



Boulder County Land Use Department

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Office Hours: Monday — Friday 8:00 AM to 4:30 PM

Exemption Plat Submittal Requirements Checklist

Project Name:	PAC-
Pre-application Planner:	Date

Application Materials

The following information may be required, depending on the type of proposal. Please indicate that the information has been enclosed with your application and referral packets by checking the box labeled "Attached" (Article 3-203 of the Boulder County Land Use Code has detailed information about application materials).

Submittal Requirements Checklist

	Materials	Land Use Packet	Referral Packets	Attached
1	Application Form		✓	
2	Application Fee			
3	Signed Fee Agreement			
4	Project Description			
5	Exemption Map(s)			
6	HB 1088 Form (Mineral Interest Cert.)			
7	Vicinity Map			
8	Title Information			
9	Completed Public Notice Sign Form			
10	Referral Agency List			
11	Referral Packets			
12	Signed Exemption Plat Submittal Requirements Checklist (this form)			
13	Other:			
14	Other:			

Referral Packets

The materials identified in the checklist above by the pre-application planner must be included in your referral packets. You will be required to prepare referral packets for the agencies in the provided list, as directed by the pre-application planner.

All of the referral packets shall be left unsealed and delivered to the Land Use Department, along with the original application materials and application fee to begin processing.

Please include a copy of this form with your application. For general information about preparing referrals, please read the Land Use publication *Referral Packet Mailing Guidelines*.

Certification

I certify that all required materials are properly in the referral packets for the above application, and that packets have the proper mailing and first class postage. I understand that error in preparation of the packets may result in a delay in processing the application.

Applicant's Signature:	Date:
Please Print Name:	Phone:

General Description of Application Materials

1. Application Form

The application form is to be completed and signed by all property owners (provided in the packet).

2. Application Fee

An application fee of \$300.00 is to be submitted with the application.

3. Fee Agreement

A fee agreement is to be completed and signed (see Land Use publication *Fee Agreement* provided in the Exemption Plat packet).

Additional fees are based on the amount of staff time involved in the review and processing the application.

4. Project Description

Provide a detailed written description, discussion of applicable standards, and the justification for the proposal.

5. Exemption Map

The exemption map shall show clearly identified boundary lines and dimensions of the land to be exempted, including land survey data to identify the subject parcel including section corners, distance and bearing to these corners, quarter corners, township, range, etc.

Adjacent subdivided land, unsubdivided land, and public lands, the property shall be identified by the owner's name.

The following significant features shall be shown:

- Existing structures;
- Utility lines;
- Natural and artificial drainage ways, ditches, and lakes;
- Approximate vegetative cover;
- Rock outcrops and salient geologic features and hazards;
- Dams and reservoirs;
- Excavations and mine shafts;
- Fence lines;
- Driveways;
- Well sites and water lines; and
- On-site wastewater systems, leach fields, and waste lines.

Any other data essential to the evaluation as may be reasonably requested by the Director to enable an adequate conceptual evaluation of the proposed exemption.

6. Mineral Interest Certification/HB 1088 Form

If the proposal includes any new surface development certification of notification of all affected mineral interest holders is required in accordance with Article 65.5 of Title 24, Colorado Revised Statutes (H.B. 01-1088, effective July 1, 2001).

7. Vicinity Map

8½" x 11" map of the surrounding area.

8. Title Information

Include ownership information (list of all owners and interest owners) and title reports for all properties included in the Exemption Plat request (see Land Use publication *Title Information* provided in the Exemption Plat packet).

9. Completed Public Notice Sign Form

10. Referral Agency List

11. Referral Packets

As part of the Special Use application process the Boulder County Land Use Department refers applications to various county departments, agencies (as necessary), adjacent property owners, and/or other interested parties.

The application materials/documents to be referred are collectively referred to as the **Referral Packet**".

It is the responsibility of the applicant to assemble their Referral Packets in appropriate envelopes with the correct mailing addresses and postage. The completed Referral Packets should be submitted with the rest of the application materials. **The Boulder County Land Use Department** shall be the return address.