

# Directions for submitting applications for permits on-line

**(If you do not have a PDF Program installed on your computer or mobile device, you will not be able to submit an application on-line)**

1. In the list of permits, click on the link to the permit you would like to apply for. It will open up in PDF form.
2. Download the permit and save on your computer in place of your choice.
3. Fill out the information in the form by clicking in the spaces or using your “tab key” to navigate the form.
4. Once you have filled out all information, click the “submit” button at the bottom of the last page. The application will be e-mailed to our office to be processed and staff will contact you for further actions/questions/payment.
5. If you have further information you would like to add to the add to the application such as a site plan or directions, they can be emailed to [landuse@co.conejos.co.us](mailto:landuse@co.conejos.co.us). A picture can also be taken from your mobile device and emailed. Please make sure all information is legible so there is no delay in processing.
6. Call our office at 719-376-2014 if you have any questions about the process.
7. If you are unable to submit the application, you can also print, fill out the information and return it to our office in 1 of 3 ways: Fax: 719- - , Mail to P.O Box 197 Conejos Co 81120; or schedule an appointment with our staff. Call our office at 719-376-2014. Appointments are only scheduled from 8:00 AM to 12:00 Noon.

# Conejos County

Land Use Office PO Box 197, Conejos, CO 81129  
PHONE 719-376-2014 FAX 719-376-6769

## Zone Change - Application

### APPLICANT

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
City/State/Zip Code

### PROPERTY OWNER/S *(If different than applicant, a notarized letter from the owner consenting to this application, must be submitted. Joint owners must also consent.)*

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
City/State/Zip Code

### LEGAL DESCRIPTION OF PROPERTY *(Attach ADMIN printout from County Assessor)*

Quarter Section Township Range Subdivision Lot Block

SIZE OF PARCEL: \_\_\_\_\_ (Acres/feet)

CURRENT ZONING:  Agricultural  Rural  Residential  
 Community/Town Site  Commercial  Industrial

Adjacent Zoning: North \_\_\_\_\_ South \_\_\_\_\_ East \_\_\_\_\_ West \_\_\_\_\_

### COMMON DESCRIPTION OF PROPERTY: *(address or mileage from hwy, county road or landmarks)*

### DESCRIPTION OF EXISTING USE: *(Include subject property and adjacent properties within 500 feet of the subject property)*

### DESCRIPTION OF PROPOSED ZONE CHANGE & USE: *(Include the density and timing for its development)*

### DESCRIPTION OF IMPACT THAT PROPOSED ZONE CHANGE MAY CAUSE: *(Include how impacts will be mitigated and zone change standards will be satisfied)*

**OTHER INFORMATION:**

**SOURCE OF WATER:** *(Please indicate how water is currently or will be provided)*

- Public Water Source – District Name: \_\_\_\_\_
- Private Well - Permit # \_\_\_\_\_

**SEWAGE DISPOSAL:** *(Please indicate how sewage disposal is or will be provided.)*

- Public Sewage System – District/Town: \_\_\_\_\_
- Individual Sewage Disposal System (ISDS) - Date Installed: \_\_\_\_\_
- Centralized System– Describe: \_\_\_\_\_
- Other – Describe: \_\_\_\_\_

**ACCESS:** *(Please indicate how access is provided.)*

- Colorado Department of Transportation Highway Access Permit
- New Conejos County Access Permit # \_\_\_\_\_
- Existing County Access
- Other – Describe

**- - - - The following documents also be attached/included with this application. - - - -**

**CERTIFICATION OF TAXES PAID:** Attach the County Treasurer’s certification of taxes paid.

**VICINITY MAP** – 8 ½ x 11” copy of an aerial photo locating the section in the County in which the parcel is located. The boundaries of the subject property shall be indicated on the photo.

**SITE PLAN** – Complete the attached site plan that best conveys the conceptual aspects of the plan and for effective public presentation.

**SURROUNDING LAND OWNERS WITHIN 500 FEET OF THE SUBJECT PROPERTY** – Provide a list of the surrounding landowners. (LU Administrator may expand the distance up to two thousand 2500 feet for special circumstances or for large subdivisions)

**OWNERSHIP** - A copy of a current certificate from a title insurance company in the State of Colorado attesting to the accuracy and validity of the title to the property being platted and stating that the applicant is the land owner or is duly authorized by the land owner/s to so plat such land. The certificate shall also list all mortgages, liens judgments, easements, contracts and agreements of record regarding the land to be platted and the Board of County Commissioners may require, at its discretion, that the holders of such mortgages, liens, judgments, easements, contracts or agreements shall be required to authorize the application for final plat approval before such final plat is accepted for review.

**SURVEY** – A survey and legal description developed in accordance with Section 3.210B to include a) certification block for Planning Commission; b) certification block for Board of County Commissioners; c) certification block for the County Clerk & Recorder.

**IMPACT ANALYSIS** – A description of the impacts that the zone change may cause and complete description of how the applicant will ensure the impacts will be mitigated and Zone Change Standards will be satisfied.

**PRELIMINARY SUBDIVISION PLAN APPLICATION** – When a zone change is necessary in order to develop a major subdivision, then the applicant shall submit the subdivision Preliminary Plan application along with the zone change request.

**FEES:**  A non-refundable fee of \$500.00 must be made at the time of filing this application. The application fees are payable to: CONEJOS COUNTY TREASURER

**I have thoroughly read and understand the aforementioned application and by signing below I acknowledge the truth of its contents and my additions.**

\_\_\_\_\_  
**Applicant**

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

<i>- Office Use -</i>	
Pre-Application Conference: _____	Completeness Determination: _____
Fees \$ _____	Treasurer's Receipt # _____ Public Hearing Date _____

## Site Plan

Applicant/Owner \_\_\_\_\_

Name

Address – City/State/Zip

Telephone #

Date Prepared

**Please include the following information:**

- Identify boundary lines of subject property  Existing & proposed location of all structures & distance from lot lines  Existing & proposed location of roads, railroads, irrigation ditches, utility lines, easements & rights-of-way  Significant on-site features – drainage ways, wetlands, ditches, hydrologic features, rock outcrops, dams, reservoirs, and any on-site features  Location of proposed & existing wastewater treatment system including leach field or sewer lines  Location of proposed & existing water source and water lines  Zoning of adjacent properties  Other information requested by the Land Use Administrator.

Place the North Arrow here

