

APPLICANT NAME:

PERMIT #

# KIT CARSON COUNTY GENERAL PERMIT APPLICATION ADMINISTRATIVE FORM

**ACTION REQUESTED**

**DATE** \_\_\_\_\_

- Land Use Change Permit:
  - Residential - (\$50)
  - Commercial - (\$150)
  - Industrial (*including Telecommunication Towers*) - (\$250)
  - Concentrated Animal Feeding Operation - (\$150)
  - Additional Structure - *different use* - (\$75)
  - Additional Structure - *same use* - (\$50)
- Variance: - (\$50)
- Division of Land Application:
  - Subdivision Approval - (\$50)
  - Subdivision Exemption - (\$50)
- Cluster Development Permit: (\$250)
- Conditional Use Permit:
  - Wind Energy Facility
    - Initial Application Fee - (\$.50/acre) (\$2,500.00 minimum)
    - Permit Fee - (\$200.00/MW)
  - Public and Government Utility Uses
  - Other \_\_\_\_\_ (\$50)
- Major Electrical or Natural Gas Facility

**Section 3-102(C)- Additional Costs.** If the County decides that technical or legal consultants, or additional staff time, will be necessary to determine whether an application conforms with this Land Use Resolution, the costs of such consultant(s) shall be paid by the applicant. One-half of the estimated additional fee shall be paid at the time of permit application, and the remainder of the fee shall be paid prior to final decision by the Board of County Commissioners.

**ADMINISTRATIVE USE ONLY**

Date Application Received: _____		Received By: _____	
Fee Required: \$ _____	Check #: _____		
Submitted All Proper Documents: ( <i>Initial</i> ) _____			
Missing or Incomplete Documents: _____			
Additional Requirements Submitted: ( <i>Initial</i> ) _____			
Missing or incomplete Documents: _____			
Action Taken: Scheduled for review by the Planning Commission on: _____			
RECOMMENDATION OF ADMINISTRATOR: ( <i>initial if applicable</i> )			
APPROVE: _____		DISAPPROVE: _____	

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KIT CARSON COUNTY  
DIVISION OF LAND PERMIT APPLICATION

DATE: \_\_\_\_\_

*The division of land into two or more parcels requires plat approval or approval of an exemption plat by the Board of County Commissioners.*

- Subdivision Approval
- Subdivision Exemption

**APPLICANT**

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ TELEPHONE \_\_\_\_\_

**BUYER**

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ TELEPHONE \_\_\_\_\_

**SELLER**

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ TELEPHONE \_\_\_\_\_

**LOCATION OF SUBDIVISION/EXEMPTION:**

Quarter \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_  
 Subdivision \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

**[FOR SUBDIVISION EXEMPTION ONLY]**

TOTAL ACRES owned by Seller in Quarter Section of proposed Subdivision Exemption: \_\_\_\_\_  
 TOTAL ACRES sold for Subdivision Exemption: \_\_\_\_\_

**REGISTERED LAND SURVEYOR OR ENGINEER**

NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 PHONE NUMBER \_\_\_\_\_

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DIVISION OF LAND PERMIT APPLICATION

SUBDIVISION INFORMATION

(Check Type of Subdivision for Subdivision Application OR Subdivision Exemption pursuant to Section 5-201, 5-301)

Table with 4 columns: Type of Subdivision, # of Dwelling Units, Area (Acres), % of Total Area. Rows include Non-Farm Residential, Single Family, Apartments, Condominiums, Manufactured Homes, Commercial, Industrial.

Total Acres \_\_\_\_\_

Common Description of Location of Property: (By address, Mileage from Highway or County Road, or other recognized landmarks).

Three horizontal lines for property location description.

List all landowners, landowners addresses and land uses which are adjacent to the boundaries of the entire piece of property which is proposed to be subdivided (Including all properties located immediately across any highway or road).

Two horizontal lines for adjacent landowners information.

AVAILABILITY OF UTILITIES (check Type)

Water Supply: Public System \_\_\_\_\_ Existing on Site System \_\_\_\_\_ Well Permit No. \_\_\_\_\_
Sewage: Public System \_\_\_\_\_ Existing on Site System \_\_\_\_\_ Permit No. \_\_\_\_\_
Electricity: Currently Available \_\_\_\_\_ Proposed in the Future \_\_\_\_\_
Gas: Natural \_\_\_\_\_ Bottled \_\_\_\_\_

Linear feet of proposed new streets or roads: \_\_\_\_\_

Other Comments: \_\_\_\_\_

Please include all application contents when submitting this application. Exhibit A- Minimum General Application Contents are required for Land Use Change, Division of Land, and Cluster Development permits.

SIGNATURE OF APPLICANT:

I have read the requirements in the land use resolution for Kit Carson County, Colorado. I have included attachments in order to comply with the type of development permit I am seeking. I also understand that the fee is non-refundable upon submission of this application for consideration of development, and that receipt of the fee and review of requirements by the KCC staff does not constitute implied approval or disapproval of this permit application.

