

DELTA COUNTY PLANNING COMMISSION MEETING
Administration Building – Board Room
560 Dodge St., Delta, CO 81416
Wednesday
March 17, 2021
@ 5:30 p.m.

Instructions for Public Participation:

The public can join the meeting remotely by registering in advance of the meeting at:

<https://us02web.zoom.us/meeting/register/tZwrd-2qqj0qGtZzK2W9yw40n38XE8s4K7WM>

After registering, you will receive a confirmation email containing information about joining the meeting.

SPECIAL MEETING AGENDA

5:30 P.M. – CALL TO ORDER

1. Receive a presentation on the following items relative to implementing the 2021 Delta County Land Use Code: (Continued from 3/10/21)
 - a. Forms and Instructions
 - b. Assessing Land Uses (Similar Use, Change of Use, Nonconforming Use)
 - c. Subdivisions

ADJOURNMENT

CERTIFICATION OF POSTING

On 3/11/2021 at 2:00 PM, Kate Kelly did post the above AGENDA as public notice of the 03/17/2021 meeting. The official notice is placed on the front entrance of the Delta County Courthouse located at 501 Palmer, Delta, Colorado and a courtesy copy is sent to the Delta County website at www.deltacounty.com.



DELTA COUNTY PLANNING DEPARTMENT

STAFF REPORT

Delta County Planning Commission Meeting

**Delta County Administration Building
560 Dodge Street
Delta, CO 81416**

March 10, 2021

2021 DELTA COUNTY LAND USE CODE Informational Report

Forms & Instructions

**Assessing Land Uses (Similar Use, Change of Use, Nonconforming Use)
Subdivisions (Standard, Clustered)**

RECOMMENDATION:

Staff recommends that the Planning Commission receive a report on implementing the 2021 Delta County Land Use Code:

- a. Forms and Instructions
- b. Assessing Land Uses (Similar/Change of Use, Nonconforming Use)
- c. Subdivisions (Standard, Clustered)

SUMMARY:

People can start submitting applications under the new Land Use Code (LUC) on April 1, 2021. Staff's intent is to have application forms and instructions available (physically and via our website) by mid-March so people can submit when they are ready. In addition, we are working toward having fillable forms that can be submitted electronically as that can be helpful to members of the public that would not otherwise come/drive in from more rural areas.

Planning staff meet weekly to review components of the land use process. Staff has created procedural Instructions or Standard Operating Procedures (SOPs) to help inform about steps involved in the process. We are presenting draft forms and instructions to the Planning Commission for review and comment before releasing (posting) them for public use. *Documents attached to this report are not for public use.*

Staff is seeking input from Commissioners if the documents are understandable. If not, we seek input in possible changes to add clarity. The general concept is to limit the number of forms as much as possible. With the new regulations and forms, we anticipate there could be adjustments needed once we get into processing permits.

Meanwhile, staff has identified about 20 outstanding applications that qualify to be processed under prior regulations. Timing for completing these applications depends in part on the applicant providing required information. As such, staff has been contacting applicants or their representatives to assess the time needed to complete these applications. While staff wants to accommodate these applications as much as possible, an application should be expired if there is no activity from the applicant for a long period. Pursuant to the new land use code, an application is considered stale if there is not action for six (6) months. At that point, a letter would be sent informing the applicant that their application will be expired in 10 days from the letter unless they provide justification that the Director finds warrants an extended period of time. If an application expires, then a new application would be required to be processed pursuant to the new Land Use Code.

Also included with this report is a discussion about the process to assess land use. The types of actions include assessing if the proposed use is similar to a listed use or constitutes a change of use. In addition, adopting/revising a Land Use Code and/or Zoning Maps can result in an existing use/structure becoming nonconforming to the zoning designation applied to that parcel. This report includes an example (case study) for working through a Change of Use request under the new Land Use Code.

The Planning Commission report on February 17th provided a brief explanation of the subdivision process under the new Land Use Code. There was interest expressed for additional information that is provided in this report.

DISCUSSION:

FORMS & INSTRUCTIONS

The Land Use Code authorizes the (Planning) Director to create and periodically revise forms for each type of application required. Planning (Department) has been assigned as the point for of contact for all types of land use activities. This is referred to as a *One-Stop Permit Center*, so citizens do not have to try to figure out where to start or who to talk to. Where Planning serves as the point for other departments, we generally receive an application/fee, check it for completeness, and route it.

Planning drafted a number of documents for review and comment by the Planning Commission before releasing (posting) them for public use. In addition, some form letters have been created for consistent communication where it is warranted at various points in the process. Since some forms are routed to other departments, updating forms involves coordination with applicable departments. Most of that involves meeting with individuals but also can be done as a group when needed.

Attachment 1 provides a matrix that summarizes each type of permit and a general overview of the process. Instructions outlining the process in more detail are provided in **Attachment 2**. A couple areas are highlighted in the instructions because staff is still developing those components. However, there should be enough for the Planning Commission to review and provide input.

The first step will be to submit a form requesting a pre-application meeting (**Attachment 3**). Following the pre-application meeting, a letter is sent (**Attachment 4**) that includes a checklist of materials required (**Attachment 5: Site Plan Checklist**), required application form(s), and fees. A general Land Use Checklist is also being developed, but is not completed at this time. One general Land Use Form was developed for all types of permits (**Attachment 6**), which reduces redundancy of the same information requested in multiple forms and consolidates the information in one place. This is especially effective if an application requires multiple permits. In certain cases, a separate form/checklist might be included where it is beneficial to provide additional detail (**Attachments 7-9: Final Plat Review Form, Lot Line (Boundary) Adjustment/Surveyor Statement, Pre-HUD Mobile Home Application Form, respectively**). A Zoning Permit Form is also being developed, but is not completed at this time. This initial phase can take about one month based on timelines outlined in the Land Use Code.

After an application is submitted, staff makes a determination if it is complete or incomplete, based on checklist with the pre-application follow up letter (**Attachments 10&11**). At that point, the application goes through a technical and sufficiency review by staff, referral agencies and adjacent neighbors. Based on comments, the application is either deemed complete (ready to set for action), or a letter with recommended revisions (changes, clarifications) is sent to the applicant (**Attachment 12**).

As we move into the new permit process, the Director would like feedback on a standard format for staff reports (written and presentations) to the Board of Adjustments, Planning Commission, and Board of County Commissioners. For reports, the title will provide enough detail for the general public to clearly understand the action(s) being considered, and staff's recommendation(s) will be stated up front. A summary will give a brief explanation of the matter and major issues related to the project. Then a discussion can provide more detail explaining the project and any issues. The report will include the agencies who reviewed the application (referrals), any comments received and how those comments were addressed (or why not). Attachments will be limited to documents that supplement the discussion as needed. Presentations will provide key information leading

to staff's recommendation without getting into details of the report, and include a powerpoint where value is added to the presentation.

Enforcement is initiated through a Citizen Complaint Form (**Attachment 13**). This form can be used for reporting any type of complaint, not just land use. A signed form is required to initiate the process. Forms can be obtained from, and submitted to, the Planning Department as part of the One-Stop Permit Center. Planning will log the complaint, assign a case number and route it to the appropriate department(s).

