

**MINOR SUBDIVISION
REGULATIONS
FOR MOFFAT COUNTY**

**Recommended by the Planning Commission October 16, 1995
Adopted by the County Commissioners November 22, 1995**

**Amended by the County Commissioners January 8, 2001
Amended by the County Commissioners April 12, 2004.**

MINOR SUBDIVISION PROCEDURES

- ___ Completed application to Planning Department
- ___ Filing Fee Paid.
- ___ Fulfill all requirements of Sketch / Preliminary Plat.
- ___ Supply Planning Department with names of adjacent landowners.
- ___ Mail notice of Planning and Commissioners meeting on sketch / preliminary plat to adjacent land owners at least 15 days prior to the first hearing – regular mail.
- ___ Planning meeting-Sketch / Preliminary Plat.
- ___ Commissioners meeting – Sketch/ Preliminary Plat.
- ___ Approval or disapproval by County Commissioners.
Commissioners have 30 days to rule or the plat is automatically approved.
- ___ Submit Final Plat to Planning Department. (Copies must be submitted at least five days prior to the Planning Meeting.)
- ___ Mail notice of Planning and Commissioners meeting on final plat to adjacent landowners at least 15 days prior to the first hearing – certified mail.
- ___ Planning Meeting – Final Plat.
- ___ Commissioners Meeting – Final Plat.
- ___ Approval or disapproval by County Commissioners.
Commissioners have 30 days to rule.
- ___ Mylar is recorded with Clerk & Recorder.

Moffat County Planning Department
221 West Victory Way, Suite 100
Craig, CO 81625
(970) 824-9148

File # _____
Sketch / Preliminary \$300
Date Paid _____
Final: \$250
Date Paid _____

MINOR SUBDIVISION APPLICATION AND SUMMARY FORM

Application Date: _____ Subdivision Name _____ T ___ R ___ S ___

General Description of Location: _____

Acreage _____ Proposed Number of Lots _____ Zoning _____

Owner(s) Name _____

Address _____

Subdivider(s) Name _____

Address _____

Registered Engineer of Surveyor: _____

Address _____

Estimated Water Requirement: _____ gallons / day

Proposed Water Source(s) _____

Estimated Sewage Disposal Requirement: _____ gallons / day

Proposed Means of Sewage Disposal _____

Type of Subdivision	Dwelling Units	Area (Acres)	% of Total Acres
() Single	_____	_____	_____
() Commercial	_____	_____	_____
() Mobile Homes	_____	_____	_____
() Other	_____	_____	_____
	Street	_____	_____
	Walkways	_____	_____
	Other _____	_____	_____
	Total	_____	_____

Signature of Owner or Applicant

ACTION

Sketch/Preliminary Plat

Planning Department Recommendation Approved () Disapproved ()

Comments: _____

Date: _____
_____ Signature

Board of County Commissioners Approved () Disapproved ()

Comments: _____

Date: _____
_____ Signature

Final Plat

Planning Department Recommendation Approved () Disapproved ()

Comments: _____

Date: _____
_____ Signature

Board of County Commissioners Approved () Disapproved ()

Comments: _____

Date: _____
_____ Signature

Minor Subdivision Regulations:

Sketch / Preliminary Plat Requirements

1. The name of the subdivision.
2. The name and address of the owner(s) and subdivider(s) and name of the designer of the sketch / preliminary plat.
3. The proposed subdivision shall contain four (4) or fewer lots. Proposed subdivisions with five (5) or more lots shall follow the application procedure in the Moffat County Subdivision Regulations. (4/12/2004)
4. Each lot in the proposed subdivision shall abut a city, county, state, federal or private road. The County will not maintain private roads.
5. All lots created by a minor subdivision must conform with the uses and dimensions set forth in the Summary of Moffat County Zoning Requirements, which is attached hereto.
6. There have been no requests for waiver or variance from County ordinances and regulations for the past year and there are no such requests pending.
- 6a. For the purpose of interpreting the requirements of these regulations, any proposed Minor Subdivision which is clearly intended to evade the Major Subdivision regulations or would result in a de facto Major Subdivision through the combination of previous contiguous Minor Subdivisions is not eligible for Minor Subdivision. (1/8/2001)
7. The Planning Department will be supplied with a minimum of fifteen (15) copies of a plat of the proposed subdivision, except in cases where due to certain characteristics of the proposal, the Board or the Planning Commission decrees that additional copies are necessary for adequate referral and review. According to C.R.S. 30-28-136 (2), the Planning Commission distributes copies of the plat to the agencies listed below for review and comment within 21 days unless an extension time is agreed upon by the subdivider and the Board. The extension shall not exceed 30 days unless the County is notified of a longer timeframe in accordance with CRS 30-28-133.5 (6). The agencies will be given a "Minor Subdivision Notification Form" acknowledging that they have been advised of the proposed minor subdivision, this form should be returned with any comments. Failure to return comments within 21 days shall be deemed an approval of the plat. (4/12/2004)
8.
 - a. Colorado Division of Water Resources
 - b. Colorado Geological Survey (with fee paid by subdivider) (4/12/2004)
 - c. U.S. West
 - d. Greeley Gas
 - e. Electric Association – Yampa Valley / Moon Lake / White River
 - f. County Road Department
 - g. County Sheriff
 - h. Moffat County School District
 - i. Craig Rural Fire Department

- j. Soil Conservation District
- k. Others on an as needed basis:
 - TCI Cablevision
 - Colorado Highway Department
 - City of Craig Engineering Department
 - Town of Dinosaur
 - Maybell Water and Sanitation District
 - Denver and Rio Grande Western Railroad

- 9. Sketches: The sketch plat and preliminary plat will be combined. A final plat will also be required.
- 10. The plat will include the legal description of the area to be subdivided and its acreage.

Such drawing or drawings shall show the following:

- (a) Location and vicinity insert showing the following:
 - (1) Related existing and planned streets and highway systems;
 - (2) Zoning districts, taxing districts and other special districts, if any;
 - (b) Perimeter outline of the plat, accesses, abutting subdivision outline and names, and other relevant information within a one-half (1/2) mile distance of the perimeter of the proposed plat;
 - (c) Abutting property lines.
 - (d) Lot and street layout, including:
 - (1) Dimensions of all lots to the nearest foot (which may be scaled values);
 - (2) Lots and blocks numbered consecutively;
 - (3) Location and identification of all existing and proposed public and private easements.
 - (4) Existing street names;
 - (5) Addresses for each building site.
 - (e) Existing buildings, other easements, telephone lines, gas lines, power lines and other features located on the subdivision and within two hundred (200) feet of its boundaries.
 - (f) A composite utilities easement plan showing location, size and proposed use of all easements. (Subsequently, all utilities must be constructed within approved easements.)
- 11. Reports concerning:
 - (a) Type of water system proposed.
 - (b) Type of sewage disposal system proposed.
 - 12. A public hearing shall be held concurrent with the planning meeting for approval of the Sketch / Preliminary Plat. All adjacent landowners will be mailed a notice by regular mail at least fifteen (15) calendar days prior to the Planning Meeting.
 - 13. All adjacent landowners shall be notified of the Commissioners' hearing on the Sketch / Preliminary Plat by regular mail sent at least fifteen (15) calendar days prior to the

hearing. The notice for the Planning Meeting and the Commissioners Meeting may be combined in the interest of saving time for the subdivider.

