

GENERAL INSTRUCTIONS FOR APPLYING FOR AN EXEMPTION FROM COUNTY SUBDIVISION APPROVAL PROCEDURES

This instruction kit includes both a sample of a satisfactorily completed exemption request and one application form for your use in applying for an exemption.

In completing the application, please recognize that some items may not apply to your particular situation. When an item does not appear to apply to you, please write N/A in the appropriate section. Please do not leave any items blank.

Upon completing the application form, please detach it from the accompanying instructions and submit it to the address below.

FEES:

- A check for **\$50.00** made out to Sedgwick County must accompany the application for the subdivision. (Please do not send cash.)
- You **must** also enclose a check or money order made out to Sedgwick County Clerk & Recorder in the amount of **\$23.00** to cover the cost of recording your application. (Please do not send cash.)

The County will require an 8 ½" x 14" or 8 ½" x 11" copy of the survey of the property to be sold before approval will be granted for a subdivision exemption. This survey will be recorded with the application.

(By statute, a Mylar of the survey must **also** be filed in the Sedgwick County Clerk & Recorder's Office by the **surveyor**. This is the responsibility of the seller of the land or the surveyor. Make checks payable to Sedgwick County Clerk & Recorder in the amount of **\$13.00**)

Send your form, checks or money orders to:

Sedgwick County Planning & Zoning
Attn: Juby Cumming
315 Cedar St., Suite 220
Julesburg, CO 80737

Subdivision Exemption

Any sale of land in Colorado of less than 35 acres must either be in an approved subdivision plot or receive a subdivision exemption from the Board of County Commissioners. Sedgwick County typically allows exemptions if the necessary services are available for the location.

The proposed seller needs to submit a subdivision exemption application, to include a sketch of where the proposed tract is located.

The application is reviewed by the Planning Commission and then forwarded to the County Commissioners for final action. We do require a licensed survey of the tract. The survey can be completed while the application is being reviewed. If the exemption is approved, it cannot be recorded until we receive a copy of the survey.

The application must be compliant with current Sedgwick County Zoning Regulations.

Lots must be 2 acres or larger, unless served by a municipal water system or both municipal water and sewer;

Sewage disposal site approval from the Northeast Colorado Health Department or taps must be provided. Contact Amber Donovan at 970-854-2717 x5023 to verify that the subdivision exemption you are applying for is in compliance with Northeast Colorado Health Departments Onsite Wastewater Regulations.

Local surveyors who are licensed:

Dickinson Land Surveyors, Inc
212 S Interocean Ave
Holyoke, CO 80734
Josh Skelton
970-854-8440 or 308-350-1326
josh@rls554.com

Liebert-McAtee & Associates
910 Division
Sterling, CO 80751
970-522-1960

Forty North, LLC
Land Surveying
53575 County Road NN
Wray, CO 80758
John Thompson
970-466-0552

SEDGWICK COUNTY APPLICATION FOR EXEMPTION FROM SUBDIVISION APPROVAL REGULATIONS
Application Fee: \$50.00

1. Date of Application _____, 20_____
 2. Name of Subdivision (if any)_____
 3. Location of Subdivision: Qtr_____ Section_____ Township _____ Range_____
 4. Distance and Direction of Nearest Community:_____
 5. Seller of land_____
 - Address_____ Tele:_____
 6. Buyer of Land_____
 - Address_____ Tele:_____
 7. Registered Engineer or Surveyor_____
 - Address_____ Tele:_____
 8. Type of Subdivision (Check appropriate type): Non-Farm Residential_____ Farmstead_____
 - Mobile Home _____ Commercial_____ Industrial_____ Other_____
 9. Amount of Land in Tract Before Subdivision _____ acres.
 10. Total acres Seller is Presently Planning to Sell _____ acres.
 11. Availability of Utilities to Subdivision:
Water supply: Public System_____ Existing On-Lot System_____ Proposed On-Lot System_____
 - Sewage: Public System_____ Existing On-Lot System_____ Proposed On-Lot System_____
 - Electricity: Currently Available_____ Proposed in Future_____
 - Gas: Natural_____ Bottled_____
 12. Linear feet of proposed new streets or roads:_____
 13. General Description of Project:_____
 14. Individual preparing Application forms:_____
 - Address:_____ Tele:_____
- I hereby certify that to the best of my knowledge the above information is true and correct.
- Signature _____
(Must be signed by Seller)

COUNTY USE ONLY

ACTION:

Planning Commission Recommendation

File #: _____

Approval: _____

Disapproval: _____

Remarks: _____

Director _____

Dated: _____

Board of County Commissioners

Approval: _____

Disapproval: _____

Remarks _____

Chairman _____

Dated: _____

SEDGWICK COUNTY APPLICATION FOR EXEMPTION FROM SUBDIVISION APPROVAL REGULATIONS

Application Fee: \$50.00

1. Date of Application May 1, _____, 2017 _____
2. Name of Subdivision (if any) N/A _____
3. Location of Subdivision: Qtr NW Section 14 Township 8N Range 44W
4. Distance and Direction of Nearest Community: _____
5. Seller of land Mr. & Mrs. Joe Public _____
Address 25575 Co. Rd. 35 Julesburg, CO 80737 Tele: 970-555-1234
6. Buyer of Land Mr. Scott Free _____
Address 1767 West Ave. Sedgwick, CO 80749 Tele: 970-555-6789
7. Registered Engineer or Surveyor Land of the Free Survey Company _____
Address 1643 E. Elm Lakewood, Co 80215 Tele: 303-232-0406
8. Type of Subdivision (Check appropriate type): Non-Farm Residential Farmstead _____
Mobile Home _____ Commercial _____ Industrial _____ Other _____
9. Amount of Land in Tract Before Subdivision 160 acres.
10. Total acres Seller is Presently Planning to Sell 10 acres.
11. Availability of Utilities to Subdivision:
Water supply: Public System _____ Existing On-Lot System _____ Proposed On-Lot System _____
Sewage: Public System _____ Existing On-Lot System _____ Proposed On-Lot System
Electricity: Currently Available Proposed in Future _____
Gas: Natural _____ Bottled
12. Linear feet of proposed new streets or roads: N/A _____
13. General Description of Project: New Home & Garage _____
14. Individual preparing Application forms: Mr. & Mrs. Joe Public _____
Address: _____ Tele: _____

I hereby certify that to the best of my knowledge the above information is true and correct.

Signature _____
(Must be signed by Seller)