



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

File # **S-** _____
Sketch/Prelim: \$300.00
Date Paid _____
Final: \$250.00
Date Paid _____

MINOR 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	_____	_____

Signature of Owner or Applicant

Pursuant to CRS § 30-28-110(4) any subdivision or agent of a subdivider who transfers or sells or agrees to sell or offers any subdivided land before a final Platt 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.

ACTION

Sketch/Preliminary Plat

Planning Department Recommendation: Approved () Disapproved ()

Comments: _____

Chairman, Planning Commission

Date

Board of County Commissioners: Approved () Disapproved ()

Comments: _____

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

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.