14. Drawing Requirements. The prints of the drawing shall be black on white or blue on white, and reproduction shall be clear and crisp. The accuracy of location of alignments, boundaries, and monuments shall be certified by a registered land surveyor, licensed to do such work in the State of Colorado. All drawings must comply with Colorado State Statutes. A workmanlike execution of the plat shall be made in every detail. A poorly drawn or illegible plat is sufficient cause for its rejection. The plat shall be drawn to a scale not less than one (1) inch equaling two hundred (200) feet* and shall indicate the basis of bearings, True North arrow, name of municipality, township, range, principal meridian section and quarter section, block and lot number (of the property under consideration).
15. The dimensions of each and every drawing submitted shall be twenty-four inches by thirty-six inches. In the case of multiple sheets, a key map showing the relationship of the individual sheets shall be provided on each sheet.
16. Text: One copy (4/12/2004) of textural materials shall be submitted as follows:
 - (1) Total acreage of entire proposed subdivision;
 - (2) The substance of all covenants**, grants of easements or restrictions to be imposed upon the use of the land, buildings, and structures;
17. An exact copy of a current certificate of a title insurance company or attorney's opinion, which shall set forth the names of all owners of property included in the plat and shall include a list of all mortgages, judgments, liens, easements, contracts and agreements of record in the county, which shall affect the property. If the certificate or opinion of title discloses any of the above, the holders or owners of such mortgages, judgments, liens, easements, contracts, or agreements shall be required to join in and approve the application before the plat shall be acted upon by the County Planning Commission.

*A map scale of 1" = 300' is less than a scale of 1' = 200' and so is not permitted under these requirements.

**The County assumes no responsibility for the enforcement of or accuracy of the covenants.

MINOR SUBDIVISION NOTIFICATION FORM

By execution of this form I acknowledge that I have been notified of the _____
subdivision located in Township_____ Range_____ Section(s)_____.
I have reviewed a copy of the sketch / preliminary plat and

_____I have no objections to this minor subdivision.

Or

_____My objections are listed below.

Signature

Name of authorized person_____

Name of Agency_____

Address: _____

MINOR SUBDIVISION FINAL PLAT REQUIREMENTS

Conformance with Preliminary Plat:

A Final Plat may be submitted in development phases. In such cases submission shall include two (2) copies and a sepia or second original of a plat, indicating the sections designated for the entire tract. Each sheet shall be numbered accordingly and shall include title legend, matchlines and other appropriate information.

The Final Plat submission shall conform in all major respects to the Preliminary Plat as previously reviewed and approved by the Commission and shall incorporate all modifications required in its review. The Commission, however, may approve a Final Plat which has been modified to reflect improvements in design or changes which have occurred in its natural surroundings and environment since the time of the Sketch / Preliminary Plat review and approval.

Parcels not contiguous shall not be included in one plat, nor shall more than one plat be made on the same sheet. Contiguous parcels owned by different parties may be embraced in one plat, provided that all owners join in the dedication and acknowledgment.

Final Plat Information:

The final plat shall show the following at the scale of not less than 1" = 200':

- (1) All lands within the boundaries of the plat shall be accounted for either as lots, walkways, streets, alleys or excepted parcels.
- (2) The bearings, distances and curve data of all perimeter boundary lines shall be indicated outside the boundary line, not inside with the lot dimensions. When the plat is bounded by an irregular shore line or a body of water, the bearings and distances of a closing meander traverse should be given and notation made that the plat includes all land to the water's edge or otherwise.
- (3) On curved boundaries and all curves on the plat, sufficient data shall be given to enable the reestablishment of the curves on the ground. This curve data shall include the following for circular curves;
 - (a) radius of curve
 - (b) central angle
 - (c) tangent
 - (d) arc length
 - (e) notation of non-tangent curves
- (4) Lengths shall be shown to hundredths of a foot, and angles and bearings shall be shown to seconds of arc.
- (5) All dimensions of irregularly shaped lots shall be indicated in each lot.
- (6) Bearings and lengths shall be given for all lot lines, except that bearings and lengths need not be given for interior lot lines where the bearings and lengths are the same as those of both end lot lines.
- (7) all easements shall be designated and shown.
- (8) All blocks, and all lots within each size block, shall be consecutively numbered.