Staff is drafting a new fee schedule that reflects the new permits types from the LUC, but remains consistent with the current level of fee. A resolution will be presented to the BOCC for their consideration on 3/16/2021. In addition, staff is working on a BOCC Resolution that would establish general rules and procedures for the BOA. Once that is completed, staff will begin scheduling meetings with the BOA to review the LUC and their role.

Other activities include the Director speaking with the Board of Realtors about the LUC at their general meeting on 3/10.

ASSESSING LAND USES

Generally, Land Use Codes include a limited list of uses, and new uses tend to evolve over time. When a use is presented, the first step is to see if the use is listed in the Land Use Code (Table 2.b). If the use is listed, then we follow the process laid out in the LUC based on the classification:

- Uses classified as "Allowed" ("A") are allowed as-of-right where no permit is required but the owner is responsible to comply with the standards.
- Uses classified as "Permitted" ("P") are considered to be ministerial, meaning a permit is issued once the Director determines that they meet the applicable criteria set forth in the Land Use Code.
- Uses classified as Limited ("L") or Conditional ("C") are considered to be discretionary meaning they can be approved, conditionally approved, or denied.
 - o Section 5.B identifies Use Specific Standards for certain Limited Uses.
- Subdivisions are discretionary.

In addition, there are certain Temporary/Accessory Uses (Chapter 2, Section 3 - starting on page 33) to consider. Most of Temporary Uses in the LUC specify that they are allowed; however, Special Events does not specify. Based on the extent of criteria, staff's interpretation is that Special Events could be processed as a Permitted Use (ministerial) - meet the criteria and get a Zoning Permit (no conditions). Alternatively, it could be processed as a Limited Use (discretionary) where conditions can be added.

If a use is not listed, staff will assess if it is similar to a use that is listed. Definitions can help provide some guidance in this assessment. If it is not clear where the use fits after going through this process, then there is a process for the Director to make a

determination. The first step at this point is to determine the most appropriate category using the list on page 32 of the LUC, which generally is as follows:

- Principal use; used on an on-going basis
- Seasonal use; not more than six (6) continuous months within a 12 month period
- Temporary use; related to a special event (short period of time)
- Accessory use; subordinate to the main use.

A new or changed principal use must meet a list of criteria found on pages 32-33 of the LUC in order to be determined to be similar. The Director's determination can be appealed to the Board of Adjustments.

If it is determined that a use does not fit, an alternative process could be to request a change of the zoning designation. When considering a zone change, staff would look at consistency and connectivity with surrounding zoning designations as well as the Master Plan.

Chapter 11 addresses nonconforming conditions. For clarification, a *legal (lawfully) nonconforming* condition is where the use/structure was established in accordance with the rules in place at the time (lawfully), but then a change in the code created nonconforming condition(s). If the use/structure was created in conflict with the regulations in place, it is considered unlawful. A legal (lawful) nonconforming use can be continued, but is limited to change/expand depending on the conditions (See Chapter 11 for various scenarios). In addition, the process noted above could be used to determine when/if a use changes such that a permit is required.

CASE STUDY - *Similar Use*

Staff received an inquiry where they could operate an RV Park, which is use that is *not* listed in Table 2.b. Chapter 2, Section 2.D.2 establishes criteria to evaluate a specific application (use). The first step is to determine if the land use is:

- Principal; Permanent (e.g. Residence, Tasting room open all year)
- Seasonal; Six months or less during a 12-month period (e.g. Farm Stand open during harvest season)
- Temporary; Temporary use of land, then removed (e.g. Special Event)
- Accessory; associated with, but subordinate to a principal use (e.g. Farm Stand selling produce from that property)

When it is determined to be a principal use, there are additional criteria to assess how the operation works to help evaluate what is might be most similar to.

Developing a site for a RV Park would qualify as a principal land use. Seems most similar to the general land use category of "Rural Recreation and Hospitality Category" based on the following definitions:

Campground – includes parking or placement of RVs. Temporary occupancy not to exceed six (6) months in any calendar year.

Camping Unit – includes RVs

Lodging – No specific reference to RVs. Building or group of buildings that provide guest rooms for overnight lodging. Temporary occupancy (max 30 days). Might include other amenities like food services, conference rooms, etc.

Rural Recreation and Hospitality – outdoor recreation, overnight accommodations, and entertainment in the rural environment.

As a principal land use, the application would be subject to criteria in Section 2.D.3. The type of permit required would be based in part on how the RVC Park is operated:

ZONING DISTRICT	LODGING (max 30 days)	CAMPGROUND (max 6 mo)
A5	Limited Use	Limited Use
A20	Limited Use	Limited Use
A35	Limited Use	Limited Use
RI/C	Conditional Use	Not Allowed
UGA	Limited Use	Limited Use

In this case study, the type off permit is the same in either case, except in the RI/C zone. The State has additional criteria for campgrounds.

CASE STUDY - Change of Use

A parcel zoned A5 has an existing Farm Stand. The owner is interested to and an art studio and/or café. In summary, adding an Art Studio and/or Café to an existing Farm Stand would change/expand the existing temporary/accessory use to principal commercial/retail and/or restaurant uses.

Looking at other uses and their definitions for reference (Change of Use, Commercial, Farm, Restaurant, Retail Sales and Services), Farm Stands are allowed in any zoning district as a seasonal use that is accessory to the principal use (residence/farm). In that context a Farm Stand sells products from that property or the immediate area (e.g. Stand in Cedaredge sells sweet corn or dairy products from Olathe), and it does not operate year-around. Adding an art studio, cafe, or purchasing general retail goods (e.g. jewelry) from other areas would be a Change of Use expanding the Farm Stand as a temporary or accessory use into a principal land use. As a principal use, it must meet the list of criteria found on pages 32-33 of the LUC.

A *Cafe* is not listed in Table 2.b; however, based on uses that are listed and definitions, a cafe would be most-similar to a "restaurant" which is identified as a Permitted Use in all zoning designations (meaning adding a cafe would need a Zoning Permit- Administrative). An *Art Studio* is not listed in Table 2.b; however, based on uses that are listed and definitions, an art studio is most-related to "retails sales and services" which would either be a Limited Use or Permitted Use depending on the zoning designation (both types of uses require a Zoning Permit- Administrative). In the A-5 zoning designation, that would be a Limited Use. In this case, changing from A-5 to RI/C would change from a Limited Use to a Permitted Use so a zoning permit is still required.

Retail sales and services is a broad category that allows a lot of latitude once such a permit is obtained. However, there are regulations that could affect the design when changing use. With a cafe or sale of prepared foods, health regulations must also be met. Also, the new use would need to meet parking standards (Table 4.a LUC). For example, if the existing building is 1,000 sf, a cafe use requires 4 parking spaces, and the

same building for retail sales would require 3 spaces. The parking area would also need to accommodate accessible parking and access. When there are multiple uses, parking is not cumulative, but we will try to establish the appropriate number of spaces (may involve a traffic/parking study).