Two horizontal lines for applicant signature.

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DIVISION OF LAND PERMIT APPLICATION

[COUNTY USE ONLY]

*(Fill out only if applicant is seeking a Subdivision Exemption)*

**TYPE OF SUBDIVISION:** \_\_\_\_\_

**EXEMPTION NUMBER:** \_\_\_\_\_

**PLANNING COMMISSION RECOMMENDATION:**

Approval of Subdivision/Exemption

*This form has been reviewed – upon finding no objections it will be submitted to the Board of County Commissioners*

Disapproval of Subdivision/Exemption

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Chairman:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**BOARD OF COUNTY COMMISSIONERS:**

Approval of Subdivision/Exemption

Disapproval of Subdivision/Exemption

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Chairman:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## EXHIBIT A: Minimum General Application Contents Checklist

*Minimum application contents included in Exhibit A are required for: Land Use Change Permits, Division of Land Permits, and Cluster Developments. This checklist serves as a list of each item that must be provided in an application pursuant to Section 3-101 of the Kit Carson Land Use Code. (Please include all of the necessary documents with the application.)*

1. **Form.** The Land Use Change Permit application shall be submitted in the form provided by the County and shall include the information and materials specified for that particular type of application.
2. **Application Fee.** The correct processing fee for the application shall be submitted. The fees for the processing of applications are established by Resolution of the Board of County Commissioners.
3. **Name, Address, Telephone Number and Power of Attorney.** The applicant's name, address and telephone number. If the applicant is to be represented by an agent, a letter signed by the applicant granting power of attorney to the agent shall be submitted, authorizing the agent to represent the applicant and stating the representative's name, address and telephone number.
4. **Legal Description.** The legal description and street address, if such exists, of the parcel on which development is proposed to occur.
5. **Disclosure of Ownership.** A disclosure of ownership of the parcel on which the development is to occur, listing the names of all owners of the property, and all mortgages, judgments, liens, easements, contracts, and agreements that run with the land.
6. **Vicinity Map.** An 8½" x 11" vicinity map locating the subject parcel.
7. **Written Description.** A written description of the proposal and an explanation in written, graphic or model form of how the proposed development complies with the applicable approval standards.
8. **Site Plan.** A site plan of the site, showing existing and proposed features which are relevant to the review of the application, including but not limited to geologic features, waterways, recharge areas, aquatic and terrestrial vegetation, soils and man-made structures. A footprint of any structures, including dimensions and setback distance(s) should be included.
9. **Water Supply.** A description of the source and capacity of the water supply for the proposal, including decreed or conditional water rights. Give well permit number or state the date that the application was filed and provide a copy of application.
10. **Wastewater Treatment.** A description of the proposed wastewater treatment system.
11. **Impact Analysis.** A description of baseline conditions and the impacts that the proposed use may cause, described in terms of the Policies and Standards contained in Article 6 and a complete description of how the applicant will ensure that impacts will be mitigated and each applicable standard will be satisfied. (Not required for residential permit).
12. **Property Rights and Permits.** A list of all property rights, permits and approvals necessary for the proposal.
13. **Variance.** State whether a variance is required and the reasons for requesting a variance.
14. **Certified letters to adjoining property owners.** A letter must be sent to all adjoining property owners within 500 feet of proposed development informing them of proposed development. This letter must be sent certified/return receipt and the receipts must be included with completed application. The letter must give its recipient 2 weeks from date sent to reply if there are any objections. A list of the property owners that need to be notified can be obtained at the Assessor's office.

**The above are minimum application requirements. Additional materials may be required for certain proposed uses.**

### **POLICY STATEMENT**

IN MAKING A DECISION ON ANY DEVELOPMENT PERMIT APPLICATION SUBMITTED IN KIT CARSON COUNTY, THE KIT CARSON COUNTY PLANNING COMMISSION MUST BE GUIDED BY THE GENERAL POLICIES FOR LAND USE AND DEVELOPMENT WITHIN THE COUNTY AS DESCRIBED IN SECTION 4-201 OF THE KIT CARSON COUNTY LAND USE CODE. THOSE GENERAL POLICIES ARE TO PROTECT THE PUBLIC HEALTH, SAFETY, WELFARE AND THE ENVIRONMENT OF KIT CARSON COUNTY; TO ENCOURAGE GROWTH THAT IS COMPATIBLE WITH MAINTAINING OR EXPANDING THE AGRICULTURAL ECONOMY; TO GUIDE NON-AGRICULTURAL DEVELOPMENT TOWARD EXISTING GROWTH CENTERS; AND TO ENSURE THAT NO LAND USE CHANGE WILL DETRACT FROM THE ENVIRONMENTAL, HISTORICAL, RECREATION OR AESTHETIC CHARACTER OF THE COUNTY.