- (9) Excepted parcels shall be marked "Not included in this subdivision" or "Not included in this plat," as appropriate, and the boundary completely indicated by bearings and distances.
- (10) All streets, walkways and alleys shall be designated as such and streets shall be named; bearings and dimensions must be given.
- (11) The information of the plat shall also include:
 - (a) Name of subdivision, True North arrow, basis of bearings, and date.
 - (b) Name and address of owner or owners of record.
 - (c) Total acreage of subdivision and total number of lots.
 - (d) The number of acres, to the nearest hundredth (1/100) acre, and the percent of total acres of the subdivision in streets and each other type of use proposed for the subdivision.
 - (e) Township, Range, Principal Meridian Section (and Quarter Section(s) if portion of a section), block and lot numbers.
 - (f) Graphic scale.
 - (g) Monuments
 - 1) Permanent reference monuments shall be set on the external boundary of the subdivision, pursuant to C.R.S. 136-2-1.
 - 2) Block and lot monuments shall be set pursuant to C.R.S, 136-2-1.

Drawing Requirements:

The Final Plat drawing shall be prepared and certification made as to its accuracy by a registered land surveyor licensed to do such work according to the State of Colorado. A workman-like execution of the plat shall be made in every detail. A poorly drawn or illegible plat is sufficient cause for its rejection. Said plat shall meet all state statutes.

The plat shall be delineated in drawing ink, at a scale of not less than 1" = 200', on suitable drafting film, twenty-four (24) inches high by thirty-six (36) inches wide. The surveyor making a plat shall certify on the plat that it conforms to these regulations and to all applicable Colorado state laws and that the monuments described in it have been placed as described. He shall affix his name and seal.

A public hearing shall be held concurrent with the planning meeting for approval of the final plat. All adjacent landowners will be mailed a notice by certified mail at least fifteen (15) calendar days prior to the Planning Meeting.

All adjacent landowners shall be notified of the Commissioners' hearing on the final plat by certified mail sent at least fifteen (15) calendar days prior to the hearing. The notice for the Planning Meeting and the Commissioners' Meeting may be combined in the interest of saving time for the subdivider.

MINOR SUBDIVISION NOTIFICATION LIST (4/12/2004)

Colorado Soil Conservation Dist. 824-3476

356 Ranney Street
Craig, CO 81625

Colorado Geological Survey 303-866-2611
1313 Sherman St, Room 715
Denver, CO 80203

Colorado Division of Water Resources
1313 Sherman St., Room 818
Denver CO 80203

Qwest
Kibbey Ward
PO Box 773685
Steamboat Springs CO 80477

Atmos Energy
P.O. Box 66
Craig, CO 81626

Yampa Valley Electric Association
PO Box 771218
Steamboat Springs, CO 80477

Moffat County Road Department 824-3211
P.O. Box 667
Craig, CO 81626

Moffat County Sheriff
800 W. First Street
Craig, CO 816725

Moffat County School District 824-3268
775 Yampa Avenue
Craig, CO 81625

Craig Fire Department 824-5914
580 Russell Street
Craig, CO 81625

As Needed:

TCI Cablevision 824-3296
580 Russell
Craig, CO 81625

Colorado Highway Department 970-248-7230
222 South 6th Street, Room 100
Grand Junction, CO 81501

City of Craig Engineering Dept. 824-8151
300 West Fourth Street
Craig, CO 81625

Town of Dinosaur 374-2286
333 South Stegosaurus
Dinosaur, CO 81610

P.T.I. 1-800-261-7649
Phone service in Rangely,
Dinosaur, Blue Mountain,
Elk Springs, Sunbeam, Maybell

Moon Lake Electric Association
P.O. Box 278
Roosevelt, UT 84066

Maybell Water and Sanitation District

Denver & Rio Grande Western Railroad