SUBDIVISION

As previously reported, minor plats (2-lots) will be processed administratively. However, the Director has an option to refer the matter to the Planning Commission if there is controversy. All other subdivisions (3+ lots) go to the Planning Commission for recommendation to the Board of County Commissioners. Sketches will no longer go to the Planning Commission, but rather a Preliminary Plat that would resemble a more final product. Subdividing a parcel with all lots of 35+ acres can be processed administratively through a Boundary Adjustment. Someone wanting to amend a Final Map (lot line adjustment, amending/removing notes, etc) would apply for a Replat.

CASE STUDY – Standard Subdivision

For a standard subdivision map, all lots in the subdivision must meet the standards of the Land Use Code (LUC). Under the LUC, the zoning designation establishes the minimum parcel size [UGA = 7,500 sf; RI/C = 2.0 Ac; A5 = 5 Ac; A20 = 20 Ac; A35 = 35 Ac]. Zoning establishes the maximum number of lots allowed, but should not be interpreted to guarantee approval of the maximum number of lots. When creating lots, good planning dictates that we evaluate the site conditions for the appropriate size and number of lots. For example, we do not want to create lots that due to topography, floodplain and/or soil conditions cannot establish a septic system or a reasonable access. In addition, lot lines should be logical in relation to the conditions of the property and surrounding area (not just the parcel in question).

CASE STUDY – Clustered Design Subdivision

Larger lots have an option to explore a cluster subdivision design. This option offers the ability to use a portion of the property to create lots smaller, and may allow for more lots, than the minimum allowed by zoning. In exchange, a significant part of the property would protect (easement, deed restriction) significant resources (agricultural, natural, scenic, etc). For example, a 100-acre lot designated as A20 would allow a maximum of five, 20-acre lots. With a cluster design, a portion of the property could be subdivided into six, 5-acre parcels with the remaining 70 acres restricted (by deed or easement) for open space (requires habitat value) or as continued agriculture (requires assignment of water).

In the case of a cluster design, the pre-application meeting would be used to explore the area that could support development, and there would need to be lands that are significant for protection. The location, size of area, and number of lots is subject to review by staff. Staff would make a recommendation to the Planning Commission, who in turn would make a recommendation to the Board of County Commissioners.

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LAND USE GUIDELINES

ALL USES - Land uses, including subdivisions, must comply with all applicable standards of the Land Use Code, generally found in: - Chapter 3, <i>Lots, Buildings, and Structures</i> - Chapter 4, <i>Site Design and Environmental Stewardship</i> - Chapter 5, <i>Public Facilities, Infrastructure, and Services</i> - A pre-application meeting is required for all land use applications to determine the process and materials required. An application and fee is required to initiate a pre-application meeting. - Following the pre-application meeting, a letter will be sent with a checklist of materials required for an application, including application forms and fees. - The fee for the pre-application meeting will be applied (credited) to the application fee if an application is submitted within three months. - County refers projects within an Urban Growth Boundary to the appropriate municipality for comment relative to their regulations. - Public notice (if applicable) shall be made at least 14 days prior to the hearing date in accordance with Chapter 7, Section 4, <i>Public Notice</i>.	LAND USES ALLOWED-BY-RIGHT - Land uses listed as being allowed-by-right do NOT require a permit, however, landowners must comply with all applicable standards of the Land Use Code. - Other types of permits may be required (e.g.; well, septic, access)
PERMITTED USES - Permitted Uses are subject to Administrative Review of a Zoning Permit (ministerial permit). - Applications for a Zoning Permit are reviewed for compliance with all applicable standards of the Land Use Code. - Once the application is determined to comply with the applicable standards, the Director shall approve the Zoning Permit. An Aggrieved Party can appeal the Director's decision to the Board of Adjustments. - Other types of permits may be required (e.g.; well, septic, access).	LIMITED USES - Limited Uses are subject to Administrative Review of a Zoning Permit and Site Plan (discretionary permit). - Applications for a Zoning Permit are reviewed for compliance with all applicable standards of the Land Use Code. - Applications for Limited Uses may be referred to specific referral agencies. - Certain Limited Uses require public notice 14 days prior to a final determination. - Once the application is complete, and notice provided (as applicable), the Director shall approve, conditionally approve, or deny the Zoning Permit. An Aggrieved Party can appeal the Director's decision to the Board of Adjustments. - Other types of permits may be required (e.g.; well, septic, access).
SPECIFIC USES Chapter 2, Section 5(B) identifies <i>Use Specific Standards</i> for:	CONDITIONAL USES Conditional Uses are subject to Public Hearing Process (discretionary permit).

➤ Intensive Agriculture ➤ Rural Residential ➤ Ag Support & Rural Industry ➤ Community Uses ➤ Commercial Uses ➤ Rural Recreation & Hospitality ➤ Utilities, Communications, Mining, Energy, Transportation, Disposal • Specific Uses are generally processed as a Limited Use. • If the use-specific standards cannot be met, a Specific Use is processed as a Conditional Use • Other types of permits may be required (e.g.; well, septic, access).	• Applications for a Conditional Use Permit are reviewed for compliance with all applicable standards of the Land Use Code. • Applications for Conditional Use Permits are submitted to specific referral agencies and adjacent property owners. • Following review of the application, the Director will send a letter with comments that could include Recommended Revisions. • Once the application is complete, and notice provided, the Planning Commission shall conduct a public hearing and make a recommendation to the Board of County Commissioners. • The Board of County Commissioners shall conduct a public hearing to approve, conditionally approve, or deny the Conditional Use Permit. • Other types of permits may be required (e.g.; well, septic, access).
VARIANCES • Variances are considered an extraordinary remedy to diverge from quantifiable standards (lot size, setbacks, etc.). Neither a nonconforming use of neighboring lands or structures in the same zoning district, nor a permitted or nonconforming use of lands or structures in other zoning districts shall be grounds for the issuance of a variance. Under no circumstances shall the BOA grant a variance to allow a use that is prohibited by this Code in the zoning district in which the subject property is located. • No variance shall be authorized unless all of the findings in Chapter 10, Section 2(A)(2) can be made: ➤ Unusual Conditions (lot size/shape, exceptional topographic conditions, etc.); ➤ Special Circumstances (unique difficulties or hardship, not a special privilege); and ➤ Consistent with Master Plan and Land Use Code (not detrimental to the public good). • Variation to Lot Size also requires meeting the findings in Chapter 3, Section 1(A)(3). • The Board of Adjustments (BOA) is the authority to consider variance requests. An Aggrieved Party can appeal the Director's decision to the Board of County Commissioners.	MINOR PLAT, REPLAT/LOT LINE ADJUSTMENT • Minor Plats and Replats are subject to Administrative Review. • Minor Plat is a 2-lot subdivision. Replat consists of <i>minor</i> amendments to an approved final plat (lot lines, map notes, right of way, or easements) - all lands must be part of a previously approved plat, no additional lots or building site are created, no impacts to county roads or other service providers is created, or the revision corrects minor errors on the plat. • Applications for a Minor Plat or Replat/Lot Line Adjustment are reviewed for compliance with all applicable standards of the Land Use Code. • Applications for Minor Plat may be referred to specific referral agencies. • Minor Plats where one lot does not meet the minimum lot size requires approval of a variance in order to find the map in compliance. • Once the application is determined to comply with the applicable standards, the Director shall issue an approval. An Aggrieved Party can appeal the Director's decision to the Board of Adjustments. • The Director may refer the application to the Planning Commission for review and recommendation to the Board of County Commissioners if determined there could be material impacts or disagreement relative to compliance. • Other approvals may be required in accordance with Chapter 7, Section 3(A)(2) • Minor (Final) Plats may be recorded when County accepts all public improvements shown on the map and conditions are met to the satisfaction of the Director.

