



## Boulder County Land Use Department

Courthouse Annex Building  
 2045 13th Street • PO Box 471 • Boulder, Colorado 80302  
 Phone: 303-441-3930 Email: [planner@bouldercounty.org](mailto:planner@bouldercounty.org)  
 Web: [www.bouldercounty.org/lu](http://www.bouldercounty.org/lu)  
 Office Hours: Mon., Wed., Thurs., Fri. 8 a.m. to 4:30 p.m.  
 Tuesday 10 a.m. to 4:30 p.m.

### Subdivision Exemption 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	Required	Attached
<b>Land Use Packet:</b>		
1 Signed Subdivision Exemption Submittal Requirements Checklist (this form)		
2 Signed Fee Agreement Form		
3 Application Fee and Public Notice Sign Deposit		
4 Title Information		
5 Mineral Interest Certification/H.B. 1088 Form		
6 Referral Agency List		
7 Historic Preservation Referral Form		
Other:		
<b>Referral Packets:</b> _____ hard copies and one digital copy		
R1 Application Form		
R2 Subdivision Exemption Parcel Form		
R3 Development Report and Project Description		
R4 Exemption Map(s)		
R5 Building Lot Determination Letters		
R6 Vicinity and Location Maps		
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 included as requested and properly in the referral packets for the above application. I understand that error in preparation of the packets may result in a delay in processing the application.

Applicant's Printed Name:	Date:
Applicant's Signature:	Phone:

# General Description of Application Materials

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## Land Use Packet

One copy of the following items is needed for application documentation and processing.

**1. Signed Land Use publication *P23 Subdivision Exemption Submittal Requirements Checklist*** (this form).

### 2. Signed Fee Agreement

A Fee Agreement is to be completed and signed (see Land Use publication Fee Agreement provided in the packet). Additional fees are based on the amount of staff time involved in the review and processing the application.

### 3. Application Fee and Public Notice Sign Deposit

The Application Fee and Public Notice Sign Deposit is to be paid at the time of application submittal. See Land Use publication *P04 Planning Review Fee Schedule* for the current fees.

### 4. Title Information

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

### 5. Mineral Interest Certification/H.B. 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).

### 6. Referral Agency List

### 7. Historic Preservation Referral Form

Required for any property with structures 50 years of age or older.

## Referral Packets

As part of the Subdivision Exemption 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.

### R1. Application Form

A completed *Planning Application Form* signed by all property owners (provided in this packet).

### R2. Subdivision Exemption Parcel Form

A completed *Subdivision Exemption Parcel Form* (provided in this packet).

### R3. Development Report and Project Description

Provide a detailed written description of the project, discussion of applicable standards, and the justification for the proposal and development report as required and described in Article 3-203 (F) of the Boulder County Land Use Code.

### R4. 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.

### R5. Building Lot Determination Letter

Building Lot Determination Letter from Boulder County.

### R6. Vicinity and Location Maps

Color copies of the maps provided in the Pre-Application meeting.