



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

No. # RS-_____
Fee: \$250.00
Date Paid _____

APPLICATION FOR RESUBDIVISION

Owner: _____ Phone #: _____

Email address: _____

Address: _____

Buyer (If Applicable): _____ Phone #: _____

Address: _____

Agent, (if any): _____ Phone #: _____

Address: _____

Existing parcel description: _____ Acreage: _____ Zoning: _____

Legal Description (existing parcel) – Section _____ Township _____ Range _____

Proposed parcel(s): _____

Driving Directions: _____

Proposed Use: _____

Provide the following attachments:

- A. Mylar Plat drawn by a licensed surveyor showing the legal description and acreage of the total property, parcels, and show existing and proposed right-of-ways, easements and buildings.
- B. Copy of the deed, verifying proof of ownership.
- C. Names and mailing addresses of adjacent property owners, together with a map showing location of subject property and the property owned by the adjacent owners.
- D. On plat, dedicate right-of-way for county road, if applicable.

Applicant Signature: _____ **Date:** _____

Agent Signature: _____ **Date:** _____

Formal Application Process

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.

Applicant: _____
No. # RS- _____

PLANNING COMMISSION ACTION:

- () Tabled
() Denied, pursuant to the following findings:
() Approved, pursuant to the following findings:

Chairman, Planning Commission

Date _____

BOARD OF COUNTY COMMISSIONERS ACTION:

- () Tabled
() Denied, Pursuant to the following findings:
() Approved, pursuant to the following findings:

Chairman, Board of County Commissioners

Date _____