PRELIMINARY PLAT • Preliminary Plats are subdivisions with 3+ lots. • Subdivisions are reviewed for compliance with all applicable standards of the Land Use Code, including Chapter 6, Land Dedication, Fire Impact Fees, Development Improvement Agreements • Applications for Subdivisions are submitted to specific referral agencies and adjacent property owners. • Once the application is complete, and notice provided, the Planning Commission shall conduct a public hearing and make a recommendation to the Board of County Commissioners. • The Board of County Commissioners shall conduct a public hearing to approve, conditionally approve, or deny the Conditional Use Permit. • Final Plats may be recorded after the Board of County Commissioners, at a noticed meeting, accepts all public improvements shown on the map and determines that conditions are met.	BOUNDARY ADJUSTMENTS • Boundary Adjustments are intended for adjustment or revisions of established, undisputed, existing boundary lines between parcels not previously subdivided, and where such adjustment does not result in the creation of an additional lot less than 35 acres. • All parties interested in a Boundary Adjustment shall complete an application provided by the Planning Department and provide a draft plat from the applicant's surveyor showing the existing boundary and the proposed boundary adjustment of all affected parcels. • Once the Director verifies that no new lots are being created and no violation of Codes is being created, they shall forward the draft Plat to the County Surveyor. • The County Surveyor shall review the Plat for accuracy.
APPEALS • The Board of Adjustments (BOA) shall hear and decide appeals where it is alleged that there is an error in any order, requirement, decision or determination made by the Director in the administration of this Code. • An Aggrieved Party must file their appeal in writing with the Director within 30 days following the action or decision of the Director from which the appeal is taken. • The BOA hearing is de novo, meaning the matter is reviewed as if no prior action has been taken. • An appeal determination by the BOA may be appealed to the Board of County Commissioners. The BOCC may reverse or affirm, wholly or partly, or may modify the BOA order, requirement, decision or determination based on the record (no new information following the BOA hearing).	REZONING • Rezoning changes the land use designation of a parcel or parcels (legislative action). • Once the application is complete, and notice provided, the Planning Commission shall conduct a public hearing and makes a recommendation to the Board of County Commissioners relative to the proposed rezone consistency with the Master Plan and any adopted Special Area Plans. • The Board of County Commissioners shall conduct a public hearing to approve or disapprove a rezone, based on standards/criteria laid out in Chapter 8, Section 2(B). No lot, tract, or unplatted land will contain multiple zones within its boundaries as a result of the rezoning.



General Development Application Instructions

Pre-Process Investigation: Prior to initiating an application for a land use permit.

- 1) A property owner must have a permitted access and address in order to initiate application for a land use entitlement. See *Access/Address Application Instructions*.
- 2) Identify the zoning designation of the subject parcel. Zoning maps can be found on the County website at: [www. \[www.deltacounty.com/6/Planning-and-Community-Development/...\]\(http://www.deltacounty.com/6/Planning-and-Community-Development/...\)](http://www.deltacounty.com/6/Planning-and-Community-Development/...)
- 3) Review the Land Use Category table in the Land Use Code (LUC). This table can be found in Chapter 2, Section 2.B, Tables 2.b, pages 30-31, or on the County website at: [www. \[www.deltacounty.com/6/Planning-and-Community-Development/...\]\(http://www.deltacounty.com/6/Planning-and-Community-Development/...\)](http://www.deltacounty.com/6/Planning-and-Community-Development/...) The following is a summary of the types of permits and processes:
 - a. Allowed Uses (“A”) and Temporary Uses do not require any permit from the County but must comply with applicable standards in the Land Use Code (Chapters 2, 3, 4, 5 LUC)
 - b. Permitted Uses (“P”) require consideration of a Zoning Permit by the Community Development Director. A permit is approved if all standards are met (ministerial).
 - c. Limited Uses (“L”) require a Zoning Permit and Sketch/Site Plan from the Director. Uses that include “n” in the table will require a public notice. These permits are discretionary meaning they can be approved, conditionally approved, or denied.
 - d. Conditional Uses (“C”) require consideration of a Conditional Use Permit by the Planning Commission and Board of County Commissioners. These permits are discretionary meaning they can be approved, conditionally approved or denied.
 - e. Uses not listed in the table are not allowed unless determined to be similar in nature to a listed use by the Community Development Director.
 - f. Rezoning, and/or text amendments to the Land Use Code, requires consideration by the Planning Commission and Board of County Commissioners. These are legislative actions at the discretion of the County if a change is desired.
 - g. Variances require consideration by the Board of Adjustments.
 - h. Minor Plats (2-Lots), Replats, Lot Line (Boundary) Adjustments require Administrative Review by the Community Development Director; and are discretionary meaning they can be approved, conditionally approved or denied. Upon completion of improvements and condition compliance for Minor Plats, a Final Map must be accepted by the Director.
 - i. Subdivisions (3+ Lots) require consideration off a Preliminary Plat by the Planning Commission and Board of County Commissioners; and are discretionary meaning they can be approved, conditionally approved, or denied. Upon completion of improvements and condition compliance, a Final Map must be accepted by the Board of County Commissioners (public notice).

Pre-Application Meeting: First step in the Review Process for all land use entitlements. The purpose is to review preliminary information to provide guidance on the next steps.

- 1) Pre-application forms for all land use permits are available and can be filled out on line. Application Form: [S\Planning\Applications/...](#)



- 2) Owner/Representative submits a pre-application form with preliminary plans/plats and materials, including a review fee, to the Community Development (Planning) Department. Information provided should include preliminary information about the site (existing structures, access, ditches, waterways, utilities, easements, etc).
NOTE: See instructions for submitting applications/materials.
- 3) In preparation for the meeting, staff will print an aerial photo of the site and surrounding area and review information provided. Staff will perform a site visit to get familiar with the area and take photos. Ask the applicant for additional information if needed to help clarify what is being proposed (e.g. staking and/or flagging).
- 4) Within one week of receiving a pre-application:
 - a. Schedule a pre-application meeting between the applicant and the assigned staff.
 - b. Meetings may also include the Director and/or other staff/agencies (Environmental Health, Roads & Bridges, Engineering, Fire, etc) as determined by the Director.
 - c. Consider application relative to Inter-Government Agreement(s) (IGAs) between County and municipalities, including the following key, common points:
 - Urban Growth Boundary (UGB) and Sphere of Influence (SOI) boundaries shall be mapped using GIS such that the data can be used to help identify parcels subject to the IGA.
 - For all Subdivision (minor plat, preliminary plat), Limited Use, Conditional Use, and Rezone applications located within the Growth Management Boundary:
 1. County informs a municipality as part of the pre-application stage in the County's land use review process.
 2. County invites the applicable municipality to attend the pre-application meeting which is to identify applicable review procedures (by County or municipality) and potential issues before an application is filed.
 - All subdivision (minor plat, preliminary plat) requests to the County within the municipality's Sphere of Influence (maps attached) shall be redirected to the municipality for processing. If the municipality declines to process the request, the County will process the request, subject to terms of the IGA.
 - A property owner applying for a Limited Use, Conditional Use, and/or Rezoning within the Sphere of Influence will be required to consult with the municipality as to the ability to annex.
 - No Medium or Large Animal Feeding Operations are allowed within the Growth Management Boundary regardless of the underlying zoning.
- 5) Pre-Application meeting format:
 - a. Applicant presents and explains their request.
 - b. Planner asks clarifying questions to understand the request.
 - c. Planner provides direction if the plan needs to be amended to meet LUC requirements, and could offer possible suggestions to amend the project to better meet standards of the LUC and/or good planning/design.
 - d. Planner explains the review process, and that a letter will be sent including a development application form and a checklist of materials needed for the application.
- 6) Within three (3) weeks from the meeting, Planner sends a package to the applicant that includes:
 - a. General Land Use Application form, note where the form can be found and filled out on line. Application Form: [S\Planning\Applications/...](#)



