

## **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:\_\_\_\_\_
6. Buyer of Land\_\_\_\_\_
- Address\_\_\_\_\_ Tele:\_\_\_\_\_
7. Registered Engineer or Surveyor\_\_\_\_\_
- Address\_\_\_\_\_ Tele:\_\_\_\_\_
8. Type of Subdivision (Check appropriate type): Non-Farm Residential\_\_\_\_\_ Farmstead\_\_\_\_\_
- Mobile Home \_\_\_\_\_ Commercial\_\_\_\_\_ Industrial\_\_\_\_\_ Other\_\_\_\_\_
9. Amount of Land in Tract Before Subdivision \_\_\_\_\_ acres.
10. Total acres Seller is Presently Planning to Sell \_\_\_\_\_ acres.
11. 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\_\_\_\_\_
12. Linear feet of proposed new streets or roads:\_\_\_\_\_
13. General Description of Project:\_\_\_\_\_
14. 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

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COUNTY USE ONLY

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ACTION:

Planning Commission Recommendation

File #: \_\_\_\_\_

Approval: \_\_\_\_\_

Disapproval: \_\_\_\_\_

Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Director \_\_\_\_\_

Dated: \_\_\_\_\_

Board of County Commissioners

Approval: \_\_\_\_\_

Disapproval: \_\_\_\_\_

Remarks \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Chairman \_\_\_\_\_

Dated: \_\_\_\_\_

SAMPLE

**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

5. Buyer of Land Mr. Scott Free

Address 1767 West Ave. Sedgwick, CO 80749 Tele: 970-555-6789

6. Registered Engineer or Surveyor Land of the Free Survey Company

Address 1643 E. Elm Lakewood, Co 80215 Tele: 303-232-0406

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

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

8. Amount of Land in Tract Before Subdivision 160 acres.

9. Total acres Seller is Presently Planning to Sell 10 acres.

10. 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

11. Linear feet of proposed new streets or roads: N/A

12. General Description of Project: New Home & Garage

13. 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.

Signature \_\_\_\_\_  
(Must be signed by Seller)

Revised January 02, 2024