



**Request for an Exception
to Subdivision
Regulations
Application Form
5-302**

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

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	
Mineral Rights Ownership (See note below) (If Applicable)	Please attach a separate document to this form.
Brief Description of Request for an Exception to Subdivision Regulations	

Property Owner/Applicant printed name _____

Signature: _____ Date: _____

Notes to Property Owner/Applicant:

Please see the Rio Blanco County Land Use Regulations, current adopted version, Section 5-302- Request for an Exception regarding this review process.

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

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.”

5-302

Request for an Exception to Subdivision Regulations

Step 1: Pre-application Conference

- May be conducted in person or by phone

Step 2: Application Submittal

Step 3: Completeness Review

- 21 calendar days to review
- If incomplete, applicant will be informed in writing

Step 4: Evaluation and Review by Assigned Staff

Step 5: Decision by Assigned Staff

Step 6: Submittal of Plat for Signature by Assigned Staff

- The plat shall be signed by all owners of record and all parties with an interest in the subject property

Step 7: Recordation

- The plat shall be recorded by Staff within 10 calendar days from the date of signature by Staff

Step 8: Conveyance

- Separate portions of the divided parcel may be conveyed individually after the recording