

Otero County Land Use Department  
Otero County Courthouse  
411 N. 10<sup>th</sup> Street  
Rocky Ford, CO 81067  
Telephone: (719) 383-3035

File No. \_\_\_\_\_  
Date Received: \_\_\_\_\_  
**Fee: \$200.00 to Otero County Public Works**  
**Plat Recording Fee: \$43.00 to Otero County Clerk & Recorder**  
OCPC Mtg. Date: \_\_\_\_\_  
OCBC Mtg. Date: \_\_\_\_\_

**Application for Land Use Change  
MINOR SUBDIVISION**

**PROPERTY OWNER INFORMATION:**

NAME: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
PHONE NUMBERS: (Home) \_\_\_\_\_ Office \_\_\_\_\_ Cell \_\_\_\_\_  
**EMAIL ADDRESS:** \_\_\_\_\_

NAME: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
PHONE NUMBERS: (Home) \_\_\_\_\_ Office \_\_\_\_\_ Cell \_\_\_\_\_  
**EMAIL ADDRESS:** \_\_\_\_\_

**APPLICANT INFORMATION (If different from Owner Information):**

NAME: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
PHONE NUMBERS: (Home) \_\_\_\_\_ Office \_\_\_\_\_ Cell \_\_\_\_\_  
**EMAIL ADDRESS:** \_\_\_\_\_

**PROPERTY DESCRIPTION:**

PHYSICAL ADDRESS OF PROPERTY IN QUESTION: \_\_\_\_\_

EXISTING ZONING DISTRICT CLASSIFICATION: \_\_\_\_\_

PARCEL ID#: \_\_\_\_\_

TOTAL AREA SIZE OF PRESENT PARCEL (Total Acreage or Square Feet): \_\_\_\_\_

LEGAL DESCRIPTION OF PROPERTY: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

DESCRIBE EXISTING USE OF PROPERTY: (Explain in Detail): \_\_\_\_\_

\_\_\_\_\_

**ADDITIONAL INFORMATION TO BE SUBMITTED WITH THIS APPLICATION:**

TOTAL AREA SIZE OF NEW PARCEL (Total Acreage or Square Feet):

PARCEL 1 \_\_\_\_\_ PARCEL 2 \_\_\_\_\_ PARCEL 3 \_\_\_\_\_ PARCEL 4 \_\_\_\_\_

DOMESTIC WATER SOURCE: \_\_\_\_\_

PARCEL 1 \_\_\_\_\_ PARCEL 2 \_\_\_\_\_ PARCEL 3 \_\_\_\_\_ PARCEL 4 \_\_\_\_\_

WASTEWATER SOURCE: ☐ Septic ☐ Other \_\_\_\_\_

PARCEL 1 \_\_\_\_\_ PARCEL 2 \_\_\_\_\_ PARCEL 3 \_\_\_\_\_ PARCEL 4 \_\_\_\_\_

ACCESS: \_\_\_\_\_

PARCEL 1 \_\_\_\_\_ PARCEL 2 \_\_\_\_\_ PARCEL 3 \_\_\_\_\_ PARCEL 4 \_\_\_\_\_

ARE THERE ANY WELLS ON THE PROPERTY? ☐ Yes ☐ No

PARCEL 1 \_\_\_\_\_ PARCEL 2 \_\_\_\_\_ PARCEL 3 \_\_\_\_\_ PARCEL 4 \_\_\_\_\_

INTENDED USE: \_\_\_\_\_

PARCEL 1 \_\_\_\_\_ PARCEL 2 \_\_\_\_\_ PARCEL 3 \_\_\_\_\_ PARCEL 4 \_\_\_\_\_

WILL ANY ANIMALS BE KEPT ON THE PROPERTY: IF SO, HOW MANY?

PARCEL 1 \_\_\_\_\_ PARCEL 2 \_\_\_\_\_ PARCEL 3 \_\_\_\_\_ PARCEL 4 \_\_\_\_\_

IS THIS PROPERTY SUBJECT TO A CONSERVATION EASEMENT? ☐ No ☐ Yes

If "Yes", show on a plot plan the location of the conservation easement and provide a survey of said easement, if available, as well as a copy of the conservation easement agreement (deed).

IF THE PROPERTY IS LOCATED IN AN AGRICULTURE ZONE DISTRICT, INDICATE HOW MANY SHARES OF IRRIGATION WATER WILL BE DEEDED TO EACH PARCEL:

PARCEL 1 \_\_\_\_\_ PARCEL 2 \_\_\_\_\_ PARCEL 3 \_\_\_\_\_ PARCEL 4 \_\_\_\_\_

**REQUEST:** DESCRIBE PROPOSED USE OF PROPERTY, IDENTIFY THE COLORADO REVISED STATUTE OR LAND USE CODE SECTION YOU ARE RELYING UPON WITH REGARD TO THE PROPERTY BEING EXEMPT, AND PROVIDE OTHER SUPPORTING INFORMATION (SPECIFY REASON FOR REQUEST):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Property Owner's Signature

A plot plan showing all existing structures, location of septic system, access, distances from property lines, and easements or rights-of-way (if easement or right-of-way is recorded, attach a copy of the recorded instrument). If the property in question is vacant, a plot plan showing the proposed structures, proposed location of septic system, distances from property lines, access, easements, etc., must be submitted with this application. This plot plan must be on 8 1/2" X 11" or 8 1/2" X 14" paper and must be legible. This plot plan will be reproduced several times; therefore, it must be clearly drawn.

1. A statement from an approved water company or source wherein the company or source agrees to provide domestic water to the property and sets forth the approximate location of where the water tap will be located. Further, the statement must be dated within thirty days of the date of the application.
2. Site Plan (unless waived by the LUA) See Article 4, Section 4-602 C3
3. Land Survey Plat (as defined in Article 16)
4. Digitized legal descriptions (as defined in Article 5)

**NOTE:**

1. **Applicant or a representative is required to be present at the Otero County Planning Commission hearing where the application is considered.**
2. **If applicant or a representative cannot attend the Otero County Planning Commission hearing, the applicant or representative must notify the Otero County Land Use Department no later than 48 hrs. prior to the hearing or the applicant or representative will have to again pay the application fee to Otero County Public Works Department.**
3. A legal notice referring to the proposed Minor Subdivision application will be published in a local newspaper and a copy of the legal notice will be mailed to all property owners within 500 feet of the exterior boundaries of the property in question.
4. If the application is not filled out completely, it cannot be processed. All requested information must be submitted as requested by the Otero County Land Use Department.
5. The application and all requested information must be filed with and accepted as satisfactory by the County Public Works Department not later than the 23<sup>rd</sup> day of the month to be placed on the next month's Planning Commission agenda.
6. If the property is located within an area which was **historically irrigated**, it is therefore subject to the Otero County "1041 Regulations" and there may be additional requirements, as set forth in Article 14, which must be satisfied before this application will be accepted for review.
7. The applicant will have to provide a statement of approval from the Otero County Land Use Department regarding water supply and sewage treatment on the property before final approval.