



**Single Lot Creation  
Application Form  
5-201**

**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](http://www.rbc.us)

For Rio Blanco County Use:  
Reference File Number: \_\_\_\_\_

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

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

<b>Authorized Agent (Authorization Required)</b>	
Name	
Phone	
Mailing Address	
City	
State	
Zip Code	
Email	

<b>Project Information</b>	
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	
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 5-201 Single Lot Creation.**

Single Lot Creation review is available on tracts of land when all of the following applies: a) the parcel to be subdivided is not a previously platted lot or tract, b) one (1) minimum two (2) acre or greater lot/ parcel is proposed to be created, and c) the remaining acreage of the parent parcel will be 35 acres or larger. The review process for Single Lot Creation is set forth in Section 5-401, Single Lot Creation Review Process. If one or more of these criteria cannot be met, the Minor Subdivision review process shall be utilized. 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.

**Adjacent Property Owners**

4-301(B)(1)

*“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 4-101.1.2 of this Article.”*

# 5-201 Single Lot Creation

## Step 1: Pre-application Conference