- b. Checklist of materials and information required to be included with the application. Checklist Form (to be completed by staff): [S:\Planning\Applications/...](#)
- c. Required fee to process the application. Note that the pre-application fee will be credited to the application fee if a complete application is submitted within three (3) months.

Application: The formal review process for all land use entitlements is initiated with submittal of an application package.

- 1) Owner/Representative submits an application package completed in accordance with the pre-application letter and Application Checklist. The General Land Use Application Form is available on the County website at: [www. https://www.deltacounty.com/6/Planning-and-Community-Development/...](https://www.deltacounty.com/6/Planning-and-Community-Development/...)
NOTE: See instructions for submitting applications/materials.
- 2) Completeness Review (1 week). Planner reviews the package to assess if all materials required in the checklist have been submitted, including the processing fee. Review to be completed within one (1) week of submittal.
- 3) Planner sends a letter notifying the applicant that the application is
 - a. Incomplete. Return the entire package including the fee to the applicant. Include a description of what is needed to make the application complete.
 - b. Complete. The application moves on to Sufficiency/Technical review.*NOTE: An incomplete application is not considered filed.*
- 4) Sufficiency/Technical Review (3 weeks).
 - a. Planner reviews application materials for consistency of information and adequacy to demonstrate compliance with the applicable Land Use Code requirements.
 - b. Concurrent with Planner's review, refer applications to agencies, consultants and adjacent property owners. The referral period can be extended for up to one month with mutual consent of the applicant and Director.
 - c. All reviews to be completed and comments received within three (3) weeks of submittal.
- 5) Planner sends a letter notifying the applicant that the sufficiency/technical review is complete, and informs them any fees required to be paid to the referral agencies and/or consultants must be paid before proceeding. Letter to include recommended revisions to address comments received, and date when materials are to be submitted.
- 6) Applicant resubmits materials addressing recommended revisions and comments.
- 7) Planner reviews the resubmitted materials and may refer back out to the commenting agency.
NOTE: Additional fees may be assessed with more than three rounds of resubmittal. Action by the applicant is required within 10 business day. If not, the application is deemed to be stale unless the applicant submits a request for, and the Director agrees to, additional time (up to six months maximum).
- 8) If the item requires notice, the assigned planner prepares a draft notice for review by the Director. *See Public Noticing instructions below.*
- 9) If there are no recommendations or when the recommendations have been addressed sufficiently, the item is scheduled for action:
 - a. Administrative. The assigned planner prepares a letter (addressed to the applicant) notifying them of the action, including any conditions. A draft letter is submitted to the Director for review and approval.



- b. BOA. The assigned planner prepares a staff report and resolution recommending conditions and findings supporting staff's recommendation, and schedules a hearing date with the BOA.
 - c. PC/BOCC. The assigned planner prepares a staff report and resolution identifying findings supporting staff's recommendation, and schedules a hearing date with the PC. Following action by the PC, the assigned planner prepares a staff report and resolution identifying findings/conditions recommended by the PC, and schedules a hearing date with the BOCC.
- 10) Final Maps. All Final Maps routed to departments with conditions applied to verify that applicable conditions have been met (cleared). Once the applicant complies with all of the conditions (all departments) and completes the required public improvements (R&B, Engineering):
- a. Preliminary Plat. Planner schedules and notices for the BOCC to accept the final map, including any right of way dedication.
 - b. Minor Plat. If applicable, planner schedules acceptance of right of way dedication by the BOCC prior to Director accepting the Final Map. Planner issues a public notice for the Director to accept the map (*see Public Notice instructions below*).
- 11) **Recording...**

Instructions for Public Noticing

- 1) Chapter 7, Section 4 of the LUC identifies the noticing requirements.
- 2) Review Table 7.c to identify the type of notice required, based on the type of application (Publication, Posting, Mail1, or Mail2).
- 3) Standards for what is required based on the type of notice is identified in Section 4.E
- 4) Table 7.b identifies the duration of noticing, which is required at least 14 days before the hearing.
- 5) There are two types of mailing:
 - a. Mail1 goes to adjacent property owners
 - b. Mail2 includes all property owners where their property is touched by drawing a 1,000 foot radius from the project property boundary.
- 6) Contents of the notice is provided in Section 4.B
- 7) Retain an email list of people that express interest to receive notice. This list receives all public notices for land use applications.
- 8) Create a Public Notice page on the Planning & Community Development website. Post all notices on this page for the duration prescribed by the LUC (14 days prior to the hearing).

Instructions for submitting materials (TBD)

- 1) Electronic submittal. **To submit electronically ... If materials are submitted electronically, no hard copy is required.**
- 2) Hard Copy submittal. **If submitting hard copy, an electronic copy of all materials submitted is also required. This can be in the form an USB thumb drive.**



PRE-APPLICATION
SUBMITTAL REQUIREMENTS

One (1) hardcopy of all materials is required. Plans shall not exceed a size of 11" x 17".

An electronic copy (.pdf) of all submitted materials is also required to be submitted.

Submit the following information and materials:

For Development Projects:	For Subdivision:
• Constraints Map (Map showing steep slopes, sensitive biological habitat, trees, groundwater recharge areas, sensitive view shed and any other constraints that may affect design.) • Conceptual Site Plan, including: ➢ Parcel size, dimensions, & access ➢ Existing/proposed structures ➢ Setbacks ➢ Irrigated/AG land ➢ Ditches/ponds/streams ➢ Utilities (existing & proposed) ➢ Use ➢ Occupancy type ➢ Driveway & parking ➢ Location of areas to be landscaped ➢ Easements • Existing/proposed water & wastewater • Photographs of site	• Constraints Map (Map showing steep slopes, sensitive biological habitat, trees, groundwater recharge areas, sensitive view shed and any other constraints that may affect design.) • Conceptual Subdivision Map, including: ➢ Existing parcel size(s) ➢ Existing/proposed lot lines ➢ Proposed number of lots & lot sizes ➢ Proposed road(s)/access ➢ Existing structures ➢ Ditches/ponds/streams ➢ Utilities (existing & proposed) • Existing/proposed water & wastewater • Easements • Photographs of site

Please answer the following questions:

