



**Moffat County Planning Department**  
1198 West Victory Way, Suite 107  
Craig, CO 81625  
970-824-9148

File # S- \_\_\_\_\_  
Sketch: \$300.00  
Date Paid \_\_\_\_\_  
Preliminary: \$450.00  
Date Paid \_\_\_\_\_  
Final: \$250.00  
Date Paid \_\_\_\_\_

## MAJOR SUBDIVISION APPLICATION

Application Date: \_\_\_\_\_ Subdivision Name: \_\_\_\_\_

Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ General Description of Location: \_\_\_\_\_

Total Acreage: \_\_\_\_\_ Proposed Number of Lots: \_\_\_\_\_ Zoning: \_\_\_\_\_

Owner(s) Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

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

Subdivider(s) Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

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

Registered Surveyor: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

Estimated Water Requirement: \_\_\_\_\_ gallons/day

Proposed Water Source(s): \_\_\_\_\_

Estimated Sewage Disposal Requirement: \_\_\_\_\_ gallons/day

Proposed Means of Sewage Disposal: \_\_\_\_\_

Type of Subdivision	Dwelling Units	Area (Acres)	% of Total Acres
( ) Single	_____	_____	_____
( ) Commercial	_____	_____	_____
( ) Mobile Homes	_____	_____	_____
( ) Other	_____	_____	_____
	Street	_____	_____
	Walkways	_____	_____
	Other _____	_____	_____
	Total	_____	_____

## **Formal Application Process for Planning Department Review**

### **1. Pre-Application Meeting**

All applicants are required to schedule and attend a pre-application meeting with the Planning Department prior to submitting an application.

### **2. Submission of Application**

Following the pre-application meeting, the applicant must submit a completed application package to the Planning Department. This package must include all required forms, maps, and accompanying textual documentation.

### **3. Departmental Review**

Once a complete application package is received, the Planning Director will initiate a comprehensive review process. This includes:

- Verification of Completeness: Ensuring all required materials, forms, and supporting documents are included and properly completed.
- Compliance Check: The proposal will be evaluated for consistency with the County's zoning regulations, subdivision standards, and any other applicable local, state, or federal requirements.
- Request for Additional Information: If necessary, the Planning Department may contact the applicant to request clarification or additional materials to support the review.
- Preparation for Public Hearing: Once the review is complete and the application is deemed ready, staff will prepare a report and recommendation for the Planning Commission.

### **4. Public Notice Requirements**

Once the departmental review is complete and a hearing date has been set, the Planning Department will issue public notices to ensure community awareness and participation:

- Mailed Notice: A notice of the scheduled public hearing will be sent to all adjacent landowners at least 14 days prior to the hearing date.
- Published Notice: The notice will also be published in the Legal Section of the *Craig Daily Press* for at least two separate publications before the hearing.

### **5. Planning Commission Review**

The application will be placed on the agenda for review and recommendation by the Planning Commission at the next applicable meeting date.

\*The Planning Commission meets on the first Wednesday of each month.

### **6. Board of County Commissioners (BOCC) Review**

Following the Planning Commission's review and recommendation, the application will be presented to the Board of County Commissioners for final consideration at the next applicable meeting date.

\*The BOCC meets on the second and fourth Tuesday of each month.

**Effective July 1, 2008 it will be the responsibility of the applicant/developer to notify, by certified mail, all mineral estate owners on any "Application for Development." This includes an application for a sketch plan, preliminary plan or final plan for a minor or major subdivision, exemption, conditional use permit, a planned unit development, any applications for zoning or rezoning to a planned unit development that would change or create lot lines where such applications are in anticipation of new surface development or any other similar land use designation that is used by Moffat County. The process is as follows:**

Not less than thirty days before the date scheduled for the initial public hearing by a local government on an application for development, the applicant shall send notice, by certified mail, return receipt requested, or by a nationally recognized overnight courier, to:

A mineral estate owner who either:

(A) Is identified as a mineral estate owner in the county tax assessor's records, if those records are searchable by parcel number or by section, township, and range numbers or other legally sufficient description; or

(B) Has filed in the office of the county clerk and recorder in which the real property is located a request for notification.

Such notice shall contain the time and place of the initial public hearing, the nature of the hearing, the location and legal description by section, township, and range of the property that is the subject of the hearing, the name of the applicant and the local government considering the application for development.

The applicant/developer must certify to the Planning Department that notice has been provided to the mineral estate owner. See attachment "A".

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Signature of Owner or Applicant

Pursuant to CRS § 30-28-110(4) any subdivider or agent of a subdivider who transfers or sells or agrees to sell or offers any subdivided land before a final Plat for such subdivided land has been approved by the BOCC & recorded or filed in the office of the County Clerk and Recorder shall be guilty of a misdemeanor.

