**GENERAL INSTRUCTIONS FOR APPLYING FOR AN EXEMPTION**

**FROM COUNTY SUBDIVISION APPROVAL PROCEDURES**

This instruction kit includes both a sample of a satisfactorily completed exemption request and one application form for your use in applying for an exemption.

In completing the application, please recognize that some items may not apply to your particular situation. When an item does not appear to apply to you, please write N/A in the appropriate section. Please do not leave any items blank.

Upon completing the application form, please detach it from the accompanying instructions and submit it to the address below.

**FEES**:

* A check for **$170.00** made out to Sedgwick County must accompany the application for the subdivision. (Please do not send cash.)
* You **must** also enclose a check or money order made out to Sedgwick County Clerk & Recorder in the amount of **$23.00** to cover the cost of recording your application. (Please do not send cash.)

The County will require an 8 ½” x 14” or 8 ½” x 11” copy of the survey of the property to be sold before approval will be granted for a subdivision exemption. This survey will be recorded with the application.

(By statute, a Mylar of the survey must **also** be filed in the Sedgwick County Clerk & Recorder’s Office by the **surveyor.** This is the responsibility of the seller of the land or the surveyor. Make checks payable to Sedgwick County Clerk & Recorder in the amount of $13.00)

**Send your form, checks or money orders to:**

Sedgwick County Planning & Zoning

Attn: Eva Contreras

315 Cedar St., Suite 200

Julesburg, CO 80737

**Subdivision Exemption**

Any sale of land in Colorado of less than 35 acres must either be in an approved subdivision plot or receive a subdivision exemption from the Board of County Commissioners. Sedgwick County typically allows exemptions if the necessary services are available for the location.

The proposed seller needs to submit a subdivision exemption application, to include a sketch of where the proposed tract is located.

The application is reviewed by the Planning Commission and then forwarded to the County Commissioners for final action. We do require a licensed survey of the tract. The survey can be completed while the application is being reviewed. If the exemption is approved, it cannot be recorded until we receive a copy of the survey.

The application must be compliant with current Sedgwick County Zoning Regulations.

Lots must be 2 acres or larger, unless served by a municipal water system or both municipal water and sewer;

Sewage disposal site approval from the Northeast Colorado Health Department or taps must be provided. Contact Amber Donovan at 970-854-2717 x5023 to verify that the subdivision exemption you are applying for is in compliance with Northeast Colorado Health Departments Onsite Wastewater Regulations.

Local surveyors who are licensed:

Dickinson Land Surveyors, Inc

212 S Interocean Ave

Holyoke, CO 80734

970-854-8440

Forty North, LLC

Land Surveying

53575 County Road NN

Wray, CO 80758

John Thompson

970-466-0552

**SEDGWICK COUNTY APPLICATION FOR EXEMPTION FROM SUBDIVISION APPROVAL REGULATIONS**

**Application Fee: $170.00**

**FORM # PZ-SE-2024-01**

1. Date of Application \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Name of Subdivision (if any)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Location of Subdivision: Qtr\_\_\_\_\_\_\_\_\_\_ Section\_\_\_\_\_\_\_\_ Township \_\_\_\_\_\_\_\_\_ Range\_\_\_\_\_\_\_
4. Distance and Direction of Nearest Community:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Seller of land\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

1. Buyer of Land\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

1. Registered Engineer or Surveyor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

1. Type of Subdivision (Check appropriate type): Non-Farm Residential\_\_\_\_\_ Farmstead\_\_\_\_\_\_\_\_

Mobile Home \_\_\_\_\_\_\_\_ Commercial\_\_\_\_\_\_\_\_\_ Industrial\_\_\_\_\_\_\_\_\_\_ Other\_\_\_\_\_\_\_\_\_

1. Amount of Land in Tract Before Subdivision \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ acres.
2. Total acres Seller is Presently Planning to Sell \_\_\_\_\_\_\_\_\_\_\_\_\_\_ acres.
3. Availability of Utilities to Subdivision:

Water supply: Public System\_\_\_\_ Existing On-Lot System\_\_\_\_\_ Proposed On-Lot System\_\_\_\_

Sewage: Public System\_\_\_\_ Existing On-Lot System\_\_\_\_\_ Proposed On-Lot System\_\_\_\_

Electricity: Currently Available\_\_\_\_\_ Proposed in Future\_\_\_\_\_\_\_

Gas: Natural\_\_\_\_\_\_\_\_ Bottled\_\_\_\_\_\_\_\_

1. Linear feet of proposed new streets or roads:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. General Description of Project:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Individual preparing Application forms:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

I hereby certify that to the best of my knowledge the above information is true and correct.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Must be signed by Seller)

Revised January 02, 2024

COUNTY USE ONLY

ACTION:

Planning Commission Recommendation File #:

Approval:

Disapproval:

Remarks:

Director Dated:

Board of County Commissioners

Approval:

Disapproval:

Remarks

Chairman Dated:

**SEDGWICK COUNTY APPLICATION FOR EXEMPTION FROM SUBDIVISION APPROVAL REGULATIONS**

**Application Fee: $170.00**

**FORM # PZ-SE-2024-01**

Date of Application \_\_\_\_\_\_\_May 1, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2024\_\_\_\_\_\_\_\_\_\_\_\_

1. Name of Subdivision (if any)\_\_\_\_\_\_\_N/A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Location of Subdivision: Qtr\_\_\_\_NW\_\_\_\_ Section\_\_14\_\_\_\_ Township \_\_\_8N\_\_ Range\_\_\_44W
3. Distance and Direction of Nearest Community:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Seller of land\_\_\_\_\_Mr. & Mrs. Joe Public \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_25575 Co. Rd. 35 Julesburg, CO 80737\_ Tele:\_\_970-555-1234\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Buyer of Land\_\_\_\_Mr. Scott Free\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_1767 West Ave. Sedgwick, CO 80749 \_ Tele:\_\_970-555-6789\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Registered Engineer or Surveyor\_\_\_\_\_\_Land of the Free Survey Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_1643 E. Elm Lakewood, Co 80215\_\_\_\_\_\_\_\_\_ Tele:\_\_303-232-0406\_\_\_\_\_\_\_\_\_\_\_\_

1. Type of Subdivision (Check appropriate type): Non-Farm Residential\_X\_\_\_ Farmstead\_\_\_\_\_\_\_\_

Mobile Home \_\_\_\_\_\_\_\_ Commercial\_\_\_\_\_\_\_\_\_ Industrial\_\_\_\_\_\_\_\_\_\_ Other\_\_\_\_\_\_\_\_\_

1. Amount of Land in Tract Before Subdivision \_\_\_\_\_\_160\_\_\_\_\_\_\_\_\_\_ acres.
2. Total acres Seller is Presently Planning to Sell \_\_\_\_10 \_\_\_\_\_\_\_\_\_\_ acres.
3. Availability of Utilities to Subdivision:

Water supply: Public System\_\_\_\_ Existing On-Lot System\_\_\_\_\_ Proposed On-Lot System\_\_ \_\_

Sewage: Public System\_\_\_\_ Existing On-Lot System\_\_\_\_\_ Proposed On-Lot System\_X\_\_\_

Electricity: Currently Available\_X\_\_\_\_ Proposed in Future\_\_\_\_\_\_\_

Gas: Natural\_\_\_\_\_\_\_\_ Bottled\_\_\_X\_\_\_\_\_

1. Linear feet of proposed new streets or roads:\_\_\_\_\_\_N/A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. General Description of Project:\_\_\_\_\_\_New Home & Garage \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Individual preparing Application forms:\_\_\_Mr. & Mrs. Joe Public \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

I hereby certify that to the best of my knowledge the above information is true and correct.

SAMPLE

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Must be signed by Seller)

Revised January 02, 2024