YES ☐ NO ☐	Would development be visible from a public road, designated vista point, or public park? If yes, is development located on a slope or near the top of a hill? YES ☐ NO ☐
YES ☐ NO ☐	Does the project include cultivation of land that is currently not cultivated?
YES ☐ NO ☐	Does the project propose non-agricultural uses adjacent to the agricultural uses?
YES ☐ NO ☐	Does the project propose removal of native vegetation?
YES ☐ NO ☐	Would development occur within 100 feet of a seasonal or non-seasonal creek, lake, river, natural drainage, marsh, ocean, pond, slough, or stream?
YES ☐ NO ☐	Does the project include grading, soil importation, soil removal, and/or drainage modifications?
YES ☐ NO ☐	Would the project be connected to an existing well or private water system?
YES ☐ NO ☐	Does the project propose development on slopes over 25%?
YES ☐ NO ☐	Would development include construction, enlargement, alteration, repair, improvement or removal of a septic tank/system?
YES ☐ NO ☐	Would development include construction, enlargement, alteration, repair, improvements or removal of a well?
YES ☐ NO ☐	Would the project include connection to a new or existing wastewater treatment system?



PRE-APPLICATION REQUEST FORM

Upon submittal of all required information (including fee), the Planning Department staff will schedule a meeting to review the project with the applicant. The fee will be credited to your development application if application is submitted within twelve (12) months.

Packages that do not include all required information (including fees) will not be accepted.

PROJECT INFORMATION		PERMIT NO.
SITE ADDRESS		CITY/STATE ZIP
NEAREST PUBLIC ROAD	ASSESSOR'S PARCEL NUMBER(S)	
OWNER(S) INFORMATION		
NAME	PHONE	
MAILING ADDRESS	CITY/STATE	ZIP
E-MAIL		
APPLICANT INFORMATION		
NAME	PHONE	
MAILING ADDRESS	CITY/STATE	ZIP
E-MAIL		
PROJECT DESCRIPTION		

NOTE: If Applicant represents owner, owner must provide written consent to being represented on all matters pertaining to their application.

Owner/Applicant Signature: _____ Date: _____

FOR DEPARTMENT USE ONLY		
RECEIVED BY:	DATE RECEIVED:	COMPLETED BY:
STAFF ASSIGNED:		DATE SENT TO AGENCIES:



Date

Name

Address

City, State Zip

RE: APPLICATION STATUS – PRE-APPLICATION

PERMIT ##, OWNER LAST NAME

PROJECT LOCATION

Dear Applicant:

On [DATE], Delta County held a pre-application meeting to consider [PROJECT DESCRIPTION] at [ADDRESS]. The following agencies/persons were invited and/or present at this meeting:

- Delta County Planning; NAME, CONTACT INFO
- Delta County Engineering; NAME, CONTACT INFO
- Delta County Road & Bridge District #; NAME, CONTACT INFO
- Delta County Environmental Health; NAME, CONTACT INFO
- Town/City of ____; NAME, CONTACT INFO
- Fire Agency; NAME, CONTACT INFO
- CO Dept of Transportation; NAME, CONTACT INFO

The property is zoned [ZONING] and the application proposes [TYPE OF USE-TABLE]. The decision-making authority is the [Director, BOA, and/or PC/BOCC] to approve, conditionally approve or deny the application.

Based on the information presented at this meeting: [SUMMARY OF MEETING/COMMENTS]

- 1) The parcel is ## acres/sf with access from ____
- 2) Opportunities/Constraints (Issues) include:
 - a. [Waterways, floodplain, utilities, wildlife corridors, etc]
- 3) Staff provided the following suggestions if you proceed with an application:
 - a. Planning direction ____
 - b. [NOTE COMMENTS FROM ANOTHER DEPARTMENT OR AGENCY]

Enclosed please find:

- *General Development Application Form.* Please complete all required information. The property owner and applicant must sign the application certifying that the information provided is accurate to the best of their knowledge.
- *Application Checklist.* Attached is a checklist of materials required to be provided with the application based on the information noted above. This may include requirement for technical studies. If the County requires outside technical expertise, the County will hire the consultant and the applicant will be responsible for those costs.
- *Fee Resolution.* Based on the information presented, a fee of \$____ is due at the time of application submittal. Please make checks payable to “Delta County”. The County fee resolution is attached for reference.



Within one week of submittal, you will be notified if the application package is complete or incomplete. A complete application will proceed to a sufficiency and technical review to assess compliance with applicable development standards, which includes review and comment from adjacent property owners and responsible agencies. An incomplete application will be returned as *not filed* if any of the information requested is not provided, forms are not complete, or fees are not provided.

If you have any questions or need additional information, please contact the project planner listed below.

Respectfully,

Carl P. Holm, AICP
Director of Community Development and Natural Resources

By: Planner Name
Contact info (email+ phone)

DRAFT



CASE #: _____

Site Plan Checklist

APPLICANT NAME(S): _____

PROJECT NAME: _____

PRE-APPLICATION MEETING DATE: _____

NOTE: All of the following items **MUST** be provided for a complete Application Submittal, including any and all requested materials from the pre-application meeting. Failure to provide or complete any of the following items will result in the application being incomplete and will not be considered filed until all items are received by the Department.

SITE PLAN REQUIREMENTS:

**STAFF
INITIALS**

APPLICANT

- | | | |
|-------|--------------------------|---|
| _____ | ☐ | Aerial View. View of the subject parcel and surrounding area at no smaller than 1:200 scale (Color Copy). Illustrate the property line boundary and road names on the aerial map. |
| _____ | ☐ | Vicinity Map. Identify the subject parcel. Include names of all adjacent property owners and adjacent subdivisions. Illustrate political boundaries (city limits, county lines, etc.) – provide distance from the closest Town/City boundary. |
| _____ | ☐ | Legal Description. Subdivision, blocks, lots, recording information. Books and pages of metes and bound. Bearings on Section and ¼ Section lines (to the nearest second). Include metes and bounds description. |
| _____ | ☐ | Site Plan. Illustrate details of the proposed project with the applicable information listed below (drawing of professional quality): <ul style="list-style-type: none">a. North Arrowb. Dimensions. All dimensions to the nearest 0.01 foot, to scale no smaller than 1:200. Provide bearings & distances on all right of way and easement lines (existing and proposed).c. Parcel. Illustrate property lines of the entire parcel.d. Roads. Identify the primary road where the site takes access as well as any secondary roads/access. Indicate if roads are public or private. Label all roads included on the plan with names. Include: existing right-of-way boundary and centerline (existing and proposed); aliquot lines, curve data on centerline. Submit a Road Name application for all interior roads (if applicable). Illustrate proposed right of way lines.e. Access. Identify any proposed access, bridge, culvert or at-grade crossings (existing and proposed). Survey (GPS) the location of existing, permitted access, bridges and culverts for the subject parcel. |

- f. Easements. Survey existing easement lines (utility, slope, conservation, other). Illustrate proposed easement lines.
- g. Utilities. Survey and label all existing overhead and underground utility lines (water, sewer, electricity, gas, phone, cable, etc.) serving the property, include connection point(s) to main lines even if not located on the subject property. Survey existing utility pole locations. Illustrate proposed utility lines, including an easement if required.
- h. Irrigation Ditches/Pipelines. Survey and label the location and ownership of all irrigation ditches and pipelines.
- i. Existing Features. General location of any significant natural features such as rivers, streams, draws, ravines, ponds, wetlands, forest areas, tree and hedge lines. Survey the location (GPS) of existing fence, drainage structures and features, buildings, service lines, wells and distribution lines, and septic systems.
- j. Proposed Features. Illustrate proposed top/toe of slope lines, buildings/building envelopes, setbacks, and any proposed no build areas, drainage structures and features, service lines, wells and distribution lines, and septic systems.

