)
7. Application fee of \$1000 + \$50.00 per lot.
8. Distribution of parcels.

Applicant Signature: _____ Date: _____

Costilla County Land Use Administrator Date: _____
Revised March 2006