



**Minor Subdivision
Review
Application Form
5-402**

**Rio Blanco County Community Development Department
Planning Division**

Historic Courthouse
555 Main Street, 3rd Floor
Post Office Box 599
Meeker, CO 81641
Phone: 970-878-9454
Website: www.rbc.us

For Rio Blanco County Use:
Reference File Number: _____

**Please submit 1 Hard Copy and 1 Digital
Copy of the Application Materials**

Property Owner/Applicant	
Name	
Phone	
Mailing Address	
City	
State	
Zip Code	
Email	

Authorized Agent (Authorization Required)	
Name	
Phone	
Mailing Address	
City	
State	
Zip Code	
Email	

Project Information	
Name	
Assessor's Parcel Number	
Physical/Street Address	
Legal Description	Please attach the legal description to this form
Existing Zone District	
Property Size	

Proposed Zone District	
Sketch Plan (Optional)	Are you requesting a Sketch Plan Review before the Planning Commission? Yes <input type="checkbox"/> No <input type="checkbox"/>
Mineral Rights Ownership (See note below)	Please attach a separate document to this form.
Adjacent Property Owners (See note below)	Please attach a separate document to this form. Adjacent Property Owners need to be identified within a ½ mile radius of the project site. If the project is within ½ mile of an incorporated community boundary, noticing will be sent to the owners of record of all adjacent property within 500 feet of the project site. Project Site definition: “The entire area included in the legal description of the land on which a use or development is existing or proposed.”
Brief Description of Project	

Property Owner/Applicant printed name _____

Signature: _____ Date: _____

Notes to Property Owner/Applicant:

Section 5-202 Minor Subdivision.

Minor Subdivision review is required if the subdivision falls under one of the following categories described in this section. The review process for Minor Subdivisions is set forth in Section 5-402, Minor Subdivision Review Process. A minor subdivision allows 2-5 lots including the remaining acreage of the legal parent parcel, if the remaining acreage is less than 35 acres. If the land is currently zoned Agricultural, and the subdivision creates parcels less than 35 acres, a rezoning to Rural Residential is required.

Use Tax-(If applicable) A use tax packet will be issued to the Applicant by the Sales and Use Tax Administrator after approval of the land use change permit. Contact Debbie Morlan- 970-878-9610 for Use Tax information.

Mineral Rights Ownership/Adjacent Property Owners

4-301(B)(1)

“d. Notification of Mineral Rights Ownership – Certification of notification of mineral right holder(s) (if other than the Applicant) or a waiver by the mineral right holder(s) as required by Section 24-65.5-103 et. seg., C.R.S. must be included. By statute, notification is not required for pipelines and power lines.”

“e. Names and Addresses of Adjacent Property Owners - If the application requires mailed notice, provide a list of the names and mailing addresses of adjacent property owners. This information can be obtained from the County Assessor’s Office. Adjacent properties listed shall be in accordance with Section 4-101.I.2 of this Article.”

5-402

Minor Subdivision Review

Step 1: Pre-application Conference