NOTE: Include a revision block on all plans and reflect all changes made to the original Site Plan.

For a more detail explanation of requirements for the site plan, please reference [Chapter 4, Site Design and Environmental Stewardship](#) in the Delta County Land Use Code.

For all Sight Distance requirements, please reference [Chapter 5, Public Facilities, Infrastructure, and Services](#) in the Delta County Land Use Code.



LAND USE APPLICATION

OVERVIEW

This form provides the basic information for any land use proposal. This form is only one of the items required for a complete application submittal. It is the responsibility of the applicant(s) to ensure that all other required materials listed in the application checklist(s) are submitted. It is also the responsibility of the applicant to clearly demonstrate through narrative, visual representations, and other materials as needed, that the proposed land use complies with the Delta County Land Use Code. Incomplete applications are not considered filed and will be returned. All applications shall include digital copies of all files submitted along with a hard copy, unless otherwise determined by Planning staff.

Applicants must first attend a pre-application meeting with the Planning Department staff **BEFORE** submitting this Land Use Application. Additional materials required in the pre-application letter must be submitted with this application in order for the application to be complete. Incomplete applications will be returned and are not considered filed.

We accept Cash, Check or all major Credit Cards (2.7% fee applied at check out)

Please make checks payable to **DELTA COUNTY**

LAND USE CATEGORY (select all appropriate categories)

TYPE OF LAND USE:

☐ Permitted Use (P)

☐ Limited Use/Public Notice (Lⁿ)

☐ Limited Use (L)

☐ Conditional Use (C)

THIS APPLICATION IS FOR:

☐ Rezoning

☐ Subdivision, Minor Plat (Less than 3 Lots)

☐ Subdivision, Preliminary Plat (3 or more Lots)

☐ Zoning Permit (Site Plan Approval)

☐ Variance

☐ Appeal of Administrative Decision/Determination

☐ Replat (includes minor lot line adjustments)

☐ Lot Line (Boundary) Adjustment

☐ Conditional Use Permit

☐ Development Agreement

☐ Minor Amendment

☐ Other: _____

Pre-application Meeting Date was held on: _____

CONTACT INFORMATION

OWNER(S): _____

ADDRESS: _____

PHONE: _____

E-MAIL: _____

APPLICANT(S): _____

ADDRESS: _____

PHONE: _____

E-MAIL: _____

APPLICANTS INTEREST (Owner, Buyer, Representative):

(If Applicant is not the owner, authorization from owners of all properties associated with this permit is **REQUIRED**)

SITE INFORMATION

Site Address: (If applicable) _____

The Parcel Number and Legal Description can be obtained from your Deed, Tax Notice, or by calling the Delta County Assessor's Office at (970) 874-2120 or website: www.deltacounty.com

A part of the (1/4 Section) _____, Section _____, Township _____, Range _____ (6th P.M.) (N.M. P.M.) (Ute P.M.) (Circle one)

SUBDIVISION (If applicable) (Name, Lot#, Block #) _____

(ATTACH COPY OF THE RECORDED PLAT)

PARCEL NUMBER (PID#): _____ - _____ - _____ - _____ Current Zoning District: _____

Existing Use(s): _____ Proposed Use(s): _____

REZONING (amendment to the district zoning maps)

Applicant wishes to amend the Delta County Zoning Maps by changing the above specified parcel from _____ Zone District to a _____ Zone District

LAND USE CODE AMENDMENT (minor)

Describe the proposed amendment: _____

SUBDIVISION

Pre-Application Date: _____ MP _____ - _____

Plat Name: _____

Total number of acres: _____

Total number of proposed lots (**Please reference Chapter 3, Lots, Buildings, and Structures for Lot Dimensions by Zoning District**): _____

Domestic Water (Domestic water is required for all lots) Attach copies of approved well permits, water tap or certificate, court decrees, or deeded water rights for all lots and list them here:

Irrigation Ditches: If irrigation ditches are located on or adjacent to this property, list their locations, names of owners, water rights, number of shares owned and any proposed division of irrigation water.

Sewage Disposal: **No sketch plan, site plan, or preliminary plat shall be approved by the County unless the Colorado Department of Public Health and Environment or Delta County Environmental Health Division has made a favorable recommendation regarding the proposed method of sewage disposal.**

Fire Protection: Please list the fire district in which the property is located in.

Fire protection facilities shall be reviewed and approved by the appropriate Fire Protection District for sketch plans or site plans associated with limited or conditional uses, and preliminary plats (or final plats, where a preliminary plat is required prior to final plat approval). An improvements agreement and appropriate collateral shall be required for all fire improvements.

Access: What road or highway will the property have access from? _____

Note: If you have an existing **APPROVED** access permit, please attach a copy with your application. If you do not, you will need to apply for an access permit with the appropriate Department as part of the subdivision process. **(All Highway Access Permits are obtained from the Colorado Department of Transportation)**

VARIANCE

Please explain the reason(s) for requesting a variance. (**No variance shall be authorized unless the Board of Adjustments (BOA) finds all of the requirements laid out in Chapter 10, Section 2. Variances, is met**)

APPEALS

Please refer to **Chapter 12, Appeals**, of the Code.

REPLAT (minor amendments, minor lot line adjustments, plat correction, plat note removal, etc.)

Recorded date of previously approved Plat: _____

Description of replat: _____

LOT LINE (BOUNDARY) ADJUSTMENTS

What is the purpose of the adjustment? _____

Existing Parcel Size(s): _____

Adjusted parcel size(s): _____

Please list all landowners, along with their parcel number, who will be involved in this process:

Applicant/Owner(s) Signature: _____

Applicant/Owner(s) Signature: _____

Note: All payments must be made to the County Surveyor, Jesse Messenger, by contacting him directly @ (970) 835-3953

ACKNOWLEDGEMENT AND AUTHORIZATION

The undersigned authorizes the Delta County Planning Department to proceed with processing this application under the requirements of the Delta County Land Use Code (LUC).

I hereby certify that the information provided herein is complete and accurate to the best of my knowledge. Also, I hereby certify that I am the property owner or that I, the undersigned, am authorized to act on the property owner's behalf.

