Subdivision Exemption No.

SUBDIVISION APPLICATION AND SUMMARY FORM

PLEASE READ NOTE AND SIGN BELOW:

THE SUBMITTED APPLICATION PACKAGE REQUIRES SPECIFIC REPORTS/INFORMATION WHICH MAY NOT BE ADEQUATE AS DETERMINED THROUGH THE REVIEW PROCESS. ADDITIONAL INFORMATION MAY BE REQUIRED. ALSO, THE ACCEPTANCE OF THE APPLICATION PACKAGE DOES NOT MEAN THE SPECIFIC INFORMATION HAS BEEN APPROVED AND IN FINAL FORM. REVISIONS TO THE INFORMATION AND/OR REPORTS MAY BE REQUIRED. <u>REQUESTS FOR WAIVERS OF ANY OF THESE REQUIREMENTS MUST BE</u> <u>ACCOMPANIED BY A LETTER OF JUSTIFICATION.</u> THE PROWERS COUNTY PLANNING COMMISSIONERS WILL HEAR THE WAIVER REQUEST CONCURRENTLY WITH THE APPLICATION. DENIAL OF THE WAIVER REQUEST SHALL RENDER THIS APPLICATION INCOMPLETE AND RESULT IN THE REQUIREMENT FOR A NEW SUBMITTAL ACCEPTANCE DATE AND REVIEW PERIOD. YOUR SIGNATURE BELOW INDICATES ACCEPTANCE OF THESE CONDITIONS.

Date:				
If other than owner's signature, a letter o must be included.		Applicant's / Represen		
Property Owner:				
Address:				
Telephone Number:		Email:		
Applicant's Representativ	e:			
Address:				
Telephone Numbers:		Email:		
Surveyor or Engineer:		Telephone:		
Location of Subdiv	vision:			
Subdivision (1 st , 2 ^t	^{1d} , etc.)			
Quarter				
Section	Township	Range	<u>or</u>	
Lot	Block	Subdivision		
>>>>>>>	Attach Copy of De	eed<<<<<<		
Tax parcel number of property	(County Assessor	r's Records)		
Current land classification as	per Assessor's Rec	cords		
If irrigated, will water shares be allocated to the subdivided parcel?			Yes	No
Is there a Deed of Conservation Easement attached to this property?			Yes	No
If YES, attach copy				

Proposed Use of Land	
Proposed Water Source	
Proposed Means of Sewage Disposal	
Proposed Road Access	
Proposed Lot Size	

• The Prowers County Planning Commission recommends approval of this request for subdivision exemption.

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Prowers County Planning Commission, Chair

Dated this _____ day of _____ , 20 ___

• The Prowers County Board of County Commissioners grants approval of this request for subdivision exemption.

Prowers County Board of County Commissioners, Chair

Dated this _____ day of _____, 20 __

SUBDIVISION EXEMPTION CHECK LIST THE FOLLOWING ITEMS MUST BE SUBMITTED ALONG WITH THE APPLICATION:

Completed Application* *Applicant's name(s) and signature(s) must be exactly as name (s)stated on the deed.
Signature of owner or representative* *Letter of consent authorizing representative to act in owner's behalf must be included.
Proof of ownership by deed (1 copy) Deed of Conservation Easement—If applicable (1 copy)
Lienholder Letter of Consent
Plot plan (drawn to scale) of the subject property.
Treasurer's Certification of Taxes Paid. Treasurer's Certification must be received 15 days in advance of the BOCC meeting at which the plat is considered for approval.
A non-refundable application fee of \$100.00
Complete applications will be scheduled before the Prowers County Planning Commission normally on the second (2^{nd}) Wednesday of each month. The Planning Commission will consider making recommendation on the Subdivision Exemption at the monthly meeting.
Planning Commission recommendations and the Subdivision Exemption application will be scheduled before the Prowers County Board of County Commissioners normally on the second (2) or fourth (4 th) Tuesday of each month.
After approval by the Planning Commission and Board of County Commissioners a survey may be done.
Return the completed survey (Mylar and three paper copies) to the Land Use Office and payment to the Prowers Clerk in the amount of \$13.00 for the recording fee.* *Mylar and three paper copies must be signed exactly as name(s) stated on the deed.
Land Use staff will submit the survey plat to the Planning Commission and Board of County Commissioners for approval and signatures.
Prowers County Clerk will keep and record the mylar copy of the survey. The three paper maps will be returned to the Land Use Office. One copy will be deposited in the Map Depository in the Land Use Office. Two copies will be returned to applicant.
After the Clerk has recorded the survey plat new deeds may be requested.

THE ABOVE CHECKLIST IS PROVIDED FOR THE CONVENIENCE OF THE APPLICANT AND SHOULD NOT BE USED TO DETERMINE COMPLETENESS OF AN APPLICATION UPON STAFF REVIEW, ADDITIONAL INFORMATION MAY BE REQUIRED.