Applicant: \_\_\_\_\_

No.S \_\_\_\_\_

## ACTION

## Sketch Plat

**Planning Department Recommendation:**    Approved (    )    Disapproved (    )

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

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Chairman, Planning Commission

Date \_\_\_\_\_

**Board of County Commissioners:**                      Approved (     )                      Disapproved (     )

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

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Chairman, County Commissioners

Date \_\_\_\_\_

## Preliminary Plat

**Planning Department Recommendation:**    Approved (    )    Disapproved (    )

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

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Chairman, Planning Commission

Date \_\_\_\_\_

**Board of County Commissioners:**                      Approved (     )      Disapproved (     )

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

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Chairman, County Commissioners

Date \_\_\_\_\_

## **Final Plat**

**Planning Department Recommendation:**      Approved (    )      Disapproved (    )

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

\_\_\_\_\_

\_\_\_\_\_  
Chairman, Planning Commission

\_\_\_\_\_  
Date

**Board of County Commissioners:**      Approved (    )      Disapproved (    )

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

\_\_\_\_\_

\_\_\_\_\_  
Chairman, County Commissioners

\_\_\_\_\_  
Date

# **ATTACHMENT A**

## **Mineral Right Owner Notification**

Effective July 1, 2008 it will be the responsibility of the applicant/developer to notify, by certified mail, all mineral estate owners on any "Application for Development." This includes an application for a sketch plan, a preliminary or final plat for a subdivision, a planned unit development, or any other similar land use designation that is used by a local government.

"Application for development" includes applications for general development plans and special use permits or any applications for zoning or rezoning to a planned unit development that would change or create lot lines where such applications are in anticipation of new surface development.

This does not include amendments to an urban growth boundary, applications for annexation and zoning, applications for zoning or rezoning that will not change or create lot lines, an application for development that is a special use permit for the extraction of construction materials, as that term is defined in section 34-32.5-103, C.R.S., building permit applications, applications for a change of use for an existing structure, applications for boundary adjustments, applications for platting of an additional single lot, applications for lot site plans, or applications with respect to electric lines, crude oil or natural gas pipelines, steam pipelines, chilled and other water pipelines, or appurtenances to said lines or pipelines.

24-65.5-101. Legislative declaration - intent.

The general assembly recognizes that the surface estate and the mineral estate are separate and distinct interests in real property and that one may be severed from the other. It is the intent of the general assembly that this article provide a streamlined procedure for providing notice to owners of mineral interests concerning impending surface development and to facilitate the negotiation of a surface use agreement providing for the joint use of the surface and a mechanism for resolution if an agreement is not reached. Further, it is the intent of the general assembly to include local governments in this process without creating additional liabilities for local governments.

### **PROCESS:**

(1) Not less than thirty days before the date scheduled for the initial public hearing by a local government on an application for development, the applicant shall send notice, by certified mail, return receipt requested, or by a nationally recognized overnight courier, to:

(I) A mineral estate owner who either:

(A) Is identified as a mineral estate owner in the county tax assessor's records, if those records are searchable by parcel number or by section, township, and range numbers or other legally sufficient description; or

(B) Has filed in the office of the county clerk and recorder in which the real property is located a request for notification in the form specified in subsection (3) of this section.

(II) Such notice shall contain the time and place of the initial public hearing, the nature of the hearing, the location and legal description by section, township, and range of the property that is the subject of the hearing, the name of the applicant and the local government considering the application for development.

Such notice shall contain the name and address of the mineral estate owners to whom notices were sent in accordance with paragraph a of this subsection (1).

(1.5) If an applicant files more than one application for development for the same new surface development with a local government, the applicant shall only be required to send notice pursuant to subsection (1) of this section of the initial public hearing scheduled for the first application for development to be considered by the local government. Local governments shall, pursuant to section 24-6-402 (7), provide notice of subsequent hearings to mineral estate owners who register for such notification.

(2) (a) The applicant shall identify the mineral estate owners entitled to notice pursuant to this section by examining the records in the office of the county tax assessor and clerk and recorder of the county in which the real property is located, including the appropriate request for notification pursuant to subsection (3) of this section. Notice shall be sent to the last-known address of the mineral estate owner as shown by such records.

(b) If such records do not identify any mineral estate owners, including their addresses of record, the applicant shall be deemed to have acted in good faith and shall not be subject to further obligations under this article. The applicant shall not be liable for any errors or omissions in such records.

(3) A mineral estate owner who requests or desires to obtain notice under this article or the mineral estate owner's agent may file in the office of the county clerk and recorder of the county in which the real property is located a request for notification form that identifies the mineral estate owner's mineral estate and the corresponding surface estate by parcel number and by section, township, and range numbers or other legally sufficient description. The clerk and recorder shall file request for notification forms in the real estate records for the county and shall also keep an index of request for notification forms by section, township, and range numbers or by subdivision lots and blocks.

(4) Prior to convening an initial public hearing on an application for development, a local government shall require the applicant to certify that notice has been provided to the mineral estate owner pursuant to subsection (1) of this section.

(5) A mineral estate owner may waive the right to notice under this section in writing to the applicant. Failure of a mineral estate owner to be identified in the records described in paragraph (a) of subsection (1) of this section or to file a request for notification under subsection (3) of this section shall not waive the right of such mineral estate owner to file an objection with the local government to such application for development no later than thirty days following the initial public hearing for approval of the application for development or to exercise the remedies set forth in section 24-65.5-104.

(6) Before completing the sale of a mineral estate, a mineral estate owner who has received notice as the owner of the mineral estate of a pending public hearing with respect to an application for development pursuant to this section shall notify the buyer of the mineral estate of the existence of the application for development. A transfer of an interest in a mineral estate by a mineral estate owner following the filing of a request for notification pursuant to subsection (3) of this section shall not modify the address to which the applicant may deliver notice under paragraph (a) of subsection (1) of this section until the transferee of such interest has filed an amendment to the request for notification describing the address to which such notices shall be sent.