OWNER SIGNATURE: _____ DATE: _____

APPLICANT SIGNATURE: _____ DATE: _____

DEPARTMENT USE ONLY

APPLICATION RECEIVED BY: _____ DATE: _____

FEE REQUIRED: _____ PAID ON: _____

APPLICATION ACCEPTED AS 'COMPLETE' ON: _____

APPLICATION ACCEPTED AS 'TECHNICALLY SUFFICIENT' ON: _____



DELTA COUNTY

PLANNING & COMMUNITY DEVELOPMENT

295 W 6th Street ♦ Delta, CO 81416-1796
P: (970) 874-2110 ♦ F: (970) 874-2500
E-mail: planning@deltacounty.com

FINAL PLAT REVIEW

Subdivision Name & #: _____

Delta County approved the Preliminary Plat noted above, which included conditions reflecting comments from referral agencies. As a referral agency for this project, we request that you complete this form to verify applicable conditions have been met and that the Final Plat meets your agency standards such that it can be accepted by the Board of County Commissioners for recording.

Referral Agency (please identify your agency and print the name of the person completing this review):

Phone Number: _____

Have all requirements and/or recommendations been met for this Final Plat, per your department/agency?

☐ YES ☐ NO

If you answered 'NO' to the above question, please describe what is required in order to accept the Final Plat:

Signing this form verifies that conditions and regulations pertaining to this agency have been resolved satisfactorily and you recommend Delta County accept the Final Plat.

Department Signature: _____ Date: _____

Note: Please return this form to the Delta County Planning & Community Development Department.



LOT LINE (BOUNDARY) ADJUSTMENT
SURVEYOR'S STATEMENT

Date: _____

I, _____, have been hired to create a Lot Line (Boundary) Adjustment Plat for:

I received the request for a Lot Line (Boundary) Adjustment and state for the record that it appears to be a valid Lot Line (Boundary) Adjustment under state statute and will not create any new lots. **This Lot Line (Boundary) Adjustment will meet the intent of the Delta County Land Use Code and will be in accordance with Section 38-44-112, CRS.**

Surveyor Stamp _____ PLS # _____

Note: Please submit this statement to the Delta County Planning & Community Development Department



DELTA COUNTY

PLANNING & COMMUNITY DEVELOPMENT

295 W 6th Street ♦ Delta, CO 81416-1796

P: (970) 874-2110 ♦ F: (970) 874-2500

E-mail: planning@deltacounty.com

Pre-HUD Mobile Home Permit

Date: _____ **Fee: \$75.00** Payment Type: _____

Applicant Name: _____

Applicant Address: _____

Applicant Phone Number: _____

Description of Mobile Home:

Make: _____ Year: _____ Size: _____

Physical Location of Mobile Home: _____

Address where home will be placed: _____

Date of Inspection: _____ Time: _____

Mobile Home Inspection

☐

PASS

☐

FAIL

If the Unit fails the inspection, complete the following items and call for another inspection.

	Date	Comment
Smoke Detector		
Furnace & Water Heater Compartment		
Bedroom Exit Door Egress		
Electrical System		
Gas Piping		
Water & Sewer		

Applicant Signature: _____ Date: _____

Inspector Signature: _____ Date: _____

Planner Signature: _____ **Date:** _____

NOTICE: EACH INSPECTION SHALL BE BILLED SEPARATELY. PLEASE HAVE ALL ITEMS COMPLETED OR INSTALLED BEFORE THE INSPECTOR IS CALLED.



Date

Name

Address

City, State Zip

RE: APPLICATION STATUS - INCOMPLETE

PERMIT ##, OWNER LAST NAME

PROJECT LOCATION

Dear Applicant:

Delta County Planning Department has reviewed **PERMIT NAME/#** requesting **PROJECT DESCRIPTION**. As of **DATE**, the application has been deemed incomplete pending the submittal of the following information:

▪ **LIST**

▪

Your application and fees are being returned, incomplete applications are not considered filed. Please revise your application and resubmit the package, including applicable fees, with the information as requested. If you have any questions or need additional information, please contact the project planner listed below.

Respectfully,

Carl P. Holm, AICP

Director of Community Development and Natural Resources

By: **Planner Name**

Contact info (email+ phone)



Date

Name

Address

City, State Zip

RE: APPLICATION STATUS - COMPLETE

PERMIT ##, OWNER LAST NAME

PROJECT LOCATION

Dear Applicant:

The Planning Department has reviewed **PERMIT NAME/#** requesting **PROJECT DESCRIPTION**. As of **DATE**, the application has been deemed **COMPLETE**, meaning all of the materials required have been submitted. As a **[IDENTIFY TYPE OF APPLICATION: Limited/Permitted/Conditional Use/Preliminary Subdivision/Plat]**, the decision-making authority is the [Director, BOA, and/or PC/BOCC] to approve, conditionally approve or deny the application.

The application will now be reviewed for compliance with applicable land use regulations. This includes referring the application to adjacent property owners and the following agencies for review and comment:

- **LIST REFERRAL AGENCIES**
- **CONSIDER IGA WITH MUNICIPALITIES**
- **APPLICABLE FIRE AGENCY**

If you have any questions or need additional information, please contact the project planner listed below.

Respectfully,

Carl P. Holm, AICP

Director of Community Development and Natural Resources

By: **Planner Name**

Contact info (email+ phone)



Date

Name

Address

City, State Zip

RE: APPLICATION STATUS - RECOMMENDED REVISIONS

PERMIT ##, OWNER LAST NAME

PROJECT LOCATION

Dear Applicant:

Delta County and the applicable reviewing agencies have reviewed **PERMIT NAME/#** requesting **PROJECT DESCRIPTION**. Based on comments received, staff recommends making the following revisions to your plans/application:

▪ **LIST**

Please revise and resubmit your application with appropriate changes as noted, including responses to staff comments justifying recommendations that do not result in changes. The Director may refer the revised application to agencies that commented for their consideration.

No additional fee is required provided the revisions appropriately and completely address the recommendations. Prolonged inaction on these recommendations could result expiration of a stale application.

If you have any questions or need additional information, please contact the project planner listed below.

Respectfully,

Carl P. Holm, AICP

Director of Community Development and Natural Resources

By: **Planner Name**

Contact info (email+ phone)



DELTA COUNTY

PLANNING & COMMUNITY DEVELOPMENT

295 W 6th Street ♦ Delta, CO 81416-1796

P: (970) 874-2110 ♦ F: (970) 874-2500

E-mail: planning@deltacounty.com

CITIZEN COMPLAINT FORM

Please return this form to the Delta County Planning Department

REPORTING PARTY NAME

MAILING ADDRESS

PHONE

EMAIL ADDRESS

LOCATION OF VIOLATION

PROPERTY OWNER (if known)

IS THIS PROPERTY LOCATED IN A SUBDIVISION?

(If yes, please list the subdivision name) _____

DETAILED DESCRIPTION: Describe the nature of your complaint. ***Please Print*** (attach additional sheets if needed)

DISCLAIMER: I understand that while Delta County will not disclose my name during the inspection process of this complaint, the open record laws of the State of Colorado may require disclosure of the Complainant's name upon the written request of any party for a copy of this form.

Signature _____ **Date signed** _____

FOR COUNTY USE ONLY

Date Received: _____ Time: _____ Case #: _____

Received by: _____ Department: _____

Zoning District: _____ Date Case Opened: _____ Date Case Closed: _____

Staff Notes: _____

Case Referred to:

☐ Environmental Health ☐ Fire ☐ Sheriff ☐ Planning Department ☐ R & B Foreman (specify district) _____

☐ Other: _____

Referral Info/Notes: _____
