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 REQUIREMNETS

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: ________________
______________________________________________________ Date: ___________________

Costilla County Land Use Administrator

Revised March 2006